

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-03-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-03-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Social Justice And Empowerment
विभाग का नाम/Department Name	Department Of Empowerment Of Persons With Disabilities
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Pandit Deendayal Upadhyaya National Institute For Persons With Physical Disabilities
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, As per Scope of work and buyer added ATC; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	250000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

लाभार्थी /Beneficiary :

Director

Pandit Deendayal Upadhyaya National Institute For Persons With Physical Disabilities, Department of Empowerment of Persons with Disabilities, N/A, Ministry of Social Justice and Empowerment
(Jitendra Sharma)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to

refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

11. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, As Per Scope Of Work And Buyer Added ATC; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , As per Scope of work and buyer added ATC
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	As per buyer added Scope of work and ATC
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting , As per buyer added scope of work and ATC

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Owners Capital
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
एडऑन /Addons	
Post Financial Audit Support	NA

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

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

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Virender Kumar	110002,DIRECTOR, PANDIT DEENDAYAL UPADHYAYA NATIONAL INSTITUTE FOR THE PERSONS WITH PHYSICAL DISABILITIES (DIVYANGJAN) MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT (GOVT. OF INDIA) 4,VISHNU DIGAMBER MARG NEW DELHI 110002 GSTIN 07AAAAT2962P1ZZ	Project / Lumpsum Based	N/A

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

1. **Generic**

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

2. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

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

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

6. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/**Disclaimer**

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

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

compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

The PDUNIPPD Internal Auditor's scope of work shall include the following (this is an illustrative but not exhaustive list):-

A. CASH & BANK BOOK:

- Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the PDUNIPPD rules.
- Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.

B. GRANT & FEE INCOME:

- Checking and verification of fees / incomes / receipts and the review of the reconciliation for fees / income /receipts to ensure that no revenue leakage exists.
- Reconciliation of Fees booked in Income expenditure with Receipts & payment.
- Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC).
- Grant Utilization with Asset Acquired reconciliation
- Treatment as per Accounting Standard.

C. FIXED ASSETS & LIABILITIES:

- Scrutiny of all assets and liabilities accounts to ensure their correctness.
- Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- Reconciliation of Asset purchased out of Govt. Grants Confirmation of entries as per Accounting Standard 12.
- The audit of liability registers and their reconciliation with accounting records.
- Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.

D. STATUTORY AND INTERNAL COMPLIANCE:

- To audit the compliance with applicable statutory requirements like income tax, TDS, and GST etc.
- To advice and give written opinion on issues pertaining to Income Tax, TDS, GST to PDUNIPPD time to time. To help in preparation and submission of necessary compliance with applicable laws.
- Filing of Income Tax Returns and submission of same to Income Tax Authorities.
- Advise and assist in the matters related to Income Tax, GST, and other statutory laws applicable to PDUNIPPD.
- Assist in preparation and filing of all kinds of Statutory Returns of PDUNIPPD like TDS, TDS on GST, CGST & SGST and Income Tax return etc.
- Provide recent updates on all statutory laws applicable to PDUNIPPD.
- Filing of e-TDS quarterly returns within due date and providing Form 16 and from 16A accordingly.
- Filing of GST returns (TDS on GST and other GST Return) within due date and providing GST certificate on demand.

E. SALARY AND ADVANCES:

- To audit that the salary to staff is being paid as per their terms and conditions and to audit the correctness of pay fixation.
- To audit that outstanding staff loans and advances are recovered as per the stipulated terms / PDUNIPPD rules.

F. PROCUREMENT OF GOODS & SERVICES:

- Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in PDUNIPPD purchase policies / GFR / GoI guidelines / Policy circulars of PDUNIPPD etc have been followed.
- Checking of all works / petty repair works related bills awarded by PDUNIPPD.
- Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.

I. AUDIT OF ENDOWMENT/EARMARKED FUNDS

- Funds are utilized as per Policy
- In case of Endowment/Earmark fund the reimbursement of Expenditure from Head office is made in timely manner.

J. ADHERENCE TO PDUNIPPD RULES & REGULATIONS:

- Ensure that the PDUNIPPD policies, rules, regulation and procedures as per the Bye-laws of the Institute are adhered to in all accounting matters and transactions.
- Compliance of observations issued by C&AG audit.

K. INTERNAL CONTROL SYSTEM:

- Audit of the financial management of infrastructural/construction projects or works of PDUNIPPD.
- Audit of the strategic projects undertaken by PDUNIPPD, if applicable.
- Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
- To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.
- Detection of systemic flaws and suggestions for adopting the corrective measures.
- Advice PDUNIPPD on risk assessment and risk mitigation mechanism.

PERIODICITY AND TIMELINES OF AUDIT:

(a) PDUNIPPD's Internal Auditor will be required to conduct the internal audit in four quarters: **1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March and internal report on half yearly basis.**

(b) **Timelines for conducting the Audit:** The Auditor shall strictly follow the timelines mentioned below in the table:

S.No.	Description of Audit	Timeline
1.	Commencement of Audit in Every quarter	The audit should start from the 30th day of the month following the end of the quarter of which audit is to be done at PDUNIPPD Head Office.
2.	Submission of Final Internal Audit Report	The final Internal Audit Report and the Consolidated Report after discussion with the PDUNIPPD's Management should be submitted within 30 days from

		the date of start of Internal Audit (Report on half yearly basis).
3.	For certification of consolidated Annual Account of PDUNIPPD	Up to 31st May of Every year.

DUTIES OF AUDITOR:

(a) The Auditor will be required to carry out internal audit of PDUNIPPD Head Office on quarterly basis and submit the final internal audit report to Director (PDUNIPPD).

(b) The auditor will be required to carry out assessment of any particular internal system of PDUNIPPD or its CRCs in detail and submit report on the same if demanded by the Director PDUNIPPD. Separate work order will be issued.

(c) The Auditor will be required to submit an audit schedule / plan within 7 days before the end of quarter stating the major areas which would be covered during the audit at all PDUNIPPD Head Office.

(d) The auditor will be required to discuss the internal audit reports with the Accounts Officer PDUNIPPD before its finalization for each quarter. It may take 4-5 working days. For this he will be required to meet the Director PDUNIPPD and discuss his response and incorporate their comments before issuing final internal audit report. For internal audit report of the Head Office, the inputs of Director PDUNIPPD will be obtained before issue of final internal audit report.

(e) For Consolidation of Accounts, the auditor shall be responsible for standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account across campuses.

(f) The auditor shall be responsible for consolidation & finalization of the financial statements at the year-end of all PDUNIPPD within the time stipulated above from the end of the Financial Year. The same shall be signed and sealed by the Bidding firm. Further, the auditor shall also be responsible for the consolidation of annual accounts of PDUNIPPD office by the end of 31st May.

(h) The internal audit report for each quarter is to be prepared in three parts as given below for each campus / HO:-

Part - I : Management Summary and Suggestions

Part - II : Detailed Internal Audit Report (for Current Quarter)

Part – III : Follow up and Action Taken Report (for Previous Reports)

Further, a Consolidated Management Summary for each quarter of all campuses and HO are also required to be submitted to the Head Office.

(i) It will be the duty of the internal auditor to obtain / follow up the corrections rectifications / action taken for each objection and incorporate the same in consolidation management summary.

(j) The senior partner of bidding firm will have to present in General Council and / or Standing Committee meeting if required. Further, he has to present the consolidated PDUNIPPD annual accounts for the year in the meetings of Standing Committee. No separate boarding & lodging will be paid for attending such meetings during the year.

(k) For all matters, the PDUNIPPD internal auditors will co-ordinate with Accounts Officer, and his team PDUNIPPD Office, 4, Vishnu Digumber Marg, New Delhi.

Buyer-added Terms and Conditions

1. The interested Bidding firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.
2. The Bidding firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2022-23, 2023-24, 2024-25.
3. The Bidding firm should have experience of at least ten (10) years from the date of registration of the firm. As on date of opening of Technical bid.
4. The Bidding firm should have at least One (1) partner/proprietor as qualified CA as on the date of tender submission.
5. The Bidding firm should have at least five (5) Chartered Accountants/ Cost Accountant as employee (other than partners) as on the date of tender submission out of which at least three (3) should be Fellow member.
6. The Bidding firm should have conducted either statutory audits and /or internal audits of at least three Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU with multi locations/offices/branches/units on or after financial year 2021-22.
7. The annual average turnover of the interested Bidding firm shall not be less than Rs. 3 Crores for last three financial years i.e. 2022-23, 2023-24, 2024-25.
8. Bidding firm should have the registered /main office in Delhi. In case bidding firm does not have registered /main office in Delhi then it should have a branch office in Delhi. Further, bidding firm shall provide a list of their branch offices located across India.
9. Initially the appointment of PDUNIPPD internal auditor will be for the financial year i.e. 2026-27. However, PDUNIPPD may extend the appointment as Internal Auditor for next two financial years upon Satisfactory Performance and on receiving consent from successful bidder. The extension will be made for each financial year separately at the sole discretion of PDUNIPPD. The appointment of PDUNIPPD internal auditor cannot be for more than three years in total.
10. Each page of supporting documents is required to be signed by the Nodal Partner of Bidding firm.
11. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
12. The tender documents shall be written legibly and free from erasing, corrections and overwriting in online submitted scanned copies, otherwise the bid will be rejected.
13. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
14. Whenever deemed necessary, PDUNIPPD may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
15. PDUNIPPD reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document.

16. PDUNIPPD reserves the right to cancel this tender process at any time without assigning any reason before the selection of bidding firm and shall not be entitled to claim any damage or compensation due to such cancellation.
17. The Bidding firm should not have any disputes with any of the client. If any disputes come to knowledge of PDUNIPPD at any point of time, then the services of Bidding firm would be terminated.
18. The contract will be only between **PDUNIPPD** and empanelled **Bidding firm** which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the Bidding firm within a week failing which their EMD will be **forfeited**.
19. The terms and conditions of the contract shall constitute the entire agreement between the Bidding firm and PDUNIPPD. Any change in this regard will be binding only if the amendments are made in writing formally.
20. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by Director PDUNIPPD. The arbitrator's decision shall be final and binding on both the parties.
21. EMD of Rs.5000/- (Rupees Five Thousand only) is to be deposited through NEFT/ Bank Transfer into the Institute's Bank Account detail given below:

Bank Account No. 55113200890
Bank Account Name: Internal Revenue Account
IFSC Code : SBIN0050203
Branch Name: SBI, Shashtri Bhawan, New Delhi.

Note: Other bidders who are eligible for EMD exemption should upload relevant EMD exemption certificate. Non submission of EMD/ EMD Exemption certificate may lead for rejection of the bid.

22. The Bidding firm will ensure that no information or data about the policies of PDUNIPPD is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, PDUNIPPD reserves the right to take action against the Firm as deemed fit.
23. The Firm shall be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its auditors / representatives.
24. The PDUNIPPD reserves the right to cancel the contract in the following cases:
 - (i) The Bidding firm fails to comply with the terms and conditions of the contract.
 - (ii) The Bidding firm fails to deliver the services on time.
 - (iii) The Bidding firm becomes bankrupt or goes into liquidation.
25. The Addendum / Corrigendum or any updation with regard to this bid will be published on the same source where this tender has been published- i.e. on websites Gem portal and www.iphnewdelhi.in. NO SEPARATE COMMUNICATIONS IN ANY MODE WILL BE MADE TO ANY BIDDER IN THIS REGARD.
25. The Annexure(s) referred to in the ATC are mandatory and must be duly completed and submitted by the bidder. Failure to comply with the same shall render the bid liable for rejection.

Annexure – I

INFORMATION SHEET

Particulars of Bidding firm for appointment as Internal Auditor of PDUNIPPD

- (a) Name of the Firm :

- (b) Incorporatedin year.....at.....

- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.

- (d) Registered Office Address
 - Name of the Nodal Partner
 - Designation
 - Telephone Numbers
 - Fax Numbers
 - E-mail
 - Mobile No.

- (e) Registration details with Statutory Bodies: (enclose attested photocopy of documents)

- (f) Goods & Service Tax Registration No.:

- (g) Income Tax No. (PAN):

- (h) C&AG Registration No.:

(i) Tender Document Fee and EMD Detail.

Particular	Amount Deposited	Deposited in Bank, Date and Transaction No.
Tender Document Fee	1000/-	
EMD Fee	5000/-	
If EMD Exempted, Exemption certificate details.		

(j) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

(k) Name of Clients (Autonomous Bodies / PSUs) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.

Annexure – II

TECHNICAL BID INFORMATION

S.No.	Particular	Details to be provided as on the closing date of this E-Tender.
<u>General Information</u>		
1.	Name of the Bidding firm	
2.	Date of registration of Bidding firm	
3.	Registered/Main office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	No. of Branches in India (Attach a list along with address)	
7.	Detail of Tender Document Fee.	
8.	Detail Earnest Money Deposit.	

<u>No</u>	<u>Eligibility Criteria</u>	<u>Document Required to Substantiate the Same</u>	<u>Page No.</u>
<u>A</u>	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter	
B	Taxpayer Information The Bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
C	REGISTRATION: with ICAI/ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered	

		Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
D	NO. OF QUALIFIED CA's / CWA's	Certified copy of relevant documents from ICAI is required to be submitted.	
E	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria	Certified copy of appointment letters from the client organizations along with Performance Certificate should be enclosed.	
F	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for - FY 2022-23: FY 2023-24 : FY 2024-25: Average Turnover for three years:	a. Copy of Audited Balance Sheet and Profit & Loss account for the F.Y. 2022-23, 2023-24, 2024-25 b. Income Tax Return along with income computation sheet for last 3 years (A.Y. 2022-23, 2023-24, 2024-25)	
G	LOCATION OF CA FIRM's OFFICE	Proof of having Office in Delhi/NCR	
	Information Sheet	As per Annexure-I	
	Tender Document Fee	Proof of depositing Tender document fee.	
	Earnest Money Deposit	Proof of depositing Tender	

		document fee.	
	Technical Bid Information	As Per Annexure-II	
	Tender Acceptance & Non Blacklisting Certificate	As Prescribe in Annexure-III	
All supporting documents to be submitted should be self attested by The Bidder.			

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted)

Signature of Nodal Partner

With name and firm Seal

Annexure –III

Tender Acceptance Letter

(To be given on Company's Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender

Tender Bid No:

Name of Work:

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:- <https://eprocure.gov.in>.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 18 (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization shall taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.

7. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours faithfully

(Signature of The Bidder, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place