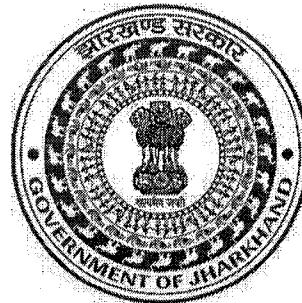


**Department of Agriculture, Animal Husbandry & Cooperatives,
Government of Jharkhand**



**State Agricultural Management & Extension Training
Institute SAMETI, Jharkhand, RANCHI**

Tender Notice

Request for Proposal (RFP) for Statutory audit for FY 2024-25

State Agricultural Management and Extension Training Institute (SAMETI), RANCHI invites proposals/sealed tenders in two-bid formats (Technical and Financial) from interested chartered accountant firms empaneled with C&AG of India meeting all the minimum eligibility criteria given in the Request for Proposal (RFP) for conducting Statutory Audit of schemes/ programmes of ATMA/SAMETI viz. **Agriculture Extension (AE), National Food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil- Oilseeds (NMEO-OS) under centrally sponsored scheme – Krishonatti Yajana and Diploma in Agricultural Extension Services for Input Dealers (DAESI) along with state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana** for FY 2024-25 across all its administrative units functioning in 24 districts including State Nodal Cell/ SAMETI.

The details regarding the request for proposal including all terms and conditions can be downloaded from <https://gem.gov.in>

The proposal duly completed along with all the enclosures should be submitted on <https://gem.gov.in>



**Director SAMETI
Jharkhand Ranchi**

Bid Information Sheet

S No	Paticulars	Details
A	NAME OF WORK/BRIEF SCOPE OF WORK/JOB	Request for the Proposal (RFP) for conducting Statutory Audit of schemes/programmes of SAMETI viz. Agriculture Extension (AE) , National Food Security & Nutrition Mission (NFSNM) , National Mission on Edible Oil-Oilseeds (NMO-OS) under centrally sponsored scheme – Krishonatti Yojana and Diploma in Agricultural Extension Services for Input Dealers (DAESI) along with state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25 across all its administrative units functioning in 24 districts including State Nodal Cell/ SAMETI.
B	BID No & DATE	
C	Bid Value	Approximately ₹ 7 Lakhs
D	Type of Bidding System and Bid Validity	Two Bid System and validity of bid should be 180 days from the opening of the bid
E	Type of BID/Tender	E-Tender
F	Completion/Contract Period	As mentioned in the Bid Document
G	Bid Processing Fee	Not Applicable
H	Earnest Money Deposit (EMD)	<p>The Bidder is required to submit an EMD of ₹14,000 (INR Fourteen Thousand Only) and would be received through online mode only. Bidders can use the internet banking facility. Refund will be issued to the originated bank account used for the online payment of EMD fees for the bidders who would be not selected.</p> <p>Micro and Small Enterprises of Jharkhand can claim exemption on EMD under clause 11.0 (i) (b) of Jharkhand Procurement Policy, 2014 as amended vide Memo no. 1342 dated 16.07.2019</p>
I	e-Reverse Auction	Applicable
J	Details of Person (s) to be contacted in case of any assistance required	<p>Name: Abhishek Tirkey Designation: Deputy Director (AEM), SAMETI, Ranchi, Jharkhand Contact No.: 7070129443 & email- buyer2.sameti.ranchi@gembuyer.in</p>

Important Dates

S No	Activity	Date (DD-MM-YYYY) and Time (HH:MM)
1	Bid Downloading Start Date	12/01/2026 (3.00 PM)
2	Pre-Bid Meeting	15/01/2026 (3.00 PM)
3	Last date for submission of written queries (email only)	16/01/2026 (3.00 PM)
4	Start date for Submission of Bid	17/01/2026 (3.00 PM)
5	Last date for submission of Online Bid	26/01/2026 (3.00 PM)
6	Date of Opening of Bids	27/01/2026 (3.00 PM)
7	Final Selection	DD/MM/YYYY (HH:MM AM/PM)

DISCLAIMER

- I. Though adequate care has been taken while preparing the Bid document, the bidder(s) shall satisfy themselves that the document is complete in all respect. Intimation regarding any discrepancy shall be given by the prospective bidders to the office of SAMETU immediately. If no intimation is received from any bidder within **5 (Five) days from the date of issuance of BID document**, it shall be considered that the document is complete in all respect and has been received/ acknowledged by the bidder(s).
- II. Directorate of Agriculture reserves the right to modify, amend or supplement this document.
- III. This BID document has been prepared in good faith, and on best endeavour basis. Neither SAMETU nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

**Department of Agriculture, Animal Husbandry & Co-operative,
Govt of Jharkhand
State Agricultural Management and Training Institute (SAMETI), Ranchi, Jharkhand
SAMETI Bhawan, Krishi Bhawan Campus, Kanke Road, Ranchi – 834008**

Request for Proposal (RFP)

Tenders are invited in prescribed format from the CAG empaneled/registered Chartered Accountant Firms/LLP (with at least Five full time FCA as partners) having Head Office or Branch Office in Jharkhand, for the engagement for conducting Statutory Audit of Receipts & Payment Accounts, Income & Expenditure Accounts, Balance Sheet, Utilization Certificate and others necessary schedules etc. and related Statements of 24 ATMA districts, SNC (State Nodal Cell) and SAMETI with respect to centrally sponsored schemes viz. Agriculture Extension, National Food Security and Nutrition Mission and National Mission on Edible Oil-Oilseeds under Krishionnati Yojana and the audit work for Diploma in Agriculture Extension for Input Dealers (DAESI) along with the audit work of state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana in the State of Jharkhand for the financial year 2024-25 as per Terms & Conditions furnished below. They must have experience of at least five years in preparing/conducting audit in Govt. offices/Projects in Social Sectors.

1. Invitation of Bids

The Bids are invited in two parts as under: -

- a) The Techno Commercial Bid consisting of all technical details along with commercial terms and conditions.
- b) Price or Financial Bid indicating total price for the service / documentation of the system in the Technical Bid.

2. Minimum Eligibility Criteria

Bidding firms must fulfil the following minimum eligibility criteria:

S. No.	Particulars	Minimum Criteria (Required Evidence)
1.	The firm must be empaneled with C & AG for the year 2024-25	Acknowledgment of empanelment
2.	The firm must have been in existence for at least 05 years before the date of advertisement.	Constitution certificate from ICAI
3.	The firm's average annual turnover of the last three financial years (As per income tax department records) must not be less than Rs. 25 lakhs.	Audited copy along with Balance sheets and P & L Accounts.
4.	The firm must have had at least Three full time FCA partners as on date of advertisement and there after	Constitution certificate from ICAI.

5.	The firm should have 10 minimum number of audit assignments of Statutory Audit of Government Departments, schemes and programmes/PSUs. during last five years.	Relevant documents to be submitted
6.	The firm should have either their Head Office or Branch Office in Jharkhand (The proof of establishment office should be provided)	Constitution certificate from ICAI.

- Any firm not meeting/qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
- Supporting Documents for Eligibility Criteria: The firm must submit required supporting documents to establish the minimum eligibility criteria.
- The firm or any partners of the firm should not be black-listed by any PSU or Govt. Co./Institutions/Departments or any other organization in respect of any assignment or behaviour. Any partner/qualified employee of the firm whose name is included in the First or Second Schedule (related to violation) of the Chartered Accountants Act. 1949 will not be considered in the evaluation and the firm will provide affidavit and undertaking that such partner/ employee will not be involved in the audit, directly or indirectly.

Note - If the audit firms are found technically disqualified then their financial bid will not be opened.

3. REQUEST FOR TENDER DOCUMENT: -

The details regarding the request for proposal including all terms and conditions can be downloaded from the website <https://gem.gov.in>

The bidders are required to submit two types of bids viz. Technical & Financial (SOQ) in formats, prescribed in Annexure-1, Annexure-2, Annexure-3 & Annexure-4 separately.

4. Terms and Conditions: -

1. The details regarding the request for proposal including all terms and conditions can be downloaded from the website <https://gem.gov.in>
2. Any EMD amount received after the fixed date & time will not be considered.
3. In addition, it may be noted that incomplete Technical and/or Financial Bids in any form will be outrightly rejected.
4. The term full-time partner / employee does not include those persons who are:
 - a. Partners in other firms.
 - b. Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice.
5. The Tender must be submitted in the prescribed format given in the attachment (Annexure – 1, Annexure – 2, Annexure – 3, Annexure – 4 and SOQ). Only the E-Tenders in the prescribed format accompanied with all requisite documents would be considered.
6. The firm should have experience of conducting statutory audit of any

Department/Institution/PSU of Government of Jharkhand for at least a total of 5 years including at least 2 financial years within last 5 years. Preferably such project should have covered most of the districts of Jharkhand.

7. **All full-time partners should invariably sign the undertaking appended as Annexure – I to the Tender. Similarly, all the full-time CA employees of the firm/organization should sign in the column provided at Annexure -III to the Technical Bid.**
8. Details of experience of the firm/organization for the last 5 years in the following proforma.

Name of the Govt.	Name of the Govt. Department / Project in Agriculture / Social Sector/ PSU	Years of Account s a)	Fees charged for each of the assignments in each year	Nature of Special Assignment	Name of the Full Time Partner / Employers who supervised the works or signed the financial statements and who is still working in the firm

5. EMD and SECURITY DEPOSIT:

1. EMD of ₹14,000 (INR Ten Thousand Only) and would be received through online mode only. Bidders can use the internet banking facility. Refund will be issued to the originated bank account used for the online payment of EMD fees for the bidders who would not be selected. Micro and Small Enterprises of Jharkhand can claim exemption EMD relaxation as per 11.0 (i) (b) of Jharkhand Procurement Policy, 2014 as amended vide Memo no. 1342 dated 16.07.2019
2. Successful bidder will have to submit a performance bank guarantee amounting to 5% of the total contract value within 7 days of selection.
3. EMD for unsuccessful bidder (s) as well as the successful bidder will be refunded after completion of tender process or in the event of cancellation of such process.
4. No interest will be payable on EMD and Security Deposit.
5. If the performance of successful bidder is not satisfactory in the audit process in terms of time / norms, the performance bank guarantee may be forfeited by the procuring entity.

6. OPENING AND SCRUTINY:

- a. Technical Bid not accompanied by copies of any/all of the following documents will be rejected :-

i.	The tender documents must be signed only by the Authorized partner of the firm. Copy of letter of authorization for signing E-tender documents with necessary seal and signature shall be submitted
ii.	Every correction in the tender documents shall be attested by the Authorized partner of the firm.
iii.	Documents relevant to the experience requirement of the last five years to be submitted
iv.	The firm should have experience of conducting statutory audit of any Department/Institution/PSU of Government of Jharkhand for at least a total of 5 years including at least 2 financial years within last 5 years.
v.	Details of experience of the firm/organization for the last 5 years .
vi.	If there is previous experience of ATMA audit, the same must be mentioned. (See Annexure-I) and work order of that must be submitted.
vii.	ANNEXURE-1, ANNEXURE-2, ANNEXURE-3, ANNEXURE-4 and ANNEXURE-5(must be submitted the supporting documents) and Financial Bid must be submitted
viii.	CAG empanelment number along with document must be submitted.
ix.	A tentative plan of work must be submitted (day wise & district wise etc.) (Format attached) (see ANNEXURE-5)
x.	EMD of ₹14,000 (INR Fourteen Thousand Only) and would be received through online mode only. Bidders can use the internet banking facility. Refund will be issued to the originated bank account used for the online payment of EMD fees for the bidders who would be not selected. Micro and Small Enterprises of Jharkhand can claim exemption on EMD as per 11.0 (i) (b) of Jharkhand Procurement Policy, 2014 as amended vide Memo no. 1342 dated 16.07.2019.
xi.	A copy of Constitution Certificates of firm issued by the ICAI containing inter-alia.
xii.	Date of formation of the firm(s)/organization(s) with full-time FCAs.
xiii.	Details of partners / Employees as on 1 st January 2025, date of joining the firm(s)/organization(s), date of becoming FCA their other interest, if any, · A copy of the latest partnership deed in the case of partnership firms. Letter of authorization for signing Tender documents. · A copy of the acknowledgement of the IT return of the firm/organization. · A copy of financial statement of the firm / organization along with schedules for the preceding financial year.

- b. The Financial Bids of only the technically qualified bidders will be opened by the tender committee. Tender Committee will recommend for acceptance or rejection of the tender to the Tender accepting authority. **Financial Bid (SOQ) will contain total fees including GST & others.**

7. PERFORMANCE OF WORK:

The entrusted work for preparing Final Accounts and audit is to be completed within 30 days from the date of placing order. The plan of work for conducting

the audit work, details given in the first paragraph of the notice, must be submitted.

8. Penalties for non-compliance, violations and non-performance:

If successful bidder refuses to accept the offer, the Earnest Money Deposit will be forfeited. If the entrusted work is not completed within due time or defective reports are submitted, Security Deposit will be forfeited, and the firm will be black-listed for 3 years

9. Legal terms and Compliances:

- a) In respect of any dispute arising out of implementation of this Tender, the decision of the Procuring Entity shall be final.
- b) Tender will remain valid for Six month from the date of execution of the agreement
- c) For any legal remedies, the Courts at Ranchi shall have the sole jurisdiction.

10. Rights Reserved

The Procuring Entity reserves the right to accept or reject any bid even after opening of Technical Bid or Financial Bid without assigning any reason whatsoever and does not bind itself to accept the lowest tender.

11. Mode of Payment:

- No advance payment will be made.
- Payment will be made within 30 days after submission of the required Final Accounts/Audit Report/ Utilization Certificates of all sections and duly acceptance of the same by the Competent Authority / Authorities.

12. General Conditions:

- a) The successful bidder will selected on the basis of **OVERALL SCORE** (Technical : Financial = 70: 30), details of which given below:

Technical Evaluation Criteria (In each case documents must be submitted by the bidder)

Sl	Particulars	Marks	Maximum marks
i)	No. of years of Registration with ICAI : <ul style="list-style-type: none">• 05-10 Years• Above 10 Years up to 25 Years• Above 25 Years	5 Marks 10 Marks 15 Marks	15 Marks
ii)	No. of CA Partners <ul style="list-style-type: none">• Between 5 to 7 nos.• Between 7 to10 nos.• Above 10 nos.	10 Marks 15 Marks 20 Marks	20 Marks
iii)	No of Assignment of Audit conducted in last Five Years of State Government/ Department/State or centrally aided project/ PSU (Except bank) <ul style="list-style-type: none">• Minimum 10 assignment• 11 assignment to 20 Assignment• 20 Assignment and above	15 Marks 20 Marks 25 Marks	25 Marks

iv)	Year of Experience in conducting audit of ATMA Scheme <ul style="list-style-type: none"> • 1 Year to 5 Years • 6 Years to 10 Years • 10 Years and above 	05 Marks 07 Marks 10 Marks	10 Marks
v)	Average Turnover of the Audit Firm (last three financial year i.e 2022-23 to 2024-25) <ul style="list-style-type: none"> • 25 Lakh to 50 Lakh • Above 50 Lakh to 75 Lakh • Above 75 Lakh to 100 Lakh • Above 100 Lakh 	05 Marks 10 Marks 15 Marks 20 Marks	20 Marks
vi)	Head office or Branch Office of Firm in Jharkhand <ul style="list-style-type: none"> • Head Office • Branch Office 	10 Marks 05 Marks	10 Marks
TOTAL TECHNICAL BID SCORE			100 Marks

b.) Technical Bid & Financial Bid both will be considered for calculating the **OVERALL SCORE**. Selection of bidder will be based on **OVERALL SCORE** (Technical: Financial = 70 : 30) as explained below:

- **Technical Score** = [(Bidder score of Technical Bid * 70)/Highest score of Technical Bid)]
- **Financial Score** = [(Lowest Financial Bid *30)/(Price of Bidder's Financial Bid)]
- **Overall Score: Technical Score + Financial Score**

Example:

Bidder	Score of Tech. Bid	Price of Fin. Bid	Overall Score
<Company 1>	90	280	$[(90 \times 70)/90] + [(260 \times 30)/280] = 97.85$
<Company 2>	80	270	$[(80 \times 70)/90] + [(260 \times 30)/270] = 91.10$
<Company 3>	80	260	$[(80 \times 70)/90] + [(260 \times 30)/260] = 92.22$

The highest **OVERALL SCORE** will be considered for awarding the contract

- a.) Bidder should quote the rates in **figure as well as in words**.
- b.) Every page of the tender document along with all necessary/required documents must be signed by the authorized representative(s) of the firm.
- c.) Successful bidder will produce all original documents before execution of agreement.
- d.) Final acceptance of E-tender will depend on the recommendation of the Bid Evaluation Committee constituted by the Procuring Entity for this purpose.

13. Scope of Work

- a) Audit of Accounts works to be done for 24 ATMA districts, State Nodal cell (SNC) and SAMETI for centrally sponsored schemes – Agriculture Extension (AE), National food Security & Nutrition Mission (NFSNM),

National Mission on Edible Oil - Oilseeds (NMO-OS), Diploma in Agricultural Extension Services for Input Dealers (DAESI) and state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25

- b) Audit work must be completed within 30 days from the date of service order.
- c) The place of the audit work will be mainly at the 24 district head-quarters and SAMETI.
- d) CAG empanelment number along with document must be furnished along with rate quotation
- e) **Audit work must be complied with PFMS & SNA SPARSH Reports of centrally sponsored schemes – Agriculture Extension (AE), National food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil - Oilseeds (NMO-OS), Diploma in Agricultural Extension Services for Input Dealers (DAESI) and state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25 of each unit at each level (District/State)**
- f) **Two copies of the audit report of each must be submitted to the Director SAMETI, along with another one copy of each to the concerned office (District) within stipulated time.**
 - (i) Following reports must be submitted
 - (A) Report of individual ATMA district
 - (B) Consolidated report of all districts ie. [(B) = (A1) + (A2) + (A3).....+ (A24)]
 - (C) Report of SNO/ SNC
 - (D) Report of SAMETI
 - (E) Report of whole ATMA scheme [(E) = (B) + (C) + (D)]
 - (ii) Audit report of individual **complete DAESI course for Each batch wise (not financial year wise)**
 - (iii) Consolidated audit report of above DAESI courses
 - (iv) Utilization Certificates of all the above.

14. Total Fees & Others

- a) The Minimum Audit Fee of Rs. 7,000,00/- (Seven Lakhs) (Excluding GST)
- b) Travelling, fooding and lodging Arrangement to be made by the audit firm on their own.

ANNEXURE – I

DETAILS OF THE FIRM

SL	PARTICULARS	FILLED THE FIRM DETAILS
1	Name of the Firm	
2	Address of the Head Office of the Firm	Office Address: Phone No. : E-Mail : Name of Officer In-Charge : Mobile No. of Officer In-Charge :
3	Branch Office Details (in Jharkhand)	Branch Full Address: Phone No. : E-Mail : Name of Office In-Charge : Mobile No. of Office In-Charge :
4	Firm Income Tax PAN No. (Document must be attached)	
5	Firm GST Registration No. (Document must be attached)	
6	Firm's Registration No. with ICAI (Document must be attached)	
7	Empanelment No. with CAG (Document must be attached)	
8	Date of Establishment of the Firm	
9	Details of Full Time Partner of the Firm <ul style="list-style-type: none">• Name of each Partner• Membership No.• Date of joining of the firm• Whether FCA/ ACA (Attach copy of firm constitution certificate)	

10	<p>Audit Experience of the Firm</p> <ol style="list-style-type: none"> Number of Assignments in Statutory/ Internal Audit of Government departments, schemes and programmes/ PSU. (Except Bank) <p>(Enclose the copy of the Offer Letter)</p>	
11	<p>Number of Qualified / Semi Qualified Staff (The staff who have qualified CA will be considered as qualified staff)</p>	<p>No. of Qualified Staff : No. of Semi Qualified Staff :</p>
12	<p>Average Turnover of the Firm in last Three years (Profit and Loss account and Balance sheet must be attached)</p>	<p>Turnover in FY 2024-2025 : FY 2023-2024 : FY 2022-2023 : Average :-</p>
13	<p>Whether the Firm has done any audit work of ATMA scheme previously? (Furnish detail)</p>	<p>Year of Engagement :: Name of the office ::</p>
14	<p>EMD Details of Rs. 14000/=</p>	<p>Online Transaction ID</p>

Signature of Authorized Partner

ANNEXURE – 2

Undertaking

We the following partners / others of M/Sdo hereby jointly and severely verify and declare –

- I. That the particulars given are complete and correct and that any of the statements made or the information so furnished in the bid application form is later found to be incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the relevant Act and regulations framed there under.
- II. **That the firm/organization or any of its proprietor or partners has not been debarred or cautioned by ICAI or any other professional body during the last three years.** (if debarred, give details);
- III. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be as practice under the relevant provisions of CA Act.
- IV. That the constitution of the firm/organization as on 1st January of the last available year shown in the tender is same as that in the constitution certificate issued by the ICAI, where applicable.

Sl. No.	Name of the partner	Members hip no	PAN	Signature of partner

(Seal of the Firm/ Organization)

Place :

Date :

ANNEXURE – 3

1. Firm's/Organization's Name

➤ Details of Full Time Partners of the firm/Organization

SI No	Name of the Partner	Membership No.	Whether FCA/ACA	Date of Joining the Firm/Org (full time)	Relevant Experience

➤ Details of Full Time CA Employees

SI No	Name	Membership No.	Whether FCA/ ACA	Date of Joining	Relevant Experience

➤ Details of other employees

SI No.	Name	Education Qualification	Date of Joining the Firm	Relevant Experience

Annexure-4
Brief of Relevant Experience

Experience of Statutory/ Internal Audit of Government Department/ Scheme, Externally aided project/ PSU etc (Except Bank) during Last Five Years.

S. No.	Name of the Audit Organization	Type/ Nature of Assignment	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Audit Organization (Pl. Attach a copy of the letter)
1.					
2.					
3.					

Signature
Of the proprietor/sole partner

Date :-

Place :-

ANNEXURE – 5

A tentative plan of work (day wise & district wise etc.)

DAY	NAME OF THE DIST. / SNO / SAMETI	REMARKS
Day-1	<Sameti>	Audit work
Day-2	<SNO>	Audit work
Day-3	<Dsit. Name>	Audit work
Day-X1	<Dsit. Name>	Audit work of SAMETI
Day-X2	<Dsit. Name>	Audit work of SNC
Day-X3	Audit Office	Compiling report and preparation of draft Audit Report
Day-X4	SAMETI Office	Discussion / consultation on Draft Audit Report with SAMETI / SNC
Day-X5	Audit Office	Preparation of final Audit Report
Day-X6	Audit Office	Printing, Binding of Audit Report (3 copies each)
Day-50	SAMETI Office	Submission of Final Audit Report

Form F-1 Format for Financial Bid

Sl. No.	Particulars	Area of Audit	Audit fees for 24 ATMA, SAMETI & SNO
1.	Agriculture Extension (AE), National Food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil–Oilseeds (NMEO-OS) under centrally sponsored scheme – Krishonati Yojana and Diploma in Agricultural Extension Services for Input Dealers (DAESI) along with state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25 across all its administrative units functioning in 24 districts including State Nodal Cell/ SAMETI	SNO, SAMETI and 24 ATMA	
		Total	

Note :-

1. Above Cost will be Excluding Goods & Service Tax.

Signature
 Of the proprietor/sole partner