

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-05-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-05-2026 15:30:00
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 Science And Technology
विभाग का नाम/Department Name	Department Of Science And Technology (dst)
संगठन का नाम/Organisation Name	S N Bose National Centre For Basic Sciences (snbncbs)
कार्यालय का नाम/Office Name	Block Jd Salt Lake Sector Iii Kolkata 700106 Wb
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, As per Bid Documents; 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)	2 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
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for 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	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / <b>Estimated Bid Value</b>	480000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.

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

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

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

5. 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.

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Whether the CA firm is empanelled with CAG	5	1	<a href="#">View File</a>
Average annual turnover during the last three financial years ending on 31st March, 2025	10	1	<a href="#">View File</a>
Minimum Five (05) whole time Partners	10	1	<a href="#">View File</a>
Out of that at least Two (02) being Fellow CA (FCA)	10	1	<a href="#">View File</a>
Out of that at least one (01) no. being DISA Qualified	10	1	<a href="#">View File</a>
Atleast one CA and CMA qualified Staff	20	1	<a href="#">View File</a>
Presentation of Pre - Bid	10	1	<a href="#">View File</a>
Registered Office of CA Firm	5	1	<a href="#">View File</a>
Internal Audit Experience in last 5 years	15	1	<a href="#">View File</a>
Whether MSME	5	1	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 10**

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

**Presentation Venue:**Monday, April 20 · 3:00 – 5:00pm

Time zone: Asia/Kolkata

Google Meet joining info

Video call link: <https://meet.google.com/rbn-pscy-ebo>

**Pre Bid Detail(s)**

<b>मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time</b>	<b>प्री-बिड स्थान/Pre-Bid Venue</b>
20-04-2026 15:00:00	Monday, April 20 · 3:00 – 5:00pm Time zone: Asia/Kolkata Google Meet joining info Video call link: <a href="https://meet.google.com/rbn-pscy-ebo">https://meet.google.com/rbn-pscy-ebo</a>

## Financial Audit Services - Audit Report, As Per Bid Documents; CAG Empaneled Audit Or CA Firm ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Audit report , As per Bid Documents
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Bank Transactions , Treasury operations , Internal Control over Financial Reporting , Review system & processes , Governance of company , Compliance with contracts
Type of Industries/Fu nctions	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
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addons</b>	
Post Financial Audit Support	Yes

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

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

No

### अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Swapnamoy Datta	700106,S N BOSE NATIONAL CENTRE FOR BASIC SCIENCES, BLOCK-JD, SECTOR-III, SALT LAKE, KOLKATA-700106	Project / Lumpsum Based	<ul style="list-style-type: none"><li>Number of Months for which Post Audit Support is required : 12</li></ul>

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

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

### अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.

7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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 कार्रवाई का आधार होगा।

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

# **TENDER DOCUMENT**

## **APPOINTMENT OF INTERNAL AUDITOR**

S N Bose National Centre for Basic Sciences, Kolkata invites Technical and Financial Bids from interested and eligible Kolkata based Chartered Accountant (CA) firms for conducting Internal Audit for a period of One (01) year extendable upto three (02) years.

### **Important Bidding Information:**

<b>Tender No. &amp; Date</b>	
<b>Last Date and Time of Submission of Bids</b>	
<b>Minimum Internal Audit fee (per month)</b>	<b>Rs. 40,000/- p.m. (Forty Thousand) (excluding GST)</b>
<b>Address of Submission of Bids</b>	<b>The Registrar S N Bose National Centre for Basic Sciences Block JD Sector – III Salt Lake City Kolkata- 700106</b>
<b>Mode of Bid Evaluation</b>	<b>Quality and Cost Based Selection (QCBS) as per Rule 192 of GFR, 2017 (as amended)</b>

The S. N. Bose National Centre for Basic Sciences is an autonomous research institute engaged in research in basic sciences. The institute was founded under Department of Science and Technology, Government of India (GoI) in 1986 as a Registered Society. The Centre was established to honour the life and work of Professor S. N. Bose who was a colossal in theoretical physics and has made some of the most fundamental conceptual contributions in the development of Quantum Mechanics and Quantum Statistics. The Centre has emerged as a major institution for research and development in Basic Sciences.

S N Bose National Centre for Basic Sciences intends to engage a reputed Chartered Accountants (CA) firm to conduct its Internal Audit for a period of One (01) year extendable upto Two (02) years.

**a) Eligibility Criteria:**

1) The Registered Office of the Chartered Accountants (CA) firm must be in Kolkata and should be empaneled with Comptroller and Auditor General (C&AG) for a minimum continuous period of 10 (ten) years as on the date of tender publication. Necessary supporting document for the same should be submitted with the bid.

2) The firm should have experience of completing minimum two (02) Internal Audit/Statutory Audit in any autonomous research institutes funded by Govt. of India or in any Institutes of national importance like IIMs/ IITs/IIITs/NITs etc. or any other Central Universities during past 10 years from the last date of submission of bids. Copy of relevant work orders / appointment letters for conducting Internal Audit of the above organizations must be submitted along with bids.

Preference will be given to those bidders who have requisite experience of conducting Internal audit in Research Institutes at least for 3 years.

- 3) Firm should have minimum five (05) qualified Chartered Accountants as whole-time partners (out of which at least 3 (Three) nos. being FCA and 1 (One) no. being DISA qualified). It is pertinent to mention that whole time partners of the Firm will only be considered in order to comply the requirement of minimum number of partners.  
Details of total number of whole-time partners should be provided in the bid documents.
- 4) The firm or any partner or any employee thereof should not be banned by SEBI/ RBI/ ICAI or any regulatory body.
- 5) Internal Audit Team must be comprising with at least 1 (one) qualified CA/ ICWA having specialized knowledge in Statutory Compliances like TDS, GST, CPF, NPS etc. along with Project Accounting and well conversant in other Govt. of India Rules (like Procurement/Tendering norms for Goods, Services and Works, General Financial Rules (GFR) 2017 (as amended) and other establishment Rules etc. as applicable.
- 6) Existing firm entrusted with conducting Internal Audit of the Centre will not be eligible to participate in bidding process.

**b) Scope of work:**

1. Pre-audit of (in line with applicable procurement/Tendering/GoI norms):-
  - a) Centre's high value purchase (both domestic and Foreign) of Revenue items/Consumable items/Services/Works Contract for Bills/Invoices having value more than Rs.2, 00,000/-
  - b) Pre-audit of Centre's purchase of All Capital Goods
  - c) Pre-audit of payments made against Various types of Employee Benefit (incl. Retirement Benefit) Expenses like LTC claim, Gratuity and Leave Encashment during superannuation) etc. as per GoI rules from time to time
  - d) Pre-audit of fixation of pay for both New appointment and Promotional Cases (incl. renewal of existing Contractual Staffs) along with verification of Annual Increment (January/ July), as the case may be.
  - e) Pre-audit of payments made against final withdrawals/refundable advances from Contributory Provident Fund Account and NPS.

2. Routine checking of transactions/ imprest accounts/ cash collections/ consumption of fuel/ stationery items / Electrical & Civil consumables/Research Consumables, etc.
3. Reporting of 100 p.c Verification of correctness of Entries (both receipts and payment) made in Computerized Bank Book (Especially Treasury Single Account of PFMS, Main operating Bank Accounts of the Centre), BRS checking, Scrutiny of Monthly Trial Balance thereon and suggestion of necessary rectification entries thereon.
4. Reporting on Quarterly Fund Utilization Summary (both Quarterly and YTD) (Salary, General and Capital Head) against Fund Sanctioned/ Received and Budget Estimates for the year.
5. Financial Vetting of all tender documents (Above Rs. 5 Lacs)
6. Checking and compliance of all applicable statutory provisions like Tax deducted at sources, Income Tax, GST, P Tax, etc. and verification of periodical return thereon.
7. Quarterly reporting of the TDS Assessment position.
8. 100 pc Verification of deposit of CPF and NPS Contribution and required statutory compliance thereon.
9. Verification of Monthly Bank reconciliation statements of all the bank accounts of the Centre and projects [including PFMS operated Treasury Single Account (TSA) and Zero Balance Savings Accounts (ZBSA).
10. Physical verification of all fixed asset (Capital Goods) procured during the period of audit funded by Core Grant or Project Fund and Reconciliation with Fixed Assets Register.
11. Checking of Advance Register (Vendor and Employee).
12. Scrutiny of Investment Register (both Centre and CPF)
13. Routine checking of:
  - a) Updation of Fixed Asset Register
  - b) Updation of Store & Consumables Register
14. Checking of all invoice copies raised by Guest House of the centre and reporting of suitable revenue recognition in Centre's books of account.
15. Quarterly Reporting on Corpus Fund generation and utilization thereon.
16. Monthly reporting on Compliance of All Applicable Rules of NPS and Internal Control system on Functioning of NPS
17. Clarification/ implication of Central Government Rules regarding payment to employees/ contractors/ suppliers.

18. Physical verification of cash.
19. Quarterly Physical Verification stores in association with the management and ensuring physical verification of Research Laboratory consumables of Every Laboratory of the centre once in a year (Preferably Q-2, Q-3 & Q-4 of every financial year).
20. Verification and checking of All Receipt Vouchers and Revenue recognition threon.
21. Reconciliation between Ledgers and sub-ledgers with budget head and PFMS-TSA.
22. Examining the comments of the Statutory Auditors / Principal Directorate of Audit (CAG) / Internal Audit of DST, GoI on financial transactions of the previous years and suggest suitable action to set right the position.
23. Checking of all Projects Accounts funded by different funding agencies under various schemes of GoI (ANRF/Vigyandhara/NQM, etc.), Project accounting of ALL Projects (Both Live and Expired during respective Quarter) and Reconciliation with Centre's Books of Account incl. Proper treatment of Project Overhead in books as per Generally Accepted Accounting Principles.
24. Monthly Reporting on Basic Information Technology (IT) Infrastructure of Accounts department like Regular Back Mechanism, System Security etc.
25. Any other job as assigned by the Competent Authority.

**c) General terms and conditions:**

- 1) The contract shall be initially for two year. Based on assessment of the yearly performance, the contract will be extended/renewed for a period of one year, after obtaining approval from the Competent Authority. The same process will be followed for the third year too. However, Centre has a right to foreclose the Annual contract based on the performance review report on annual basis.
- 2) Internal Audit of the Centre shall be undertaken on monthly basis. Detailed report on finding along with suggestive/ remedial measures should be submitted to the Competent Authority within ten days after end of the month.
- 3) The Firm shall maintain strict confidentiality regarding any sensitive information obtained in course of audit and shall not use such information for any purpose other than audit.

- 4) The firm shall be entitled for payment towards fee for Internal Audit work on monthly basis subject to satisfaction of the work performed by the Firm. Statutory taxes as applicable shall be deducted from monthly internal audit fee.
- 5) The Centre shall not provide any conveyance facility to the staff of the Firm during the course of Internal Audit.
- 6) The Centre reserves the right to accept or reject any Bid and to cancel the bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever.
- 7) The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and conditions mentioned in the Tender Document. Failure to furnish all information required as per the Tender Document will result in the rejection of the Bid. Incomplete bids will not be considered.
- 8) In case two or more technically qualified bidders quoting same fee in the financial bid then one having more audit experiences in research institutes shall be selected. Decision of the Centre in this regard shall be final and binding on bidders.
- 9) Technical evaluation shall be carried out by a duly constituted committee of the Centre.
- 10) Quoted Internal Audit fee less than the minimum Internal Audit fee (Rs. 40000/-) per month as mentioned, will not be considered while assessing the tender documents. Therefore, the bid will be cancelled automatically.

**d) Special Terms & Conditions:**

- 1) Minimum audit fee for Internal Audit of the Centre shall be Rs. 40000/- (excluding GST) per month. No bidder is permitted to quote monthly Internal Audit fee less than the minimum Internal Audit fee (Rs. 40000/-) per month.
- 2) Two(2) Number of persons need to be deployed by the CA Firms on whole time basis out of which at least one person may be the Retired Employee (at the time of retirement Pay level-6 or equivalent and above) working in any Government organization OR 1 Semi qualified CA/ ICWA with post qualification working experience with 10 years or more having specialized knowledge in Govt. of India Rules (General Financial Rules, 2017,

Fundamental Rules and Supplementary Rules, LTC Rules etc.) **and** One(1) Audit Assistant (at least Commerce Graduate) with post qualification working experience with 5 years or more in related field should be posted in the Centre on all working days ( from 10:00 am to 6:00 pm) of the Centre . To coordinate the Internal Auditing activities a senior partner of the Firm is required to visit at least once a month

- 3) Before submission of the Monthly report, said senior partner will discuss with Deputy Registrar (Finance) of the Centre on the draft Audit observation for the month.

**TECHNICAL BID**

**(To be submitted on the letterhead of the bidder)**

Date of Submission of Bid :	
<b>Appointment of Internal Auditor</b>	
Name of the Firm	
Address	
Tel/ Mob. No.	
Email Id :	

<b>Hard copy of all supporting documents duly signed and stamped by the bidder in support of below particulars must be submitted</b>			
<b>SL. No.</b>	<b>Particulars</b>	<b>Supporting Documents Submitted (Y/N)</b>	<b>Remarks, if any</b>
1	The firm must be empanelled with C&AG . Valid empanelment letter issued by C&AG should be submitted.		
2	The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulation, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc. issued by ICAI should be submitted.		
3	The firm should have average annual turnover from related services during the last three financial years ending on 31 <sup>st</sup> March, 2025 should no be less than 30.00 Lakh. Copy of Audited Profit & Loss Account Statements, Balance Sheets and ITRs must be enclosed as proof in support of this.		
4	The firm should have minimum five (05) full time partners with at least three (03) being Fellow CA (FCA) and 1 whole time partner DISA qualified. Latest Valid registration letter issued by ICAI should be submitted.		
5	The firm should have experience of completing minimum two (02) Internal Audit/Statutory Audit in any autonomous research institutes funded by Govt. of India or in any Institutes of national importance like IIMs/ IITs/IIITs/NITs etc. or any other Central Universities during past 10 years from the last date of submission of bids. Copy of relevant work orders		

	<p>/ appointment letters for conducting Internal Audit of the above organizations must be submitted along with bids.</p> <p>Preference will be given to those bidders who have requisite experience of conducting Internal audit in Research Institutes at least for 3 years.</p>		
6	<p>Details of Two(2) Number of persons as to be deployed by the CA Firms on whole time basis (out of which at least one person may be the Retired employee (at the time of retirement Pay level-6 or equivalent and above) working in any Government organization OR 1 Semi qualified CA/ ICWA with post qualification working experience in related field with 10 years or more having specialized knowledge in Govt. of India Rules (General Financial Rules, 2017, Fundamental Rules and Supplementary Rules, LTC Rules etc.) <b>and</b> One(1) Audit Assistant (atleast Commerce Graduate) with post qualification working experience with 5 years or more in related field</p>		
7	<p>A declaration on the letterhead duly signed by an authorized partner of the firm stating that no partner of the firm has been found guilty of professional / other misconduct by the Institute of Chartered Accountants of India under Chartered Accountants Act,1949. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any matter.</p>		
8	<p>Duly signed and stamped of the entire bid documents along with its addendum / corrigendum, if any.</p>		

**N.B. : Prospective Bidders (1 no. Partner from each participating CA Firm) need to present a Power Point presentation for not more than 5 minutes (maximum 10 slides) followed by an interactive session on the Scope of the subject work. This presentation will be held on the date of Pre-Bid Meeting (date and time will be notified in due course). Since such interactive session will constitute the basis of Technical Evaluation, participation in said meeting is suggested.**

**\*\* Participants in the Pre Bid Meeting are advised to ensure Strict Compliance of Minimum Eligibility Criteria as stated in Bid Documents.**

Google Meet Joining Info  
Video call link: [meet.google.com/rbn-pscy-ebo](https://meet.google.com/rbn-pscy-ebo)  
Monday, April 20 · 03:00 – 5:00pm

### **Declaration**

I/We .....( Name of the Partner ) of M/s .....( Name of the firm) do hereby declare that the information submitted here are true to the best of my/ our knowledge . I /We hereby agree to abide by all terms and conditions laid down in the tender document.

**Place :** (Name & signature with stamp of the bidder )

**Date :**

## FINANCIAL BID

<b>Date of Submission of Financial Bid :</b>			
<b>Engagement of internal Auditor for S N Bose National Centre for Basic Science</b>			
<b>(Amount in INR)</b>			
<b>SL. No.</b>	<b>Particulars</b>	<b>Amount ( in figure)</b>	<b>Amount ( in Words)</b>
1	Monthly Internal Audit fee (excluding GST) for providing Internal Audit services to S N Bose National Centre for Basic Sciences .  ( Before quoting monthly Internal Audit fee , please read the clause ( 1) of Special Terms & Conditions of the Tender Document)		
<b>Grand Total</b>			

- a) GST shall be paid extra as applicable.
- b) Payment shall be released after statutory deduction with respect to Taxes.
- c) Centre will not accept any claim other than professional fee specified in the financial bid.
- d) The professional fee will remain unchanged throughout the period of contract.
- e) No bidder is permitted to quote monthly Internal Audit fee ( excluding GST) less than the minimum Internal Audit fee (Rs. 40000/- , excluding GST ) as mentioned in Tender Document.

### DECLARATION

I / We ..... (Name of the Partner) of M/s .....( Name of the firm) do hereby declare that the information submitted here are true to the best of my / our knowledge . I /We hereby agree to abide by all terms and conditions laid down in tender documents.

**Place :** ..... **(Name & Signature with stamp of the bidder)**

**Date:** .....

**Statement showing Technical Evaluation of CA Firm for conducting of Internal Audit for FY 2026-27 (as per requirement of QCBS System)**

Sl. No.	Criteria for evaluation	Criteria for Point Scoring	Maximum Score /	Remarks
1	Whether the CA firm is empanelled with C&AG	Empaneled with C&AG	5	Valid empanelment letter issued by C&AG should be submitted
2	The CA firm should have average annual turnover during the last three financial years ending on 31 <sup>st</sup> March, 2025 should not be less than 50.00 Lakh. Copy of Profit & Loss Account, Balance Sheets and ITRs must be enclosed as proof in support of this.	Turnover > 80 Lac	10	Copy of Audited Profit & Loss Account Statements, Balance Sheets and ITRs must be enclosed as proof in support of this.
		Turnover > 65 Lac but < 80 Lac	7.5	
		Turnover > 50 Lac but < 65 Lac	5	
3	The CA firm should have with --			
(a)	minimum Five (05) whole time Partners	For 9 Partners and more	10	Firm Constitution Certificate (latest issued by ICAI) needs to be produced
		upto 7 no. Partners	7.5	
		For minimum 5 no. Partners	5	
(b)	out of that at least Two (02) being Fellow CA (FCA)	3 no. or more whole time FCA	10	
		For minimum 2 no. FCA	5	
(c)	out of that at least one (01) no. being DISA Qualified	More than 2 no. DISA Qualified	10	
		For 2 no. DISA Qualified	7.5	
		For 1 no. DISA Qualified	5	
(d)	Atleast one CA qualified Staff	More than 2 no. Qualified CA Staff	10	
		For 2 no. Qualified CA Staff	7.5	
		For 1 no. Qualified CA Staff	5	
(e)	Atleast one CMA qualified Staff	More than 2 no. Qualified CMA Staff	10	
		For 2 no. CMA Qualified Staff	7.5	
		For 1 no. CMA Qualified Staff	5	
4	Registered Office of CA Firm	Kolkata	5	Firm Constitution Certificate (latest issued by ICAI) needs to be produced
		In West Bengal other than Kolkata	1	
5	Internal Audit Experience in last 5 years			
(a)	Atleast 3 year Experience in Internal Audit of Central PSU/Autonomous Bodies	More than 4 Years Experience	5	Appointment/Engagement letter to be submitted
		For 4 Years Experience	3	
		For 3 Years Experience	1	
(b)	Atleast 1 year Experience in Internal Audit of Central Autonomous Research Institute funded by Govt. of India	More than 2 Years Experience	10	
		For 2 Years Experience	7.5	
		For 1 Years Experience	5	
6	Whether MSME (Yes/No)	For MSME	5	Valid MSME Certificate to be enclosed
		Others	1	
7	Presentation of Pre - Bid		10	Presentation on understanding SOW as stated by NIT followed by Interaction (Online)