



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6026290
Dated/दिनांक : 05-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-03-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-03-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	70 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees Provident Fund Organisation (epfo)
Office Name/कार्यालय का नाम	Regional Office Bathinda
क्रैता ईमेल/Buyer Email	admin.robti@epfindia.gov.in
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	3 Year(s) 1 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	5 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued

by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:An audit firm having valid registration with ICAI (Institute of Chartered Accountants of India).

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:The applicant audit firm should be in existence for at least 10 years.

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:The applicant firm should have at least 5 full time partners with at least

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:The applicant firm should have at least 5 full time partners with at least

Number of XX fulltime CA's required and YY professional audit staff:The applicant firm should have at least 5 full time partners with at least

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit

Specification	Values
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Review system & processes , Internal control of financial
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Human Resource & Payroll , Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Subhash Kumar	151001,URBAN ESTATE PHASE 1 BATHINDA	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

300(258)/Admn.II/CT Cell/BTI

Additional Terms and Conditions

1. Employees' Provident Fund Organization is autonomous body under the aegis of Ministry of Labour & Employment, Govt. of India. Its Zonal Office (PB&H P) located at Sector-17 D, Chandigarh invites applications from Chartered Accountants/CA Firms for third party audit of establishments granted Exemptions/Relaxations from Employees' Provident Fund & Mis. Provision Act, 1952 having the registered office of their trusts within the territory of political states of Punjab and Himachal Pradesh.

Exemption from EPF Scheme 1952

Exemption from the operations of the EPF Scheme 1952 is granted to an establishment by the appropriate Government (Central or State Government as applicable) to manage the Provident Fund of its employees within certain conditions and obligations mandated under Section 17 of the EPF Act, 1952 and its enabling provisions in the EPF Scheme, 1952.

The scheme framed by the exempted establishment is however a scheme under the Act; it needs to run as per the provisions of the EPF Act and the EPF Scheme, 1952. The exempted establishment has the privilege to run its own Trust based on its own scheme is however predicated upon the employees of the establishment enjoying benefits which are not less favorable than those afforded by EPFO to its own members.

PURPOSE

This Procedure aims to delineate the process of compliance to be done by the exempted/relaxed establishments managing their own Trust and the regulations thereof on the conditions and obligations as per the statute.

- i. Exemption under Section 17(1) of the EPF Act, 1952.
- ii. Exemption under Section 17(2) of the EPF Act, 1952 (read with Para 27A and Para 27 of the EPF Scheme, 1952).

Responsibilities of Exempted Establishment:

- i. To submit undertakings to ensure compliance with the conditions of exemption and transfer of PA as per Section 17(5) read with Para 28 of the Scheme.
- ii. To constitute a BOT for administering the Provident Fund comprising of such number of members as specified in the Scheme which shall also regulate the terms and conditions of service of the members as per the guidelines in Para 79C of the Scheme. Page 3 of 58.
- iii. To facilitate inspection and pay the inspection charges at rates mandated by the Central Government.
- iv. To submit online returns as specified by EPFO from time to time.
- v. To provide seamless service to its members inclusive of a machinery for grievance registration and their redressal.
- vi. To ensure posting of the annual report of the establishment and the Trust Fund on its website.

The establishment shall manage the PF Trust in line with the following procedure based on the conditions of exemption:

- i. The employer and the Trustees shall submit undertakings to ensure compliance with the conditions of exemption and the transfer of PA as per Section 17(5) read with Para 28 of the Scheme. Page 5 of 58.
- ii. The employer as defined in Section 2(e) of the Act shall be the chairman of the BOT.
- iii. The BOT shall be responsible for maintaining proper receipt and payment account and the balance of the Provident Fund Trust Funds.
- iv. The employer shall immediately enroll an employee as a member and arrange to transfer his accumulations, if the said employee was already a member of EPF or of any other exempted establishment.
- v. The employer's and employee's contribution shall be transferred to the Provident fund at the rate prescribed under the Act by the 15th of each month and any delay shall entail a simple interest at the rate under Section 7Q of the Act.
- vi. Any loss to the Fund arising out of fraud, defalcation, wrong investment decision or for any other reasons shall be borne by the employer.
- vii. Any deficiency in the rate of interest declared by the BOT shall be made good by the employer to bring it up to the statutory rate.
- viii. The employer shall display on the notice board and website of the establishment, a copy of the rules of the Trust fund approved by the appropriate authority and as and when amended thereof along with a translation in the language of the majority of the employees.

- ix. Employer shall ensure that the rate of contribution, rate of interest and the quantum of benefits for its Trust beneficiaries shall not be lower than those provided under this Act and Scheme.
- x. The employer should ensure settlement of all claims of withdrawal, advances and transfers within 20 days of receipt of such claims.
- xi. The employer shall ensure that any beneficial amendment in the Scheme shall be made applicable to the employees' automatically pending formal amendment to the rules of the Trust. However, no amendment to the rules shall be made without the approval of the RPFC who shall give a reasonable opportunity to the employees to explain their point of view.
- xii. The employer shall bear the expenses of any third-party audit ordered by the RPFC.
- xiii. The exempted establishments shall intimate the RPFC the details of its depository participants in whose custody the investments are lodged.
- xiv. The employer shall facilitate inspection and pay such inspection charges as directed by the Central Govt. under clause (a) of sub-section 3 of Section 17 of the Act.
- xv. The employer shall inform the RPFC immediately in case of occurrence of any change of legal status of the establishment which has been granted exemption, as a result of merger, demerger, acquisition, sale, amalgamation, formation of a subsidiary, whether wholly owned or not.
- xvi. The format of the balance sheet shall be as prescribed by the EPFO. A copy of the annual report of the establishment shall also be sent along with. Both the documents to be sent electronically along with signed hard copies.
- xvii. Employer shall ensure that the same auditors shall not be appointed for two consecutive years and for not more than two years in a block of six years..
- xviii. The BOT and the employer shall file such returns monthly/annually within the prescribed timeframe and failure to do so shall be treated as a default and they shall be liable jointly and separately for prosecution.
- xix. BOT shall meet at least once in three months and function as per the guidelines laid down by CPFC or an officer authorized by him.
- xx. BOT shall ensure that all employees as defined in Section 2(f) of the Act become the Trust members unless an exemption is sought for a class of employees which is defined in its Trust Rules.
- xxi. The BOT shall maintain the detailed accounts of each members showing contributions, withdrawals and credit of interest preferably in an electronic mode and liable to be transmitted to an officer not below the rank of an RPFC upon their directions.
- xxii. Interest shall be credited on the monthly running balances as per Para 60 of the Scheme.
- xxiii. The BOT shall ensure issuance of annual statement of accounts

within six months of the close of financial year. In case of pass book the same shall be in the custody of the employees and subject to updates upon presentation. The same shall also be facilitated for viewing through digital mode. Every Trust of the exempted establishment shall likewise communicate to their members through SMS on mobile phones, e-mails or mobile e-passbook about the receipt of contribution, withdrawals and credit of interest in the account of the member every month, within two days of receipt of remittance from the exempted establishments.

- xxiv. The BOT shall invest the Trust monies as per the Central Govt. pattern of investment issued from time to time. Failure to do so shall make the BOT and employer separately and jointly liable for levy of surcharge as may be imposed by CPFC or his representative. Deviations in the prescribed percentage within the asset class will be considered as deviation to the maximum of 03 occasions and any deviation beyond may result in cancellation of exemption or withdrawal of relaxation as the case may be, apart from levy of applicable surcharge. Further, the deviation in any one particular year irrespective of approved asset class may mean one occasion. Lastly, a "deviation" shall mean an increase or decrease in percentage of investment in any particular asset class and any deviation which has the effect of making an investment in a different and impermissible asset class shall be deemed as non-compliance with the investment pattern with its statutory consequences.
- xxv. BOT shall ensure that the securities shall be in the name of the Trust and in DEMAT form. There should be a script wise register and timely realization of interest shall be ensured.
- xxvi. The BOT shall ensure that the DEMAT account is opened only through RBI and Central Govt. registered depository participants in accordance with the instructions issued by the Central Govt. Further the cost of maintaining the DEMAT Account and any brokerage incurred during purchase of securities shall be treated as incidental expenses.
- xxvii. Any obligatory expense like settlement of claims, grant of advance as per rule or transfer of accumulation of any employee necessitating sale of securities shall be done only upon a permission from RPFC.
- xxviii. The BOT shall ensure that any commission, bonus or other pecuniary rewards given by any financial institution should be credited to the Trust account.
- xxix. The accounts of the PF shall be subjected to annual audit by a qualified independent chartered accountant. A copy of the auditor's report along with the audited balance sheet of the Trust shall be submitted to the RPFC within six months of the close of the financial year (1st April to 31st March).
- xxx. The BOT may constitute an Investment committee of financial experts as deemed fit by the Trustees to ensure best investment practices and optimal management of Trust funds.

2. EPFO, Zonal Office, Chandigarh proposes to form a panel of eligible Charterers

d Accountant Firms for a **period of three years which may be extended by one year at a time not exceeding three years**.-to perform such functions as assigned for the purpose of carrying out of Third Party Audit of the Provident Fund Trusts of the Exempted establishments as per the conditions specified in Appendix 'A' to Para 27 AA of EPF Scheme 1952, as and when required EPFO, Zonal Office, Chandigarh and to submit a report in the Proforma prescribed for the same, within the time specified as per the terms of reference.

3. The following shall be the guidelines indicating the eligibility conditions for selection of such auditors, process of selection, nature of work to be performed by them and the remuneration to be paid to them.

Eligibility conditions of Third Party Audit Firms (TPAs) -

- a) An audit firm having valid registration with ICAI (Institute of Chartered Accountants of India).
- b) The applicant audit firm should be in existence for at least 10 years.
- c) The applicant firm should have at least 5 full time partners with at least 1 full time FCA (Fellow Chartered Accountants).
- d) The applicant firms must have an experience of auditing accounts/handling tax matters with any companies of having turnover of at least 50 crores per annum.
- e) Average annual turnover of the audit firm should be at least Rs. 1.5 crores in each of the last three years.
- f) Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past five years or penalized under any of the tax laws by ICAI or any other statutory body.
- g) Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws.

Nature of work to be performed by the firm: -

- a) To certify that the legal status of the establishment remains unchanged from the date of grant of exemption to the year of audit.
- b) To certify that the establishment is not reporting erosion in their capital base or loss for three consecutive financial years.
- c) The report shall be submitted in FORM RM-6 as modified from time to time, to the RPFIC-in-charge of the concerned Regional Office under whose jurisdiction the Exempted /Relaxed establishment falls, within 30 days from issue of work order.
- d) To examine whether the conditions governing grant of exemption has been properly complied with by the Provident Trust of the Exempted Establishment.

4. Those firms, who do not meet the eligibility criteria, shall not be evaluated.

5. In case of necessity, EPFO Zonal Office, Chandigarh can add new CA Firm to the panel.

6. As per condition no 24(a) of Appendix A to para 27AA of EPF Scheme 1952, EPFO shall have the right to have the accounts re-audited by any other qualified auditors and the expenses so incurred shall be borne by the employer. Accordingly, the employers of the Exempted Establishment to which Third Party Audit is assigned would bear the cost of expenses connected therewith and EPFO would not have any role in this regard.

7. Application form:-

Interested parties may apply in the application format enclosed as Annexure 'A' along with the undertaking in the format as below:-

Undertaking

I.....the managing Partners or M/s

Accountants do hereby verify, declare and undertake,

a) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the Firm would stand disqualified from empanelment/allotment of work and might be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.

b) Applicant firm or its partners have not been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (As amended) during past five years or penalized under any to the tax law by ICAI or any other statutory body.

c) Applicant firm or its partners are not facing any investigation or enquiry by any tax authority for violation of any of the tax laws.

d) That I and other partners are in full time practice as Chartered Accountants.

Name & Signature of the Managing Partner of the Firm with seal.

Annexure 'A'

Application for empanelment of Chartered Accountants Firms for Employees' Provident Fund Organization

Sr.No.	PARTICULARS	REMARKS									
1	Name of the Chartered Accountant Firm										
2	Registration No. (ICAI) of the Firm										
3	Date of constitution of the Firm and Constitution Certificate of the firm issued by the ICAI	Copy to be enclosed									
4	Proof of empanelment of C & AG	Copy to be enclosed									
5	Name of the Partners with status (FCA or ACA)										
6	Membership No. of the Partners & Certificate of Practice	Copy to be enclosed									
7	Complete full Address of the Head Office and the Branch with Telephone/Mobile/Fax with email Addresses										
8	Income Tax PAN of the Firm	Copy to be enclosed									
9	No. of full-time professionals with the Firm <table border="1"><tbody><tr><td>a</td><td>Full time FCA partners</td><td></td></tr><tr><td>b</td><td>Full time ACA partners</td><td></td></tr><tr><td>c</td><td>Full time CA employees'</td><td></td></tr></tbody></table>	a	Full time FCA partners		b	Full time ACA partners		c	Full time CA employees'		
a	Full time FCA partners										
b	Full time ACA partners										
c	Full time CA employees'										
10	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the firm/Partner										
11	Average Annual turnover of the Firm for last 3 years										
12	Proof of payment of Membership fee and certificate of practice from ICAI for the year 2022-23	Copy to be enclosed									

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Indicate the Tax/Audit work experience in the following Sectors:

a	PSU	
b	Government (Central/State)	
c	Trust	
d	Private Companies/firms	

Name & Signature of the Managing Partner of the Firm with seal.

9. Scale of fees to be paid:

The fees shall be regulated in accordance with the minimum scale of fees recommended by ICAI as amended from time to time as below: -

Particulars	Revised minimum recommended scale of fees		
	Class 'A' Cities (Rs.)	Class 'B' Cities (Rs.)	Class 'C' Cities (Rs.)
Audit and other assignments			
Rate per day would depend on the complexity of the work and the number so days spend by each person			
Principal	18,000/- & above per day	12,000/- & above per day	8,000/- & above per day
Qualified Assistants	10,000/- & above per day	7,000/- & above per day	5,000/- & above per day
Semi Qualified Assistants	5,000/- & above per day	4,000/- & above per day	3,000/- & above per day
Other Assistants	3,000/- & above per day	2,000/- & above per day	1,000/- & above per day
Subject to minimum indicative fees as under			
Tax Audits	40,000/- & above	30,000/- & above	22,000/- & above

Company Audits			
Small Pvt. Ltd. Co. (Turnover upto Rs. 2 crore)	50,000/- & above	35,000/- & above	25,000/- & above
Medium Size Pvt. Ltd. Co./Public Ltd. Co.	80,000/- & above	55,000/- & above	35,000/- & above
Large Size Pvt. Ltd. Co./Public Ltd. Co.	Fees to be charged depending on the complexity and the time spent on the particular assignment	Fees to be charged depending on the complexity and the time spent on the particular assignment	Fees to be charged depending on the complexity and the time spent on the particular assignment
Review of TDS compliance	25,000/- & above	18,000/- & above	12,000/- & above
Transfer pricing audit	Fees to be charged depending on the complexity and the time spent on the particular assignment	Fees to be charged depending on the complexity and the time spent on the particular assignment	Fees to be charged depending on the complexity and the time spent on the particular assignment

10. Detail of EPFO Regional Offices in Punjab & Himachal Pradesh:-

Sr. No	Name of the office	Class of City	No. of Exempted Or Relaxed Establishment
1.	Regional Office, Chandigarh, Punjab	B	7
2.	Regional Office, Ludhiana, Punjab	B	1
3.	Regional Office, Jalandhar, Punjab	B	5
4.	Regional Office, Amritsar, Punjab	B	1
5.	Regional Office, Bathinda, Punjab	C	
6.	Regional Office, Shimla, Himachal Pradesh	C	6

(Rina Mandal)
Regional P.F. Commissioner-I/OIC
Regional Office, Bathinda

6. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

7. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

8. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

9. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---