



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6261910  
Dated/दिनांक : 22-05-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	02-06-2025 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	02-06-2025 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Chemicals And Fertilizers
Department Name/विभाग का नाम	Department Of Pharmaceuticals
Organisation Name/संगठन का नाम	Jan Aushadhi - Bureau Of Pharma Psus Of India (bppi)
Office Name/कार्यालय का नाम	Delhi/north
क्रेता ईमेल/Buyer Email	finance4@janaushadhi.gov.in
Item Category/मद केटेगरी	Financial Audit Services - Audit report, Empanelment of Internal Auditors for Internal Audit of Pharmaceuticals and Medical Devices Bureau of India; CA Firm, Audit Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	25 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
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,Certificate (Requested in ATC),Additional Doc 1 (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

<b>Bid Details/बिड विवरण</b>	
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>ITC available to buyer/क्रेता के लिए उपलब्ध आईटीसी</b>	Yes
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

#### **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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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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. 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.
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.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Price Format - [1747898248.xlsx](#)

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

**Number of Years of firm/company's existence as per ICAI certificate:**As per scope of work mentioned in this bid

**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.:**As per scope of work mentioned in this bid

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**As per scope of work mentioned in this bid

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**As per scope of work mentioned in this bid

**Number of XX fulltime CA's required and YY professional audit staff:**As per scope of work mentioned in this bid

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1747898291.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Technical Qualification Parameters	100	70	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 70**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)  
B-500, Tower B, 5th Floor, World Trade Center  
Nauroji Nagar, New Delhi-110029

**Financial Audit Services - Audit Report, Empanelment Of Internal Auditors For Internal Audit Of Pharmaceuticals And Medical Devices Bureau Of India; CA Firm, Audit Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specific ation	Values
<b>Core</b>	
Scope of Work	Audit report , Empanelment of Internal Auditors for Internal Audit of Pharmaceuticals and Medical Devices Bureau of India

Specific ation	Values
Type of Financial Audit Partner	CA Firm , Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Risk Management , Internal Control over Financial Reporting , Internal control of financial , Investigating fraud , Compliance with law & regulations , Reliability of financial reporting , Audit of financial statements , Governance of company , Review system & processes , Compliance with contracts , Empanelment of Internal Auditors for Internal Audit of Pharmaceuticals and Medical Devices Bureau of India
Type of Industries/Functions	Purchase & Procurement , Sales, Services and Revenue , Human Resource & Payroll , Inventory & Store management , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Owners Capital , Empanelment of Internal Auditors for Internal Audit of Pharmaceuticals and Medical Devices Bureau of India
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details**

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट
100%	NA

**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	Savita	110029,B-500, B-Tower, 5th Floor, Nauroji Nagar, World Trade Center	1	N/A

**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. Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

**3. Buyer Added Bid Specific ATC**

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

**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. 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.
16. 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 [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---

# Additional Terms & Conditions (ATC) Document



Request for proposals

For

**Empanelment of Internal Auditors for Internal Audit of Pharmaceuticals and  
Medical Devices Bureau of India**

To

**Pharmaceuticals & Medical Devices Bureau of India (PMBI)**



**Issue By:**

**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**  
**(Set up under the Department of Pharmaceuticals, Govt. of India)**

B-500, Tower B, 5<sup>th</sup> Floor, World Trade Center  
Nauroji Nagar, New Delhi-110029  
Telephone: 011- 49431800/809

Website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

Reference No.: PMBI/Accounts/01/2025

**Pharmaceuticals & Medical Devices Bureau of India (PMBI)** invites online bid through GeM under two bid system from the reputed, experienced firms for Internal Audit of Pharmaceuticals and Medical Devices Bureau of India.

**Tender Schedule/ Programme:**

S. No.	Activity	Date/ Time: Event
1.	Online Sale/ Download Date of Tender Documents	As per GeM BID
2.	Last Date/ Time for Submission of Bid	As per GeM BID
3.	Technical Bid Opening Date & Time	As per GeM BID
4.	Financial Bid Opening Date and Time	To be intimated later to the qualified firms
5.	Bid Validity Period	180 Days from the last date of submission

- Detailed descriptions of the items and instructions for submitting bid can be downloaded from GeM or website of PMBI (<https://janaushadhi.gov.in>).
- For support related to online bidding process, firm may contact at “GeM HELP DESK TEAM” or raise concern through Toll Free Number: 1800-180-8080 (Working Hours: 9:30 AM to 6:00 PM, all days in week (except public holidays including Saturday and Sunday)).
- Contact details for clarification (if any) but not later than 3 days of tender availability on GeM portal:

**Manger (Finance)**

**Pharmaceuticals & Medical Devices Bureau of India (PMBI)**  
B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar,  
New Delhi-110029

email: [finance@janaushadhi.gov.in](mailto:finance@janaushadhi.gov.in)

Tel: 011-49431800/809

Web: [janaushadhi.gov.in](http://janaushadhi.gov.in)

- Corrigendum/ Addendum, if any, will be published on GeM and website of PMBI.
- **Tender Inventing and Accepting Authority:** Chief Executive Officer, Pharmaceuticals and Medical Devices Bureau of India (PMBI), B-500, Tower B, 5<sup>th</sup> Floor, World Trade Center, Nauroji Nagar, New Delhi-110029 (hereinafter referred as Tender Inviting Authority unless the context otherwise requires.)

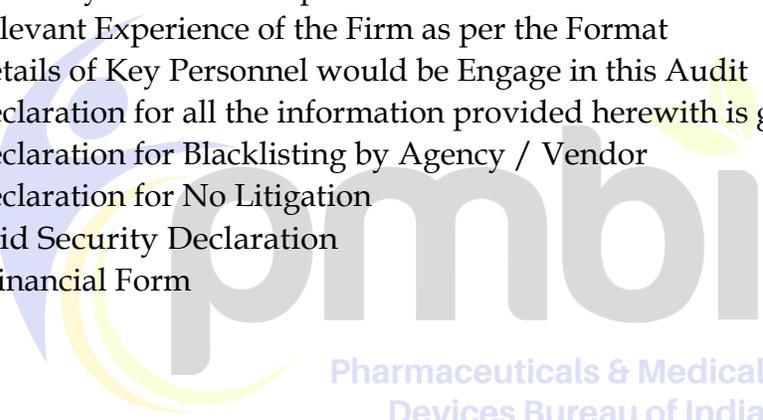
- **Note:** Pharmaceuticals and Medical Devices Bureau of India (PMBI) reserves the right to Accept/ Cancel/ Reschedule tenders without assigning any reasons.
- **Disclaimer:** The information contained in this bid document or Request for Proposal (RFP) document or information provided subsequently to Firm's or agency whether verbally or in documentary form/email by or on behalf of Pharmaceuticals & Medical Devices Bureau of India is subject to the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only an invitation by the Tender Inviting Authority to the interested parties for submission of bids. The purpose of this RFP is to provide the Firm's with information to assist the formulation of their proposals. This RFP includes statements, which reflect various assumptions and assessments arrived at by the awarder in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each firm may require.

Each firm should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.



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Pharmaceuticals & Medical  
Devices Bureau of India

## **1 - About Pradhan Mantri Bhartiya Janaushadhi Pariyojana (PMBJK) Scheme:**

Pharmaceuticals & Medical Devices Bureau of India is a registered society under the Societies Registration Act, 1860. Pharmaceuticals & Medical Devices Bureau of India is implementing agency of the Pradhan Mantri Bhartiya Janaushadhi Pariyojana. Pradhan Mantri Bhartiya Janaushadhi Pariyojana is the scheme of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India. The objective of the scheme is to make available quality generic medicines at affordable prices to all.

PMBI has opened 15,000 Pradhan Mantri Bhartiya Janaushadhi Kendra's at various places of India. Further to cater the needs of products of these Kendra's, PMBI's product basket contains 2,000 medicines and 300 Surgical. These products are being supplied through 01 Central warehouse at Gurugram, 04 Regional Warehouses at Guwahati, Surat, Chennai and Bangalore and 36 distributors at various places. Performance of PMBI during last three years was as follows:

S. No.	Year	Turnover (In Cr.)	Total Kendras
1	2021-22	567	8,610
2	2022-23	790	9,304
3	2023-24	936	10,607
4	2024-25 (Projected)	1260	15,000

PMBI requires the services of an audit firm for conducting Internal Audit Under IT Act & CGST Act. The audit should be carried out in accordance with Standards on internal audit issued by the institute of Chartered Accountants of India, Internal Audit & Assurance Standards issued by the Institute of Chartered Accountants of India and GFR, 2017.

## **2 - Contact Commitment**

Pharmaceuticals & Medical Devices Bureau of India (PMBI) under Dept. of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India, is willing to roll out the tender for selecting the firm for performing Internal Audit of Pharmaceuticals & Medical Devices Bureau of India (PMBI) and submit final report to PMBI.

## **3 - Scope of work**

The audit should be carried out in accordance with Standards on internal audit issued by the institute of Chartered Accountants of India, Internal Audit & Assurance Standards issued by the Institute of Chartered Accountants of India and General Financial Rule (GFR), 2017 as amended from time to time in this regard.

**Key factor to be covered under scope of work but not limited to:**

1. Create a framework & procedure for carrying out audit.
2. Sales Process - Verification of Sales Invoices with relevant document like order, gate outward register etc. and their matching with ledgers.
3. Purchase Process - Verification of Purchase Invoices with relevant document like order, gate inward register, quality approval etc. and their matching with ledgers.
4. Debit & Credit Notes Audit - Verification with all relevant docs & matching with ledgers.
5. Fixed Assets Audit - Verify the existence, value of fixed assets and any addition and sale during the year with relevant documents & matching with ledger and review depreciation chart.
6. Inventory Process - Verification of stock by using sample selection and matching inventory with ledger.
7. IT Audit - Verification of IT system and security of organization and ensure that IT system is running efficiently and in compliance with security protocols.
8. Marketing Process - Review organization's marketing function to verify marketing systems are accurate, relevant, reliable, strategies and best in practice.
9. Quality Process - Examine Company's quality management system to ensure compliance with regulations and industry standards.
10. HR Process - Examine HR' process, practice, policies and procedure to identify gaps in HR practice area.
11. Debtors & Creditors Reconciliation and their ageing.
12. Reconciliation and audit of statutory compliance like - GST, TDS, TCS, GST TDS etc.
13. Specifically considering the risk of material misstatements in the financial statement from fraud.
14. Specific, if there is any other assignment allocated by PMBI management during contract period.

**Note:** (1) As per clause 6, of part I of the First Schedule to the Chartered Accountants Act, 1949, the minimum audit fee should be quoted by the bidder for a financial year for whole assignment as per the scope of work is Rs 4,00,000/- (Rupees Four Lac only) excluding GST.

- (2) No out-of-pocket expenses such as TA/DA etc. will be payable to the bidder.
- (3) The bidder shall not outsource/subcontracting the work to any other associates/franchisee/third party under any circumstances.
- (4) Bidder shall keep confidential all the detail/ information pertaining to this assignment under this RFP, shall not disclose the same information outsider until unless, it is NIT duly approved by PMBI.
- (5) The bidder shall not outsource/subcontracting the work to any other associates/franchisee/third party under any circumstances.
- (6) Bidder shall keep confidential all the detail/ information pertaining to this assignment under this RFP, shall not disclose the same information outsider until unless, it is nit duly approved by PMBI.
- (7) The current scope of work is applicable for FY 2024-25; however, the same contract can be further extended up-to 2 more financial year (FY 2025-26 & FY 2026-27) based upon satisfactory services and mutual agreement.
- (8) The Auditor may responsible for independent assessments, fraud detection and prevention, financial accuracy & compliance and provide valuable insights and suggestions for corrective actions, ensuring appropriate follow-through on identified issues and presented their findings in documented audit reports.
- (9) Minimum Key Personal require: -

S. No.	Position/Profile	Educational qualification	Qualification criteria
1.	Team Leader	<ul style="list-style-type: none"> <li>• Chartered Accountant</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 10 years of relevant experience in Audit services</li> </ul>
2.	Support Auditor 1	<ul style="list-style-type: none"> <li>• Chartered Accountant</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 3 years of relevant experience in Audit services</li> </ul>
3.	Supporting Team Members	<ul style="list-style-type: none"> <li>• Semi Chartered Accountant</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 1 years of relevant experience in Audit services</li> </ul>

#### **4 - Deliverables**

Internal audit report on yearly basis as per the format to be agreed with PMBI and to be submitted to the head of the organization. Any violations or challenges noticed during the audit process are to be immediately reported to the designated officers of PMBI in written communication.

## 5 - Eligibility requirements

S. No.	Description	Details	Supporting documents
1.	Company Registration	<p>Bidder should be:</p> <ul style="list-style-type: none"> <li>A firm is in operation for a minimum period of 10 years as on 01 April 2024</li> <li>The firms should an office based in Delhi &amp; NCR</li> <li>Bidder should have a valid registration with The Institute of Chartered Accountants of India (ICAI)</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Incorporation (Registration and Partnership deed / MoA / AoA)</li> <li>Proof of office in Delhi &amp; NCR (electricity bill/ landline bill/ power of attorney)</li> <li>Copy of ICAI Registration Certificate</li> </ul> <p>All detail as per <u>Annexure "2"</u></p>
2.	Financial Strength	<p>The Bidder should have a minimum Average Annual Turnover of Rs. 25 lakh (Gross Fee receipt), for FY 2021-22 , FY 2022-23 &amp; 2023-24.</p>	<ul style="list-style-type: none"> <li>Turnover certificate from a Chartered Accountant, as per <u>Annexure "3"</u></li> </ul>
3.	Technical Strength	<ul style="list-style-type: none"> <li>The bidder should have successfully completed minimum two Internal audit assignments in last 2 years, i.e., FY 2022-23 &amp; FY 2023-24 for companies having a minimum turnover of INR 100 crore. (Excluding Service Sector like Bank, NBFC, Insurance companies, etc.,)</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Award/ Work Order/ Completion Certificate</li> <li>Certified statements of INR 100 crore company turnover.</li> <li>Letter of Award/ Work Order/ Completion Certificate</li> <li>Certified statements of INR 500 crore company</li> </ul>

		<p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>The bidder should have satisfactorily completed Internal audit for at least two PSU / Government organization of turnover Rs 500 Cr during the last 5 years, i.e., FY 2019-20, 2020-21, 2021-22, 2022-23 &amp; 2023-24. (Excluding Service Sector like Bank, NBFC, Insurance companies, etc.)</li> <li>The bidder must have a minimum of 02 full time qualified chartered accountants to provide audit services and be able to provide an independent audit team with no possible conflict of interest.</li> </ul>	<p>turnover.</p> <p>Summary for the firm experience shall be provided as per <u>Annexure "4"</u> and detail for each experience in each separate sheet should be provided in <u>Annexure "5"</u></p> <ul style="list-style-type: none"> <li>Proof of qualified chartered accountant authorized certificate/ letter associated with the bidder. As per <u>Annexure "6"</u></li> </ul>
4.	No blacklisting	The Bidder should not have been blacklisted/ debarred by any Central / State Government/ Public or Private Sector Undertakings	Undertaking on company letter head, as per <u>Annexure "8"</u>
5.	No litigations/ conflicts	The Bidder shall not have been involved in any litigation/ conflicts that may have an impact affecting or compromising the delivery of proposed services under this RFP.	Undertaking on company letter head, as per <u>Annexure "9"</u>
6.	Bid Security Declaration	The Bids must be supported by a Bid Security Declaration.	Bid Security Declaration on company letter head, as per <u>Annexure "10"</u>

## **6 - Proposal Submission**

Prospective Firms may only submit one proposal. If a firm submits or participates in more than one proposal, such proposals shall be disqualified. All relevant documents including Technical & Financial proposal must be submitted online mode through GeM (website: <https://gem.gov.in/>). No physical bid(s) will be accepted.

### **a. Preparation of Proposal**

The Proposal as well as all related correspondence exchanged by the firms and the Employer, shall be written in English language, unless specified otherwise. In preparing their Proposal, firms are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the requested information may result in rejection of a Proposal.

**Technical Proposals:** Depending on the nature of the Assignment, Firms are required to submit a Technical Proposal (TP) in format as provided in this RFP **Annexure "1" (Letter of Technical proposal)**. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared nonresponsive.

**Financial Proposals:** The Financial proposal should contain the cost of Fee/ Service Charges for Internal Audit for a year, as per scope mentioned in this RFP as well as in the **Annexure "11" (Financial Form)**. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

### **a. Submission, Receipt, and Opening of Proposal**

The original proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm themselves. The person who signed the proposal must provide his / her initials against any such corrections.

An authorized representative of the Agency/Firm shall make the initial signature on all

pages of the original Proposal.

Note: All relevant documents including Technical & Financial proposal must be submitted online through GeM portal only in the prescribed Performa mentioned under this RFP. No physical bid(s) will be accepted.

#### **b. Proposal Evaluation**

- From the time the Proposals are opened to the time the Contract is awarded; the firms should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Firms to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Firms' Proposal.
- The competent authority of PMBI will constitute a Selection Committee which will carry out the entire evaluation process.
- Bids will be opened on GeM website (<https://gem.gov.in>).
- The Committee, while evaluating the technical proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
- The Committee shall evaluate the Technical Proposals based on their responsiveness to the evaluation criteria; sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the firm and the evaluation criteria for the technical proposal shall be as defined in the Data sheet.
- During evaluation of the bids, the Committee may, at its discretion, ask the firm for clarification of its bid and document proof through GeM portal if required.
- Competent authority of PMBI may waive any minor informality; nonconformity

or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any firm.

- Public opening & evaluation of the Financial Proposals: Financial proposals of only those firms who are technically qualified as per criteria mentioned in this bid/RFP shall be opened online through GeM on the specified date & time as per Data sheet.
- The Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items
- After opening of financial proposals, QCBS selection method shall be applied to determine the firm who will be declared winner and be eligible for award of the contract. The methods of selection are described in this RFP.

#### **c. Right to Terminate the Process**

PMBI reserves the right to cancel or withdraw the RFP at any point of time prior to the issuance of LoI or work order, PMBI makes no commitments, explicit or implicit, that this process will result in a business transaction with anyone. Further, this RFP does not constitute an offer by the PMBI. The Firm's participation in this process may result in PMBI selecting the firm to engage in further discussions and negotiations towards execution of a contract. The commencement of such negotiations does not signify a commitment by PMBI to execute a contract or to continue negotiations.

#### **d. Disqualification**

The Proposal is liable to be disqualified under the following cases: -

- (I) Proposal not submitted in accordance with this document.
- (II) During validity of the proposal, or its extended period, if any, the firm increases prices quoted in the commercial proposal

- (III) Proposal is received in incomplete form
- (IV) Proposal is received after due date and time
- (V) The Firm qualifies the proposal with his own conditions
- (VI) Proposal is not accompanied by all requisite documents
- (VII) Information submitted is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- (VIII) Commercial proposal is enclosed with the technical proposal.
- (IX) The price information, the pricing policy or pricing mechanisms or any document indicative of the commercial aspects of the proposal are either fully or partially enclosed or is part of the Technical Proposal.
- (X) The firm does not sign the contract within 15 days of the receiving the letter of acceptance/work order from PMBI.
- (XI) The bid or any person acting on its behalf indulges in corrupt and fraudulent practices.
- (XII) If Firm provides quotation only for a part of the project
- (XIII) In case any one firm submits multiple proposals or if common interests are found in two or more firms, the firms are likely to be disqualified, unless additional proposals/Firms are withdrawn upon notice immediately
- (XIV) Firms may specifically note that while evaluating the proposals, if it comes to PMBI's knowledge expressly or implied, that some Firms may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Firms so involved are liable to be disqualified for this contract as well as for a further period of three years from participation in any of the tenders floated by PMBI.
- (XV) The response to the pre-qualification criteria, technical proposal and the entire documentation submitted; should not contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

## **7- Qualification Criteria**

### **A. Technical Evaluation**

The documentation furnished by the firm will be examined prima facie to see if the offer made, qualification cum technical skill base and financial capacity and other firm attributes claimed therein are consistent with the needs of this project.

In the second step, PMBI may ask (s) for additional information, visit to firms' site and/or arrange discussions with their professional, technical faculties to verify claims made in the bid documentation. PMBI may ask the Firm to give a presentation on the understanding of the project scope, technical and financial strengths, audit process, assessment of organization operations, controls, compliance, identifying risk, provide recommendations, improve efficiency, mitigate risks, audit plan etc.

During the process of evaluation of the Technical Proposals, the Tender Committee of PMBI may seek additional information and clarifications from any or all the Firms as and when required. This clarification will be sought through email/written communications. The Firm is expected to provide the clarifications or additional information within the stipulated time as indicated in the communication. If the Firm fails to provide the clarification or additional information, the information provided in the technical proposal only will be used for evaluation. Only the firms, who score a technical score 70 (Seventy) or more, will qualify for the evaluation in the commercial process. The technical bid will be evaluated on the following criteria mentioned in the table below:

Sr No.	Criteria	Score
1.	<b>Organizational Strength (80 Marks)</b>	
A.	<b>Company Registration</b>	
	<b>Experience of the firm (20 Marks)</b>	
	(a) 10 Years (Less than 10 years not qualified for bid)	< 10 Years= 0 Mark
	(b) > 10 Years	10 Years= 10 Mark
	(c) > 10 Years to 12 Years	12 Years= 12 Mark
	(d) > 12 Years to 14 Years	14 Years= 14 Mark
	(e) > 14 Years to 16 Years	16 Years= 16 Mark
	(f) > 16 Years to 18 Years	18 Years= 18 Mark
	(g) > 18 Years to 20 Years	>20 Years= 20 Marks (Maximum)
B.	<b>Financial Strength</b>	
	<b>Minimum Average Turnover (15 Marks)</b>	
	Minimum Average Turnover Rs. 25 Lakh for the last three financial years 2021-22, 2022-23 & 2023-24 (Less than Rs. 25 lakhs not qualified for bid)	< Rs. 25 L = 0 Mark > Rs. 25 L = 10 Mark
		Rs. 25 L to 50 L = 11 Mark
		Rs. 50 L to 75 L = 12 Mark
		Rs. 75 L to 1 Cr = 13 Mark
		Rs. 1 Cr to 1.25 Cr = 14 Mark
		> Rs. 1.25 Cr = 15 Mark (Maximum)
C.	<b>Technical Strength</b>	
C(i)	<b>Internal Audit for companies having turnover of Rs. 100 Cr or more (15 Marks)</b>	
	a) The bidder must have conducted at least two internal audits in last 2 financial years 2022-23 & 2023-24 (Less than 2 audit in last 2 financial year, not qualified for the bid)	<2 Internal Audit = Rs.100 Cr turnover= 2 FY= 0 Mark >2 Internal Audit = Rs.100 Cr turnover= 2 FY= 5 Mark
	b) 3 Internal Audit	10 Mark
	c) 4 Internal Audit	15 Mark (Maximum)
C(ii)	<b>Internal Audit in government governed-companies / societies/ organization having turnover of Rs. 500 Cr or More (15 Marks)</b>	
	a) The bidder must have conducted at least two internal audits in last 5 financial years 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24 (Less than 2 audit in last 5 year, not qualified for the bid)	<2 Internal Audit = Rs. 500 Cr turnover= 5 FY = 0 Mark >2 Internal Audit = Rs. 500 Cr turnover= 5 FY = 5 Marks

	b) 3 Internal Audit	10 Mark
	c) 4 Internal Audit	15 Mark (Maximum)
C(iii)	Key Personal (15 Marks)	
	a) The firm should have least 2 Members/Partners (Less than 2 partners not qualified for bid)	< 2 Members= 0 Mark > 2 Members= 10 Mark
	b) 3 Members/Partners	11 Mark
	c) 4 Members/Partners	12 Mark
	d) 5 Members/Partners	13 Mark
	e) 6 Members/Partners	14 Mark
	f) 7 Members/Partners	15 Mark (Maximum)
2.	Quality of Proposal (20 marks)	
	The bidder must secure a minimum of 12 Marks for their presentation on internal audit framework, methodology, risk assessment, internal control review, audit plan & execution recommendations & corrective actions to be considered for further evaluation. The maximum achievable score under this criterion in 20 Marks.	
A	Audit Plan & Execution (5 marks)	Average -2, Good -3, Very Good-4 Excellent -5 (Scores to be decided by the Technical Evaluation Committee)
B	Technical Knowledge (15 marks)	Average -5, Good -7, Very Good-10 Excellent -15 (Scores to be decided by the Technical Evaluation Committee)
C	Attitude, Personality, Traits & Qualities (10 Marks)	Average -2, Good -5, Very Good-7 Excellent -10 (Scores to be decided by the Technical Evaluation Committee)
	<b>Total (1+2)</b>	<b>100 Mark</b>

- To qualify for the technical evaluation stage, the Firm must score a minimum of 70 marks. PMBI will open the Financial Bids of those firms who have achieved minimum score of 70 marks in technical evaluation.
- Every technical bid shall be awarded an absolute technical score of 'T' marks out of a total of 100 marks.
- PMBI reserves the right to check/validate the authenticity of the information provided in the Pre- qualification and Technical Evaluation criteria and the requisite support must be provided by the Firm. In case any Firm does not provide valid information, such bid treated as irresponsible bid and PMBI reserves the right to decision to reject it.
- PMBI may verify the status of the projects proposed by firm, with respective clients before considering them for evaluation and award of respective marks.

The Bidder should upload the following documents while submitting technical bid. (Scanned copies of each page of all documents should be uploaded while submitting technical bid):

1. Organizational contact details as per Annexure - 2
2. Turnover certificate as per Annexure - 3
3. Summary of relevant experience of firm as per Annexure - 4
4. Relevant Experience of the Firm as per Annexure - 5
5. Key personnel details as per Annexure - 6
6. Declaration as per Annexure - 7, 8 and 9
7. Bid Security Declaration as per Annexure - 10
8. Audited account statement of the last three financial years attested by the responsible officer/ authority.
9. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

## **B. Financial Evaluation**

- i. Only the firms, who score a total technical score of 70 or more, will qualify for the evaluation of their commercial bids.
- ii. The Financial Bids of technically qualified Firms will be opened. Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered for evaluation.
- iii. The bid price will be excluding all taxes and levies and shall be in Indian Rupees.
- iv. Any conditional bid would be rejected.
- v. The Financial Bids of the technically qualified Firms will be evaluated as per the evaluation criteria explained below.
- vi. The bid with the highest total points (H-1) will be considered for award of contract.

## **C. Selection of Firm**

- i. The Firms who qualify in qualification cum technical evaluation will be eligible for financial evaluation.
- ii. The Firms may be called for a technical presentation on the features of the proposed solution and shortlisting criteria as per technical bid.
- iii. In deciding the final selection of the Agency/bidder, the technically qualified bid will be given a weightage of 70% and financial bid shall be allocated a weightage of 30% on the basis of evaluation criteria available on GeM portal. Accordingly, the bid with the highest total points (H-1) will be considered for final award of contract by GeM portal.

## **D. Acceptance of the successful bid and award of contract**

- i. Before award of the Contract, the Selection Committee shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- ii. A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.

iii. The Committee shall award the contract to the firm whose offer has been determined as per highest total points scored (i.e. H1) in accordance with the evaluation criteria.

#### **E. Negotiations**

In case of any differences the Firm may call for negotiation, the Committee will be the Sole Arbitrator on all matters and their decision will be binding on the Firm. Negotiations will be held online through GeM portal and intimated to the qualified selected H1 Firm via GeM only:

#### **F. Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Firms who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any firm of confidential information related to the process may result in the rejection of its Proposal and may be subjected to the provisions of the Employer's antifraud and corruption policy.

#### **8. Exit Option**

PMBI reserves the right to cancel the contract in the event one or more of the following events occurs:

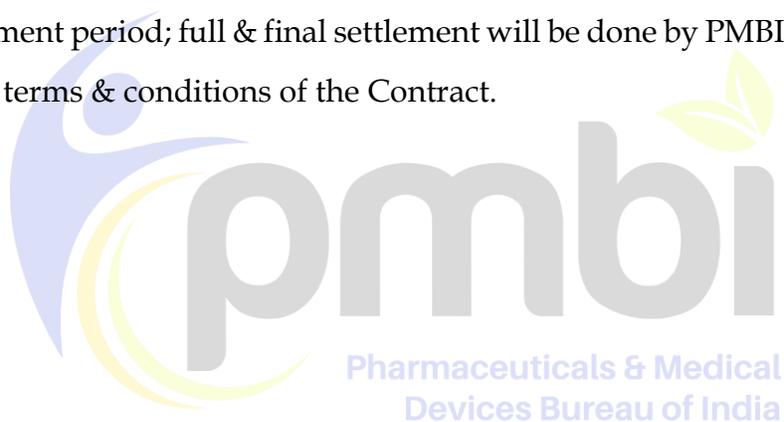
- a. Violation of the Service Level Agreement by the Firm.
- b. Not providing the services/ Providing inferior services/Delays in delivery of services as specified in the scope of work.
- c. Discrepancy in delivery of services/ performance levels agreed upon.
- d. Any malpractice or unethical practice by the call center in the operations of the contract awarded.

In addition to the cancellation of the purchase contract, PMBI reserves the right to charge appropriate penalties and liquidated damages.

## 9. Exit Management

The bidder shall promptly on the commencement of the exit period (3 months or as suggested by PMBI), either due to termination of the contract or expiry of the contract, service provided to the PMBI the following:

1. Information relating to the current services rendered.
2. Data related to open transactions such as service requests, issues, leads etc.
3. PMBJP Process documents shared/created during the contract period.
4. During the exit management period, the selected Firm/agency shall use its best efforts to deliver the services.
5. No payment shall be released to the selected Firm/agency during the Exit Management period; full & final settlement will be done by PMBI in accordance with the terms & conditions of the Contract.



**Annexure 1 - Letter of Technical Proposal Submission**

To,

The Chief Executive Officer,  
Pharmaceuticals & Medical Devices  
Bureau of India  
B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar, New  
Delhi-110029

Dear Sir,

Sub: Uploading of Technical Proposal for Empanelment of Internal Auditors for PMBI.

In response to the tender for the above purpose, we would like to submit our proposal for the above proposed task. We, having examined all relevant documents and understood their contents, hereby submit our bid.

As instructed, we uploaded the copies of the following documents:

1. Organizational contact details as per Annexure - 2
2. Turnover certificate as per Annexure - 3
3. Summary of relevant experience of firm as per Annexure - 4
4. Relevant Experience of the Firm as per Annexure - 5
5. Key personnel details as per Annexure - 6
6. Declaration as per Annexure - 7, 8 and 9
7. Bid Security Declaration as per Annexure 10
8. Audited account statement of the last three financial years attested by the responsible officer/ authority.
10. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

We are also enclosing a copy of the tender with all pages signed and sealed to confirm our agreement to the terms. Sincerely and conditions as per RFP through this bid.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## Annexure 2 - Organization Details

S. No.	Particulars	Organization details
1.	Name of organization	
2.	Main areas of business	
3.	Type of organization	
4.	ICAI Registration Details	
5.	If it is a company/ partnership firm: Registration no:	
6.	Address of registered office with telephone no & fax & e-mail	
7.	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
8.	Whether the firm has been involved in any litigation that may have an impact affecting or compromising the delivery of services required. If yes, details thereof	
9.	Address of offices in India	
10.	Contact person with telephone no. & e-mail id	

Enclose: -

- Copy of Certificate of Incorporation, if applicable.
- Copy of registration proof in respect of 4 above
- Copy of Article of Association in respect of 5 above, if applicable.
- Undertaking in respect of 7 and 8 above
- Proof of office premises in Delhi & NCR (electricity bill/ landline bill/ Power attorney)

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**Annexure 3 - Turnover certificate**

Description	F.Y.	F.Y.	F.Y.
Annual turnover			
Net worth			
Profit			

This is to certify that (name of the Bidder) has Annual Turnover as shown above against the respective/s financial year/s

For M/s.....  
Chartered Accountants  
Firm Registration No.....

CA.....  
Membership No.....



**Place:**

**Date:**

**UDIN:**

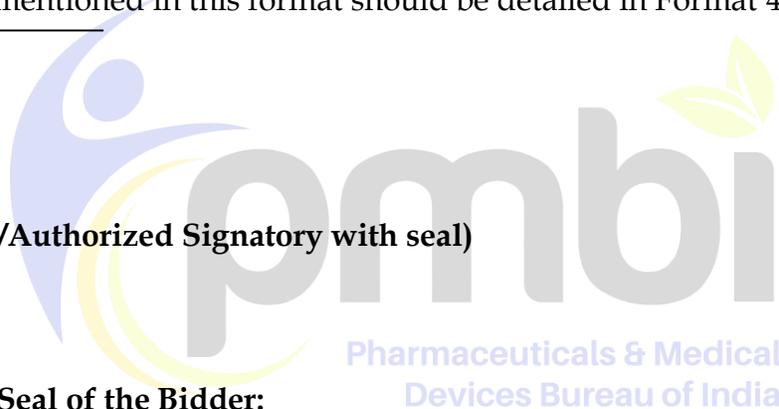
Note: The turnover certificate should be accompanied by audited account statements. If a group, consolidated figure may be shown.

**Annexure 4 - Summary of relevant experience of the firm**

S. No.	Type of credential (in line with minimum eligibility and technical evaluation requirements)	Name of the assignment	Proof submitted

Each of the projects mentioned in this format should be detailed in Format 4 (I)

(Signature of bidder/Authorized Signatory with seal)



Name of the Bidder Seal of the Bidder:

Place:

Date:

**Annexure 5 - Relevant Experience of the Firm as per the Format**

Name of the Bidder	
Type of Experience	
Name of the Project	
Period of assignment	
Description of services performed by the Bidder firm	
Name of the client and address	
Type of client - Public/ Private/ PSU	
Name, telephone no. and fax no. of client's representative	
Contract value of the assignment (in INR)	
Start date and finish date of services (month/ year)	
Brief description of the Project	

Note:

1. Use separate sheets for each relevant experience
2. Each relevant experience should be supported by a work order/ agreement/ client certificate

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**Annexure 6 - Details of Key Personnel would be Engage in this Audit**

S. No.	Details of key personnel				
	Position	Educational qualification	ICAI Registration	Number of years of experience	List of relevant experience
1.					
2.					
3.					



**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**Annexure 7 - Declaration for all the information provided herewith is genuine and accurate.**

**DECLARATION**

To,

The Chief Executive Officer,  
Pharmaceuticals & Medical Devices Bureau of India

B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar,  
New Delhi-110029

Dear Sir,

We hereby confirm that we are interested in competing for the services to undertake the task related to \_\_\_\_\_  
for Pharmaceuticals and Medical Devices Bureau of India. All the information provided  
herewith is genuine and accurate.



**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**Annexure 8 - Declaration for Blacklisting by Agency / Vendor**

**DECLARATION**

I/We M/s. .... represented by its Proprietor/Managing Partner/Managing Director having its registered office at ..... do hereby declare as under:

1. I/we hereby certify that all the particulars given by me are correct and true to the best of my/our knowledge.
2. I/we certify that if appointed for selection, I/we shall appoint separate teams for any competing clients who are in the same business as PMBI to avoid clash of interests and maintenance of secrecy. In case at any stage, it is found that that the information given by me/us is false/incorrect, PMBI shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.
3. I/We declare that our organization has not been backlisted or debarred by any State Govt./Central Govt./PSUs/Other Govt. Institutions in the period of last 3 years.
4. That I am / We are aware of the Tender Inviting Authority's right to blacklist me/ us for a period of next 3 years, if any information furnished by me/us proved to be false/misleading at any time during the Contract period.
5. That I / We declare to possess the valid documents as required in the RFP T&C and comply with the conditions laid down in the RFP document.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**Annexure 9 - Declaration for No Litigation**

**DECLARATION**

I/We \_\_\_\_\_ (name of the contractor/agency) having address \_\_\_\_\_, hereby declare that the firm shall not have been involved in any litigation that may have an impact affecting or compromising the delivery of service required.

1. That there are no arrests, indictments, criminal information's or other criminal proceedings now pending against the firm and as an individual, partner, director, or officer of the company/firm.
2. That I have never convicted of a crime in any jurisdiction in any of these capacities;
3. That I have never been sued nor has any judgement been obtained against me/firm in any of these capacities in any civil action in any jurisdiction; and
4. That I have never been the subject of any administrative or disciplinary proceedings initiated by a regulatory or government agency in any of these capacities.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**



## **Annexure 10 - Bid Security Declaration**

### **DECLARATION**

I/We \_\_\_\_\_, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/We may be disqualified/debarred from bidding against Pharmaceuticals and Medical Devices Bureau of India for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, (ii) fail or refuse to furnish the performance security within the timeline, in accordance with the instructions to bidders & as per tender terms & conditions.
3. I/we understand this bid security declaration shall cease to be valid on the thirty first day of the following,
  - a) If I am /we are not the successful bidder, the receipt of your notification of the name of the successful bidder; or
  - b) the expiration of the validity of my/our bid or any extension thereof.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**Annexure 11 - Financial Form**

<b><u>PRICE SCHEDULE/BOQ</u></b>								
<b>RFP Reference No.:</b> -----								
<b>Name of Bidder/ Bidding Firm/Company:</b>								
<b>Name of Work:</b>		Empanelment of Internal Auditor of Pharmaceuticals and Medical Devices Bureau of India for the FY 2024-25						
S. No.	Item/ Job Description	Unit Rate Without taxes	Service Period for Year	HSN Code	Rate of GST in %	Amount (Without Taxes)	GST Amount	Total Amount (With Taxes)
		1	2	3	4	5	6	7= (1*2)*(5+6)
1	Audit Service: empanelment of Internal Audit for FY 2024-25 for PMBI	1	1					
<b>Total in Figures:.....</b>								

**Note:**

- (a) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.
- (b) The contract will be in force for a period of ONE year commencing from the date of execution of contract. PMBI may also extend the period of contract for a period up to two more years from the date of its expiry on the same terms and conditions with mutual consent.
- (c) Bidders are strictly prohibited from quoting any financial or commercial price in technical bid. In the event that any bidder includes price information within the technical bid, such bid shall be summarily rejected and shall not be considered for further

evaluation or processing.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**





List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
  - Radio Sets:**
    - HF/VHF/FM Manpack Radio
    - Vehicle Radio Set
  - Tactical Communication Systems:**
    - Software Defined Radio (SDR) Systems
    - VHF/UHF Tactical Communication Systems
    - Handheld Satellite Phones (e.g., Iridium)
    - Combat Net Radio (CNR) Systems
  - Satellite Communication Systems:**
    - Very Small Aperture Terminal (VSAT) Systems
    - Satellite Phones
    - Mobile Satellite Communication Systems
  - Command and Control Systems:**
    - Battlefield Management Systems (BMS)
    - Tactical Data Links
    - Encryption Devices (e.g., VINBAX)
    - Surveillance and Reconnaissance Communication:
    - Unmanned Aerial Vehicle (UAV) Communication Systems
    - Ground Control Stations (GCS) for UAVs
    - Remote Video Terminals (RVTs)
  - Electronic Warfare (EW) Communication:**
    - EW Communication Jamming Systems
    - Communication Intelligence (COMINT) Systems
  - Network Infrastructure:**
    - Field Deployable Communication Nodes
    - Tactical Communication Switches
    - Mobile Communication Shelters
  - Navigation and Positioning Systems:**
    - GPS Receivers
    - Navigation Systems for Vehicles and Personnel
  - Specialized Communication Equipment:**
    - Underwater Communication Systems
    - Special Forces Communication Gear
    - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots