

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	20-06-2025 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	20-06-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम / Department Name	Department Of Commerce
संगठन का नाम / Organisation Name	Export Inspection Council Of India (eic)
कार्यालय का नाम / Office Name	Kolkata
क्रेता ईमेल / Buyer Email	eia-kolkata6@eicindia.gov.in
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Audit report, 1. Internal Audit for the year 2024-25 2. Finalization of Budget proposal for the financial year 2025-26 3. Finalization of Annual Accounts for the financial year 2024-25; CAG ..
अनुबंध अवधि / Contract Period	1 Month(s) 8 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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

### बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित बिड मूल्य /Estimated Bid Value	40000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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### विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

### एमआईआई अनुपालन/MII Compliance

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

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
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. 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.
5. 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.
6. 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.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Number of Years of firm/company's existence as per ICAI certificate:** 15 Years and above

**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.:** Experience of Three years (03 years), The copies of work awarded by Govt office/Autonomous bodies/PSUs during previous Three years for Rs. 50,000/- and above (minimum three work orders per year should be produced as per attached ATC documents

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:** Minimum 05 nos. of full time partners including 03 nos. of FCA/FCMA.

**Number of XX fulltime CA's required and YY professional audit staff:** Minimum 05 nos. of full time partners including minimum 10 nos. of professional Audit staffs.

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:** [1749554341.pdf](#)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
16-06-2025 17:00:00	EXPORT INSPECTION AGENCY- KOLKATA

**Financial Audit Services - Review Of Financial Statements, Audit Report, 1. Internal Audit For The Year 2024-25 2. Finalization Of Budget Proposal For The Financial Year 2025-26 3. Finalization Of Annual Accounts For The Financial Year 2024-25; CAG .. ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Audit report , 1. Internal Audit for the year 2024-25 2. Finalization of Budget proposal for the financial year 2025-26 3. Finalization of Annual Accounts for the financial year 2024-25
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting , Internal Audit for the year 2024-25
Type of Industries/F unctions	Government Organisation , Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Weekly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Audit Support	NA

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Jagmohan Yadav	700001,7TH FLOOR WORLD TRADE CENTRE, 14/1B, EZRA STREET KOLKATA	1	N/A

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

##### 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. Buyer Added Bid Specific ATC

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

##### 3. 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.

##### 4. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

**---धन्यवाद/Thank You---**



**EXPORT INSPECTION AGENCY-KOLKATA**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**World Trade Centre, 14/1B, Ezra Street,**  
**Kolkata- 700 001 (India)**  
**Phone : +91 33-22355057**  
**[www.eicindia.gov.in](http://www.eicindia.gov.in)**

**E-NOTICE INVITING TENDER**

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2025-26**

**Date: 10.06.2025**

**Notice for Inviting E-Tender through GEM portal from Chartered Accountants / Cost Accountant Firms for Conducting Internal Audit of Export Inspection Agency-Kolkata for the Financial Year 2024-25:**

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**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2025-26**

**Section-II: Important Information:**

**Name of Assignment: Engagement of Chartered Accountants / Cost Accountant Firms for Conducting Internal Audit of EIA- for the Financial Year 2024-25:**

**Important Information**

<b>S.No.</b>	<b>Particulars</b>	<b>Information to the Firms</b>
1.	Address for communication	Export Inspection Agency-Kolkata, World Trade Centre, 14/1B, Ezra Street, Kolkata – 700 001 (India)
2.	Contact Person	Deputy Director (Technical) (Incharge) Phone: 033-22355057 e-mail- <a href="mailto:jd-kolkata@eicindia.gov.in">jd-kolkata@eicindia.gov.in</a> / <a href="mailto:eia-kolkataadm@eicindia.gov.in">eia-kolkataadm@eicindia.gov.in</a>
3.	Date of Issue / Release	10 <sup>th</sup> June 2025
4.	Last of Submission	20 <sup>th</sup> June 2025
5.	Minimum Value of Work / Approximate Value of Work	Rs. 40,000.00 (Rs. Forty Thousand only.) Yearly Lump sum amount including Travelling Charges / D.A., boarding and lodging etc. plus applicable taxes.
6.	Tender / quotation may be submitted online on	<a href="https://gem.gov.in">https://gem.gov.in</a>

**Section-II: Preface:**

Export Inspection Agency- Kolkata a statutory body, set up by the Government of India under section 7(1) of the Export (Quality Control and Inspection) Act, 1963 for quality control & inspection under the technical and administrative control of the Export Inspection Council of India (Ministry of Commerce and Industry, Government of India). Export Inspection Agency-Kolkata is presently having its Head office at 14/1B, Ezra, Street, Kolkata, West Bengal including laboratories and sub office situated at Bhubaneswar, Odisha including laboratory for providing its services to export trade.

**Services of EIA-Kolkata:**

Issue of Certificates of origin to the exporters under various preferential tariff schemes for export the products.

Certification of quality of the various export commodities through implementation of quality assurance system inspection and quality control system implementation (In-process quality control and self-certification) as well as consignment wise inspection.

Certification of quality of food items for export through implementation of food safety management system in food processing units and issuance of health certificates for various commodities for export.

Providing of testing and analysis services to the export trade for the various commodities to meet the national / international standards.

**Export Inspection Agency-Kolkata intends to engage a Chartered / Cost Accountant Firm for assign its internal audit work for the Financial Year 2024-25. The interested firms are requested to send their E-tender / E-quotations on GEM portal for the same as per terms and conditions given below in Section III, IV & V.**

**Section-III- Scope of Work / Major Areas to be covered**

**1. Objectives of Internal Audit-**

The main objective of internal audit for the Financial Year 2024-25 is to seek a professional opinion on overall internal control, shortcomings noticed in the existing system and suggestion for improvement in the same. Other objectives of the internal audit are to ensure proper documentation, control and compliance required to be done are fulfilled at all level in the organization.

**2. Scope of the work / Major Areas to be Covered-**

The internal audit of EIA-Kolkata will be carried out in the following sections of EIA-Kolkata as mentioned below:

**A. Accounts and Administration Sections**

**B. Technical Sections (i.e. Certificate of Origin (CoO), Inspection & Quality Control Sections, EIA-Kolkata-Laboratory & Sub Office- Bhubaneswar and its Laboratory**

**C. Others**

All the areas specified below for audit is for each section is indicative but not exhaustive and all areas are to be covered. The observation(s) made by Internal Auditors should be quantified in terms of number, as far as possible.

**A. Administration and Accounts Section:**

<b>S.No.</b>	<b>Scope of Work</b>
1.	Internal Audit will be conducted in accordance with Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (IAS) and audit will ensure that the accounts are maintained as per prescribed formats, correctly and that rules, regulations and orders / directions issued by the Competent Authorities from time to time.
2.	Internal Auditor will ensure correct accounting heads (i.e. Income, Expenditure, Liabilities and Assets etc.) alongwith supporting documents required, if any, after verification of accounting vouchers and entries in the books of accounts books of accounts like Cash Book, Bank Book, Journals, Expenditure and Revenue Ledgers etc.
3.	Checking of Cash Book, safety of cash viz cash chest arrangement and Insurance coverage.
4.	Physical verification of cash and certificate of actual cash in hand and cash as per cash book on the day of Internal Audit.
5.	Physical verification of FDRs , S-TDRs and MOD A/cs held giving full details viz FDR No., Bank / Branch, Amount, Rate of Interest, Period, Maturity Value and Maturity Date etc. and Reconciliation of FDRs and Interest statement provided by bank.
6.	Verification of Imprest A/cs with sub-offices.

7.	Internal Auditors will check that all the Cheques / Demand Drafts received are deposited timely in the bank account of the EIA-Kolkata and its Sub Office/s.
8.	Reconciliation of Bank Accounts, entries outstanding/ un-reconciled for the last three months will be reported.
9.	Internal Auditor will submit a disclosure in case that there is any case theft / embezzlement / misappropriation / fraud or suspicious payment is existing / found in the books of accounts for the financial year 2024-25.
10.	Verification of Monthly Pay Bills, Pay Bill (Salary) Register of officials, as applicable.
11.	Compliance related to Provident Fund dues of employees like GPF, CPF, NPS and other dues as applicable and status report of any grievance pending on the same. (ii) Check the calculations of terminal benefits paid / payable to the employees on leaving the services due to superannuation / VRS / expiration etc. (iii) Status of career progressions i.e. MACP and promotions to the employees of EIA-Kolkata and will inform about the pending cases of the same with the reasons if any, under rules.
12.	Compliance in respect of statutory dues Goods & Services Tax, TDS etc. Monthly Status report of deposit of the same and status of filing of returns. The Internal Auditors will assure the filing of the same timely before due date by visiting the EIA-Kolkata H.O. for compliance of the statutory dues on the Monthly / quarterly basis, as applicable.
13.	Internal Audit will submit a separate report in respect of collection and payment of Goods & Services Tax (GST) collection and Input tax credit availed by EIA-Kolkata for the financial Year 2024-25 by EIA-Kolkata H.O. and S.O. Bhubaneswar and will also provide a state wise reconciliation statement for the same alongwith observation raised during the Audit.
14.	Internal Audit will prepare a reconciliation regarding TDS deducted by the exporter on the Fee received.
15.	Audit will report regarding liabilities and advances outstanding on closing of books of accounts.
16.	Review of deposits made with other organizations and status of security deposits or earnest money held by the organization.
17.	Verification of Fixed Assets register and depreciation charged on the same as per rules applicable before finalization of annual accounts. Internal Audit will also verify the Physical varication of fixed assets has been completed.
18.	Verification of stock register/s maintained with various sections and reporting of status of physical verification report prepared for the same.
19.	Scrutiny of Staff Advance, Tour Advance, LTC Advance and other miscellaneous advance register. Reporting on the final claim settlement and comments on the advance outstanding, if any, on closing of books of accounts.
20.	Verification of Service Books of employees in respect of entries made for applicable leave, LTC and timely verification of the same by the concerned authority and respective officials.

21.	Internal Audit will submit a report on provision made in the books off accounts as per AS-15 as per Actuarial valuation report on employees terminal benefits i.e. Gratuity, Encashment of Leave etc.
22.	Internal Audit will scrutinize and verify the annual books of accounts before finalization (i.e. Balance Sheet, Income and Expenditure Account and Trial Balance etc.) of the organization will submit a report on the same to the competent authority of EIA-Kolkata.
23.	A separate team will provide the full assistance to compile the, Reconciliation of FDRs and Interest Statement, Budget estimate for the Year 2025-26 and finalization to Balance Sheet, Income and Expenditure Account and Trial Balance etc. for year 2024-25) of the organization will submit a report on the same to the competent authority of EIA-Kolkata.

**B. Technical Section ( i.e. Certificate of Origin (CoO) Section & Inspection & Quality Control Section And Laboratory Section:**

1.	Internal Audit will ensure that Minimum annual fee as applicable on the approved plants has been collected by the Food and Food Products, Fish & Fisheries (Inspection) Section and S.O. Bhubaneswar as per latest prescribed slabs in the notification / executive instructions.
2.	<b>Verification of fee received</b> for Certification of forms by CoO Section, Food and Food Products, Fish & Fisheries (Inspection) Section and laboratory testing fee for various services, sale / printing of blank forms (CoO) from DGFT portal from exporters etc. Audit will ensure that fee has been received from for all certificates and sale of blank forms as per latest prescribed slabs in the notification / executive instructions and Goods and Services Tax has been collected properly on all the transactions as applicable.
3.	<b>Laboratory:</b> Internal Audit will also produce a reconciliation for no. of samples received in Laboratory at EIA-Kolkata and S.O. Bhubaneswar and Fee received for the same as per structure / latest prescribed.
4.	<b>Verification of monthly MIS</b> statement for certificates issued and sale of blank forms. Reconciliation of the same with MIS report prepared by concerned section, and financial data available with accounts section. Audit will find out the difference if any and report the reason of difference arises. Audit will also ensure the rectification of differences and errors.
5.	<b>Management report:</b> Internal Audit will submit a management report on overall functioning and internal control mechanism of Certification of forms by CoO Section, Food and Food Products, Fish & Fisheries (Inspection) Section and laboratory Sections along with S.O. Bhubaneswar for the Year 2024-25.

**C. Others:**

1.	Audit will ensure and report for any other compliance to be completed by the sections.
2.	Audit Firms may also be asked to cover the other areas for Internal Audit as required by the management.

**Section-IV- ELIGIBILITY CRITERIA**

E-Tenders/Quotations are invited from the interested C&AG empaneled registered Chartered / Cost Accountant Firms at Kolkata, West Bengal which should have at least fifteen years experience and have full time practicing 05 nos (Five) of partners and out of them 3 nos of (FCAs) Chartered / Cost Accountant partner/s. The interested firms should take a note of instructions, terms and condition mentioned below:

**Eligibility Criteria:**

<b>S.No.</b>	<b>Particulars</b>	<b>Years</b>	<b>Supporting Documents</b>
1.	Minimum no. of years of Experience of the firm	Minimum 15 Years	Copy of Certificate of incorporation of firms from ICAI / ICWAI.
2.	Registered Office	The registered office of firm should be in Kolkata, West Bengal	Copy of Certificate of incorporation of firms from ICAI / ICWAI.
3.	No. of Partners	Minimum full time 5 Partners (Out of them <u>03 Partners should be mandatory FCA / FCWA</u> )	Copy of Certificate of incorporation of Firms from ICAI / ICWAI
4.	Empanelment	<b>C&amp;AG empaneled</b> for the Year 2024-25 and 2025-26	Copy of the Empanelment Certificate to be attached.
5.	Experience of Statutory Audit / Internal Audit / Tax Audit in the Autonomous Bodies / PSUs in previous three years.	Rs. 50,000/- and above (Minimum three work orders per year for per completed assignment during previous three Years)	Copies of Work orders <b>indicating the award amount clearly</b> issued by respective Autonomous bodies / Statutory bodies/ PSUs) ( <u>During 2022-23 to 2024-25 upto 31.03.2025</u> ).
6.	Average Annual Turn Over in Last 3 Years	Rs. 40 Lakhs & above	Copies of Income Tax Returns showing the computation.

**Please Note:**

- A. The firms not qualifying in any of technical criteria mentioned above at **(point 1 to 6)** shall not be qualify for opening of financial bid.
- B. Financial bids lower than approximate minimum work value given (i.e. Rs. 40,000.00+ GST Applicable) will not be considered.
- C. **All Supporting documents should be certified by the managing partner / proprietor of the firm. (Formats are given below in Section-VI for Technical and Financial bids)**

**Section-V- Instructions and Terms & Conditions**

**1. Submission of E-Tender /Quotation /E-Bid on GeM Portal:**

The Firms shall submit / upload the E-Tender / quotation / bid documents complete in all respect in two parts i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on GEM portal (<https://gem.gov.in>) only. No other mode of tender application will be accepted.

**Technical E-Bid shall consist:**

- A. Annexure-I (Technical Bid) on the letter head of the firm each page of which should be signed by the managing partner or proprietor of the firm, format of the same is given in **Section VI** below.
- B. A copy of registration certificate and formation certificate of the firm issued by the ICAI / ICAI formerly ICWAI duly certified by the managing partner / proprietor of the firm.
- C. Details of all partners / Sole proprietor / Employees of the firms with registration no. and membership No. with concerned institute.
- D. Details of FCA /FCMA, ACA /ACMA, Semi qualified employees and other employees also to be provided.
- E. Copy of firm's PAN, GST Tax Registration No. including copies of previous three years Income tax returns and Computation to be provided duly certified by the managing partner / proprietor of the firm.
- F. Details of major audit experience / assignments of last three year especially in areas of Internal audit, Statutory Audit and Tax audit to be mentioned.
- G. Details of legal, court and arbitration case against the firm, pending, if any to be given.

**Financial E-Bid shall consist:**

- A. Annexure-II (Financial Bid) on the letter head of the firm each page of which should be signed by the managing partner or proprietor of the firm, format of the same is given in **Section VI** below.
- B. The financial bid of Internal Audit fee should be submitted on lump sum basis including of T.A., D.A., boarding and lodging charges etc. Service Tax as applicable will be paid extra as applicable and not to be mentioned in the financial bid.

**2. Engagement of firm:**

Initial engagement period of the Internal Audit Firm will be for the Financial Year 2024-25. The assignment of Internal Audit may be further extended for subsequent years on the same terms and conditions based on the satisfactory performance of the firm.

**3. Place of Audit, Time line and submission of Audit report:**

Internal Audit of EIA-Kolkata will be conducted annual basis at Head Office of EIA-Kolkata.

Internal Audit will be conducted by a team of professionals comprising at least one/ two Chartered / Cost Accountants, two semi qualified Chartered / Cost Accountants followed by other competent Audit personnel /clerks, as required. **Audit has to be commenced immediately after award of work. Internal Audit firms will have to complete the Audit work within 10 (Ten) working days.**

Internal Audit firm will have to submit the complete Audit report to Agency Incharge, EIA-Kolkata within 03 working days after completion of Audit.

**4. Access to the records for Audit:**

The Audit firm will be given access to all records maintained by the various sections which are necessary for the purpose of Audit.

**5. Liaison with Management:**

Selected senior Auditor/s will have periodical meetings with the management to review the progress of the work and to ensure that requirements are fully met.

**6. Compliance on the previous Audit report:**

Internal Audit firm engaged will verify and provide the necessary assistance to ensure that compliance on the observations made in the previous Audit report is fulfilled by the concerned section.

**7. System Improvement:**

The selected Auditor/s will report any shortcomings in the existing procedure of the system and suggest improvement for the same. Internal Auditors are encouraged to suggest the solutions for system improvement and to get rectify the errors / deficiencies and not merely confine to making observations but to ensure the compliance on the observations made at office itself in their presence.

**8. Terms of Payment:**

EIA-Kolkata will make payment to Audit firm after successful completion of work and submission of Audit report and Tax Invoice for the same to this office. Payment will be made after deduction of tax at source as applicable as per Income Tax Act to the firm.

**9. Sub Contract:**

The engaged Audit firm will not be allowed to sub contract the work to any other firms at any stage of work either in part or full.



**10. Confidential:**

The Audit firm will not disclose the any documented management system or other information whatsoever to any other third party including their internal department.

**11. EIA-Kolkata's Right:**

The Competent Authority, Export Inspection Agency-Kolkata reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

In case of any dispute regarding the Internal Audit Assignment, decision of Competent Authority, EIA-Kolkata will be final in the matter. If, any dispute arises due to this Internal Audit work Assignment, Jurisdiction for the same will be Kolkata Only.

Corrigendum/addendum regarding the quotation, if any, displayed on the GEM portal and same shall be binding on all the firms.

The Audit firm will not be allowed to leave the assignment at any stage after award the work to them. EIA-Kolkata may impose the penalty upon the firm, subject to maximum of full Internal Audit fee.

**Annexure-I- Technical Bid**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

**Subject: Submission of E-Tender on GeM Portal (Technical bid) for Internal Auditor work assignment for the Financial Year 2024-25.**

Sir,

With reference to your Tender document No. EIA/Kol/Admn./Acs/Corp/INTERNAL AUDIT/70003/2025-26 dated 10.06.2025 for engagement of Internal Audit work assignment for the Financial Year 2024-25, the under signed has read and examined all the terms and conditions in detail pertaining to above stated work assignment and do hereby interest to do the work as specified in the scope of work.

S.No.	Description	Particulars / Response
1.	Name of the firm	
2.	Address of the firm	
3.	ICAI / ICWAI Reg. No.	Copy of Reg. Certificate to be attached.
4.	<b>C&amp;AG Empanelment No.*</b>	Copy of empanelment Certificate to be attached.
5.	Date of constitution of the firm	Copy of Reg. Certificate to be attached.
6.	PAN of the firm*	Copy of PAN to be attached.
7.	GST Reg. No. *	Copy of GST Reg. Certificate to be attached.
8.	Name of managing partner / proprietor	
9.	Membership No.	
10.	Phone No.	
11.	Mobile No.	
12.	E-mail of the managing partner / proprietor of the firm	
13.	Date since firm has full time FCA	

14.	Number of full time FCA in the firm as 31.03.2025	
15.	Number of full time ACA in the firm as on 31.03.2025	
16.	Number of full time partners in the firm as on 31.03.2025	
17.	Number of full time employees in the firm as on 31.03.2025	
18.	Number of Semi qualified / Chartered / Cost Accountants in the firm as on 31.03.2025	
19.	No. of Branches of the firm (separate enclosure may be given)	
20.	Work assignment related to Internal Audit / Statutory Audit / Concurrence Audit in Statutory/ Autonomous Bodies and PSUs since last three years. (separate enclosure may be given)	
21.	Copies of Income Tax Returns of Previous 3 Years (Up to 31.03.2025) (May be enclosed separately).	
22.	Any legal, arbitration or court case pending against the firm, if any.	

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: )

(Membership No. )

Seal & Date:

Section-VI- E-Tender on GEM Portal / BID Application Formats

Undertaking

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor).**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

Sir,

With reference to your Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2025-26 dated 10.06.2025 for engagement of Internal Audit work assignment for the Financial Year 2024-25, I / We the following partners of **M/s. \_\_\_\_\_**, Chartered / Cost Accountants do hereby jointly and severally verify and declare:

1. that the partners whose name is given in the list of firm's partner are full time partner in the firm.
2. that all information and attachments submitted with this application are true and correct to the best of my / our knowledge
3. that I / we hereby declare that any false information provided herein will result in the rejection of the quotation/ bid application and termination of contract at any stage of work, in terms of quotation.
4. that I / we hereby accept all terms and conditions of the quotation.

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: \_\_\_\_\_)

(Membership No.)

Seal:

Date:

**Section-VI- E-Tender / BID Application Formats**

**Enclosure-A to (Annexure-I)**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

**Subject: Details of full time partners and employee of the firm as on 31.03.2025.**

<b>S.No.</b>	<b>Name of the Partner / Employee</b>	<b>Membership No. / Reg. No.</b>	<b>FCA, FCMA, ACA, ACMA / Semi Qualified CA / CMA</b>	<b>Nature – Partner / Employee ( Emp. Code, if Any)*</b>
1.				
2.				
3.				
4.				
5.				

**\*With Date of Qualification & Date of Joining to the Firm.**

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,

Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: )

(Membership No.)

Seal & Date:

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2025-26**  
**Section-VI- E-Tender / BID Application Formats**

**Enclosure-B to (Annexure-I)**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor)**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

Phone: 033-22355057

e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadm@eicindia.gov.in](mailto:eia-kolkataadm@eicindia.gov.in)

**Subject: Details of Assignment during previous three Years in Statutory / Autonomous Bodies, PSUs and Government Organisations). (As on 31.03.2025)**

**Ref: Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2025-26 dated 10.06.2025**

S.No.	Name of the Organization	Type of Organization (Statutory / Autonomous body, PSUs and Govt. Orgs.)	F.Y. & Type of Audit with Fee*			
			Financial Year	Internal / Concurrent Audit Fee (Rs.)	Statutory Audit Fee (Rs.)	Tax Audit Fee (Rs.)
1.						
2.						
3.						

**\*Copies of letter of Work Assignments / Awards to be enclosed for Proof.**

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,  
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: )

(Membership No.)

Seal & Date:

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2025-26**  
**Section-VI- E-Tender / BID Application Formats**

**Annexure-II- Financial Bid**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor).**

To  
**Deputy Director (Technical) (Incharge)**  
Export Inspection Agency-Kolkata  
(Ministry of Commerce and Industry, Govt. of India)  
World Trade Centre, 14/1B, Ezra Street,  
Kolkata – 700 001 (India)  
Phone: 033-22355057  
e-mail- [eia-kolkatal@eicindia.gov.in](mailto:eia-kolkatal@eicindia.gov.in) / [eia-kolkataadmn@eicindia.gov.in](mailto:eia-kolkataadmn@eicindia.gov.in)

**Subject: Submission of E-Tender on GeM Portal (Financial bid) for Internal Auditor work assignment for the Financial Year 2024-25.**

Sir,

With reference to your Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2025-26 dated 10.06.2025 for engagement of Internal Audit work assignment for the Financial Year 2024-25, the under signed has read and examined all the terms and conditions in detail pertaining to above stated work assignment and do hereby interest to do the work as specified in the scope of work.

I / we hereby submit the financial bid for the Internal Audit Work Assignment for the Financial Year 2024-25 in terms of the tender:

S.No.	Particulars	Internal Audit Fee (In Rs.)	
1.	Internal Audit Fee ( <b>Yearly</b> ) Lump sum including T.A., D.A., Boarding, Lodging and other out of pocket expenses etc.) for the entire Audit assignment and scope of work covered under the same in terms of the quotation.	(In Figure)	(In Words)

**Note:** GST as applicable will be paid extra and not to be quoted with Internal Audit Fee mentioned above. Fee in Figures and words has to be mentioned clearly without any overwriting. In case of any discrepancy, Fee mentioned in the words shall be taken in to cognizance.

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,  
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm  
(Name: )  
(Membership No.)  
Seal:  
Date:

**EIA/Kol/ Admn./Acs/Corp/INTERNAL AUDIT/70003/2025-26**  
**Section-VI- E-Tender / BID Application Formats**

**Annexure-II- Financial Bid**

**(Should be submitted on the firm's letter head duly signed by Managing partner / Proprietor).**

To

**Deputy Director (Technical) (Incharge)**

Export Inspection Agency-Kolkata

(Ministry of Commerce and Industry, Govt. of India)

World Trade Centre, 14/1B, Ezra Street,

Kolkata – 700 001 (India)

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e-mail- [eia-kolkata1@eicindia.gov.in](mailto:eia-kolkata1@eicindia.gov.in) / [eia-kolkataadm@eicindia.gov.in](mailto:eia-kolkataadm@eicindia.gov.in)

**Subject: Submission of E-Tender on GeM Portal (Financial bid) for Internal Auditor work assignment for the Financial Year 2024-25.**

Sir,

With reference to your Tender document No. EIA/Kol/ Admn./Acs/Corp/ INTERNAL AUDIT/ 70003/2025-26 dated 10.06.2025 for engagement of Internal Audit work assignment for the Financial Year 2024-25, the under signed has read and examined all the terms and conditions in detail pertaining to above stated work assignment and do hereby interest to do the work as specified in the scope of work.

I / we hereby submit the financial bid for the Internal Audit Work Assignment for the Financial Year 2024-25 in terms of the tender:

S.No.	Particulars	Internal Audit Fee (In Rs.)	
1.	Internal Audit Fee ( <b>Yearly</b> ) Lump sum including T.A., D.A., Boarding, Lodging and other out of pocket expenses etc.) for the entire Audit assignment and scope of work covered under the same in terms of the quotation.	(In Figure)	(In Words)

**Note:** GST as applicable will be paid extra and not to be quoted with Internal Audit Fee mentioned above. Fee in Figures and words has to be mentioned clearly without any overwriting. In case of any discrepancy, Fee mentioned in the words shall be taken in to cognizance.

I / We hereby declare that details given above is in good faith and information provided in the same are true and correct to the best of my / our knowledge.

Thanking You,  
Yours Faithfully,

Signature of Managing Partner / Proprietor of the firm

(Name: )

(Membership No.)

Seal:

Date: