

Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana

E-bid document

Request for Proposal

For

Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana

Issued by:

Commissioner,
Endowments Department,
Bogulkunta, Tilak Road, Hyderabad,
Telangana - 500001

Disclaimer

Commissioner, on behalf of Endowments Department shall be inviting Request for Proposal for Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana

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Commissioner, may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document

Commissioner,
Endowments Department,
Bogulkunta, Tilak Road, Hyderabad,
Telangana - 500001

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1 General information

The sacred Krishna and Godavari Rivers holds immense spiritual, cultural, and historical significance across India. One of the most important festivals associated with these rivers are Godavari and Krishna Pushkaralu festivals, celebrated once every twelve years and stands as a landmark spiritual event, expected to attract an exceptionally large congregation of pilgrims from across the country

The Endowments Department under the Govt. of Telangana, is the nodal agency responsible for planning, setting up and execution of the upcoming Godavari and Krishna Pushkaralu festivals 2027-2028. The Department intends to select agency for conducting an internal audit of all activities and functioning undertaken by the Department.

The Department invites Technical and Financial Bids from interested Bidders (the "Proposals") for "Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana" on contractual basis. The Department intends to select the Bidder through an open competitive process in accordance with the procedure set out herein.

The Request for Proposal (RFP) document can be downloaded from <https://tender.telangana.gov.in>

Key dates for this RFP are as below:

- Last date of submission of proposals: 09-03-2026, 1500 hrs (IST)
- Last date to receive pre-bid queries: 05-03-2026, 1700 hrs (IST)
- Date of pre-bid conference: 05-03-2026, 1100 hrs (IST)
- Date of opening of technical bid: 09-03-2026, 1600 hrs (IST)
- Date of opening of financial bid: To be communicated later

The Department reserves full right to change the terms and conditions in the RFP and scope herein and/or terminate the RFP process at any stage without assigning any reasons and without any prior notice and no claim of any nature from anyone in this regard shall be entertained.

The contact details are:

Commissioner,
Endowments Department,
Bogulkunta, Tilak Road, Hyderabad
Telangana - 500001

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2 Data sheet

1	Name of the Bid	Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana
2	Time-period of contract	3 years
3	Method of selection	Least Cost (L1)
4	Bid Processing Fee	A non-refundable fee of INR 10,000 (through RTGS only) inclusive of GST
5	Ernest Money Deposit (EMD)	A refundable amount of INR 2,50,000 (INR Two Lakh Fifty Thousand Rupee only) (through RTGS) inclusive of GST
6	Performance Guarantee	5% of the contract value awarded to the bidder. Should be valid for 180 days post completion of time period as mentioned in LOA. Can be from any Nationalised or Scheduled bank.
7	Exemption to MSEs/Startups	Not allowed
8	Financial Bid to be submitted together with Technical Bid	Yes (The proposed financial bud should not be below the minimum bid price i.e. INR 20,000)
9	Name of the Department's official for addressing queries and clarifications	Executive Engineer, Endowments Department, Bogulkunta, Tilak Road, Hyderabad Telangana - 500001 Email: endts.tendercell1@gmail.com Telephone: 9666656271
10	Proposal Validity Period	180 days from Proposal Due Date
11	Proposal Language	English
12	Proposal currency	INR
13	Schedule of Bidding Process	
	Task	Key Dates
	Bid upload date/time (Bid Start Date)	21-02-2026 06.30 PM
	Last date of receiving queries	05-03-2026 05.00 PM
	Pre-bid conference	05-03-2026 11.00 AM
	Pre-bid Venue details	O/o Commissioner, Endowments Department, Bogulkunta, Tilak Road, Hyderabad Telangana - 500001

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	Proposal Due Date (PDD) (Bid End Date)	09-03-2026 03.00 PM
	Opening of Technical Bids	09-03-2026 04.00 PM
	Technical presentation	To be communicated
	Opening of Financial Bid	To be communicated
14	Consortium to be allowed	No
15	Sub-contracting	No
16	Account details	For Bid Processing Fee Account No: 150910100038213 IFSC Code: UBIN0815098 Bank Name: UNION BANK OF INDIA Name : Executive Engineer, Endowments Department

3 Terms of reference

3.1 Scope of services

The Department will be undertaking various projects worth several crores, for the upcoming Godavari and Krishna Pushkaralu festivals in 2027-2028 along with various developmental initiatives across numerous districts in Telangana. It seeks to hire a Comptroller and Auditor General (CAG) empanelled auditor to conduct a pre-audit of all projects undertaken by the Department. The auditor will be responsible for ensuring that all financial and procedural aspects of the said projects adhere to the highest standards of transparency, efficiency, and compliance with all applicable regulations.

The auditor will follow a systematic and methodical approach to carry out the tasks. Each step must involve a detailed review of documents, meetings, and financial transactions. The auditor will maintain a detailed record of all findings and recommendations, which will be communicated to the Department for appropriate action.

The auditor will also ensure that the principles of fairness, transparency, and accountability are upheld throughout the tendering and project execution processes. Regular reports will be provided to the Department to facilitate timely decision-making and corrective measures, if necessary.

The ultimate goal of the auditor's work shall be to contribute to the successful and efficient execution of these projects ensuring that they are documented and completed on time, within budget, and to the satisfaction of all stakeholders.

The Auditor must adhere to the following steps in evaluating every procurement:

1. Bidding Process of the Endowments Department Projects

- **Eligibility and Technical Evaluation Process**

- Verify, whether tendering procedures w.r.t duration of tender, advertisement publishing timelines, medium of advertisement are in line with Telangana Procurement Guidelines based on the type of tender, cost and call.
- Review the scope of work in line with the terms of reference sanctioned to be undertaken by the department and check for any perceived discrepancies with any other scope of work or any overlaps or dependencies.
- Scrutinize the minutes of the RFP invitation meeting to confirm that all procedures were followed and highlight discrepancies, if any.
- To verify that all prebid queries are addressed adequately through the uploaded response to queries and corrigendum in the Minutes of Meeting (MoM) for Prebid Queries Responses.
- Review the MoM of the pre-bid meeting to ensure that all bidder questions were answered transparently and effectively.
- To audit the technical evaluation process and ensure that the technical meeting MoM and noting reflects a fair and thorough assessment.
- Check whether each technical evaluation is backed by an evaluation report and the final evaluation is in line with the recommendations of the report. In case of deviations, check if there is any special approval sought for the said deviation and highlight in case of any discrepancies.
- Verify, whether all procedures for tenders such as informing eligible bidders about their technical score before opening of financial bids have been followed.
- The Auditor shall adopt a risk-based internal audit approach, identifying high-risk projects, contracts, vendors, and stages of execution (including procurement, implementation, and

closure). Audit coverage shall be prioritised based on project value, complexity, time sensitivity, and vulnerability to financial, operational, or compliance risks.

- The Auditor shall maintain a Management Action Taken (MAT) Tracker, capturing audit observations, agreed corrective actions, responsible officials, target closure dates, and status of implementation. Periodic follow-up and validation of closure shall form part of the engagement.

- **Financial Evaluation**

- Assess the methodology used for financial evaluation and its adherence to the predefined criteria.
- Confirm that the financial evaluation MoM accurately represents the bid scoring and selection process.

- **Award of work/ letter of selection**

- To audit the decision-making process leading to the selection and awarding of contracts and check if the end-to-end process is well documented.
- Review the MoM to ensure that the selection process was competitive, fair, and in line with the Department's policies.
- Validate the issuance of the Letter of Selection and Letter of Award to the successful bidder(s).
- To check whether the letter of award was issued within the bid validity period.

2. Contract signing, onboarding process, delivery documentation and first payments as agreed upon in the RFP, Letter of Award and other relevant documents

- Verify contract execution and vendor onboarding in line with approved terms.
- Check validity and adequacy of performance securities/deposits, where applicable.
- Confirm inclusion of key contractual provisions on scope, timelines, deliverables and accountability.
- Ensure proper approvals and documentation of contract signing and work commencement.
- Audit supporting documents and approvals for release of first/advance payments.

3. All delivery documentation, payments and completion reports of projects/RFPs

- Review delivery and progress documentation for work executed.
- Verify processing and release of payments against contractual milestones and approvals.
- Check approvals for variations/additional items, if any.
- Review third-party certifications or inspection reports, where applicable.
- Examine final payment and completion documentation for compliance with contract terms.
- Verify issuance of completion certificates after due inspection and fulfilment of obligations.
- Confirm rectification of defects during the defect liability period, where applicable.

Note: Tentatively, 100+ RFPs/projects shall be audited under this RFP.

3.2 Deliverables

Deliverable 1: Procurement Stage Audit Reports

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For each project/RFP, the Auditor shall submit a Procurement Stage Audit Report covering:

- Compliance of tendering process with Telangana Procurement Guidelines.
- Review of sanctioned scope of work vis-à-vis tender/RFP documents.
- Audit of pre-bid process, queries, corrigenda and Minutes of Meetings.
- Audit of technical and financial evaluation processes, reports and approvals.
- Verification of selection process, issuance of Letter of Selection and Letter of Award within bid validity.
- Risk categorisation of procurement and recording of observations in the MAT Tracker.

Output: Approved project-wise Procurement Stage Audit Reports.

Deliverable 2: Contract Execution and Initial Implementation Audit Reports

For each project/RFP, the Auditor shall submit Audit Reports covering:

- Verification of contract signing, onboarding and work commencement in line with approved terms.
- Verification of performance securities/deposits and key contractual provisions.
- Review of delivery initiation documentation and first/advance payment processing.
- Verification of supporting documentation and approvals for first running payment.
- Recording of observations, risk ratings and corrective actions in the MAT Tracker.

Output: Approved project-wise Contract Execution & Initial Implementation Audit Reports.

Deliverable 3: Project Execution, Payments and Completion Audit Reports

For each project/RFP, the Auditor shall submit Final Audit Reports covering:

- Review of delivery documentation and progress records.
- Verification of running payments against milestones and approvals.
- Review of variations/additional items and supporting approvals, where applicable.
- Review of third-party certifications or inspection reports, where applicable.
- Verification of final payment, completion documentation and contractual compliance.
- Verification of completion certificate issuance and fulfilment of contractual obligations.
- Review of defect rectification during defect liability period, where applicable.
- Final status of audit observations and MAT Tracker closure.

Output: Approved project-wise Final Audit Reports.

Deliverable 4: Consolidated Audit Report

- Summary of projects audited and audit coverage.
- Key observations, deviations and risk classification.
- Status of Management Action Taken (MAT).

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- Systemic issues and recommendations for process improvement.

Output: Approved Consolidated Audit Report.

Note: Each audit observation shall be categorised under predefined severity levels such as Critical, High, Medium, Low, or Observation, along with risk impact, root cause, and recommended corrective action.

3.3 Team

The following team composition to be provided in the Bidder's Proposal by the bidder:

#	Key Professionals	Description of Services to be provided	Qualification / Experience
1	Audit Manager	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant with at least 10 years experience in the area of internal audit planning, execution and reporting to government client.
2	Auditors	Field level audit of line departments including physical verifications of activities/ assets, conduct discussion with the client and report writing and finalization.	Qualified Chartered Accountant with at least 2 years experience in internal audit to government client with ability to lead team and interact with senior level Government officials.

Note: Team shall be available as and when the requirement arises related to the project.

3.4 Payment schedule and timelines

The Selected Bidder will be paid stage-wise stipulated percentage of the contract value and payment shall be made based on the following schedule, on a quarterly basis:

Stage	Deliverable	Payment%	Submission date
Stage 1	On approval of Audit Reports related to the bidding process of the projects/ RFPs. Deliverable 1	20%	Within 15 days from the receipt of the work allocation
Stage 2	On Approval of Audit Report related to Contract signing, onboarding process, delivery documentation and first running payment as agreed upon in the RFP, Letter of Award and any other relevant documents. Deliverable 2	40%	Within 15 days from completion of first running payment.
Final Stage	On Approval of the Final Audit Reports of the Project/ RFPs including all delivery documentation, payments and completion reports of projects/ RFPs. Deliverable 3 & 4	40%	Within 15 days from completion of project.
	Total:	100%	

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The financial quote, will be inclusive (but not limited) of the following:

- All Out-of-Pocket Expenses (OPE)
- Travel, boarding and lodging on Site
- Equipment to be used by the Agency like laptop, internet dongle etc.
- Digital tools/ collaboration platforms used by the Agency
- Third-party software/license costs
- Stationery
- Admin expenses
- Guesthouse-cum-office set-up cost (including space renting, furnishing, equipment, regular maintenance etc.), if required.

Department may decide to provide necessary vehicles for the team as per requirements.

Note: Submission date is subject to Client's discretion.

- i. Once the report/process/assignment/project as well as the mandatory Monthly Progress Reports have been approved at the competent level, the selected bidder shall submit an invoice and supporting documents to the Department, on quarterly basis. The Department shall have the right to verify the invoice along with supporting documents.
- ii. Based on the verification, the Department shall make all efforts to make payments to the Bidder within 10 days of receipt of invoice(s) and all necessary supporting documents.
- iii. All Payments shall be made in Indian Rupees Only.
- iv. All payments agreed to be made by Department to the Bidder in accordance with the Bid shall be inclusive of all statutory levies, duties, taxes, and other charges whenever levied / applicable except GST to be paid as per actuals.
- v. Bidder shall perform all the activities related to the Department, as communicated by the Department itself. No extra payment/ invoice shall be generated for that work.
- vi. In the event of Department noticing at any time that any amount has been disbursed wrongly to the Bidder or any other amount is due from the Bidder to the Department, the Department may without prejudice to its rights recover such amounts by other means after notifying the Bidder or deduct such amount from any payment falling due to the Bidder. The details of such recovery, if any, will be intimated to the Bidder.
- vii. The Bidder shall receive the payment of an undisputed amount under the subsequent invoice for any amount that has been omitted in the previous invoice by mistake on the part of the Department or the Bidder.
- viii. All payments to the Bidder shall be subject to tax deductions at source under Income Tax Act, other taxes, and deductions as provided for under any law, rule, or regulation. In addition, all costs, damages, or expenses which Buyer may have paid or incurred, for which under the Contract's provisions, the Bidder is liable, Department shall deduct the same from any dues to the Bidder. All payments to the Bidder shall be made after making necessary deductions as per terms of the Contract and recoveries towards facilities, if any, provided by the Buyer to the Bidder on a chargeable basis.

3.5 Review and monitoring of the Applicant's work

The Client will check and verify the deliverables as per this RFP on weekly/monthly basis or as and when required. The Bidder will be given weekly/monthly feedback and necessary action will be taken on any continuous fallbacks.

The Bid Issuing Department will establish 2-tier Monitoring Mechanisms to ensure quality of work as per below:

- A. Review and Monitoring Committee: As applicable basis RFP type, a Monitoring Committee will be created with concerned nodal officers for ensuring optimal implementation of provision of Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana and will

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monitor the same on a real time basis. The committee will be expected to perform the following functions, as applicable to the scope of work:

- i. Supervising, reviewing and approving deliverables
 - ii. Technical as well as context specific knowledge sharing during preparation of deliverables.
 - iii. Facilitation of departmental coordination.
- B. Control: As applicable basis RFP type, in case if any issues, defects, deficiencies, flaws or damages, etc. are flagged or pointed out by the Review and Monitoring Committee, the bidder shall take immediate remedial steps within 24 hours from the flagging of such issues, etc. or such time as may be directed and intimate the same to the Client in shape of an Action Taken Report. As applicable basis RFP type, in case of failure to remedy any issues, defects, deficiencies or flaws or damages, etc. flagged or pointed out in the course of review and monitoring of the Bidder's work within 24 hours from the flagging of such issues, etc. or such time as may be directed, the Client may, in its discretion and without prejudice to its right to charge liquidated damages, impose a penalty as per Clause 6.1.11 of the GCC for every such failure.

3.6 Service Level Benchmarks

General Standards

The Bidder shall ensure adherence to national/international standards or accepted professional practices where specific standards are not stated.

The shortfall in Performance: As applicable basis RFP type in cases where the performance or/and quality of Services is/are found to be unsatisfactory, the Department or his representatives shall impose damages for the shortfall in performance as per GCC-Clause 6.1.10. This levy of damages shall not absolve the bidder from rectification or reperformance of the defective Service without further payment.

The bidder shall be liable to share all necessary information, access to godowns/ office (as applicable), books or material, as may be needed, to monitor bidder's performance in line with the Service Level Benchmarks.

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4 Eligibility criteria

4.1 Eligibility criteria

The Bidders must carefully examine the below mentioned Eligibility Criteria. The Bidder has to meet all the Eligibility criteria set out in this clause to be eligible for financial evaluation.

The Bidders meeting all criteria mentioned in table herein shall be termed as Eligible Bidders.

S.no.	Eligibility criteria	Documentary proof to be submitted
1	<p>The Bidder should be a CA/CMA firm registered under ICAI - The Institute of Chartered Accountants of India. True copy of its Good and Service Tax (GST) registration certificate and CAG empanelled Firm Certificate must be attached.</p> <p>Declaration regarding capability of registration of 12AB/80G</p>	<p>CA Registration certificate, GST certificate, and CAG Empaneled Certificate</p>
2	<p>Financial Capacity</p> <p>The Bidder should have Average Annual Turnover of INR 75 lakhs in last six financial years or last three financial years.</p> <p>Financial Years to be considered are: 2022-23; 2023-24; 2024-25</p> <p>Note: The Bidder shall provide Audited financial statements of minimum 3 Financial years ending 31st March 2025 as the case may be. In case of unavailability of Audited statements for FY 2024-25, the Bidder may submit provisional Turnover Certificates Certified by CA.</p>	<p>Form 2 and Audited Financial statements</p>
3	<p>The Applicant should have been in similar work/ project for minimum 5 years</p>	<p>Attested copy of supporting Work Order and/ or Completion Certificate duly signed by Authorized representative of Bidder</p> <p>Or</p> <p>Final audit report duly signed by both parties may be treated as completion of the project.</p>
4	<p>The Bidder should have completed:</p> <ol style="list-style-type: none"> 1. 01 similar project* of INR 2 Crore, or 2. 02 similar projects of INR 1.25 Crore, or 3. 03 similar projects of INR 1 Crore <p>over the past 5 financial years ending 31st March 2025 preceding the Proposal Due Date.</p> <p>Tenders are invited from eligible bidders from all over India.</p>	<p>Form 2, attested copy of supporting Work Order and/or Completion Certificate duly signed by Authorized representative of Bidder</p> <p>Or</p> <p>Final audit report duly signed by both parties may be treated as completion of the project.</p>

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S.no.	Eligibility criteria	Documentary proof to be submitted
5	The Bidder should at least have an experience of one project on GST Registration & Compliance Services and two projects on Internal Audit.	Form 2: Work Orders/completion certificates Or Final audit report duly signed by both parties may be treated as completion of the project.
6	The Bidder should not have been blacklisted by the Central Government, any State Government/UTs, a statutory Department or a public sector undertaking, as the case may be, from participating in any project, and the bar exists as on the date of the Proposal. <i>(An undertaking shall be submitted by the bidder)</i>	Undertaking as per Form 5: Declaration of not being blacklisted.
7	Bidder should be registered with the Income Tax, GST	Copy of PAN card and GST registration certificate
8	The Bid processing fee and EMD as specified in the Data Sheet must be submitted.	Proof of submission of Bid Processing Fee and EMD

***similar work/ project** shall mean internal audit assignments carried out for Government, Semi-Government, Autonomous Bodies, Statutory Authorities, Religious and Charitable Endowments Boards, Public Sector Undertakings (PSUs), Urban Local Bodies, or Departments handling public funds.

Supporting documents for eligibility criteria: -

- i. The firm must submit a self-attested copy of certificate of Institute of Chartered Accountants of India with respect to its constitution.
- ii. CAG empanelment documentary proof.
- iii. The firm must submit a copy of the Audited balance sheet and Accounts, ITRs for the last three financial years as mentioned.
- iv. The firm shall submit a declaration for no of years in existence and certificate from ICAI with respect to its constitution.
- v. Any firm not qualifying these minimum criteria need not apply and their proposal shall be summarily rejected
- vi. Important Note: In case of any conflict between the uploaded Scope of Work/T&C/PQ/TQ evaluation criteria and the selected GeM filters/details, then respective criteria/clauses of the uploaded Scope of Work/T&C/PQ/TQ evaluation will supersede and considered as prevailing for final evaluation by Tender Committee

Notes:

- The experience of the partner with the most years can be considered.
- The Bidder shall submit their details, financial details, work completed/in progress by them in the Performa of Appendix-Form 1, 2, 3 and 4 of E-Bid for the works to be considered for qualification in Eligibility. Documentary proof such as work order/completion certificates from client clearly indicating the nature/scope of work and actual date of completion for such work should be submitted. Extension work orders on an existing project will not be counted as separate projects. All experiences should be from India. **The offers submitted without this documentary proof shall not be evaluated.**

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The Committee reserves the right to verify the stock held by the Bidders as declared as per Form 7 by way of verifiable, auditable means and/or stock inspection.

4.2 Technical Evaluation

#	Eligibility conditions	Maximum marks
1	Number of partners (Partners should necessarily be a member of Institute of Chartered Accounts/ Cost Accountants of India (CA/ CMA)) (5 marks for each CA/ CMA Partner)	10
2	The Bidder must have adequate staff to undertake work. The staffs include staff, Articles, Audit clerks and qualified personnel. The Marking shall be: 1-4 staff (2 marks) 5-10 staff (4marks) 11-15 staff (6 marks) More than 15 staff (10 marks). Minimum 1 CV of an Audit Manager shall be provided – 05 marks Should be an employee of the firm for at least 2 years, Appointment letter of employee shall be attached along with the Technical Bid.	15
3	Similar works/ projects* undertaken for a Government Agency during Last 3 Years (2022-23, 2023-24 and 2024-25) with project value of 1 Cr and at least one implemented project. (5 Mark per Agency) (Maximum 6 Projects)	30
4	Average Annual Turnover in the past three financial years, Financial Years to be considered are: 2022-23; 2023-24; 2024-25.	15
	a) >=INR 75 Lakhs <= 1 Crore - 10 Marks	
	b) >INR 1 Crore <= 1.5 Crore – 12.5 Marks	
	More than INR 1.5 Crore - 15 Marks	
5	Presentation: Evaluation shall be based on the bidder's presentation demonstrating the clarity, adequacy of the proposed audit methodology, risk assessment approach, realism and implement ability of the work plan, and appropriateness of team composition. Assessment shall include understanding of the Department's requirements, approach to case handling and management, deployment of resources, timelines, reporting mechanisms, and relevant experience with Government/PSU/statutory bodies. (Marks shall be awarded based on clarity, relevance, preparedness, and depth of understanding.)	30
#	Total Marks = ST (Score Technical)	100

Bidder who obtains minimum 70 marks in technical evaluation will be considered eligible for financial bid opening.

4.3 Financial Evaluation

Bidder shall quote the lumpsum rate per RFP/project for services as mentioned in this RFP.

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Financial proposals will then be opened for only eligible and qualified/responsive offers (Financial bids of other un-responsive Applicants will be returned un-opened) and ranked. L-1 offer out of the responsive offers will be selected on price criteria alone without giving any additional weightage to marks/ranking of technical proposal.

Minimum reserve price for lumpsum rate per RFP/project shall be as mentioned in Data Sheet.

4.4 Award of work

Single Bidder will be held responsible to fulfil all requirement mentioned in the RFP and shall be declared as the Selected Bidder under the L1 Mode. The Department reserves the right to award work to more than one technically qualified firm for providing audit services, subject to such firms agreeing to undertake the assignment at the L1 discovered rate. Accordingly, other technically qualified bidders (L2, L3, etc.) may be invited to match the L1 rate for the purpose of award of work.

5 Instructions to Bidders

5.1 General instructions

A detailed description of the objectives, scope of services, deliverables, and other requirements relating to this engagement is set out in this Request for Proposal (RFP). Any applicant possessing the requisite experience, technical capability, and eligibility to undertake the proposed assignment may participate in the Selection Process, either individually or as a sole firm, in response to this invitation.

The manner in which the Proposal is to be prepared, submitted, evaluated, and accepted is explained in this RFP. Applicants are advised that the selection shall be carried out by the Department in accordance with the Selection Process specified herein.

Applicants shall be deemed to have understood and accepted that the Department's decision in respect of the Selection Process shall be final and binding, and that no explanation or justification for any aspect of the Selection Process or the selection decision shall be required to be provided.

The Applicant shall submit its Proposal in the form and manner prescribed in this RFP. The Technical Proposal shall not contain any financial information.

In case of selection of a single firm, the successful Applicant, upon selection, shall be required to enter into an agreement with the Department in accordance with the terms and conditions specified in this RFP.

5.1.1 Number of Proposals and respondents

5.1.1.1 No Bidder shall submit more than one (1) Proposal, in response to this RFP.

5.1.2 Proposal preparation cost

5.1.2.1 The Bidders shall bear all costs associated with the preparation and submission of the Proposal. Department will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.

5.1.2.2 Bidders are encouraged to submit their respective Proposals after visiting the office of the Client and ascertaining for themselves the availability of documents and other data with the Client, Applicable Laws and regulations or any other matter considered relevant by them.

5.1.2.3 All papers submitted with the Proposal are neither returnable nor claimable.

5.1.3 Right to accept and reject any or all the Proposals

5.1.3.1 Notwithstanding anything contained in this RFP, Department reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.

5.1.3.2 Department reserves the right to reject any Proposal if:

- a) At any time, a material misrepresentation is made or discovered, or
- b) The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
- c) The Bidder does not adhere to the formats provided in the Clause 7 to the RFP while furnishing the required information/details.

5.1.4 Clarifications

5.1.4.1 Bidders are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Department and the Project site, sending written queries to the Department, and attending a Pre-Proposal Conference.

5.1.4.2 Bidders requiring any clarification on the RFP may send their queries to the Client in writing before the date mentioned in the Schedule of bidding process. The queries will be sent only by email at the mail id provided in communications details in the Data Sheet with subject clearly written the following identification:

“Queries/Request for Additional Information concerning RFP to undertake [•].”

5.1.4.3 The Client shall endeavour to respond to the queries within the period specified therein but no later than [7] [(seven) days] prior to the PDD. The responses will be sent by e-mail. The Client will post the reply to all such queries on the Official Website and copies thereof will also be circulated to all Bidders who have purchased the RFP document without identifying the source of queries.

5.1.4.4 The Client reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause 5.1.4 shall be construed as obliging the Client to respond to any question or to provide any clarification.

5.1.5 Amendment of the RFP

5.1.5.1 At any time prior to the Proposal Due Date, the Department, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on <https://tender.telangana.gov.in> through a corrigendum and form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. In case of failure to get the amendments, if any, the Department shall not be responsible for it.

5.1.5.2 In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, Department may, at its own discretion, extend the Proposal Due Date.

5.1.6 Data identification and collection

5.1.6.1 It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.

5.1.6.2 It would be deemed that by submitting the Proposal, the Bidder has:

- Made a complete and careful examination and accepted the RFP in totality;
- Received all relevant information requested from Department and:
- Made a complete and careful examination of the various aspects of the Scope of Work.

5.1.6.3 Department shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

5.2 Preparation and submission of Proposals

5.2.1 Language and currency

5.2.1.1 The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

5.2.1.2 The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

5.2.2 Proposal validity period and extension

5.2.2.1 Proposals shall remain valid for a period of 180 days (as mentioned in bid data sheet) from the Proposal Due Date ("Proposal Validity Period") and Department may solicit the Bidder's consent for extension of the period of validity, if required. Department reserves the right to reject any Proposal, which does not meet this requirement.

5.2.2.2 In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Department may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

5.2.3 Format and signing of Proposals

5.2.3.1 The Bidders shall prepare electronic copies of the technical and financial e-bid/Proposals separately, as applicable.

5.2.3.2 Bidders should provide all the information as per the RFP and in the specified formats. Department reserves the right to reject any Proposal that is not in the specified formats.

5.2.3.3 In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

5.2.4 Submission of e-bid/Proposal

5.2.4.1 The bid submission module of website <https://tender.telangana.gov.in> enables the Bidders to submit the Proposal online in response to this RFP published by the Department. Submission can be done till the Proposal Due Date specified in the RFP. Bidders should start the process well in advance so that they can submit their Proposal in time. The Bidder should submit their Proposal considering the server time displayed in the e- procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the RFP schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.

5.2.4.2 The Bidders need to register on the website <https://tender.telangana.gov.in>. On registration on the website they will be provided with a user id and password by the system through which they can submit their bids online.

5.2.4.3 The Department will not hold any risk and responsibility for uploading of the scanned document, for the invisibility of the scanned document, and any other problem(s) encountered by the Tenderers while submitting his bids online.

5.2.4.4 Department reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

5.2.5 Deadline for submission

5.2.5.1 E-bid/Proposal (technical and financial) must be submitted by the Bidder at website <https://tender.telangana.gov.in> no later than the time specified on the Proposal Due Date. The Department may, at its discretion, extend this deadline for submission of Proposal by amending the RFP document, in which case all rights and obligations of the Department and Bidders previously subject to the deadline will thereafter be subject to the deadline, as extended.

5.2.6 Late submission

5.2.6.1 The server time indicated in the bid management window on the website <https://tender.telangana.gov.in> will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Bidder cannot submit his/her e-bid/Proposal. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

5.2.7 Withdrawal and resubmission of Proposal – Not applicable

5.2.7.1 At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder should first log in using his/her login ID and password and subsequently by his/her DSC on the website <https://tender.telangana.gov.in>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Bidder has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.

5.2.7.2 No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security.

5.2.7.3 The Bidder can re-submit his/her e-bid/Proposal as when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login ID and password and subsequently by his/her digital signature certificate on the website <https://tender.telangana.gov.in>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.

5.2.7.4 The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.

5.2.7.5 No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

5.2.8 Selection of the Bidder

5.2.8.1 From the time the Proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Department, on any matter related to their Proposal it should do so in writing. Any effort by the Bidders to influence any officer or bearer of the Department in the Proposal evaluation or contract award decisions may result in the rejection of the Bidder's Proposal.

5.3 Proposal opening

After the technical evaluation, the Department shall prepare a list of prequalified Bidders in terms of Clause 4.1 for opening of their financial bid. A date, time and venue may be notified to all Bidders for announcing the result of evaluation and opening of Financial Bid. Before opening of the Financial

Bid, the list of pre-qualified Bidders along with their technical scores will be read out. The opening of Financial Bid may be done in presence of respective representatives of Bidders who choose to be present. The Department will not entertain any query or clarification from Bidder who fail to qualify at any stage of the selection process.

Bidders are advised that selection shall be entirely at the discretion of the Department. Bidders shall be deemed to have understood and agreed that the Department shall not be required to provide any explanation or justification in respect of any aspect of the selection process.

Any information contained in the Proposal shall not in any way be construed as binding on the Department, its agents, successors or assigns, but shall be binding against the Bidder if the service is subsequently awarded to it.

5.3.1 Opening of Proposals

5.3.1.1 Department may open all technical e-bids/Proposals, in the presence of Bidder's representatives who choose to attend on the prescribed date of opening at the Department office.

5.3.1.2 The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid/Proposal opening being declared a holiday for the Department, the e-bids shall be opened at the appointed time and place on the next working day. The Bidder who is participating in e-bid/Proposal should ensure that the RTGS of Bid Processing Fee, as mentioned in Data Sheet, must be submitted in the prescribed account of Department within the duration (strictly within opening & closing date and time of individual e-bid/Proposal) of the work as mentioned in RFP, otherwise, in any case, bid shall be rejected.

5.3.1.3 The Bidders names and the presence or absence of requisite e-bid/Proposal security and such other details as the Department at its discretion may consider appropriate, will be announced at the opening. The names of such Bidders not meeting the technical specifications and qualification requirement shall be notified subsequently.

5.3.1.4 The Department will prepare minutes of e-bid/Proposal opening.

5.3.2 Confidentiality

5.3.2.1 Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.

5.3.2.2 After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Bidders or their representatives, if any. Any effort by a Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

5.3.3 Tests of responsiveness

5.3.3.1 Prior to evaluation of the Proposals, Department will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- a) It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
- b) It contains all information as desired in this RFP.
- c) Information is provided as per the formats specified in the RFP.
- d) It mentions the validity period as set out in Data Sheet.

- e) Bids are accompanied with Bid Processing Fee and EMD as specified in the Data Sheet of this RFP.
- 5.3.3.2 Department reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Department in respect of such Proposal.
- 5.3.4 Clarifications sought by Department**
- 5.3.4.1 To assist in the process of evaluation of Proposals, Department may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.
- 5.3.5 Proposal evaluation**
- 5.3.5.1 Submissions from Bidders would first be checked for responsiveness as set out in Clause 5.3.3. All Proposals as per form 1 found to be substantially responsive shall be evaluated as per the Technical/Evaluation Criteria set out in Clause 4.1 of this RFP.
- 5.3.5.2 The Proposal containing the Technical Details in Clause 4.1 of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.
- 5.3.6 Conflict of Interest**
- 5.3.6.1 An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department shall forfeit and appropriate the Bid Security / Performance Security, if available, as mutually agreed, genuine pre-estimated compensation and damages payable to the Department for, inter alia, the time, cost and effort of the Department including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Department hereunder or otherwise.

6 General Conditions of Contract (GCC)

The General Conditions set out below are comprehensive in nature and are intended to cover varying scopes of work, including goods and services. The applicability of individual clauses shall be subject to the specific nature of the scope of work and the relevant terms of reference as stipulated in the RFP.

6.1 General Conditions

6.1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Applicable Law" means the laws and any other instruments having the force of law in India as they may be issued and be in force from time to time;
- b) "Authorized Representatives" shall have the meaning set forth in [GCC Clause 6.1.5](#) ;
- c) "Bidder" (including the terms 'Selected Bidder' or 'Contractor' or 'Supplier' or 'Service Provider' or 'Consultant' or 'Firm' or 'Vendor' or 'Manufacturer' or 'Successful Bidder' in specific contexts) means any private or public entity that will provide Goods or Services to the Department ("the Client") under the Contract;
- d) "Bid Processing Fee" shall mean the fee as specified in the RFP Data Sheet;
- e) "Bill of Quantities" (including the term 'Price Schedule' or 'BOQ') means the priced and completed Bill of Quantities forming part of the Contract;
- f) "Client" (including the term 'Department') means the Bid Issuing Department;
- g) "Contract" or "Agreement" means the Contract signed by the Parties and all the attached documents, if any;
- h) "Confidentiality" shall have the meaning set forth in [GCC Clause 6.2.10](#);
- i) "Dispute" shall have the meaning set forth in [GCC Clause 6.2.15](#);
- j) "EMD" means Earnest Money Deposit submitted by the Bidder;
- k) "Government" means the Government of the Client's Country/State;
- l) "LOA" means Letter of Award issued to the selected Bidder by the Client issuing directions to commence Services;
- m) "Liquidated Damages" shall have the meaning set forth in [GCC Clause 6.1.10](#);
- n) "Party" means the "Client or the Bidder" as the case may be, and "Parties" means both of them;
- o) "Penalty" shall have the meaning set forth in [GCC Clause 6.1.11](#);
- p) "Performance Security" (includes the terms 'Security Deposit' or 'Performance Bond' or 'Performance Bank Guarantee' or other specified financial instruments in specific contexts) means a monetary guarantee to be furnished by the Bidder in the form prescribed for the due performance of the Contract;
- q) "Personnel" means professionals and support staff provided by the Bidder assigned to perform the Services or any part thereof;
- r) "RFP" means the Request for Proposal in response to which the Bidder has submitted a proposal, towards fulfilling the procurement of a commodity, service, or valuable asset;

- s) "Scheduled Bank" means Banks specified in the RBI Act, 1932;
- t) "Services" means the work to be delivered/performed by the Bidder pursuant to the Contract, Terms of Reference and Service Level Benchmarks (SLBs) specified in the RFP;
- u) "Service Level Benchmarks (SLBs)" refers to [Clause 6.1.10](#) specified in the RFP;
- v) "Work Order" means the written document issued by the Client subsequent to signing of Contract requesting delivery of specified Services/materials from the Bidder as per the Contract terms and conditions.

6.1.2 Law Governing Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

6.1.3 Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

6.1.4 Notices

6.1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed.

6.1.4.2 A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

6.1.5 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Bidder may be taken or executed by the officials specified in the Contract.

6.1.6 Taxes and Duties

GST/other applicable taxes shall be as specified in the BOQ.

6.1.7 Fraud and Corruption

6.1.7.1 For the purpose of this Contract, the terms set forth below as defined as follows:

- a) "corrupt practice" means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in Contract execution;
- b) "fraudulent practice" means misrepresentation or omission of facts in order to influence the selection process or the execution of a Contract;
- c) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
- d) "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 the Contract.

6.1.7.2 Measures to be taken

The Client will cancel the Contract if representatives of the Bidder are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the Contract;

The Client will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said Contract.

6.1.8 Limitation of Liability

The Contract will require that the aggregate liability of the Bidder under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Bidder hereunder. The preceding limitation shall not apply to liability arising as a result of the Bidder's fraud in performance of the services hereunder, or accident caused due to negligence of the Bidder, or the cost of repairing or replacing defective equipment, or to any obligation of the Bidder to indemnify the Procuring Entity concerning IPR infringement.

6.1.9 Insurance

The Bidders are expected to maintain insurance cover for the following events to insure against:

- a) Loss of or damage to any works and materials, including damages due to human-made disasters like fire, explosion, flooding, electrocution etc.
- b) Loss of or damage to any equipment, property in connection with the Contract;
- c) Personal injury or death of the employees/third party personnel;
- d) Penalties and demands by labour regulatory Department and any other regulatory authorities.

For any accident/ mishappening that may occur onsite, the Client does not take any responsibility for insurance coverage.

6.1.10 Liquidated Damages

In case the Services provided by the Bidder are found to be unsatisfactory, of inferior quality, not meeting Service Level Benchmarks (SLBs), uneconomical, leading to delay in completion of Services as specified in the RFP, the following Liquidated Damages shall be imposed:

Conditions for Liquidated Damages to be imposed	Amount of Liquidated Damages
Delay in completion of Services	1% (one per cent) of the Agreement/Contract Value per day
Non-compliance with Service Level Benchmarks (SLBs)	1% (one per cent) of the Agreement/Contract Value per day
Delay due to failure to deploy the mutually agreed human resources	1% (one per cent) of the Agreement/Contract Value per day
Any incidence of misbehaviour by the staff of the Bidder	INR 5000 per such case
If any of the Bidder's personnel, on duty or otherwise is found under the influence of any	INR 5000 per such case

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Conditions for Liquidated Damages to be imposed	Amount of Liquidated Damages
drug or intoxicants	
If any of the Bidder's personnel, on duty or otherwise is found guilty of conduct unbecoming of such personnel or found attempt to claim false attendance	INR 5000 per such case
If any of the Bidder's personnel, on duty or otherwise is found attempting to claim false attendance	INR 5000 per such case

All Liquidated Damages (specified above) can be recovered subject to a maximum of 10% (ten per cent) of the Agreement/Contract Value and shall be imposed and recovered by appropriation from the Performance Security or from final bills. The Client shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without written notice to the Bidder in the event of breach of this Agreement or for recovery of Liquidated Damages specified herein. In case of delay due to reasons beyond the control of the Bidder, suitable extension of time may be granted by the Client.

6.1.11 Penalty

After imposition of Liquidated Damages, if the Bidder is unable to rectify the issue for which LD has been issued, the same shall be highlighted to them through a written notice wherein Penalty can be imposed by the Department. The Client may impose Penalties depending upon the quantum of breach for such cases. This Penalty shall be over and above the Liquidated Damages imposed on the Bidder.

In the event of failure of the Bidder to recoup the quality in the mutually agreed time frame, the Client shall be entitled to terminate the Contract and forfeit Performance Security.

6.1.12 Performance Guarantee

- i. Within 10 days, or within period as amended Letter of Acceptance (LoA), of receipt of the LoA, the Selected Bidder shall deliver to the Department a Performance Security [to cover the amount of liquidated damages and/or the compensation of the breach of contract] in any of the forms given below for an amount equivalent to 5% to 10% of the Contract Price as stipulated in the conditions of contract:
- ii. Performance Security shall be submitted in the form of Bank Guarantee in the format acceptable to the Department or in the form of payment through RTGS/NEFT as per bank details provided in the data sheet.
- iii. Failure of the successful Bidder to comply with the requirements of [clause 6.1.12](#) shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Security.
- iv. The performance security shall be submitted for entire Contract Period and shall be valid for six months after the scheduled completion date.
- v. It is expressly understood and agreed that the performance security is intended to secure the performance of entire Service Agreement. It is also expressly understood and agreed that the performance security is not to be construed to cover all the damages detailed / stipulated in various clauses in the Contract document.
- vi. Should the contract period, for whatever reason be extended, the Bidder, shall at his own cost, get the validity period of Bank Guarantee in respect of performance security furnished by him extended

and shall furnish the extended / revised Bank Guarantee to the Department before the expiry date of the Bank Guarantee originally furnished.

6.1.12.1 Appropriation of Performance Security

- i. Performance Security submitted by the Bidder shall be forfeited if the Bidder fails to commence operations as per the requirements of this RFP.
- ii. In the event the Bidder fails to perform any or all its obligations under the Service Agreement and damages are imposed for such failure, the Department shall have right to appropriate such amount as damages from the Performance Security submitted by the bidder.
- iii. Upon occurrence of a Bidder Default or failure to meet any condition as per the Service Agreement, the Department shall, without prejudice to its other rights and remedies hereunder or in law, be entitled to encash and appropriate the relevant amounts from the Performance Security as Damages for such Bidder Default or failure to meet any Condition Precedent.
- iv. Upon such appropriation from the Performance Security, the Bidder shall, within 30 (thirty) days thereof, replenish, in case of partial appropriation, to its original value, and in case of appropriation of the entire Performance Security provide a fresh Performance Security, as the case may be, failing which the Department shall be entitled to terminate this Agreement.
- v. Upon replenishment or furnishing of a fresh Performance Security as aforesaid, the Bidder shall be entitled to an additional Cure Period of 30 (thirty) days for remedying the Bidder Default or to meet any Condition Precedent, and in the event of the Bidder not curing its default or meeting such Condition Precedent within such Cure Period, the Department shall be entitled to encash and appropriate such Performance Security as Damages, and to terminate this Agreement.

6.1.12.2 Release of Performance Security

- i. Performance Security submitted, will be returned to the Bidder subject to the Department's right to receive or recover amounts, if any, due without any interest 30 days after completion of Contract.

6.2 Commencement, Completion, Modification and Termination of Contract

6.2.1 Effectiveness of Contract

This Contract shall come into effect from the date the Contract is signed by both Parties.

6.2.2 Commencement of Services

The Bidder shall begin carrying out the Services not later than 15 days after the Effective Date specified in the RFP or the Contract.

6.2.3 Expiration of Contract

Unless terminated earlier pursuant to [GCC Clause 6.2.7](#) hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the Contract.

6.2.4 Modifications or Variations

- a) The Client shall have power to order the Bidder to do any or all of the following as considered necessary or advisable during the progress of the work, as applicable.
 - Increase or decrease of any item of work included in the Contract or BOQ
 - Omit any item of work in the Contract or BOQ
 - Change the character or quality or kind of any item of work in the Contract or BOQ;

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- Change the levels, lines, positions and dimensions of any part of the work in the Contract or BOQ;
 - Execute additional items of work of any kind necessary for the completion of the works; Change in any specified sequence, methods or timing of construction of any part of the work;
 - Change the location of the works and
 - Any other item as desired by the Client
- b) The Bidder shall be bound to carry out the work in accordance with any instructions in this connection, which may be given to them in writing by the Client and such alteration shall not vitiate or invalidate the Contract.

6.2.5 Quantities in the Contract

NA

6.2.6 Force Majeure

6.2.6.1 Definition

For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies

Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party's Sub-Consultant or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement, and (B) avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

6.2.6.2 No Breach of Contract

The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

6.2.6.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

6.2.6.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Services after the end of such period.

6.2.7 Termination

Either Party may terminate the Contract with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per Applicable Laws or professional obligations.

6.2.7.1 By the Client

The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this [GCC Clause 6.2.7.1](#). In such an occurrence the Client shall give not less than thirty (30) days' written notice of termination to the Bidder, and sixty (60) days' in the case of the event referred to in (e).

- a) If the Bidder does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client may have subsequently approved in writing.
- b) If the Bidder becomes insolvent or bankrupt.
- c) If the Bidder, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- d) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- f) If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings pursuant to [GCC Clause 6.2.15](#) hereof.

6.2.7.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this [GCC Clause 6.2.7.2](#):

- a) If the Client fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute pursuant to [GCC Clause 6.2.15](#) hereof within forty-five (45) days after receiving written notice from the Bidder that such payment is overdue.
- b) If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- c) If the Client fails to comply with any final decision reached as a result of arbitration pursuant to [GCC Clause 6.2.15](#) hereof.

6.2.7.3 Payment upon Termination

Upon termination of this Contract pursuant to [GCC Clauses 6.2.7](#), the Client shall make the following payments to the Bidder:

- a) Payment pursuant to [GCC Clause 6.2.12](#) for Services satisfactorily performed prior to the termination date;
- b) Except in the case of termination pursuant to paragraphs (a) through (c) and (f) of [GCC Clause 6.2.7.1](#), reimbursement of any reasonable cost, incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

6.2.8 Obligations of the Bidder

6.2.8.1 Standard of Performance

The Bidder shall perform the Services and carry out their obligations hereunder with all due diligence and efficiency, in accordance with the stated Contract conditions, RFP Terms of Reference and Service Level Benchmarks (SLBs). The Bidder shall observe sound management practices, and employ appropriate technology, safe and effective equipment, machinery, materials and methods. For matters where the Contract does not specify any Standard, the Services delivered shall conform to National/ International Standards or generally accepted professional standards, techniques and practices.

The Bidder shall always act, in respect of any matter relating to this Contract, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Third Parties.

In cases where the performance or/and quality of Services is/are found to be unsatisfactory, Client shall impose Liquidated Damages and/or Penalties for the shortfall in performance as per [GCC Clause 6.1.10](#) and [6.1.11](#). Imposition of these Liquidated Damages and/or Penalty shall not absolve the Bidder from rectification or reperformance of the defective Service without further payment.

6.2.8.2 Responsibility of the Bidder

The Bidder should commence execution of Services in accordance with [GCC Clause 6.2](#) and shall carry out the Services in accordance with the program submitted by the Bidder, as updated with the approval of the Client.

As applicable depending on the nature of scope of services, the workmanship shall be of high order and quality so as to prevent accidents and damaging of the environment and surroundings.

As applicable depending on the nature of scope of services no damage in any case shall be caused to an existing structure. The Bidder shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.

As applicable depending on the nature of scope of services site shall be returned to the Client as it was in the original or improved condition and completely free of any garbage and/or temporary structures.

As applicable depending on the nature of scope of services on the conduct of cleaning activities and operation of equipment, the Bidder shall utilize such practicable methods and devices as are reasonably available to control and minimize air/noise pollution.

Notwithstanding anything mentioned in the RFP and Contract, the Bidder shall ensure compliance with all Applicable Laws and any guidelines which have been issued by the government or Client from time to time.

6.2.9 Obligations under Labour Code

The Bidder shall fulfil all obligations under all applicable labour codes and rules and shall indemnify the Client from any and all claims arising out of non-compliance of the aforementioned labour codes.

6.2.10 IPR Rights & Confidentiality

6.2.10.1 IPR Rights

All deliverables, as applicable depending on the scope of services in the RFP, in the form of data, software, designs, utilities, tools, outputs, plans, drawings, specifications, designs, reports, models, systems and other methodologies and know-how ("Materials") submitted by the Bidder under this Contract shall become

and remain the property of the Client and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without the Client's prior written consent.

The Bidder shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The Bidder may retain a copy of such documents and software but shall not use it for any commercial purpose.

6.2.10.2 Confidentiality

All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the Client to the Bidder, in connection with the Contract, whether such information has been furnished before, during or following completion or termination of the Contract, are confidential and shall remain the property of the Client and shall not, without the prior written consent of Client, be divulged by the Bidder to any third party, nor be used by them for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by the Client, all copies of all such information in original shall be returned on completion of the Bidder's performance and obligations under this Contract.

6.2.11 Accounting

The Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

6.2.12 Obligations of the Client

6.2.12.1 Assistance and Exemptions

The Client shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the Contract.

6.2.12.2 Change in the Applicable Law Related to Taxes and Duties

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties, then the remuneration and reimbursable expenses payable to the Bidder under this Contract shall be increased or decreased accordingly under this Contract.

6.2.13 Payments to the Bidder

6.2.13.1 Professional fee and Payments

The total payment due to the Bidder shall be governed by the Contract Price (as determined by the financial quote in the RFP stage).

6.2.13.2 Terms and Conditions of Payment

Payments will be made to the account of the Bidder and according to the payment schedule stated in [Clause 3.4](#) of the RFP. The Payment shall be inclusive of taxes or similar charges, as well as customs, duties or tariffs imposed in respect of the Services. Unless otherwise set forth in the Contract, payment is due within thirty days following receipt of each invoice.

6.2.14 Good Faith and Indemnity

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

6.2.14.1 For breach of IPR Rights

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The Bidder shall indemnify and hold harmless, free of costs, the Client and its employees and officers from and against all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which may arise in respect of the Services provided by the Bidder under this Contract, as a result of any infringement or alleged infringement of any patent, utility model, registered design, copyright, or other Intellectual Proprietary Rights (IPR) or trademarks, registered or otherwise existing on the date of the Contract arising out of or in connection with:

- a) any design, data, drawing, specification, or other documents or Services provided or designed by the Bidder for or on behalf of the Client.
- b) The sale by the Client in any country of the services/ products produced by the Services delivered by the Bidder, and
- c) The delivery of the Services by the Bidder or the use of the Services at the Client site

Such indemnity shall not cover any use of the Services or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Services or any part thereof, or any service/ products produced thereby in association or combination with any other service, equipment, plant, or materials not delivered by the Bidder.

If any proceedings are brought, or any claim is made against the Client arising out of the matters referred above, the Client shall give the Bidder a notice thereof. At its own expense and in the Client's name, the Bidder may conduct such proceedings and negotiations to settle any such proceedings or claim, keeping the Client informed.

If the Bidder fails to notify the Client within twenty-eight (28) days after receiving such notice that it intends to conduct any such proceedings or claim, then the Client shall be free to conduct the same on its behalf at the risk and cost to the Bidder.

At the Bidder's request, the Client shall afford all available assistance to the Bidder in conducting such proceedings or claim and shall be reimbursed by the Bidder for all reasonable expenses incurred in so doing.

6.2.14.2 For Losses and Damages Caused by Bidder

The Bidder shall indemnify and keep harmless the Client, from and against, all actions, suit proceedings, losses, costs, damages, charges, claims, and demands of every nature and description brought or recovered against the Client because of any act or omission or default or negligence or trespass of the Bidder, his agents, or employees despite all reasonable and proper precautions may have been taken, during the execution of the Services. The Bidder shall make good at his own expense all resulting losses and/ or damages to:

- a) the Services themselves or
- b) any other property of the Client or
- c) the lives, persons, or property of others

In case the Client is called upon to make good such costs, loss, or damages, or to pay any compensation, including that payable under the provisions of the Workmen's Compensation Act or any statutory amendments thereof; the amount of any costs or charges including costs and charges in connection with legal proceedings, which the Client may incur about it, shall be charged to the Bidder. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained and whether or not any damage shall have been sustained.

The Client shall have the power and right to pay or to defend or compromise any claim of threatened legal proceedings, or in anticipation of legal proceedings being instituted consequent on the action or default of the Bidder, to take such steps as may be considered necessary or desirable to ward off or mitigate the effect of such proceedings, charging to Bidder, as aforesaid, any sum or sums of money which may be paid and any expenses whether for reinstatement or otherwise which may be incurred and the propriety of any such payment, defence or compromise, and the incurring of any such expenses shall not be called in question by the Bidder.

6.2.15 Settlement of Disputes

6.2.15.1 This Contract shall be governed by, and construed in accordance with, the laws of India.

6.2.15.2 Amicable Settlement

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

In the event of any dispute between the Parties arising out of or in connection with the Contract, including the validity thereof, the Parties hereto shall endeavour to settle such dispute amicably in the first instance. The attempt to bring about an amicable settlement shall be treated as having failed as soon as one of the Parties hereto, after reasonable attempts, which shall continue for not less than 30 (thirty) days, gives a notice to this effect, to the other party in writing.

6.2.15.3 Arbitration

In case of such failure, the dispute shall be referred to a sole Arbitrator, who shall be appointed by the Client from the panel of arbitrators nominated by the parties to this agreement with mutual consent and a list of the panel so decided shall form part of this agreement. The Arbitration proceedings shall be governed by the (Indian) Arbitration and Conciliation Act, 1996 along with all the amendments and shall be held at Hyderabad, India. The language of arbitration shall be English.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the award in any arbitration proceedings hereunder.

6.2.15.4 Jurisdiction

In the event that Parties fail to settle the dispute amicably, the same shall be settled by binding Arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996.

The venue of arbitration shall be in Hyderabad, Telangana.

The language of arbitration proceedings shall be English.

Any dispute arising in relation to this Contract shall be subjected to Jurisdiction of Courts at Hyderabad, Telangana.

Courts located in Hyderabad shall have exclusive jurisdiction to settle dispute arising under this agreement.

7 Standard Forms

7.1 Form 1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana, Telangana in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this a Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the Proposal Validity Period, we undertake to negotiate on the basis of the quoted rate. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the [Insert] services related to the assignment at a date mutually agreed between us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact Number: _____

7.2 Form 2: Financial capacity of the Bidder

Bidder is required to get the information required in this form, duly certified by Statutory Auditor or Chartered Accountant. The information supplied shall be the annual turnover of the Bidder, in terms of the amounts billed to clients for each year for work in progress or completed along with net worth of Bidder in respective financial year.

#	Financial Year	Turnover	Net worth
1.	2024-25		
2.	2023-24		
3.	2022-23		

Certificate from the Statutory Auditor / Chartered Accountant

This is to certify that (name of the Bidder) has received the payments shown in column 'Turnover' above against the respective years on account of providing Audio Guide Services etc. and has net worth as shown in column 'Net worth' above.

Note: In case the Bidder does not have a statutory auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the Bidder.

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7.3 Form 3: Eligible assignments of the Bidder

#	Name of Project*	Name of Client	Professional fee received by the Bidder (in Rs. crore)
1			
2			
3			

* The Bidder should provide details of only those assignments that have been undertaken by it under its own name.

Type 2: when details of each project is necessary

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment]

Assignment name:	
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No of man-months of the assignment:
Address:	Amount of consulting fee received by your firm (INR)
Start date (month/year):	Completion date (month/year):
Name of associated Applicants, if any:	N ^o of professional man-months provided by associated Applicants:
Narrative description of Project	
Description of actual services provided by your staff within the assignment:	
Firm's Name:	

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NOTE: both formats can also be included

7.4 Form 4: Bidder's organization and experience

[Provide here a brief (two pages) description of the background and organization of your firm/entity]

In case of a Consortium, the description shall be provided for all companies forming a part of consortium
<to remove if not a consortium>

7.5 Form5: Declaration for not being blacklisted by the Central Government, any State Government, a statutory Department or a public sector

Declaration

(To be printed on Letter Head)

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship **<Please delete whichever is not applicable>** intends to submit a proposal in response to “RFP for Selection of Auditor for Conducting Internal Audit for projects related to the upcoming Godavari and Krishna Pushkaralu Festivals 2027-2028 of Endowments Department, Telangana, Telangana”. We also declare that our Company / LLP / Partnership / Society / Proprietorship **<Please delete whichever is not applicable>** has not been blacklisted by any Central / State Government Department/ Public Sector Undertaking.

Sincerely,

(Signature of the Authorized Person)

Name:

Designation:

7.6 Form 7 - Financial Proposal

[Date]

To: [Name and address of Client]

Subject: Financial proposal

Reference: (Insert name of the bidder)

Dear Sirs,

We have read and examined the RFP document complete with the Terms of reference, Instructions to Bidders and General Conditions of Contract.

The Financial Proposal submitted is unconditional and fulfils all the requirements of the RFP document. Provisions for GST shall be as per the terms stated in Clause 6.1.6 and Clause 6.2.12.1 of the RFP document respectively.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal. We understand the Department is not bound to accept any proposal that is received.

Signature and Name of the Authorised Person

NAME OF THE BIDDER AND SEAL

7.7 Curriculum Vitae of Key Personnel

Proposed position [*only one candidate shall be nominated for each position*]:

2. Name of staff [*Insert full name*]:

3. Date of Birth: _____ **Nationality:** _____

4. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

5. Membership of professional associations: _____

6. Other training [*Indicate significant training since degrees under 5 - Education were obtained*]:

7. Countries of work experience: [*List countries where staff has worked in the last ten years*]:

8. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]

9. Employment record [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ to [Year]: _____

Employer: _____

Positions held: _____

10. Work undertaken that best illustrates capability to handle the tasks assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 3.3.*]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

11. Certification:

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I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member] Full name of staff member

Date:

Place:

Signature of the Applicant

NAME OF THE BIDDER AND SEAL

7.8 DRAFT CONTRACT FOR CONSULTANT’S SERVICES

<Project Description>

This CONTRACT (hereinafter called the “Contract”) is made on the ----- day of the month of -----
---Year, between, on the one hand, (), (hereinafter called the “Client”) and, on the other hand, M/s -----
----- in JV with ----- and in Association with
..... (hereinafter called the “Consultants”).

WHEREAS

- (A) the Client has requested the Consultants to provide certain consulting services as defined in the General Conditions attached to this Contract (hereinafter called the “Services”);
- (B) the Consultants, having represented to the Client that they have the required professional skills, personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1 The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a) The General Conditions of Contract (hereinafter called “GC”); (b) The Special Conditions of contract (hereinafter called “SC”);
 - b) The following Appendices: <Appendices can be added/ deleted based on project requirements>
 - Appendix A: Terms of reference containing, inter-alia, the Description of the Services and Reporting Requirements
 - Appendix B: Consultants’ Sub consultants, Key Personnel and Sub Professional Personnel, Task assignment, work programme, manning schedule, qualification requirements of key personnel, and schedule for submission of various report. [To be modified based on the project requirement]
 - Appendix E: Cost Estimate
 - Appendix F: Copy of letter of invitation
 - Appendix G: Copy of letter of acceptance
 - Appendix H: Copy of Bank Guarantee for Performance Security
 - Appendix-I: Minutes of the pre-bid meeting [If Applicable]
2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract; in particular:
 - (a) The Consultants shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) Client shall make payments to the Consultants in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of	For and in behalf of Consultant
[Department]	[Authorised Representative]

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In the presence of		In the Presence of	
1.	Name :	1.	Name:
	Address:		Address:
2.	Name :	2.	Name:
	Address:		Address:

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7.9 Financial Form

S.No.	Item description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder (in INR.)	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	Quote per RFP/ project <i>(Lumpsum rate)</i>	1	No.			
Total in Figures						
Total Quoted Rate in Words						