

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-11-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-11-2026 16:00:00
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	Wadia Institute Of Himalayan Geology
कार्यालय का नाम/Office Name	Dehradun
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod3.upsdm.up@gembuyer.in Buyer Email id: buyer1.wihgdu.ua@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Appointment of a Statutory Auditor; Audit Firm, CA Firm, 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	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
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),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	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
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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, WIHG, Dehradun

DEHRADUN, Department of Science and Technology (DST), Wadia Institute of Himalayan Geology, Ministry of Science and Technology

(The Director, Wadia Institute Of Himalayan Geology)

UIN Number NCTGC2415P

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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

1. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

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

3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on

documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. 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.

5. 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.

6. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per the attached tender document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per the attached tender document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per the attached tender document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per the attached tender document

Number of XX fulltime CA's required and YY professional audit staff:As per the attached tender document

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Appointment Of A Statutory Auditor; Audit Firm, CA Firm, 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 , Appointment of a Statutory Auditor
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	As per the detailed Tender Document attached with the bid
Type of Industries/Functions	As per the detailed Tender Document attached with the bid
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
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
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अतिरिक्त विशिष्टि 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	Girish Chandra Singh	248001,33 GMS ROAD	Project / Lumpsum Based	Number of Months for which Post Audit Support is required : 12

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. All the required documents mentioned at **point no. 03 of the tender document-"Eligibility Criteria / Technical Eligibility"** should invariably be uploaded along with the Bid Documents. Received incomplete bids in any manner subject to reject directly.
2. All the prospective bidders are requested that **"The detailed Tender Document enclosed under"** Buyer Added Bid Specific Terms and Conditions- Point no. 02 **"Buyer uploaded ATC document"** of the this Bid, must be considered before participating in this bid.
3. The Director, Wadia Institute of Himalayan Geology, 33, GMS Road, has the right to cancel this bid without informing at any stage.
4. In the event of any disagreement, dispute, difference between the Institute and the Bidder/Vendor, the Hon'ble High Court of Nainital, Uttarakhand shall be the sole adjudicator of the dispute.

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 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---



WADIA INSTITUTE OF HIMALAYAN GEOLOGY

(An Autonomous Institution under Deptt. of Science & Technology, Govt. of India)

33, General Mahadeo Singh Road, Dehradun-248001 (Uttarakhand)

GST No – 05AAAAW0384L1ZC

F. No. WIHG/ACCTT/2026

Dated: 13.10.2026

Notice Inviting Tender through GeM Portal

Bid via Government e-Marketplace (GeM) for the “**Appointment of a Statutory Auditor**” for the “Wadia Institute of Himalayan Geology, Dehradun”.

A bid/tender is invited through the Government e-Marketplace (GeM) under a two-bid system from eligible Chartered Accountant firms for the position of Statutory Auditor at the Wadia Institute of Himalayan Geology, Dehradun. The appointment will be for an initial period of one year, extendable on a yearly basis for a maximum of two more years under the same terms and conditions, subject to mutual agreement and satisfactory performance. Scope of Work, Instructions to bidders for submission of Bids, Eligibility Criteria/Technical Eligibility and Terms and Conditions of the contract have been clarified in the additional documents.

Bid/Tender document (including additional documents) is available online at GeM website - <https://gem.gov.in/> as well as on the website of “Wadia Institute of Himalayan Geology, Dehradun” i.e. www.wihg.res.in.

However, for any clarification, bidders may contact on store_gen@wihg.res.in, afao@wihg.res.in, Bidders are advised to read tender document (uploaded on Institute website and on GeM website) and check their eligibility before participating in the bid.

-s/d-

Store & Purchase Officer



WADIA INSTITUTE OF HIMALAYAN GEOLOGY

(An Autonomous Institution under Deptt. of Science & Technology, Govt. of India)

33, General Mahadeo Singh Raod, Dehradun-248001 (Uttarakhand)

GST No – 05AAAAW0384L1ZC

1. Scope of Work:

Wadia Institute of Himalayan Geology, invites bids from reputed Chartered Accountant firms for the position of Statutory Auditor with local establishments/office (within Dehradun) through GeM:

- i) After finalization of Audit. The Statutory Auditors shall submit Audit Report on the Accounts Audited by them latest by 31st July, 2027.
- ii) Transactions are recorded as per Generally Accepted Accounting Principles and are booked to proper Accounting Heads.
- iii) Utilization of Grant is in accordance with the Conditions on which it is sanctioned.
- iv) Incomes/Funds are utilized for purposes for which they are provided.
- v) Goods and services have been procured in compliance with the financing agreement.
- vi) Transactions are duly supported by proper supporting documents.
- vii) Propriety of the transactions be checked.
- viii) Checking the maintenance of books of accounts and records.
- ix) Checking the bank reconciliation statements.
- x) Checking of component wise, category-wise and account head wise expenditures.
- xi) Checking of investments, deposits etc. made from time to time.
- xii) Checking of various taxes/statutory compliance.
- xiii) Verification of fixed deposits and checking of interest received.
- xiv) To give executive summary incorporating all points/matters which are of very important nature.
- xv) Scrutiny of General Ledger and verification of Income and Expenditure Statement and Balance sheet and other Schedules of the Institute and also for ongoing Projects received during the year from other Ministries/ Departments.
- xvi) Verification of all financial information completely, promptly and after the necessary authorization was recorded.
- xvii) Verification of compliance with General Financial Rules (GFR), INST Bye-Laws, Government of India procurement guidelines, and instructions issued by the Department of Expenditure regarding purchase procedures and procurement processes.

2. Instructions to bidders for submission of Bids

- I. The GeM Tender are being invited for Appointment of a Statutory Auditor for the Wadia Institute of Himalayan Geology, Dehradun through Government e-Marketplace (GeM) website. All the instructions of GeM bidding are applicable. Tender must be submitted through GeM website only. The bid received in physical/any other mode shall not be considered at all. Detailed information regarding the Bids, Eligibility Criteria/Technical Eligibility and Terms and Conditions of the contract can be downloaded from the following websites www.wihg.res.in or <https://gem.gov.in>
- II. The interested bidders shall submit their tender(s) both Technical bid and financial bid through online mode in <https://gem.gov.in>.



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33, General Mahadeo Singh Raod, Dehradun-248001 (Uttarakhand)

GST No – 05AAAAW0384L1ZC

- III. The rates quoted by the agency shall be fixed for the contract period and no request for any change / modification shall be entertained before expiry of the contract period.
- IV. The bidders shall upload all the documents as per **Eligibility Criteria / Technical Eligibility** for Bidders.
- V. Any corrigendum to this tender/bid will be notified through the aforesaid websites/GeM Portal only.
- VI. The bid is valid for a period of 180 days.
- VII. WIHG, Dehradun reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
- VIII. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document. Failure to furnish correct & complete information as required with reference to the tender document shall result in rejection of the bid.
- IX. Any attempt to negotiate directly or indirectly on the part of the Bidder with authority competent to finally accept the Tender or influence the acceptance of the tender by any means will result in execution of tender from consideration.
- X. Conditional tender/ illegible/ ambiguous tender/ partially filled tender/ incomplete tender/ tender without enclosing required documents will be summarily rejected.
- XI. This office reserves the right to accept or reject any bid without assigning any reason at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for this Office's action.
- XII. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.
- XIII. Clarification regarding any ambiguity in eligibility criteria may be sought through GeM itself.
- XIV. It is required that this office as well as bidder observe the highest standard of ethics during the procurement/services and execution of such contracts. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.
- XV. Bidders are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent Authority of this office will not be held responsible for any error/oversight of his own.



WADIA INSTITUTE OF HIMALAYAN GEOLOGY

(An Autonomous Institution under Deptt. of Science & Technology, Govt. of India)

33, General Mahadeo Singh Raod, Dehradun-248001 (Uttarakhand)

GST No – 05AAAAW0384L1ZC

3. Eligibility Criteria / Technical Eligibility

Sl. No.	Eligibility Criteria	Documents required	Documentary Proof To be provided by Bidder. Bid rejected in case of non-production of documents.
1.	The firm must be a Chartered Accountant firm / LLP and should have been registered for a period of 15 years as on 31/03/2026	1. Self-certified copy of ICAI registration certificate and 2. Self-certified copy of Constitution of firm issued by ICAI or Firm Card. Both documents as on bid date	
2.	The Chartered Accountant firm / LLP must have Average annual turnover/professional receipts of not less than ₹10 lakh during the last three financial years.)	For 3 years i.e., FY 2023-24, 2024-25, 2025-26 submit the below documents: 1. Copy of Audited Balance Sheet 2. Copy of Audited Profit & Loss Statements 3. Copy of Income Tax Returns / Acknowledgements	
3.	The Chartered Accountant Firm / LLP must have done: A) At least 5 audit assignment for PSU/autonomous body registered under society act, 1860 in last 3 years (as on 31.03.2026).	1. Work order / appointment letter issued and/or agreement entered for each case for each separate year. 2. Execution certificate by client with contract value, period and nature of assignment.	
4.	The CA firm must be empanelled with the Comptroller & Auditor General of India, New Delhi for the last three financial years (i.e., 2024-25 and 2025-26, 2026-27) and the empanelment is in continuation as on bid date.	Copy of Empanelment Letter issued by C & AG Office for FY 2024-25, 2025-26, 2026-27	
5.	The Chartered Accountant Firm at least 2 full-time FCA/ACA partners and 10 full-time professional/administrative staff.	Self-declaration on letter head	
6.	The firm / LLP must have valid GST Registration, PAN Registration and Firm Registration.	1. Copy of GST registration certificate 2. Copy of PAN Card	
7.	Registration The firm should have a functional branch office/local office in Dehradun).	Copy of address proof/ GST Registration Certificate	
8.	Affidavit and declaration regarding pending disciplinary matters, debarments and disqualifications and other matters	Self-declaration duly signed on the letterhead of the firm on stamp paper of Rs. 100.	
9.	Annexure- A should invariably uploaded alongwith the Technical Bid	Annexure-A (attached)	



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4. Terms and Conditions of the Contract

1. **Canvassing:** Any action on the part of the tenderer to influence any officer of WIHG or canvassing in any form shall make the tender liable for rejection.
2. **Technical Evaluation:** Technical Evaluation shall be done as specified in the eligibility conditions.
3. **Awarding of tender:** The tender shall be awarded to the L-1 bidder among the technically qualified bidders.
4. **Initial period of contract & Extension:** The contract will be for a period of one year initially, which can be extended further on satisfactory performance for yearly basis for maximum two years on the same terms and conditions, if acceptable to both the parties.
5. **Confidentiality Clause:** The auditor shall maintain confidentiality of all financial and administrative records/documents accessed during the assignment.
6. **Termination Clause:** WIHG reserves the right to terminate the contract by giving 30 days' notice in case of unsatisfactory performance, breach of contract, or administrative reasons.
7. **Payment Conditions:** Payment shall be released after satisfactory completion of audit work and submission of audit report/invoices.
8. **Submission of Audit report:** The statutory auditors shall submit the audit report and audited annual accounts not later than 31st July, 2027.
9. **Jurisdiction for settlement of disputes, if any:** The High Court of Uttarakhand, Nainital



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Annexure- A

Details of Bidder:

Sl. No.	Particulars	Details
1.	Name of Firm	
2.	Office Address	
3.	Name of Contact person	
4.	Phone Number	
5.	Mobile Number	
6.	Email ID	
7.	PAN No.	
8.	GST No.	

I have read the Tender conditions including the General Terms and Conditions of the contract given in the tender document. I agree to abide by the same.

Place : _____

Signature: _____

Date : _____

Seal