

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-12-2025 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-12-2025 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम/Department Name	Department For Promotion Of Industry & Internal Trade
संगठन का नाम/Organisation Name	Quality Council Of India
कार्यालय का नाम/Office Name	Delhi
वस्तु श्रेणी /Item Category	Financial Audit Services - as per Scope of Work; Audit Firm, CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	48 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया जाना है। / Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है। / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईएमडी राशि/EMD Amount	24000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Secretary General
 QUALITY COUNCIL OF INDIA J200, World Trade Center, Nauroji Nagar, New Delhi-110029
 (C T Kannan)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:<1765805233.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
Company Profile, Understanding of scope, Approach and Methodology, Experience, and Team Profile	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:Meeting to be conducted vide virtual mode through MS teams. The bidders will be communicated details through mail.

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
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18-12-2025 12:00:00	Meeting will be conducted on Microsoft teams and any pre-bid queries are to be submitted to procurement@qcin.org as per format given in Annexure-A of RFP document latest within 1 day from the date of conducting of pre-bid meeting. Meeting link: https://teams.microsoft.com/l/meetup-join/19:meeting_ZjYzZThmMWMtMjM2OC00NTVILWI5YjYtOTgxZDE1ZGMyOGIw@thread.v2/0?context={"Tid":"3fa50ba6-5a24-4f02-8065-953c84cb357f","Oid":"b016a455-ec53-40a0-91bc-ae065b5e8c1e"} Meeting ID: 466 457 124 588 82 Passcode: nv2mc7CW
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Financial Audit Services - As Per Scope Of Work; Audit Firm, CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	as per Scope of Work
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	as per Scope of Work
Type of Industries/Functions	as per Scope of Work
Frequency of Progress Report	as per Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	as per Scope of Work
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Fanish Chandra Srivastava	110002,2nd floor, institution of engineers, bahadur shah zafar marg	1	N/A

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

1. Generic

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

2. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Payment Terms:

- i. The payment shall be made after successful verification of form with CA certification. If form is routed a second time for review, re-verification cost will be paid at the same rate.
- ii. Payment shall be made on within 30 days of receipt of tax invoice complete in all respect and QCI project team sign-off.
- iii. Incorrect Invoices, Under/Over Payment: In case an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the Service provider, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by QCI to the Service provider under this contract.

2. Performance Bank Guarantee:

QCI shall require the selected service provider to provide a Performance Bank Guarantee, within 30 days of the notification of award, for a value equivalent to 5 % of the contract value. The Performance Guarantee shall contain a claim period of twelve months from the last date as per the contract duration. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the submission of deliverables.

The selected Agency can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, the purchaser at its discretion may cancel the order placed on the selected bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or purchaser incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

4. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or

notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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

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

---धन्यवाद/Thank You---



भारतीय गुणवत्ता परिषद्
QUALITY COUNCIL[®]
OF INDIA
Creating an Ecosystem for Quality

Tender ref. no. QCI/PPID/1225/487

Dated: - 15.12.2025

**Request for Proposal
for
Engagement of Financial Audit Firm for Concurrent
Audit of Local Agricultural Entities and Business Support
Entities**



QUALITY COUNCIL OF INDIA
J200, World Trade Center, Nauroji Nagar,
New Delhi-110029
T: +91-11-26186680
W: www.qcin.org E: info@qcin.org

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Tender Notice

1. Quality Council of India invites proposals for "**Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities**"
2. The content of this Request for Proposal (RFP) enlists the requirements of the QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process.
4. The Documents to be submitted:
 - A. The "Technical Bid" shall contain the following:
 - i. Form – 1, 2, 3 and 4 attached under Annexure-A
 - ii. All the documents required as per prequalification and technical evaluation criteria
 - iii. Any other details that the bidder may like to provide
 - B. The "Price Bid" shall contain the following:
 - i. The Agency should submit the proposal as per the financial bid format through online mode only in relevant sections in GeM Portal (<https://gem.gov.in>)
 - ii. Taxes should be included in the above proposal.
5. The Technical Bids and Financial Bids may be submitted on GeM as per the guidelines.

TENDER DOCUMENT FOR ENGAGEMENT OF FINANCIAL AUDIT FIRM FOR CONCURRENT AUDIT OF LOCAL

AGRICULTURAL ENTITIES AND BUSINESS SUPPORT ENTITIES

Tender ref. no. QCI/PPID/1225/487

Tender Summary

S. No.	Item	Details
1.	Project Scope	Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities
2.	Contract Duration	Twelve (12) months
3.	Performance Bank Guarantee	5% of total contract value
4.	Proposal Selection	Quality & Cost Based Selection (QCBS)
5.	Earnest Money Deposit (EMD)	₹ 24,000
6.	Bid Validity	120 days
7.	Pre-bid meeting	To be submitted to procurement@qcin.org as per format given in Annexure-A .
8.	Submission details	As per GeM guidelines

I. INTRODUCTION

Quality Council of India (QCI)

Quality Council of India (QCI) is a premier autonomous body set up by Government of India. QCI is responsible for creating a Quality Mindset and envisions to ensure quality across products and services that touch every citizen. As an independent and autonomous body, QCI creates a mechanism for independent third-party assessments of products, services, and processes, coordinating its activities through its constituent boards and divisions. The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, serves as the nodal point for QCI. QCI plays a pivotal role in propagating, adoption, and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

To achieve this, QCI is playing a pivotal role in propagating, adoption, and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector, and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

It functions through its five constituent Boards and Project Implementation Divisions to establish National Accreditation Programme and Third-Party Assessment models with an aim to improve the quality ecosystem of the nation.

The Project Planning & Implementation Division (PPID)

This division works with various ministries in the government both at Central and State level. Set up with a vision of young professionals who could help the government from outside on key issues and provide support wherever required. PPID has worked with number of Ministries on projects, including (but not limited to) – Ministry of Petroleum and Natural Gas, Ministry of Railways, NITI Aayog (erstwhile planning commission of India), Ministry of New and Renewable Energy, Department of Administrative Reform and Public Grievances (DARPG) and others.

II. PROJECT CONTEXT

The objective of this Request for Proposal (RFP) is to engage a qualified Financial Audit Firm to conduct concurrent audits Local Agricultural Entities and Business Support Entities. The selected firm will support the QCI and its client in establishing a uniform, transparent, and reliable financial verification mechanism that ensures accountability in fund utilization and compliance with prescribed guidelines.

This engagement aims to implement a structured, third-party audit process to assess financial submissions made by Local Agricultural Entities for Management Cost, Matching Equity Grant, and Business Support Entities Management Cost. The Financial Audit Firm will be responsible for systematically validating financial records, statutory compliances, and supporting documents uploaded by Local Agricultural Entities and Business Support Entities through MIS Portal. This will enable monitoring, improve the quality of documentation, and create a credible basis for informed decision-making prior to fund disbursement.

The key objectives of this engagement are to:

- Implementing a standardized, third-party financial audit process to verify Management Cost, Matching Equity Grant submitted by Local Agricultural Entities and Business Support Entities.
- Validating financial records, statutory compliances, and supporting documents through MIS Portal to ensure accuracy and completeness.
- Enhancing transparency, accountability, and consistency in financial verification through systematic, evidence-based audit practices.
- Strengthening the client's fund-disbursement framework by generating reliable, audit-backed financial insights for timely and compliant decision-making.

III. SCOPE OF WORK

1. Overview

- The Financial Audit Firm shall undertake a structured and phased concurrent audit of Local Agricultural Entities and Business Support Entities to ensure accuracy, transparency, and comprehensive financial verification.
- This includes developing a uniform workflow based on the checklists, document formats, and reference materials provided by the Client, clearly defining verification steps, validation criteria, and expected audit outputs.
- The firm shall ensure that all deployed auditors are adequately trained on the designated MIS Portal to enable seamless document access, navigation, and interpretation.
- The Client will provide necessary system access and credentials to facilitate retrieval and verification of submissions.
- The audit firm shall conduct detailed financial verification of Local Agricultural Entities Management Cost, Matching Equity Grant, and Business Support Entities Management Cost, examining statutory compliances, supporting documents, and utilization proofs.
- The Local Agricultural Entities Management Cost is disbursed in six instalments over a period of three years (two instalments per year), the Business Support Entities Management Cost is released over five years at the rate of two instalments per year, and the Matching Equity Grant is provided in three tranches across a three-year period.
- For initial onboarding and process familiarization, two personnel may be physically deployed at the Client's head office (New Delhi) for a period of 1–3 months for workflow understanding, knowledge transfer, and clarification of operational processes, after which all verification activities shall be carried out remotely through the MIS Portal.
- As part of the concurrent audit, the firm shall identify discrepancies, record observations, and seek rectification through re-uploaded documents, ensuring that only the deficient components are reverified without initiating a fresh end-to-end review.
- Each application bearing a unique reference number shall be treated as a unique/distinct case for verification and is presumed to have undergone preliminary internal checks by the Client prior to audit initiation.

- Upon successful completion of verification, the firm shall issue a CA Certificate confirming financial compliance and proper utilization of funds by the respective Local Agricultural Entities and Business Support Entities. This certificate shall form the basis for the Client's internal evaluation and subsequent decision-making regarding the release of funds.

2. Auditor Requirement and Time Period

Experience Required	Time Period	Expected Output
The CA Firm should be an established entity with a minimum of 3+ years of operational experience, having demonstrable capability in conducting financial audits, compliance verification, statutory review, and documentation-based assessments. The firm should possess an in-house team strength of at least 10–15 qualified auditors or accounting professionals, ensuring adequate capacity for concurrent audits, timely verification, and handling multiple cases across zones or Local Agricultural Entities clusters.	The total duration for the concurrent audit of Local Agricultural Entities and Business Support Entities management costs and matching equity grant exercise shall be 12 months from the date of commencement. Each auditor will be allotted specific zones or Local Agricultural Entities for audit activities.	The firm shall issue a CA Certificate attesting to the financial compliance and appropriate utilization of funds by the respective Local Agricultural Entities and Business Support Entities. This certification will serve as a key input for the Client's internal verification processes and will support informed decision-making on fund release.

Two professionals shall be initially deployed at the Client's office for 1–3 months for workflow understanding and handholding which will significantly support the firm in gaining firsthand clarity of processes, system navigation, and operational expectations. **After this period, audit and verification activities will be conducted remotely.** If required, the team may be expanded based on project needs to ensure timely completion of all Local Agricultural Entities and Business Support Entities concurrent audits.

3. Verification Parameters

The verification process should cover, but not be limited to, the following documents as specified:

3.1. Matching Equity Grant

- i. Application on prescribed form duly signed by two Board Members/Authorised Representative of FPC on each page.
- ii. It is a duly registered FPC under Part IX A of Company's Act / co-op. act
- iii. Paid up capital
- iv. The number of its individual shareholders is not lower than 300 (plan area) or 100 (hilly area).
- v. Minimum 50% of its shareholders are small marginal and landless tenant farmers.

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- vi. Maximum shareholding by any one member other than an Institutional member is not more than 10% of total equity of the FPC.
- vii. It has a duly elected Board of Directors (BoD) with a minimum of five members with adequate representation from member farmers and minimum one-woman member
- viii. Annexure I (CA cert. shareholders list & Annexure II (board resolution for signatories).
- ix. Audited Financial Statements.
- x. Photocopy of Bank Account Statement for last six months
- xi. KYC documents of only those Representatives/Directors authorised by the Board of FPC for executing and signing documents
- xii. Certificate of incorporation/Memorandum of Association/Articles of Association
- xiii. Business Plan for 18 months (Viable Financials)
- xiv. Recommendation letter

3.2. Business Support Entities Management Cost

- i. List of Farmers and FPC registration documents
- ii. Minutes of GBM & Board Meetings
- iii. Bank Account Number, PAN number, GST Number of CEO/Manager & Accountant
- iv. Training Report and Exposure visit report
- v. Bank Statement, P&L Statement, Balance Sheet, and Monthly Sales Report
- vi. List of buyers consulted, meeting report & outcome (MoU on price, volume, and grading)
- vii. Copy of Agreement, BoD, AGM registers, and Satisfactory Reports of Auditors
- viii. Other relevant documents

3.3. Local Agricultural Entities Management Cost

<u>1st Instalment</u>	<u>2nd Instalment</u>
<ul style="list-style-type: none">i. Certificate of Incorporation (CoI)ii. Memorandum of Association (MoA)iii. Articles of Association (AoA)iv. Copy of acknowledgement for PAN cardv. Bank Account Details (Cancelled Cheque/Passbook)vi. List of Board of Directors (BoDs) with Name and Contact detailsvii. Name of focused Cropviii. DMC approvalix. CEO appointment letter specifying remuneration and qualificationx. Accountant appointment letter specifying remuneration and qualificationxi. Rent Agreement of Local Agricultural Entities Office	<ul style="list-style-type: none">i. Actual bills in support of purchase done for FPC office, furniture, equipment, and maintenanceii. Copy of receipt of transfer of Local Agricultural Entities registration cost to the Business Support Entities by FPCiii. Business Plan of 18 months in word document for clarity and better readabilityiv. A letter from the Chairman (Local Agricultural Entities) on satisfactory performance of CEO and Accountantv. Details of Equity Grant application if appliedvi. List of shareholders with shared money collectionvii. Utilization Certificate (UC) to 1st instalmentviii. Bank statement of Last 6 monthsix. CEO appointment letter specifying remuneration and qualification

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	x. Accountant appointment letter specifying remuneration and qualification xi. Rent Agreement of Local Agricultural Entity's Office and rent receipt for last 6 months
<u>3rd Instalment</u> i. Performance report of the CEO and Accountant - letter certified by the Chairman ii. Audited financial Statements iii. Local Agricultural Entity's Bank Account Details iv. Local Agricultural Entity's office rent receipt for last 6 months v. Output of business activities performed. Mention the start date of business activities vi. Details of convergence with any scheme vii. Has any retail tie-up been initiated? viii. Whether the Local Agricultural Entity has opened any store for sale of produce? ix. Revised appointment of Accountant with increment, if any x. Details of Equity Grant (EG) application if applied xi. List of shareholders with share money xii. UC to 2nd instalment xiii. Bank statement of Last 6 months	<u>4th Instalment</u> i. Performance report of the CEO and Accountant - letter certified by the Chairman ii. Local Agricultural Entity Bank Account Details iii. Local Agricultural Entity office rent receipt for last 6 months iv. Output of business activities performed. Mention the start date of business activities v. Details of Equity Grant (EG) application if applied vi. List of shareholders with share money vii. Utilization Certificate (pertaining to 3rd instalment) viii. Bank statement of Last 6 months
<u>5th Instalment</u> i. Performance report of the CEO and Accountant - letter certified by the Chairman ii. Audited financial Statements iii. Local Agricultural Entity's Bank Account Details iv. Local Agricultural Entity's office rent receipt for last 6 months v. Output of business activities performed vi. Details of convergence with any scheme vii. Has any retail tie-up been initiated? viii. Whether the Local Agricultural Entity has opened any store for sale of produce? ix. Revised appointment of Accountant with increment, if any x. Details of Equity Grant application, if applied xi. List of shareholders with share money xii. UC to 4th instalment xiii. Bank statement of Last 6 months	<u>6th Instalment</u> i. Performance report of the CEO and Accountant - letter certified by the Chairman ii. Local Agricultural Entity Bank Account Details iii. Local Agricultural Entity's office rent receipt for last 6 months iv. Output of business activities performed v. Details of Equity Grant (EG) application if applied vi. List of shareholders with shared money collection vii. Utilization Certificate (pertaining to 5th instalment) viii. After release of all 6th instalments final UC must be submitted by Local Agricultural Entity to SFAC ix. Bank statement of Last 6 months

4. Audit Methodology

The concurrent audit shall be undertaken in a structured and phased manner to ensure accuracy, transparency, and comprehensive financial validation prior to fund release. The methodology shall include the following components:

4.1. Workflow Development Based on Document Checklist

- i. Develop a detailed verification workflow using the prescribed checklist and sample documents shared by the implementing authority.
- ii. Define document requirements, verification steps, validation criteria, and audit outputs to ensure uniformity across all applications.

4.2. Training on MIS Portal Functioning

- i. The engaged CA Audit Firm shall undergo training on the functioning and features of the MIS Portal, including procedural formalities and data handling protocols.
- ii. Ensure that auditors are trained for document access, system navigation, and interpretation of data uploaded by Local Agricultural Entities and Business Support Entities.

4.3. Access and Credential Provisioning

- i. Login credentials and system access shall be provided to the CA Audit Firm to facilitate secure entry to the MIS Portal or in any format as required by the client.
- ii. Auditors shall retrieve and verify documents submitted by Local Agricultural Entities and Business Support Entities through the digital platform.

4.4. Financial & Document Verification

- i. Conduct detailed document and financial verification of Business Support Entities Management Cost, Local Agricultural Entities Management Cost, and Matching Equity Grant documentation through the MIS Portal.
- ii. Validate financial records, utilization proofs, statutory compliances, and supporting documentation as per the defined workflow.
- iii. For initial orientation, two personnel from the CA Audit Firm may be physically deployed at the central office of the implementing authority for 1–3 months for workflow familiarization and clarification of operational doubts.
- iv. After this handholding phase, all remaining activities shall be executed remotely through the MIS Portal.

4.5. Error Identification, Rectification & Re-upload

- i. Record discrepancies or incomplete submissions in the remarks section of the portal.
- ii. Local Agricultural Entities / Business Support Entities shall rectify the deficiencies and re-upload the corrected documents.
- iii. The CA Audit Firm shall re-verify only the rectified deficiencies, without initiating a fresh end-to-end verification of the application.
- iv. Each application, carrying a unique reference number, shall be treated as a single verification case, with best efforts made to resolve deficiencies.

4.6. Issuance of CA Certificate

- i. Upon successful completion of verification, the CA Audit Firm shall issue a CA Certificate for each case.
- ii. The certificate shall confirm compliance with financial norms, statutory requirements, and utilization guidelines.

4.7. Release of Utilization Certificate for Fund Disbursement

- i. After verification, the CA Certificate shall be issued for review by the implementing authority.
- ii. The certificate shall present the financial verification outcomes for internal evaluation.
- iii. Based on the certificate, the implementing authority may proceed with the disbursement of funds as per its internal procedures.

5. Deployment and Supervision

- 5.1.** Two professionals shall be initially deployed at the Client's office for 1–3 months for workflow understanding and handholding. After this period, audit and verification activities will be conducted remotely. If required, the team may be expanded based on project needs to ensure timely completion of all Local Agricultural Entities concurrent audits.
- 5.2.** The engaged CA Audit Firm shall prepare a tracker to the parties outlining the methodology, progress, findings, and status of concurrent audits undertaken for Local Agricultural Entities and Business Support Entities.

6. Deliverables

Parameters	Details
Number of Auditors	As per project requirement
Expected Application Review	Min. 500 Forms/Month
Cost Estimation	The payment shall be made on a per-application (per-form) basis. The payable amount will correspond directly to the number of applications verified and CA Certificates issued by the Firm.
Estimated Duration	12 months from the date of commencement

7. Data Submission and Reporting

- 7.1.** All reports, observations, and communication generated as part of the concurrent audit shall be submitted directly to the Client.
- 7.2.** The Audit Firm should maintain a real-time progress tracker capturing the verification status of all applications, including completed checks, pending cases, and key observations. This tracker should be updated on an ongoing basis and made shareable with both the organizations to enable simultaneous visibility of progress. Further, the Firm should ensure that all applications provided by the Client are verified and submitted back at regular intervals of every 1–2 days to maintain continuity of workflow and timely processing.
- 7.3.** Immediately report any critical observations, compliance gaps, or essential deliverables to the Client for timely action.

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- 7.4.** Any additional documents, analyses, or reports prepared by the auditors during the engagement shall be formally handed over to the client at the conclusion of the exercise.
- 7.5.** Ensure secure storage and transmission of all collected data in line with confidentiality and data integrity standards.
- 7.6.** The credentials of the MIS Portal shall not be shared with any unauthorized individual, and the audit firm shall ensure that all login details are securely deleted from systems upon completion of the engagement.

IV. PRE-QUALIFICATION CRITERIA

S. No.	Basic Requirements	Specific Requirements	Document(s) Required
1	Legal Entity	<p>The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> • A Limited Liability Partnership ("LLP") registered under the LLP Act,2008; • an Indian Company ("Company") registered under the Companies Act, 1956/ 2013; • a "Partnership Firm" registered under the Indian Partnership Act, 1932; • a Sole Proprietorship firm, registered as such under the Applicable Laws of India 	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ol style="list-style-type: none"> i. Certificate of the company ii. PAN Card of the registered legal entity iii. GST certificate of the registered legal entity iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm v. Cancelled cheque vi. MSME Certificate (if applicable) vii. Any other supporting document, as may be required
2	ICAI Membership certificate	Bidder(s) shall submit a valid ICAI Membership Certificate.	The certificate must be issued by the Institute of Chartered Accountants of India (ICAI) and clearly indicate the Firm Registration Number (FRN), along with the name(s) of the Partner(s)/Proprietor and their respective individual membership number(s).
3	Average Annual Turnover	Minimum Average annual turnover of at least ₹ 48 lakhs generated in the past three (3) financial years (2022-23, 2023-24 and 2024-25).	<ol style="list-style-type: none"> i. CA Certificate certifying the turnover for FY 2022-23, 2023-24, and 2024-25 with CA's Registration Number, FRN, UDIN, or;

			ii. Audited Financial Statements for FY 2022-23, 2023-24, and 2024-25 (to support the claim).
4	Experience	<p>The Bidder(s) must have relevant contracts with reference to completing similar audit assignments for Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, national institutes and private organisations in the last 05 (five) years as per below:</p> <ul style="list-style-type: none"> • At least one (01) work order with value of ₹ 9,60,000, OR • At least two (02) work orders with value of ₹ 7,20,000, OR • At least three (03) work orders with value of ₹ 6,00,000 	Copy of Work order / Agreement / Work Completion Certificate from the client.
5	Non-Blacklisting declaration	The bidder should not have been blacklisted by any central or state government agency, PSU etc. in the last 5 years preceding the proposal due date.	Submission as per format given in Annexure-A (Form D)

Interested Bidders submitting their proposals are expected to meet the above pre-qualification criteria. In case any Bidder fails to either meet all these criteria or does not furnish the requisite supporting documents/ documentary evidence in support thereof, the bid is liable to be summarily rejected.

V. EVALUATION CRITERIA

Evaluation of the bids will be done in two-stages namely Technical Evaluation (comprising pre- qualification checks and technical presentation) and financial evaluation based on QCBS. The technical evaluation shall be based on the following criteria:

S. No.	Criteria	Weightage
1.	<p>Company Profile and Feedback:</p> <ul style="list-style-type: none"> • Turnover – 10 marks <ul style="list-style-type: none"> • Between ₹ 48 lakhs to ₹ 50 lakhs – 2 marks • Above ₹ 50 to ₹ 54 lakhs – 4 marks • Above ₹ 54 to ₹ 60 lakhs – 6 marks • Above ₹ 60 to ₹ 68 lakhs – 8 marks • Above ₹ 68 lakhs – 10 marks • Client Feedback - The bidder to submit details for two clients (i.e. Name of the client agency, Name of the SPOC at the agency, E-mail ID and Contact no. of the SPOC) – 2.5 marks for each (subject to positive feedback received) 	15
2.	<p>Understanding of Project Requirements and Objectives</p> <ul style="list-style-type: none"> • Assessment of the bidder's understanding of the concurrent audit requirements for Local Agricultural Entities and Business Support Entities, including key deliverables, processes, compliance expectations, and sector-specific challenges. 	10

3.	Audit Approach, methodology, and work plan: A description of the approach, methodology, and work plan for performing the assignment covering the following subjects: <ul style="list-style-type: none"> • Audit methodology, including sampling techniques and compliance checks – 10 marks • Tools, techniques, and quality assurance mechanisms – 10 marks • Templates/Formats for reporting, audit checklists, and sample outputs – 10 marks • Work plan outlining timelines, audit cycles, team deployment, and coordination strategy – 10 marks 	40
4.	Experience: Case study for 5 relevant audit assignments (<i>for which work orders have been submitted in technical bid</i>) undertaken in the past 5 years conducted for Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, autonomous bodies and private organizations – 5 marks per case study	25
5.	Team Composition & Expertise: Profiles of Project Manager for this assignment along with CA / auditors to be deployed with qualifications and experience as per Clause III sub-clause 2 (CVs to be submitted with HR certification)	10
Technical Score		100

Note:

- Minimum marks for technical qualification are 70 out 100.
- The bidder that abstains from attending the technical presentation round will be disqualified.

VI. METHOD OF SELECTION

1. The bids shall be evaluated on Quality and Cost Based Selection (QCBS).
2. In deciding the final selection of the service provider, the technical bid of the proposal will be given a weightage of 70% and the financial bid will be given a weightage of 30%. (in case of QCBS)
3. The financial bids of only those bidders who qualify for the technical evaluation will be invited. (in case of QCBS)
4. The proposal with the lowest cost will be given a score of 100 and the other proposals will be scored on a pro-rata basis, inversely proportional to the offered cost i.e., lower marks for higher priced offers. (in case of QCBS)

TOTAL SCORE: (in case of QCBS)

- The total score shall be obtained by weighing the quality and cost scores and adding them.
- Total Score = [Technical Score* 70 (Weightage given to technical criteria)] + [Financial Score* 30 (Weightage given to financial criteria)].

VII. TERMS & CONDITIONS

1. **Contract Duration:** The contract will be assigned for a period of twelve (12) months from the date of issuance of the work order, which may be extended further, subject to satisfactory performance of the service provider on the same terms & conditions and the requirements of QCI.

2. Amendments to RFP: At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time to take the proposed amendments into account while preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. Any such amendment shall be communicated to the service providers.

3. Authorization of Signatory: The Bid may be signed either by the Principal Officer of the service providing firm or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the firm shall sign the proposal and initial all pages of the original Technical Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.

4. Earnest Money Deposit (EMD)/ Bid Security: Bidders shall submit, along with their Bids, Bid Security (EMD) of ₹ 24,000 as per the details mentioned below:

- i. By demand draft in favour of Quality Council of India, payable at New Delhi, or
- ii. Deposit through RTGS/ NEFT as detail under: -

For payment of EMD through Bank transfer:

Name of the Bank	Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi
Name of the Account	Quality Council of India
Saving Bank Account	223010100053020
IFSC Code	UTIB0000223

Note:

- i. NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
- ii. Bid security in any other form will not be entertained.
- iii. No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process
- iv. In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned. The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
 - In the case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

Note: MSEs (Micro and Small) are exempted from paying Earnest Money Deposit. In this case participants are required to submit valid MSE registration certificates (Udyog Aadhaar) to avail exemption. MSEs with trading as major activity will not be allowed exemption for payment of EMD.

5. EMD Refund:

- a) **For Unsuccessful Bidders:** The EMD of all unsuccessful bidders would be refunded without interest by QCI on finalization of the bid in all respects within 45 days after finalization of tender.
- b) **For Successful Bidders:** The EMD of successful bidders would be returned without interest upon submission of Performance Bank Guarantee by the successful bidder. The above-mentioned refund would be completed within 30 days of the submission of PBG by the successful bidder.

In case a bid is submitted without the bid EMD then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.

6. Performance Bank Guarantee: QCI shall require the selected service provider to provide a Performance Bank Guarantee, within 30 days of the notification of award, for a value equivalent to 5% of the contract value. The Performance Guarantee shall contain a claim period of twelve months from the last date as per the contract duration. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the submission of deliverables.

The selected Agency can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, the purchaser at its discretion may cancel the order placed on the selected bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or purchaser incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

7. Presentation: As a part of evaluation of proposals submitted by the applicants, QCI shall seek further information or a presentation from the organisations for evaluation purposes. QCI may call for such information/ presentation at a short notice. The presentation link shall be sent to only those bidders who qualify the prequalification criteria.

8. Payment Terms:

- i. The payment shall be made after successful verification of form with CA certification. If form is routed a second time for review, re-verification cost will be paid at the same rate.
- ii. Payment shall be made on within 30 days of receipt of tax invoice complete in all respect and QCI project team sign-off.
- iii. **Incorrect Invoices, Under/Over Payment:** In case an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the Service provider, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by QCI to the Service provider under this contract.

9. Conflict of Interest:

- i. The bidder shall not have a conflict of interest that may affect the Selection Process, or the work envisaged under this RFP (the “Conflict of Interest”). Any Applicant found to have a Conflict of Interest shall be disqualified.
- ii. QCI requires that the Service Provider provides professional, objective, and impartial advice and at all times hold the QCI’s interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work.
- iii. The Service Provider shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the QCI.
- iv. In the event that a Service Provider identifies a potential conflict of interest, they shall make a disclosure to QCI as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the receipt of such proposals and any breach of this obligation of disclosure shall be construed as Conflict of Interest. QCI shall, upon being notified by the Service Provider under this Clause, decide whether it wishes to terminate this service or otherwise, and convey its decision to the service provider within a period not exceeding 15 (fifteen) days.

10. Ownership Rights: Ownership of all new artifacts (data, reports, presentations and other publications) generated during the assignment or otherwise with respect to the assignment, will rest with QCI and it will have the right to resell/ implement the same with any other organization.

11. Fraud/Corruption: QCI requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, QCI defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

- i. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or in Contract execution.
- ii. “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract.
- iii. “Collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of QCI, designed to establish prices at artificial, non-competitive levels.
- iv. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a Contract. QCI will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and
- v. QCI will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.

12. Termination of Contract:

i. **Termination for Default**

QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving 15 days' notice if the Service Provider fails to perform any obligation(s) under the contract and if the Service Provider, does not cure their failure within a period of 7 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.

ii. **Termination for Insolvency**

QCI may at any time terminate the contract by giving written notice without compensation to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.

iii. **Termination for Convenience**

QCI may by written notice sent to Service Provider, terminate the contract, in whole or part, at any time for its convenience, by giving 15 days' notice. However, the payment shall be released to the extent to which performance of work executed as determined by Service Provider till the date upon which such termination becomes effective.

iv. The Service Provider may terminate this contract, or any Services, by giving 15 days' written notice to QCI, if the Service Provider reasonably determines that the Service Provider can no longer provide the Services in accordance with applicable law or professional obligations.

13. Language: The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the bidder and QCI shall also be written in the English language.

14. The bidder should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities which are applicable to respective business, obligations and subject matters of the contract. QCI reserves the right to conduct an audit / on-going audit of the services provided by the bidder. QCI reserves the right to ascertain information from organizations to which the bidders have rendered their services for execution of similar projects.

15. Standard of Performance: The agency agrees to perform services diligently, efficiently, and economically, adhering to professional standards and practices. They will act as a faithful adviser to QCI, prioritizing the QCI's interests in all dealings with third parties.

16. Companies' Personnel: The service provider shall employ and provide at its own cost such qualified and experienced audit personnel as are required to carry out the Services. Their salaries, claims, insurance, damages, compensation, travel etc. will be the liability of the service provider(s) and QCI will in no way be responsible for any such claims/ damages.

17. Limitation of Liability: The total aggregate liability of the Service Provider, whether arising from breach of contract, or any wrongful act other than a breach of contract (including negligence), breach of statutory duty, or otherwise, in connection with this Agreement, shall not exceed an amount equal to five (5) times the total fees paid or payable to the Service Provider under this Agreement

18. Penalty: In the event of delay in submission of concurrent audit reports, non-coverage of prescribed transactions, inaccuracies, omissions, failure to detect or promptly report irregularities, non-compliances, or risk observations, or any negligence or breach of professional obligations by the Concurrent Auditor, the Competent Authority shall be entitled to impose an appropriate penalty. Such penalty may include deduction or withholding of professional fees, recovery of amounts already paid, termination of the engagement, and/or de-empanelment/blacklisting for future assignments, as deemed fit by the Competent Authority.

Further, the Concurrent Auditor shall indemnify and keep indemnified the Organization against any loss, financial impact, penalty, interest, damage, claim, demand, or legal proceeding arising out of or attributable to acts of omission, commission, negligence, misrepresentation, or breach of statutory or professional duties by the Auditor during the term of the engagement. The decision of the Competent Authority in determining the extent of loss and recoverability shall be final and binding.

19. Ethics: QCI expects all assessors, Service Provider to show highest ethical standards during the course of the assignment; if any complaints/information regarding any incident of bribery, corrupt payment, an unauthorized offer etc., is brought to the fore, the Service Provider shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time; QCI is absolved of any liability/claim arising out of any such above situations; all personnel should have signed the code of conduct with the Service Provider and any conflict of interest shall be declared to QCI.

20. Intellectual Property Rights/Interventions: QCI will own all the intellectual property resulting out of services being performed under this contract

“Intellectual Property and Invention” includes documents, reports, concept papers, ideas, concepts, creations, discoveries, inventions, improvements, know-how, trade or business secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs, including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

“Intellectual Property Rights” or “IPRs”/ “Inventions” include (i) all rights, title and interest under any statute or under common law including patent rights; copy rights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.

The Service Provider may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how (“Materials”) that the Service Provider owns in performing the Services. The Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that are developed in the course of the Services shall rest with

QCI. The Service Provider shall not use any such Materials included in the Reports, as well as the Reports themselves without the prior permission of QCI.

All copyrights and IP of developed content, source files, and assets shall belong to QCI and NeGD. Vendor shall ensure all stock images, audio, and video used are either royalty-free or properly licensed for unrestricted governmental use.

On completion of the project, all documents, SOPs, reports, dashboards, data etc. collected and prepared by the Service Provider as a part of the contract, shall be transferred to QCI.

21. The contract will be awarded to the service provider whose proposal conforms to this RFP and is, in the opinion of QCI, the most advantageous and represents the best value to the assignment, price and other factors considered.

22. Written Undertakings: QCI may at any time require the Service Provider and its employees/advisors/professionals/ contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the Service Provider must promptly arrange for all such undertakings to be given to QCI.

23. Security: The Service Provider shall not disclose the details of this Contract with any third party at any point of time unless required by law. That the Service Provider and its employees/professionals/personnel are only authorized to access the information shared and/or collected under this project and no third party shall have any access to any information either written or oral without the written consent of QCI.

The Service Provider shall ensure that all the data collected and processed and information received under this project or during the execution of this project and or required to be shared with QCI, by the Service Provider under this Contract shall be in totally secure mode and that the Service Provider shall take all necessary steps to prohibit any unauthorized sharing/publishing of data in the public domain or with any other party or person who is not authorized by QCI to receive such information and or data. That the Service Provider shall ensure that all the data collected, and information received under this contract shall be used only for the purpose of execution of this contract and once the purpose of this contract is fulfilled then all the papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, Trade Secrets and any other material on any media containing or disclosing any confidential or proprietary technical or business information shared during the course of execution of this contract shall be returned to QCI.

24. QCI reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected service provider(s) or any obligation to inform the affected service provider(s) the grounds for such decision. QCI also reserves the right to negotiate with the successful service provider, if necessary.

25. Subcontracting: There must be no further subcontracting without prior written consent of QCI; all manpower deployed by the Service provider shall be on-roll employees of the Service provider or must have a direct employment contract with the Service provider.

26. Maintenance of Confidentiality:

- i. Any sensitive data accessed during the project (government documents, internal communications, etc.) must be treated as strictly confidential.
- ii. The bidder(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period.
- iii. **The selected agency will be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with QCI.**
- iv. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of QCI, except to the extent required for submitting the bid. The information contained in this document is only disclosed for the purposes of enabling potential service providers to submit a proposal to QCI. This document should not therefore be used for any other purpose. These documents contain proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Service providers must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.

27. Removal of Data: The Service Provider must ensure that its employees/ professionals'/ subcontractors and/ personnel do not:

- i. remove any data or allow any data concerned with this contract to be removed from the places as notified/directed by QCI; or
- ii. take any data or allow any data to be taken outside of India, without QCI's prior written consent.

28. Force Majeure: Neither party shall be held responsible for non-fulfillment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.

Force Majeure shall not include:

- i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor

- ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

29. Access by QCI:

- i. The QCI may, at all reasonable times and on giving reasonable notice to the Service Provider access the premises of the Service Provider to the extent relevant to the performance of this contract; require the provision by the Service Provider, its employees, personnel or professionals agents of records and information in a data format and storage medium accessible by the QCI by use of the Service Provider existing computer hardware and software; inspect and copy documentation, books and records, however stored, in the custody or under the control of the Service Provider, its employees, agents, professional or personnel; and require assistance in respect of any inquiry in to or concerning the Services or this Contract.
- ii. For these purposes an inquiry includes any audit whether administrative or statutory review 'audit or inquiry (whether within or external to the Department), any request for information directed to the QCI by any authority or Government Department or any Ministry and any inquiry conducted by Parliament or any Parliamentary committee.
- iii. The Service Provider must provide access to its computer hardware and software to the extent necessary for the Service Provider to exercise its rights under this clause, and provide QCI with any reasonable assistance requested by the Service Provider to use that hardware and software provided that any proprietary information including confidential information like profit margins, overheads and other such confidential information about its employees, sub-contractors, organization would not be made available.

30. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.

31. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:

- i. Submitted the proposal after the response deadline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
- v. Submitted more than one proposal
- vi. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

32. Knowledge transfer: Subject to any qualification or provision to the contrary in the statement of work, the Service Provider must provide the following assistance to the QCI on termination or expiration of this Contract: transferring or providing access to the QCI to all information stored by whatever means held by the Service Provider or under the control of the Service Provider in connection with this Contract; and making Specified Personnel / employees and Service Provider Personnel available for discussions with the QCI as may be required. The time, length and subject of these discussions will be at the sole discretion of the QCI, provided that any matter discussed is not considered to reveal any 'commercial-in-confidence information of the Service Provider.

33. Taxes & Duties: The service provider shall be liable to pay all direct and indirect taxes, duties, fees and other impositions levied under the laws of India.

34. Rescinding of Work order: The work order issued by QCI to Service Provider for the above scope can be withdrawn at any time by giving a notice period of 7 days if a Service Provider fails to perform/execute work as per the requirements specified in this document after two warnings (served in writing) or in case of non-compliance/breach of any of the terms and conditions of this order.

35. Validity of Proposals: The proposals shall remain valid for a period of 120 days from the last date of submission. In exceptional circumstances, QCI may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder consenting to such request shall not be required nor permitted to modify its Proposal.

36. QCI, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The service provider will absolve QCI of all responsibilities if the project does not start within a stipulated time frame. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the service provider.

37. The service provider shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the service provider will not be considered.

38. The service provider shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid and QCI is not liable to seek clarifications on the documents not submitted as part of the bid.

39. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre- proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

40. Disclaimer: QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered. QCI reserves the right:

- i. To reject any/all applications without assigning any reasons thereof.
- ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
- iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise

- iv. To adopt method deemed fit to evaluate the proposals
- v. To select multiple Service Provider for the project for allocation of work in different areas if it meets the essential criteria for qualification.

5. SUBMISSION OF PROPOSALS

The intending Service Provider is expected to prepare proposals covering the following aspects:

A. Technical Bid

The "Technical Bid" shall contain the following:

- i. Signed and stamped Form-1, 2, 3 and 4 attached as Annexure-A
- ii. EMD details
- iii. Supporting documents for the details required as per pre-qualification criteria
- iv. Supporting documents for the details required as per technical evaluation criteria.
- iv. Any other details that the bidder may like to provide.

B. Financial Bid:

The bidder should submit the proposal as per the following format, stamped and signed by the authorized signatory on the company letterhead:

S. No.	Particulars	Quantity (Annual) (A)	Per Unit Rate* (exclusive of taxes) (B)	Amount* (exclusive of taxes) (C = A x B)
1	Application review (off-site) and CA certificate issuance- <i>per form (500 per month)</i>	6000 forms		
	Total Cost (exclusive of taxes) *			
	Taxes			
	Grand Total (inclusive of taxes) *			<i>This amount to be uploaded on GeM in offer price</i>

**Note: The above-mentioned rates to be inclusive of food, stay, travel and other expenses of two professional's initial deployment on-site for 1-3 months at the Client's office.*

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory.
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

C. Submission Details

1. The Financial and Technical Proposals should be submitted separately in the given format and signed by the Authorized Signatory. Financial bid, if submitted along with the technical bid is liable to be rejected.
2. All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
3. All pages of the application shall be signed and stamped by the authorized signatory.
4. Please Note that Prices must not be indicated in the Technical Bid.

For any queries, you may please contact the below

Procurement Team, QCI

Email id: procurement@qcin.org

Annexure-A

Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Tower J -200, World Trade Center
Nauroji Nagar, New Delhi - 110029

Subject: Submission of proposal in response to the RFP for "**Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities**"

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated <__/__/__> for "**Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities**" in full conformity with the said RFP document.
2. We attach our technical response and our financial quotation in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of 120 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
7. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2025 (Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company) Seal/Stamp of Bidder

{Place}

{Date}

TENDER DOCUMENT for Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities
 Tender ref. no. QCI/PPID/1225/487

Form 2: Relevant Project Experience

S. No.	Name of the Project/ Engagement	Client Name	Duration (Period)	Approximate value of the assignment

Form 3: Details of the responding firm

Section No.	S. No.	Particular	Detail
I	COMPANY PROFILE:		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	SPOC for the bid submitted:	
		Name:	
		Mobile no.:	
		Email Address:	
	4.	Address for Billing Office*	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	5.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	
		Whether Registered Assessee (Yes or No)	
		If Yes: -	
		GSTIN Number # *	
		Type of Assessee	
	2.	MSME	
		Whether Registered under MSME (Yes or No) *	
		If Yes: -	
		MSME Registration No. and validity date # *	

TENDER DOCUMENT for Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities
Tender ref. no. QCI/PPID/1225/487

	3.	Permanent Income Tax No. (PAN) #	
	4.	NATURE OF ENTITY: * PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT	
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ No) *	

III	BANK DETAILS: -		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

IV	Details of responding Company		
1.	Current Year Turnover (Rs Crores)		
2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	
2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.1	Experience of providing similar services		(Number of clients and their brief description)

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief. I/We undertake to inform you of any change in above particulars at the earliest.

TENDER DOCUMENT for Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities
Tender ref. no. QCI/PPID/1225/487

Form 4: Format for Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Tower J -200, World Trade Center
Nauroji Nagar, New Delhi – 110029

Subject: Non-Blacklisting declaration in connection with RFP Ref. No. QCI/PPID/1225/487 dated ____ for
Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for Tender Ref. No. QCI/PPID/1225/487 for **Engagement of Financial Audit Firm for Concurrent Audit of Local Agricultural Entities and Business Support Entities**. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder

Format for Pre-bid query form

S. No.	Clause no., Page no.	Original clause in RFP document	The point on which Clarification required	Reason for amendment (if any)

Bidders are required to submit their queries as per the above format on their letter head duly signed and also share the word file of the above to the procurement@qcin.org within 1 day from the date of conducting of pre-bid meeting.