

**NATIONAL RESEARCH DEVELOPMENT CORPORATION**  
**[AN ENTERPRISE OF DSIR, MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA]**  
**ANUSANDHAN VIKAS, 20-22, ZAMROODPUR COMMUNITY CENTRE, KAILASH**  
**COLONY EXT., NEW DELHI**

**NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRMS**

**Tender No: NRDC/Accounts/Internal Audit/2023-24/001, Date: 06.10.2023**

NRDC NEW DELHI invites tender from New Delhi based Chartered Accountant/Cost Accountant Firms having branch at New Delhi , for conducting Internal Audit of the Corporation.

The last date of submission tender document is on or before **25.10.2023 at 17.00 PM**. Please visit our website **<http://www.nrdcindia.com>** for downloading the tender documents. Bidders should regularly visit this website to keep themselves updated.

**NATIONAL RESEARCH DEVELOPMENT CORPORATION, NEW DELHI**

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ANUSANDHAN VIKAS, 20-22, ZAMROODPUR COMMUNITY CENTRE, KAILASH COLONY EXT., NEW DELHI

**Notice Inviting Tender (NIT)**

from

**CHARTERED ACCOUNTANT /COST ACCOUNTANT FIRMS**

*Internal Audit of NRDC, NEW  
DELHI  
for the Financial Year 2023-24*

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**1) BID-DATA SHEET**

<b>Tender Number:</b> <b>Date:</b>	NRDC/Accounts/Internal Audit/2023-24 06.10.2023
<b>Issue of Tender Forms</b>	Tender Documents / forms can be Downloaded from the website <a href="http://www.nrdcindia.com">www.nrdcindia.com</a>
<b>Cost of Tender Documents</b>	{ <b>Rs 500.00</b> , by way of Demand draft in the name of N R D C ,NEW DELHI payable at NEW DELHI}
<b>Earnest Money Deposit ( EMD)</b>	Earnest money of { <b>Rs 10,000.00 (Rupees Ten Thousand only)</b> to be deposited along with the Tender Documents in the form of Demand Draft favouring NRDC, NEW DELHI payable at NEW DELHI issued by any Scheduled Commercial Bank. Earnest money is refundable.
<b>Last Date of Submission of Tender</b>	<b>25-10-2023</b> upto 17.30 hrs.
<b>Opening of Technical bid</b>	<b>30-10-2023</b> at 14.30 hrs.
<b>Opening of Financial Bid</b>	Date and time for opening of Financial bids will be advised after evaluation of technical proposal
<b>Contact Person</b>	MR. P.K.Mishra MANAGER (FINANCE) Finance & Accounts Section National Research Development Corporation, New Delhi, ANUSANDHAN VIKAS, 20-22, ZAMROODPUR COMMUNITY CENTRE,
<b>Contact Address</b>	National Research Development Corporation, New Delhi, ANUSANDHAN VIKAS, 20-22, ZAMROODPUR COMMUNITY CENTRE, NEW DELHI – 110048
<b>Contact Phone Number (s)</b> <b>E-mail Address</b>	+91-011-29240401-07 Write2@nrdc.in
<b>Website</b>	<a href="http://www.nrdcindia.com">http://www.nrdcindia.com</a>

## **2) TERMS OF REFERENCE**

### **2.1 Background**

National Research Development Corporation (NRDC) is a section 8 company, established in 1953 with the primary objective to promote, develop and commercialise the technologies / know-how / inventions / patents / processes emanating from various national R&D institutions / Universities and is presently working under the administrative control of the Dept. of Scientific & Industrial Research, and presently working under administrative control DSIR, Ministry of Science & Technology, Government of India.

### **2.2 Purpose**

To conduct risk based Internal Audit for the Corporation and provide guidance on maintenance &finalization of accounts and introduction of internal control system.

### **2.3 SCOPE OF WORK**

The nature of work of the Chartered Accountant/Cost Accountant Firm shall be as follows.

1. Internal audit of books of accounts and ancillary records and submission of report on quarterly basis.
2. Report risk management issue and internal control deficiencies identified and provide recommendation for improving Corporation's operation.
3. Review of all statutory obligation compliances such as Income Tax, GST Tax, P.Tax, STDS, EPF etc.
4. Review of quarterly and annual return with statutory authority.
5. Review and verify the provisions of accrued expenditure and income at the end of the year.
6. Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Corporation.
7. Review of bank reconciliation statements
8. Review of outstanding balances accounts receivable and creditors account and to check the reconciliation of debtors and creditors .
9. Review and checking of the Grants received and its utilization as per the terms and conditions.
10. Review of additions to fixed assets, fixed assets register and physical Verification.
11. To verify the applicability of TDS, GST, Income Tax and other statutory return.
12. Review the record/system of bill payment to various contractors and also to review the compliance on them.
13. Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
14. Review the expenses incurred with the approved Budget.
15. Assist the Corporation in preparation of Final Accounts in the prescribed format .
16. Review the last statutory/Internal audit comments and compliances.
17. Vouching/Ledger Scrutiny
18. Evaluation and assess the procurement file

19. Presentation of comprehensive report highlighting major issues, objections, suggestions and corrective measures before the Finance Committee at least twice in a Financial Year.

### **2.3 TIME PERIOD**

The Chartered Accountant/Cost Accountant firm will be required to provide the desired services initially for a period of **One year** i.e. for the **FY 2023-24** which can be renewed for another two years on same terms and conditions subject to satisfactory performance. Notwithstanding anything contained herein above, the Corporation reserves the right to discontinue the services of Chartered Accountant/Cost Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

### **2.4 PRE-QUALIFICATION CRITERIA**

The Chartered Accountant/Cost Accountant firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The Chartered Accountant/Cost Accountant firm should be based at Delhi or should have a branch at Delhi.
2. The Chartered Accountant firm should have at least three partners out of which at least two partners should be **FCA**.
3. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountant firm should be registered with The Institute of Cost Accountants of India. They must have Permanent Account Number (PAN) and GST Registration.
4. The firm should have been in operation for at least 5 years after its registration.
5. The firm should be empanelled with Comptroller and Auditor General of India (C&AG).
6. Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the firm in the last 3 financial years ending on March 31<sup>st</sup> 2023 must be equal to or more than {Rs 50 (Fifty) lakhs.
7. The firm should have experience in handling Internal Audit of at least 3 Public Sector Undertakings or Government Organization during the last five years. The CMD, NRDC may at his discretion relax any of the above conditions in order to encourage greater participation.

## **2.5 PAYMENT TERMS**

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Corporation. No price variation would be allowed during the contract period.
2. Any increase in GST rates during the contract period will be borne by NRDC.
3. TDS under Income tax will be deducted at applicable rates.
4. NRDC reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Corporation will be the final in this regard.
5. The Service Provider will raise the bills quarterly in duplicate on submission of the quarterly final audit report to the Corporation.

### 3. SUBMISSION AND EVALUATION OF THE TENDER

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#### 3.1 SUBMISSION OF TENDER

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) **Prequalification-cum-technical bid** in **Annexure-A** along with all supporting documents along with Earnest Money Deposit (EMD) of **{Rs 10000.00}** in the form of Demand Draft as mentioned in point 3.2. and Tender Fee for **{Rs 500.00}** in the form of Bank draft as mentioned in point 3.2 should be kept in a separate envelope super scribing "**TECHNICAL BID**"
  
- ii) Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing "**FINANCIAL BID**"

All the pages of the Tender document including the annexure and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelope. The envelope should be superscribed :

**"TENDER FOR SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM FOR CONDUCTING INTERNAL AUDIT OF NRDC, NEW DELHI FOR THE FINANCIAL YEAR 2023-24"**

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)

Submitted To: **Manager (Finance)**  
**National Research Development Corporation,**  
**ANUSANDHAN VIKAS, 20-22, ZAMROODPUR COMMUNITY CENTRE,**  
**NEW DELHI - 110048**

The Applicant can submit the Tender by registered post /courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the corporation after the deadline shall not be accepted.

#### 3.2 TENDER FEES AND EARNEST MONEY DEPOSIT

Cost of the Tender document is **{Rs 500.00}**. The Tender document will be downloaded from the website of the Corporation i.e [www.nrdcindia.com](http://www.nrdcindia.com). The tender fee should be paid by way of demand draft in the name of **NRDC New Delhi, payable at New Delhi** . The Demand Draft should be submitted along with the technical bid.

Earnest Money Deposit of {**Rs 10000.00** by way of Demand draft in the name of **NRDC New Delhi, payable at New Delhi** should be submitted along with the bid. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter alongwith the performance security. No interest will be paid on the Earnest Money Deposit.

### **3.3 Clarification and amendment of Tender documents**

**3.3 (a).** The bidders may request a clarification on any clause of the tender documents within the timelines mentioned on or before 25.10.2023. Any request for clarification must be sent by e-mail to **pradeepa.kumar@nrdc.in**. NRDC will respond by e-mail. The responses of the Corporation will be published on NRDC website without identifying the source of the query. Should NRDC deem it necessary to amend the tender as a result of a clarification, it shall do so in accordance with the procedure stated under paragraph 3.3 (b)

**3.3 (b).** At any time prior to the deadline for submission of proposal, NRDC may modify the bidding document by amendment. Any clarification issued by NRDC will be in the form of an addendum/ corrigendum and will be available in NRDC website - **www.nrdcindia.com**. The amendment will be binding on all bidders. NRDC, at its discretion may extend the deadline for submission of bids in order to allow prospective bidders a reasonable time to take the amendment into account. Interested applicants are advised to frequently visit the web sites for updating themselves about changes, if any, made in the tender before the bid submission date.

### **3.4 LAST DATE OF SUBMISSION OF TENDER**

Last date of submission of the Tender is **25.10.2023 up to 17.00 hours**.

### **3.5 DATE OF OPENING OF TENDER**

The Tender will be opened for technical evaluation on **30-10-2023 at 14:30 hours**. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

### **3.6 EVALUATION OF TENDER**

The Tender will be evaluated by Tender evaluation committee constituted by the NRDC. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bid will be given weightage of 70 and 30 respectively. In case of not fulfilling the minimum criteria in each category of the technical bid, the bid of the respective bidder shall be rejected. The

combined score of technical and financial bids will be taken into consideration for finalizing the firm for award of contract. The firm scoring maximum marks will be declared successful. However mere scoring of maximum marks does not entitle the firm for award of contract.

NRDC reserves the right

1. To accept or reject any or all the proposals without assigning any reason and
2. To engage a consultant for the entire Assignment/ Job only for one or more segments of the project.

### **3.6.1 OPENING OF FINANCIAL BIDS**

Financial bids of the short listed bidders will be opened in the presence of the authorized representative of the bidders, who choose to attend, at the time, place and date to be informed later.

The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the price bid opening. In case of absence of the bidder or their representative the committee shall have the right to open the bid.

The bidder's name, bid prices and such other details considered as appropriate by NRDC, will be announced at the time of the opening of the bids.

(ONLY the Technically accepted competitive bids will be considered for the opening of Financial Bids).

### **3.6.2 SELECTION CRITERIA**

The selection of the bidder shall be based on a Quality cum Cost Based Selection (QCBS) system – 70:30 (technical score: financial score) and procedures as described in this document.

The financial bid of the bidder will be opened only of those bidders who secure minimum technical score of 70% of the obtainable score in the evaluation of the technical proposal.

In final Evaluation, the weightage of the Technical Bid would be 70%. The weightage of the Financial Bid would be 30%.

The Marks on the financial bid would be determined by the formula:

Financial Marks (F) = 30 \* [Financial Quote given by the Lowest bidder]

[Financial Quote Given by the Bidder]

The Bids would be finally evaluated on Total marks determined by following formula:

Total Marks (M) = (0.7 x T) + F

Where, T = Technical marks (out of 100) awarded to the bidder

F = Financial Marks

The Bidder obtaining highest Total Marks (M) would be selected

The decision of NRDC in this regard will be final and binding. The same cannot be challenged in any forum thereafter.

#### **4 DISCLAIMER**

- 4.1. The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by or on behalf of National Research Development Corporation (Corporation), is subject to the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.
- 4.2. This tender is neither an agreement nor an offer and is only an invitation by the Corporation to the interested parties for submission of bids. The purpose of this Tender is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender and where necessary obtain independent advices/clarifications. Corporation may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Corporation with the Selected Bidder (SB).
- 4.3. The Corporation, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way for participation in this Bid Stage.
- 4.4. The Corporation also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender.

- 4.5. The issue of this Tender does not imply that the Corporation is bound to select a Bidder or to appoint the Selected Bidder (SB), as the case may be, for the Project and the Corporation reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.
- 4.6. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Corporation or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Corporation shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## **5. CONTRACT FINALISATION**

- 5.1. The selected consultant has to execute a contract / agreement in accordance with the terms and conditions in the Tender and in the format approved by NRDC. NRDC shall have the right not to enter into the contract with the consultant if there is any change in the names made available.
- 5.2. The contract/ agreement shall be executed only at Delhi and the selected consultant shall bear the cost of stamp duty for the contract/ agreement as applicable in the state of Delhi.

6. **CONFIDENTIALITY AGREEMENT/UNDERTAKING:** As the successful firm will have access to the data of the Corporation, the Corporation will require the firm to sign a confidentiality agreement/undertaking indemnity for not disclosing or part with any information relating to the Corporation and its data to any person or persons or authorities, without written consent of the Corporation. Breach of the same will result in cancellation of the agreement apart from other remedies which shall be available to the Corporation against the consultant.

## **7. FORCE MAJEURE**

- 7.1 In the event of either parties being rendered unable by force majeure to perform any obligations required to be performed by them under this agreement the relative obligation of the party effective by such force majeure shall be suspended for the period during which such case lasts.
- 7.2 The term force majeure as employed herein shall mean acts of God, War, Riots, Fire, Flood, sabotage and acts and regulations of Government.
- 7.3 Upon occurrence of such clause and upon its termination, the party alleging that it has been rendered unable as aforesaid hereby, shall notify the other party in writing immediately, the alleged beginning and ending of such occurrence giving full particulars and satisfactory evidence in support of the claims.
- 7.4 Time for performance of relative obligations suspended by the force majeure shall stand extended by the period for which such case lasts.
- 7.5 If progress of work is suspended by force majeure conditions lasting for more than two months NRDC shall have the option of canceling the contract in whole or part thereof at its discretion.

## **8. ARBITRATION**

- 8.1 If any dispute or difference arises between the parties here as to the construction, interpretation, effect and implication of any provision of the work order, including the rights and liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination or which is expressly provided for in the work order such disputes for difference shall be referred to the Sole Arbitration of the Chairman and Managing Director of NRDC or that of its nominee. A reference to the arbitration under this Clause 8.1 shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act 1996 and the Rules framed there under for the time being in force.
- 8.2 The venue of the Arbitration shall be at Delhi
- 8.3 The party hereby agree to consent to the extension of time for making the Award by the Sole Arbitrator so requests.
- 8.4 Each party shall bear and pay its own cost of the arbitration proceedings unless the arbitrator otherwise decides in the Award.
- 8.5 The provisions for the Clause 8.1 shall not be frustrated abrogated or become incorporative notwithstanding the work order expires or ceases to exist or is terminated or revoked or declared unlawful.
- 8.6 The High Court at Delhi and Courts subordinate to it, shall have exclusive jurisdiction in all matters concerning the work order including any matters arising out of the Arbitrator proceedings or any Award made therein.

9. **INDEMNIFICATION:** The consultant shall agree to indemnify the Corporation against any loss on claims due to loss of data /damage to data of the Corporation arising as a consequence of breach of any clause in terms and conditions of the agreement.
10. **TERMINATION OF AGREEMENT:** A suitable clause for termination by giving suitable notice will be incorporated in the final agreement. The agreement with the selected firm may be cancelled at the Corporation's discretion on account of following or without assigning any reason:
  - a. On refusal to take up the allotted Assignment;
  - b. If the firm stands dissolved /reconstituted under the name/style of the firm is changed;
  - c. On not abiding by the terms and conditions stipulated in the agreement;
  - d. If the performance of the firm is not found satisfactory (viewed as such by the Corporation's appropriate authority);
  - e. Any other reason at the discretion of the Corporation.
11. **DISCIPLINARY ACTION FOR PROFESSIONAL MISCONDUCT:** In case of any professional misconduct observed on the part of the selected firm, in addition to the remedies such as to debar such firm from any future service to the Corporation, intimation of such misconduct to the authorities, the Corporation will also be entitled to approach any Court of law or Governing authority such as ICAI.
12. **MISCELLANEOUS TERMS & CONDITIONS**
  - 12.1. Until a formal contract is prepared and executed, this offer together with Corporation's written acceptance and notification of award shall constitute a binding contract with the consultant.
  - 12.2. National Research Development Corporation is not responsible for non-receipt of bids within the specified date and time due to any reason including postal delays or holidays.
  - 12.3. The Corporation also reserves the right to alter/ modify any/ some/ all of the requirements, as it may deem necessary, and notify the same on its websites <http://www.NRDC.co.in> before the last date for submission of response under this Tender. The Bidders should be agreeable for the same.
  - 12.4. Bids not conforming to the requirements of the Tender may not be considered by NRDC. However, NRDC reserves the right, at any time before last date of submission of Technical & Financial proposal, to waive any of the requirements of the Tender, if in the sole discretion of NRDC, the best interests of NRDC would be served by such waiver.

**12.5** NRDC shall have the right to cancel the Tender process at any time prior to award of contract, without thereby incurring any liabilities to the affected Bidder(s). Reasons for cancellation, as determined by NRDC, in its sole discretion, may include but are not limited to, the following:

- (i) Services contemplated are no longer required;
- (ii) Scope of work were not adequately or clearly defined due to unforeseen circumstance and/or factors and/or new developments;
- (iii) Proposed fees are unacceptable to the Work;
- (iv) The Project is not in the best interests of NRDC;
- (v) Any other reason.

**12.6** The Applicants shall be responsible for all of costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Corporation, etc. The Corporation will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

**12.7** NRDC reserves the right to verify the validity of bid information and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of Tender or even after award of contract.

**12.8** All pages of Tender should be stamped and signed by Authorized Signatory of the Bidder and to be submitted with the bids.

**12.9** Corporation may choose to take an undertaking from employees of the consultant to maintain confidentiality of the Corporation's information/documents etc. Corporation may seek details / confirmation on background verification of consultant's employees, worked/working on Corporation's project as may have been undertaken / executed by the consultant.  
Consultant should be agreeable for any such undertaking / verification.

### Technical and Financial Evaluation Criteria

01.	<b>Firm's Experience</b>	<b>70</b>
	Firm's Existence in years after its registration	20
	5 Years – 7 years	
	> 7 Years – 10 years	
	> 10 Years	
	<b>Average Annual Income of the Firm (in the last 3 financial years) ended on 31<sup>st</sup> March 2023</b>	10
	{50 Lakhs – {80 Lakhs	
	> {80 Lakhs – {100 Lakhs	
	Above {100 Lakhs	
	<b>Experience of handling accounting and financial services involving Internal Audit of at least 3 (three) PSU/Govt. Organization during last Five</b>	20
	3 – 5 Organizations	
	> 5 – 10 Organizations	
	> 10 Organizations	
02.	<b>Key Experts and Manpower</b>	
	<b>Number of Partners' in the Firm</b>	10
	3 Partners	
	> 3Partners	
	<b>Number of paid staff (Full Time) on the roll of establishment</b>	
	5- 10 Staff	10
	>10-20 Staff	
	>20 Staff	
03.	<b>Total Technical Score (01+02)</b>	<b>70</b>
04.	<b>Score on Financial Proposal</b>	<b>30</b>
	<b>Grand – Total (03+04)</b>	<b>100</b>

#### Formula for calculation of Financial Proposal

The lowest evaluated financial proposal will be given maximum score of 40.

The score of other firms would be calculated as per the formula:

**F (other than lowest bidder) = (price quoted by lowest bidder/ price quoted by the bidder) X 30**

**PRE-QUALIFICATION-CUM-TECHNICAL BID**

<b>Sl. No.</b>	<b>Criterion</b>	<b>Firm's Strength &amp; Capacity</b>	
1.	The firm should be based at Delhi or have a branch at Delhi <i>(Submit supporting document regarding address)</i>	Name of The Firm	
		Address of the Firm	
		Address of Branch at Delhi	
		Name and address of the authorized official	
		Telephone No Mobile: E-mail:	
2.	The Chartered Accountant/Cost Accountant firm should have at least three partners;	Provide certificates from The Institute of Chartered Accountants of India/ The Institute of Cost Accountants of India	Nos. of Partners Nos. (in figure) ..... Nos. (in words)..... ..... ....
		If registered then mention Registration Number	
		PAN of the Firm	
		GST Registration No.	
3.	The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountant firm should be registered with The Institute of Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and GST Registration; <i>(Provide all registration certificates)</i>		
4.	The firm should be empanelled with Comptroller & Auditor General of India (C&AG) <i>(Provide registration certificate)</i>	Empanelled with C&AG	Yes/ No.: _____
5.	The firm should be in operation for at least 5 years after its registration <i>(Provide necessary evidence)</i>	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
6.	Average Annual Income of the firm for the last 3 (three) years ending on 31 <sup>st</sup> March, 2023[Must be equal to or greater than {50 Fifty} Lakhs] <i>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31<sup>st</sup> March, 2023 along with a Certificate in A-5 proforma as per annexure]</i>	Average Annual Income (i.e. Average Gross Professional Fees received / earned) of the CA Firm in last 3 (three) years ending on 31 <sup>st</sup> March, 2023 {..... ... (in figure) { (in words) ..... ....	

7.	<p>The firm should have experience in Audit, of at least 3 PSUs/ Govt. Organizations, in the last 5 years.</p> <p><i>(Details to be provided in proforma A-6. Attach copies of works order/ works completion as evidence)</i></p>	<p>Nos. of Govt. Organizations/ PSUs where similar Service was provided in the last 5 (Five) years</p> <p>Nos. (in words).....</p> <p>Nos. (in figure) .....</p>
8.	<p>Nos. of Payroll staff (Full Time)/ Article ship incumbent/ Apprentices (if any)</p>	<p>i) No. of Payroll Staff (Full Time) : _____</p> <p>ii) Nos. of Article-ship Incumbent : _____</p> <p>iii) Nos. of Apprentice : _____</p>

Certified that the above particulars are correct. In the event of any information found to be incorrect the Corporation is at liberty to reject the proposal of the CA Firm.

**SEAL:** **Signature** : \_\_\_\_\_

**Date:** **Name & Designation** : \_\_\_\_\_

**Proforma to Annexure-A**

**PROFORMA : A1**

**Details of Firm's Professional Income  
[Gross Professional Fees earned]**

Particular	Financial Year 2020-21	Financial Year 2021-2022	Financial Year 2022-2023	Average Annual Income
Annual Income* (Rs in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

**SEAL:**

**Signature** : \_\_\_\_\_

**Date:**

**Name & Designation** : \_\_\_\_\_

**Details of Firm's Experience of Similar Services**  
**[During last 5(five) years]**

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit )	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

\* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

**SEAL:**

**Signature** : \_\_\_\_\_

**Date:**

**Name & Designation** \_\_\_\_\_

**PROFORMA: A3**

**Details of Firm's Partners, Name and Registration Nos.**

Sl. No	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

\* *Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format*

**SEAL:** **Signature** : \_\_\_\_\_

**Date:** **Name & Designation** : \_\_\_\_\_

**FINANCIAL BID**

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2023-24 **			
B.	Add: GST as per applicable rate on the services provided			
C.	<b>Total Fees to be paid (including Service Tax (A+B)</b>			

**\*\* The quoted fee should be included of Professional Fee, Travelling, Food and Other Expenses.**

**N.B.: Statutory Changes in GST rate if any shall be borne by the Corporation. Deductions shall be made by the Corporation as per statutory rates & norms wherever applicable**

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

**SEAL:** **Signature :** \_\_\_\_\_

**Date:** **Name & Designation :** \_\_\_\_\_