बिड संख्या/Bid Number: GEM/2026/B/8032862
दिनांक /Dated: 15-09-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-10-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-10-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Finance Department Assam
संगठन का नाम/Organisation Name	Finance Establishment B Department
कार्यालय का नाम/Office Name	Guwahati
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :gayatri.devidash@ias.gov.in Buyer Email id: manzil.hussain@assam.gov.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
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)	56 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),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

बिड विवरण/Bid Details	
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	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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	28000

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). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

PD, AS-CFMS
F-Block, Janata Bhawan, Finance Department, Government of Assam
(Shri Jayant Narlikar, Ias)

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

1. 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.
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. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations: As per ATC

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government): As per ATC

Service provider must have a dedicated team of required manpower of XX for the project: As per ATC

Scope of Work:1789451182.pdf

This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
QCBS	100	70	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue: Will be informed in the later stage via mail

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
21-09-2026 11:00:00	Google Meet Link: https://meet.google.com/pgq-agvf-mth

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CA
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Manjil Hussain	781006,Assam Secretariat	1	• Number of Months : 12

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

1. **Generic**

WORLD BANK TERMS AND CONDITIONS: Special Terms and Conditions as defined by world bank at click here will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.

2. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document 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 (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 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.

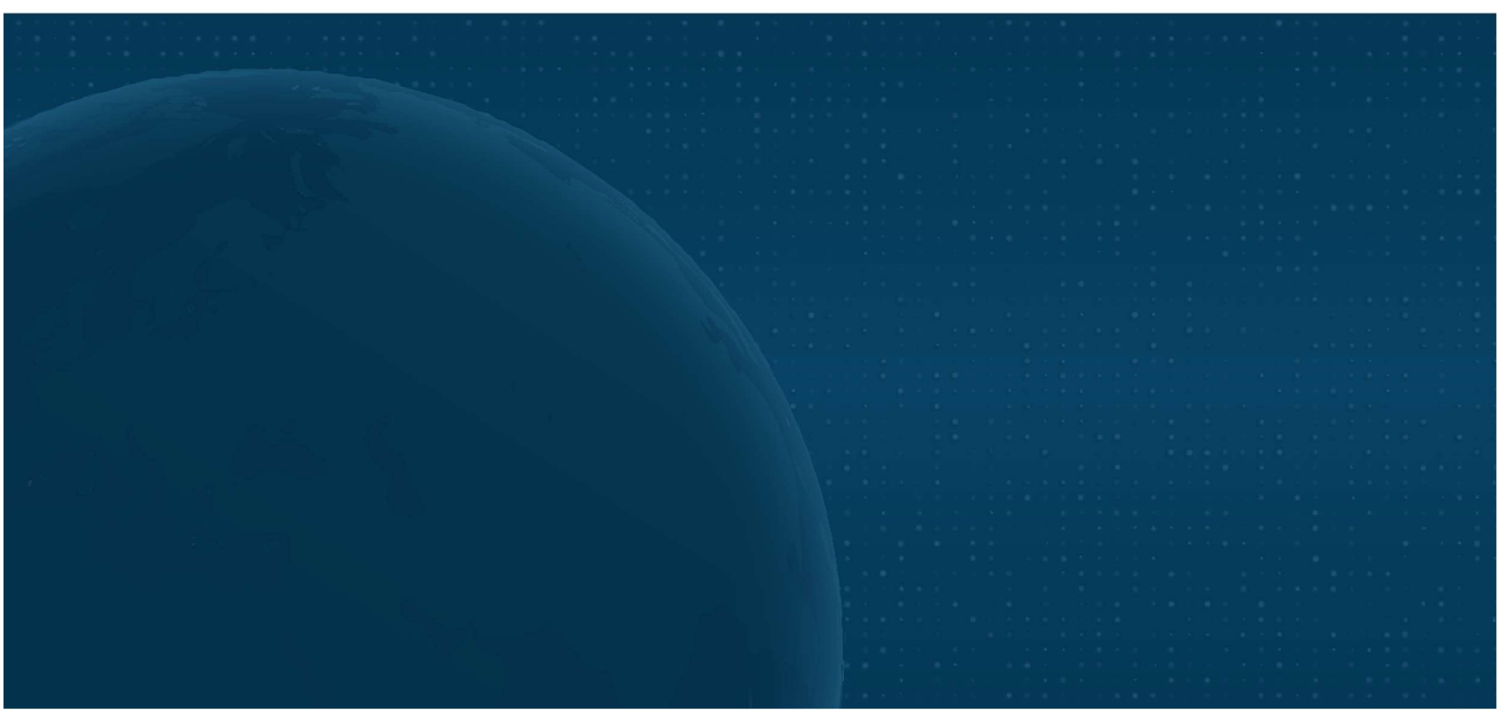
---धन्यवाद/Thank You---

THE WORLD BANK
IBRD • IDA

GeM
Government
e Marketplace
Efficient • Transparent • Inclusive

Special Terms and Conditions

Procurement for World Bank Financed Projects from Government e-Marketplace (GeM)



Special Terms and Conditions related to procurement from GeM for World Bank financed Projects

1.	**Applicability**	These terms will be applicable to all the procurement fully or partly financed from the Loan/Credit/Grant extended by the World Bank to Projects in India using IPF (Investment Project Financing) or PforR (Program for Results) financing instrument. In case of any inconsistencies between General terms and conditions on GeM (GTC) and these Special Terms and Conditions (STC), STC will take the precedence.
2.	**Eligibility of the Bidders/Suppliers**	The individual and firms debarred and suspended by the World Bank Group would not be eligible to receive any contract award fully or partly financed from the Loan/Credit/Grant extended by the World Bank. Additionally, in case of IPF Projects the Purchaser will also comply with conflict of interest requirements as listed in World Bank Procurement Guidelines or Procurement Regulations.
3.	**Thresholds**	In case of IPF Projects, the use of GeM will be allowed in lieu of Shopping/RFQ method as per following details: • up to Rs. 50,000 in catalogue mode (viz. any available item could be selected by Purchaser without further competition), provided selected Item/Supplier meet the requisite quality, specification and delivery period. • up to Rs. 30,00,000 from the Supplier having lowest price amongst at least three Suppliers of the goods or services being purchased, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM may be used by the Purchaser. • up to Rs. equivalent of US$ 100,000 (unless a higher threshold is agreed by the World Bank) from the Supplier having lowest price and meeting the requisite quality, specification and delivery period after mandatorily obtaining bids from at least three Suppliers of the goods or services being purchased, using online bidding or reverse auction tool provided on GeM. In case of PforR Projects, the use of GeM is allowed as per the rules/regulations of the Government of India/relevant state government, subject to the thresholds for excluded activities defined in legal agreement for respective Project.
4.	**Preferences**	In case of IPF Projects, no special preference will be accorded to any bidder either for price or for other terms and conditions. This includes purchase preferences, price preferences, reservation, relaxation or exemptions for bid security (EMD) or performance security etc.
5.	**Fraud and Corruption**	In case of IPF Projects, the Purchasers, bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and their personnel will comply with paragraph 1.16 of Procurement Guidelines or Annex IV of Procurement Regulations as the case may be. In case of PforR Projects, provisions of Guidelines on Preventing and Combatting Fraud and Corruption in Program-for-Results Financing will be applicable.
6.	**No Obligation**	It is not mandatory for the Purchaser to procure through GeM portal, Goods and Services that are available on GeM and if required, normal Shopping/RFQ method may be used. Where situation warrants, the Purchaser reserves the right to annul the procurement process on GeM at any time prior to Contract Award, without thereby incurring any liability to the Suppliers available on the GeM.

7.	**Dispute Resolution**	In the event of any dispute or difference arising under the contract placed through GeM, the sole arbitrator to be nominated by the Primary Buyer, shall not be a serving Government Servant.

Terms of Reference (ToR)
Engagement of Full-Time Chartered Accountant Services
Special Assistance to States for Capital Investment (SASCI) SNA Mode Implementation

1. Background and Context

The Finance (Economic Affairs) Department, Government of Assam, is responsible for monitoring and coordinating the implementation of various externally funded and centrally supported schemes, including the Scheme for Special Assistance to States for Capital Investment (SASCI), Rural Infrastructure Development Fund (RIDF), Finance Commission Grants, Externally Aided Projects (EAPs), Centrally Sponsored Schemes (CSS), and other fund management initiatives.
With the implementation of SASCI through the Single Nodal Agency (SNA) framework, there is a requirement for dedicated professional support for financial monitoring, reconciliation, reporting, compliance management, and coordination with implementing agencies. The Department therefore intends to engage a qualified Chartered Accountant to provide professional assistance in these activities.

About the Procuring Entity

The Assam Society for Comprehensive Financial Management Systems (AS-CFMS), under the Finance Department, Government of Assam, drives financial management reforms, technology initiatives, and specialized procurement. For this assignment, AS-CFMS is the procuring and contract management agency on behalf of the Finance (Economic Affairs) Department. AS-CFMS will oversee the procurement process, contract administration, and payments, while the Finance (Economic Affairs) Department will provide technical supervision and assign work. The procurement will comply with the Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020 (including any amendments).

2. Objective

To provide professional financial management support to the Finance (EA) Department for effective monitoring, reconciliation, reporting, compliance, and fund management under SASCI and other schemes/programmes as assigned. Accordingly, the Department proposes to engage one (1) full-time Chartered Accountant through a time-based manpower engagement model. A fixed scope or deliverable-based contract would therefore require frequent amendments and approvals, leading to delays.

3. Scope of Work

The deployed resource shall provide continuous full-time professional support to the Finance (Economic Affairs) Department, Government of Assam. The indicative scope of work shall include, but not be limited to, the following:

1. Regular monitoring and reconciliation of the Single Nodal Agency (SNA) Bank Account maintained by the Finance Department under the Scheme for Special Assistance to States for Capital Investment (SASCI).
2. Cross-verification and reconciliation of transactions between the SNA Account and Child Agency Accounts maintained by implementing agencies under SASCI.

3. Monitoring the transfer of statutory deductions (including TDS, Labour Cess, and other recoveries) to the designated Holding Account.
4. Follow-up and monitoring of pending balances in the Holding Account and ensuring their timely clearance in accordance with the guidelines of the Department of Expenditure (DoE), Government of India.
5. Verification that contractor-related deductions are deposited into the appropriate Government Public Account under the prescribed Head of Account.
6. Verification that payments released by implementing agencies are made to the intended contractors/vendors and that there is no diversion or misuse of funds.
7. Verification that expenditures incurred and projects selected by implementing agencies are eligible under SASCI and comply with the conditions, limits, and guidelines prescribed by the Department of Expenditure, Government of India.
8. Assistance in the preparation of MIS reports, fund utilization reports, utilization certificates, statements, and other periodic returns required by the Government of India or the Finance Department.
9. Coordination with Administrative Departments, Implementing Agencies, Banks, and other stakeholders on matters relating to fund flow, reconciliation, compliance, and reporting under SASCI.
10. Financial monitoring, reconciliation, reporting, and related support in respect of Rural Infrastructure Development Fund (RIDF), Finance Commission Grants (CFC/SFC), Externally Aided Projects (EAPs), Centrally Sponsored Schemes (CSS), and other schemes/programmes as assigned by the Finance Department from time to time.
11. Maintenance of records, supporting documents, and financial information in accordance with applicable Government rules, guidelines, and financial management practices.
12. Assistance in data compilation, financial analysis, compliance tracking, and preparation of presentations, reports, and briefing materials as required by the Department.
13. Any other financial management, fund monitoring, reconciliation, reporting, or coordination-related assignment entrusted by the Finance (EA) Department within the overall scope of the engagement.

All reports, records, data, analyses, working papers, presentations, correspondence, and other outputs generated or accessed during the course of the engagement shall be the sole property of the Finance Department, Government of Assam. The service provider and the deployed resource shall maintain strict confidentiality of all information obtained during the assignment and shall not disclose or use such information for any purpose other than the performance of the assignment without prior written approval of the Department.

The deployed resource shall work under the functional supervision, control, and direction of the Finance (Economic Affairs) Department. The Department shall determine the allocation of work, priorities, deliverables, reporting requirements, and deployment of the resource across various schemes, programmes, and activities covered under the scope of the engagement.

4. Manpower Requirement

The following position is mandatory and shall be deployed on a full-time basis for the entire contract period:

Sl.	Role	No.	Minimum Qualification	Minimum Post-Qualification Experience
1	Chartered Accountant (Full-time)	1	The proposed resource shall be a Chartered Accountant and a Member of the Institute of Chartered Accountants of India (ICAI). The firm must be a registered CA firm with a valid ICAI registration (Firm Registration Number).	Minimum 3 years of post-qualification experience in financial management, fund monitoring, reconciliation, auditing, or consultancy services for Government projects/programmes, Externally Aided Projects (EAPs), or infrastructure projects. Experience in SNA/PFMS-based fund management shall be desirable.

The CA firm and the personnel deployed must not be blacklisted or debarred by any Central/State Government, PSU, Autonomous Institute, or any regulatory authority as on the date of bid submission.

5. Contract Period

The engagement shall initially be for a period of 12 months from the date of commencement, which may be extended based on performance and requirements of the Department
The place of deployment shall be Finance (EA) Department, Directorate of Economic Affairs, Dispur, Guwahati – 781006.

6. Eligibility / Pre-Qualification Criteria

The following pre-qualification criteria must be met. Only bidders meeting all mandatory criteria shall be considered for technical evaluation:

Sl.	Criterion	Documentary Proof Required
1	Must be a registered CA firm in India with a valid ICAI Firm Registration Number (FRN), and must have been in existence for at least three (3) years as on date of bid issuance.	Copy of ICAI Firm Registration Certificate / FRN allotment letter. and/or Certificate of Incorporation/Registration indicating date of establishment.

2	Should have valid GST registration and be registered as a Service Provider.	GST Registration Certificate;
3	Should have existing empanelment, retainer, or contract for financial management/ accounting/ audit services with at least one (1) Ministry/ Department under Government of India or any State Government.	Copy of valid and subsisting Work Order/ Empanelment Letter/ Contract.
4	Should have average annual turnover of at least Rs. 56 Lakhs from professional consultancy/ accounting services in the last three (3) preceding financial years (FY 2022-23, 2023-24 and 2024-25).	CA Certificate with audited Balance Sheet and P&L Account for last three years (as per Annexure VI format).
5	The bidder and any of its partners/directors should not be blacklisted/debarred/penalised by any Central/State Government, PSU, Bar Council, ICAI, or any regulatory authority.	Self-Declaration on firm's letterhead as per Annexure V.
6	No conflict of interest as per the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020.	Self-Undertaking on firm's letterhead as per Annexure V.
7	Submission of EMD and all mandatory bid forms, declarations, and documents as prescribed in this document and the GeM bidding document.	As per Clause 13.3 and Annexure II.
8	Self-undertaking on compliance with World Bank Guidelines on Preventing and Combating Fraud and Corruption in Program for Results Financing (dated 01/02/2012, revised 10/07/2015).	As per Annexure VII.
9	Self-undertaking regarding payment of all statutory taxes before bid submission as per Finance Department Executive Order dated 19/12/2025.	As per Annexure IX.

7. Evaluation Criteria and Methodology

The Quality-cum-Cost Based Selection (QCBS) method shall be followed. Only technically qualified bidders shall be considered for financial evaluation. The bidding shall be conducted under Single Stage Two-Envelope Bidding process on the GeM portal.

A. Technical Evaluation — 100 Marks (Minimum Qualifying Score: 70/100)
A.1 Bidder's Relevant Experience — 40 Marks

Experience in Government Financial Management / Consultancy	**Marks**
1 similar engagement (Government FM / SNA / EAP project)	10
2–3 similar engagements	20
4 or more similar engagements	40

"Similar engagement" means financial management, fund monitoring/reconciliation, SNA account management, or accounting/audit consultancy services provided to Central Govt/State Govt/CPSUs/SPSUs. Work Order or equivalent documents shall be presented as evidence.

A.2 Proposed Manpower — Qualification & Experience — 40 Marks

Role	**No.**	**Marks per Resource**	**Total Marks**
Chartered Accountant (Full-time)	1	40	40

Marks allocation: 20% weightage for educational qualification; 80% for relevance of experience in government FM/SNA/EAP assignments. Full marks shall be awarded only if minimum qualification and experience are met; otherwise, zero.

A.3 Understanding of Assignment and Methodology — 10 Marks

Assessment shall be based on the bidder's understanding of SASCI SNA mode implementation, fund flow monitoring, reconciliation, compliance obligations under DoE guidelines, MIS reporting requirements, and coordination with multiple Implementing Agencies. The proposed work plan, resource deployment approach, and quality assurance methodology shall be considered.

A.4 Presentation of Technical Proposal — 10 Marks

Assessment shall be based on the clarity, structure, and completeness of the technical proposal, demonstrating the firm's capability for SNA account management, financial reconciliation, statutory compliance tracking, and government fund management support.
(The price/financial bid must NOT be disclosed or quoted in the Technical Bid (First Envelope). Any non-compliance shall result in summary rejection of the bid.)

B. Final Score and Award

Final Score = (Technical Score / 100) × 70 + (Lowest Financial Bid / Bidder's Financial Bid) × 30
The contract shall be awarded to the bidder with the highest final QCBS score, subject to reasonableness of the quoted fee as assessed by AS-CFMS.

Bidders shall be ranked based on their QCBS scores.
The bidder with the highest QCBS score shall be declared as H1.
In the event of a tie in QCBS Scores, the bidder with the higher Technical Score shall be ranked higher.
In case of there is a tie in Technical Score also, bidder with higher turnover or GeM Algorithm will be considered for award.

Note: QCBS calculation will be done on the GeM portal. If there is any changes in the calculation methodology in GeM, the same will be applicable, irrespective of what is written in this document.

8. Pricing and Payment Terms

1. The Financial Proposal shall be quoted as a consolidated monthly rate for deployment of one full-time Chartered Accountant, inclusive of all costs, overheads, and applicable taxes, except GST, if applicable.
2. Payment shall be made on a quarterly basis based on the actual deployment of the resource and satisfactory performance of the assigned duties, subject to certification by the Finance (EA) Department.
3. Any reassignment of tasks by the Department within the scope of work shall not entitle the Service Provider to any additional payment beyond the agreed rates
4. No advance payment shall be made by AS-CFMS on any account.
5. All payments shall be made in Indian Rupees only. No payment shall be released without submission of the Performance Bank Guarantee (PBG).

6. Payment to the agency shall be made on a quarterly basis, upon submission of a Tax Invoice against AS-CFMS GST No: 18SHLP03072G1DK, on the basis of actual manpower provided and acceptance of services by the competent authority of the Department.
7. All payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing Income- Tax Act/rule and any other taxes/dues (if any).
8. Payment shall also be subject to deduction of any amount for which the firm is liable under the agreement as per contract terms.
9. The quoted rates shall be firm and shall not change during the validity of the contract.

9. Performance Security / Performance Bank Guarantee (PBG)

i. Within 15 working days of receipt of the GeM Contract, the successful bidder shall furnish a Performance Security (PBG)@ 5% of the total contract value (inclusive of GST), as per the prescribed template provided at Annexure III.
ii. Failure of the successful bidder to submit the Performance Security or sign the Contract shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In that event, AS-CFMS may award the contract to the next most advantageous bidder based on QCBS scores.
iii. The validity of the performance security shall be for a period of 60 days beyond the defect liability period / contract end date.

10. Liquidated Damages (LD) and Service Level Agreement (SLA)

Time is the essence of the contract. The following LD/SLA terms shall apply:

Sl. No.	Default / Breach	LD / Consequence
1	Non-deployment of the CA resource by the date of joining as per contract.	Up to 15 days: 1% per day of the quarterly cost of the undeployed resource. Beyond 15 days: cancellation of contract with cancellation charges @ 10% of order value. Penalty capped at 10% of milestone value.
2	General delay in delivery of any assigned work beyond stipulated timelines.	0.5% of the contract price per week or part thereof, subject to a maximum LD of 10% of total contract value. LD not applicable if delay is not attributable to the bidder.
3	Employee absent for more than 2 days without prior approval or intimation.	Substitute to be arranged within 2 days. Failing that: 1% per day of total quarterly cost (excl. tax) of the absent resource for up to 15 days. Beyond 15 days: may lead to cancellation with forfeiture of PBG.

4	Employee found responsible for misconduct, disobedience, or breach of confidentiality.	Warning / counselling / immediate replacement within 2 days, as decided by AS-CFMS depending on gravity of act.
5	Employee responsible for theft, loss, or damage to departmental material or data.	Immediate payment equivalent to the value of the article lost/damaged. Replacement within 2 days / cancellation of contract as decided by AS-CFMS.
6	Employee found adopting corrupt practices or in collusion with third parties.	Immediate replacement within 2 days or cancellation of contract with forfeiture of PBG, as decided by AS-CFMS, depending on the gravity of the misconduct.
7	Delay beyond 10 weeks of stipulated timeline for any deliverable.	AS-CFMS shall have the right to cancel the order and revoke the PBG.

LD amounts shall be deducted from payments due to the vendor against the payment schedule. AS-CFMS may also recover LD from the PBG at its discretion.

11. Replacement and Continuity

1. Any replacement of the deployed personnel shall require prior approval of the Department.
2. The replacement resource shall meet the same or higher qualification and experience requirements as specified in Part 4 of this document.
3. Adequate handover and knowledge transfer shall be ensured by the outgoing resource to maintain continuity of work.
4. The Department may conduct an interview of the candidate nominated as replacement prior to acceptance.
5. The firm shall nominate a replacement within the SLA timelines specified in Part 10 above.

12. Confidentiality and Intellectual Property

All data, documents, MIS reports, reconciliation statements, and other outputs generated under this engagement shall vest exclusively with the Finance (EA) Department, Government of Assam. The firm and its deployed personnel shall maintain strict confidentiality of all government financial data, SNA account information, transaction records, and departmental information at all times, including after the expiry or termination of the contract.
The representative of the agency shall not divulge or disclose to any person any details of office operations, financial data, technical know-how, administrative / organizational matters, all of which are confidential/secret in nature.

13. Miscellaneous Terms and Conditions

a. The agency shall comply with all provisions of the Contract Labour (Regulation and Abolition) Act, 1970, Employees Provident Fund & Misc. Provisions Act, 1952, ESI Act, 1948, and all other applicable labour laws, and shall continue to hold valid PF Account No. and ESI Registration Number till actual completion of the contract.
b. The agency shall indemnify AS-CFMS against all acts, omissions, faults, breaches and/or any claims, demands, losses, injuries, and expenses committed by any employee/person deployed under this contract.
c. AS-CFMS shall not be liable for any loss, damage, theft, burglary, or robbery of any personal belongings, equipment, or vehicles of the personnel of the service provider.
d. AS-CFMS reserves the right to audit the bills/receipts/vouchers on random sample basis. Instances of false expenditure claims or documents shall be viewed seriously and may result in termination of contract.
e. The Service Provider shall maintain all statutory registers under applicable laws and produce the same, on demand, to AS-CFMS or any other authority under law.
f. The firm shall comply with World Bank Guidelines on Preventing and Combating Fraud and Corruption in Program for Results Financing. The firm shall permit AS-CFMS and/or the World Bank and/or persons appointed by them to inspect all books, records, and documents relating to the performance of this contract. Acts intended to materially impede inspection and audit rights constitute a prohibited practice subject to contract termination.
g. AS-CFMS reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award, without incurring any liability to the affected bidder(s).

14. Earnest Money Deposit (EMD) / Bid Security

a. The EMD shall be submitted in the form of a Bank Guarantee (BG) as per the prescribed format at Annexure II, valid for Bid Validity +45 days. Bidder must upload a scanned copy/proof of EMD along with the bid and ensure delivery of the hard copy to AS-CFMS within 5 working days of bid opening.
b. EMD through online mode: The bidder may also make an NEFT payment to:
Account Holder: Project Director, AS-CFMS
A/c No: 35627182503
IFSC: SBIN0010755,
and share the UTR number and NEFT copy along with the technical bid.
c. EMD exemption: As per GeM General Terms and Conditions. Supporting documents for the relevant exemption category must be submitted with the bid. Note: Bidders with Udyam Aadhar registered as 'Trading' are not eligible for EMD exemption.
d. Bids of bidders who have neither availed EMD exemption nor submitted EMD as per any of the above modes shall be summarily rejected.

15. Bid Preparation and Submission

a) The bidding document is available online for downloading free of cost on GeM portal. The bidder would be responsible for ensuring that any addenda/ corrigendum/ amendment etc. available on the website/ portal is also downloaded and incorporated.

b) The bidding shall be conducted under Single Stage Two-Envelope Bidding process on GeM portal.
c) Bids will be submitted in two parts as per the GeM Bid as per their prescribed annexures:

Part 1 — Technical Bid (First Envelope)

(a) EMD / Bank Guarantee as per Annexure II.
(b) Power of Attorney / Authorization Letter for bid submission as per Annexure IV.
(c) Documentation for fulfilling Pre-Qualification Criteria (as per Part 6 above).
(d) Technical Proposal including CVs of proposed resource(s) as per Annexure I and supporting documents for QCBS evaluation.
(e) Presentation of Technical Proposal.
(f) All Annexures (I–IX) as applicable, duly signed and stamped.
(g) Signed copy of the bid document in token of acceptance of all terms and conditions.

- Under the Single Stage Two-Envelope Bidding process, the Bidder shall not quote, disclose or submit its price in the Technical Part (First Envelope/ Section) of its bid or in any other manner, whatsoever, except as part of the Financial Part (Second Envelope/ Section) of its bid. In case of any non-compliance in this regard, the bids shall be summarily rejected.
- Buyer Added Bid Specific Terms and Conditions are in addition to the Terms & Conditions mentioned in the GeM bid document. Other details can be seen in the bid document.
- All these documents shall be signed and stamped as per requirement of AS-CFMS.

Part 2 — Financial Bid (Second Envelope)

The price should not be quoted in the technical bid/Part-I of the bid. In case of default, the entire Bid shall be summarily rejected.
The Financial Bid shall be submitted separately on GeM and shall include:

a) Prices quoted in Indian Rupees only, as per Breakup of Expenses format (Annexure X).
b) Quoted price must be inclusive of all charges (including GST) required for satisfactory completion of work as per scope and terms. GST to be quoted separately as per Annexure X.
c) Under no circumstances shall any extra cost, additional taxes, duties, or levies be payable to the bidder unless a new tax/duty has been notified by the Government after the date of bid submission.
d) The rates shall be firm during the validity of the assignment and shall not change for any reason.

16. Bid Clarifications

a) All queries, if any, must be submitted via email to **sup-procurement@assam.gov.in** or through the GeM Portal within four (4) days of floating of this tender. Queries submitted through any other means or after this deadline shall not be entertained.
b) Any Clarifications / Corrigendum / Addenda shall be posted on GeM only; no individual communications shall be sent. Posting on GeM shall be deemed as communication to all prospective bidders and shall form an integral part of the bid.

c) Bidders seeking to appeal against any decision, action, or omission may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020.

First Appellate Authority	**Second Appellate Authority**
Shri Syed Isfaqur Rahman, IAS, Secretary to the Government of Assam, Finance (Establishment-B & A&F) Department, Second Floor, F Block, Janata Bhawan Dispur, Guwahati: 781006	Shri Virendra Mittal, IAS Commissioner & Secretary, Finance Department, Janata Bhawan, Dispur Guwahati – 781006

17. Documents Required in Hard Copy

As per GeM GTC, the following original hard copies shall be submitted to the Buyer within five (5) working days from the date of bid opening. Failure to submit within this timeframe may render the bid incomplete and liable to rejection:

a) Power of Attorney / Authorization Letter / Board Resolution as per Annexure IV.
b) Earnest Money Deposit (EMD) in the form of Bank Guarantee as per Annexure II (not required in case of NEFT transaction).
c) Any required undertaking(s) executed on non-judicial stamp paper.

Hard copies shall be submitted to: **Procurement Cell, 9th Floor, AS-CFMS, Kar Bhawan, Ganeshguri, Guwahati – 781006**.

18. Procedure for Award

a. Online Contract shall be issued through the GeM portal to the successful bidder.
b. The decision of AS-CFMS in connection with evaluation and award shall be final and binding on the successful bidder.
c. AS-CFMS reserves the right to reject any or all bids and annul the bidding process at any time prior to contract award without incurring any liability.

19. List of Annexures

Annexure	**Description**
I	CV of Proposed Consultant (Chartered Accountant)
II	Proforma Bank Guarantee — Earnest Money Deposit

III	Proforma Bank Guarantee — Performance Security
IV	Power of Attorney of Proposal Signatory
V	Undertaking for No Conflict of Interest and Non-Blacklisting
VI	CA Certificate for Average Annual Turnover
VII	World Bank Fraud and Anti-Corruption Guidelines Undertaking
VIII	Affidavit (Non-judicial stamp paper, minimum Rs. 50/-, duly notarised)
IX	Self-Undertaking for Payment of Statutory Taxes (as per Finance Dept. Executive Order dated 19/12/2025)
X	Breakup of Expenses — Financial Bid (to be submitted in Financial Bid only)

Annexures

Annexure I:

CV of proposed consultants

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Address:	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}
……

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Address of the Organisatio n	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of ……, advisor/consultant to… For references: Tel…………………………………… /e-mail……; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

………

Language Skills (indicate only languages in which Expert can work):

………

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all *activity/ sub-task/ task/ part of the assignment* as per Section. 7 in which the Expert will be involved}	

Expert's contact information: (e-mail …………………., phone………………)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by AS-CFMS/Finance Dept.

{day/month/year}

………

Name of Expert Signature Date

{day/month/year}

………

Name of authorized Signature Date

Representative of the Consultant

(the same who signs the Proposal)

Annexure II:

PROFORMA BANK GUARANTEE (EARNEST MONEY)

(It should be valid for a Bid Validity + 60 days)

This deed of Guarantee made this ________________ day of ___ 20 _ by ____*(Name of the Bank)* having one of its branch at _____________________acting through its Manager (hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of Commissioner and Secretary, Finance Department, Govt. of Assam, having its office at Janata Bhawan, Guwahati (hereinafter called "Finance Department") which expression shall include its successors and assigns.

WHEREAS Finance Department has invited Bid vide their Bid No. ___________________________________ Dated ___________ to be opened on AND WHEREAS M/s ____*(Name of Service Provider)* having its office at ____ (hereinafter called the "Seller"), has/have in response to aforesaid Bid notice offered to supply/ do the job ___________________as contained in the bid.

AND WHEREAS the Seller is required to furnish to Finance Department a Bank Guarantee for a sum of Rs._____ (Rupees__________________________Only) as Earnest Money for participation in the Bid aforesaid.

AND WHEREAS, we____________________*(Name of the Bank)* have at the request of the seller agree to give Finance Department this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid bid shall remain open for acceptance by Finance Department during the period of validity as mentioned in the bid or any extension thereof as Finance Department and the Seller may subsequently agree and if the Seller for any reason back out, whether expressly or impliedly, from his said bid during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid bid, we hereby undertake to pay Finance Department, Guwahati on demand without demur to the extent of Rs.____________________(Rupees_____________________Only).

We further agree as follows:-

01. That Finance Department may without affecting this guarantee extend the period of validity of the said bid or grant other indulgence to or negotiate further with the Seller in regard to the conditions contained in the said bid or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between Finance Department and the Seller AND the said Bank shall not be released from its liability under these presents by an exercise by Finance Department of its liberty with reference to the matters aforesaid or by reason of time being given to the Seller or any other forbearance, act or omission on the part of the Finance Department or any indulgence by Finance Department to the said Seller or any other matter or thing whatsoever.

02. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Seller (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Seller stopping or preventing or purporting to stop or prevent any payment by the Bank to Finance Department in terms thereof.

03. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of Finance Department in writing and agree that any change in the constitution, winding up, dissolution or insolvency of the Seller, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. ___ (Rupees ____Only) and this Guarantee shall remain in force till _____________________________unless a claim under this guarantee is filed with the bank within 60 (Sixty) days from this date or the extended date, as the case may be i.e. upto _ all rights under this Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

This BG (Earnest Money) confirmation can also be sought by sending email to ___ (Bank Official email id)

In witness whereof the Bank has subscribed and set its name and seal here under.

____

Authorized Signature

Seal of Bank

Annexure III:

Performance Security Bank Guarantee

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Beneficiary: *[insert name and Address of Employer]*

Date:................ *[Insert date of issue]*

PERFORMANCE GUARANTEE No.................. *[Insert guarantee reference number]*

Guarantor: ....[*Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that........................... *[insert name of Service Provider which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into Contract No. *[insert reference number of the contract]* dated .... *[insert date]* with the Beneficiary, for the Services of .... *[insert name of contract and brief description of the Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of... *[insert amount in figures]* ()*[insert amount in words]*,* such sum being payable upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... Day of ......, 2...#, and any demand for payment under it must be received by us at this office indicated above on or before that date.

For PBG verification purposes, kindly mail at: *[insert official email id of the bank/ bank's branch where e-mail may be sent for verification of the genuineness of the PBG]*

[signature(s)]

Note: All italicized text (including notes) which are used for preparing this form shall be deleted from the final product.

** The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the LoA.*

 # Insert the date sixty days after the expected completion date as mentioned in the Bid. The Employer should note that in the event of an extension of this date for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing.

Annexure IV:

POWER OF ATTORNEY OF PROPOSAL SIGNATORY

We, ... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. .... (name and residential address) who is presently employed with us and holding the position of .... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to participate in the GeM Bid process for .... including signing and submission of all documents and providing information to the Client (i.e. ....) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our response.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the ______________day of

___20_ For _____

(Name, Designation and Address) Accepted

___________________(Signature)

(Name, Title and Address of the Attorney)

Date : ____

Note:

i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

ii. In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.

In case the Application is executed outside India, the Applicant must get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps

Annexure V:

UNDERTAKING

For No Conflict of Interest and Non-Blacklisting
(To be submitted on the letterhead of the Bidder)

To,

Project Director, AS-CFMS

Ground Floor, F Block, Finance Dept.

Janata Bhawan, Dispur, Guwahati-06

Dear Sir/Madam,

1. We hereby certify that we have not been suspended or banned or de-listed or black-listed by any Government or Quasi-Government agencies or PSU's including AS-CFMS or any of its subsidiaries.

2. We also hereby certify that we have not been sanctioned under the World Bank system of debarment and cross-debarment. Should this declaration be found to be false then the procuring entity has the right to declare the proposal /bid as non-responsive.

3. The bidder shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.

4. If the bidder is found to be involved in a conflict-of-interest situation with regard to the present assignment, the AS-CFMS may choose to terminate this contract. In case of any change in the status of the above, any time hereinafter, we will immediately inform AS-CFMS of the same.

Signature of the Bidder with seal: Dated this ____day of ________of 20__
Name of the bidder: -...
Designation: - ....

Annexure VI:

CA certificate for Average Annual Turnover and Networth

On the letter head of Chartered Accountant

We/I have verified the Audited Financial Statement of Accounts and other documents of M/s.. having registered office at .... pertaining to the financial year *2022-23, 2023-24 and 2024-25*. Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

(Amount in INR Crore)

Financial Information	**Financial Year**			**Average**
	2024-25	*2023-24*	*2022-23*	
	Audited	Audited	Audited	
Total Annual Turnover from Consulting Business				
Turnover from Professional Services / Consultancy Services				
Annual Profit Before Tax				
Net Worth				

This is to certify that, based on the examination of the audited books of accounts, balance sheets and other relevant financial records of M/s ___, the Net Worth of the firm has been positive in each of the last three (03) financial years.

Date: Signature and seal of the CA firm

Place:

UDIN :...

Annexure VII

World Bank's Fraud and Anti Corruption Guideline

(1) The WB "Guidelines on Preventing and Combating Fraud and Corruption in Program for Results Financing" dated February 1, 2012, and revised on July 10, 2015, shall apply to this activity which is within the Program Boundary accordingly the following shall be applicable:

(i) Bidder shall prepare and furnish to the Borrower and/or the Bank, all such information that the Borrower, and/or the Bank shall reasonably request in relation to the Program.

(ii) Bidder accepts the carrying out of inspections by the Borrower and/or the Bank for the monitoring of, and in relation to, the carrying out of the activities under the Program.

(iii) Any inquiries conducted by the Bank pursuant to these Guidelines are administrative in nature, for the purpose of determining compliance with the Bank's policies, directives, and procedures. Inquiries include, but are not limited to, the review of relevant accounts, records and other documents, and interviews with relevant persons.

(iv) The Guidelines address the following defined practices in connection with the Program:[1]

(a) A "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.[2]

(b) A "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly[3] misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.

(c) A "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.

(d) A "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.

(e) An "obstructive practice" is (i) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation[10] into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or (ii) acts intended to materially impede the exercise of the Bank's contractual rights of audit or access to information.

The above practices, as so defined, are referred to collectively in these Guidelines as "Fraud and Corruption."

[1] Unless otherwise specified in the Loan Agreement, whenever these terms are used in the Loan Agreement, including in the applicable General Conditions, they have the meanings set out in paragraph 4 of these Guidelines.

[2] Typical examples of corrupt practice include bribery and "kickbacks."

[3] To act "knowingly or recklessly," the fraudulent actor must either know that the information or impression being conveyed is false, or be recklessly indifferent as to whether it is true or false. Mere inaccuracy in such information or impression, committed through simple negligence, is not enough to constitute fraudulent practice. [10] As used in the definition of "obstructive practice", the term "investigation" includes any inquiry undertaken under these Guidelines.

Annexure VIII

Affidavit

(*To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary*)

We, M/s. .... (the Bidder/ SI), (the names and addresses of the registered office) hereby certify and confirm that:

(i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the_(Date of Signing of Application).

(ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.

(iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.

(iv) There is no conflict of interest in submitting this Proposal.

We further confirm that we are aware that, our Application for Shortlisting of Organisations to participate in the bidding process eligible parties to select most suitable of them to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of EoI evaluation or thereafter during RFP and the agreement period.

Dated this ....Day of ...., 20.....

Name of the Bidder/ SI

....

Signature of the Authorized Person

....

Name of the Authorized Person

Annexure IX

Self–Undertaking for Payment of Statutory Taxes

(For New Tender Submission as per Finance Dept Executive Order 19-12-2025)

To,
The Procuring Entity,
[Name of Department/Organization] [Address]

Subject: Self–Undertaking regarding payment of statutory taxes before applying for tender

Tender/Bid Reference No & Date: ____________________

1. I/We have duly paid and cleared all statutory taxes, cess, dues, and levies payable to Local Authorities, Panchayats, Municipalities, State Government, and the Central Government up to the date of this tender submission and undertake to promptly discharge any such dues that may arise during the tenure of the contract.
2. I/We shall be solely responsible for payment of all applicable taxes, including GST, duties, license fees, cess, and any other statutory liabilities arising in connection with the performance of the contract.
3. I/We undertake to immediately inform the Procuring Entity of any statutory revision, demand, or default and shall bear complete responsibility for settlement of such dues, keeping the Procuring Entity fully indemnified against any liability in this regard.
4. I/We hereby confirm that all notices, demands, or proceedings issued by any Tax Authority up to the date of this submission have been duly complied with and settled. Any outstanding demand has been disclosed to the Procuring Entity, and I/We undertake to settle the same before award of contract, keeping the Procuring Entity indemnified against any liability.
5. In case of any reduction in the rate or amount of GST, taxes, duties, or levies after the Notification of Award, the corresponding benefit shall be duly passed on to the Procuring Entity without delay.
6. This undertaking shall remain valid and binding for the entire duration of the tender evaluation and, if awarded, for the full tenure of the contract including any extensions, until its closure.
7. I/We understand that at any stage if it is found that any statement or document submitted is false/forged/invalid, the Procuring Entity has discretion to terminate the contract and proceed with alternate arrangements as per the tender's risk purchase clause if any.

I/We declare that the above statements are true to the best of my/our knowledge and belief.

Authorized Signatory

Name: _______________
Designation: ___________
Firm/Company Name:_________
Date:_____________
Place: ________________

Company Seal: _______

Annexure- X

Breakup of Expenses

(On letterhead of the Agency duly stamped and signed)

(To be quoted along with financial bid only,

in case of default, the entire Bid shall be summarily rejected)

S. No.	Deliverable	Amount (INR)
1	Monthly Professional Fee for deployment of one Full-Time Chartered Accountant (excluding GST)	
2	Sub Total per month (Excluding Tax)	
3	GST (@_____ %) on Sl. No.2	
4	Total Monthly Rate including GST *(Sl. No. 2 + Sl. No. 3)*	
5	Total contract amount (S. No. 4 x 12 months) including GST	

Note:

a) Prices quoted are in Indian Rupees only. The pricing should be as per the AS-CFMS requirement inclusive of all envisaged costs apart from GST. GST should be exclusive of the above cost and must be quoted separately.
b) Quoted Price in the Financial Proposal of GeM Bid should be inclusive of all other charges (including GST) required for satisfactory completion of work as per scope of work and terms & conditions etc.
c) Under no circumstances any extra cost/expense and additional taxes, duties, levies etc. shall be payable to the bidder by AS-CFMS unless such a tax, duty or levy has been newly introduced and notified by the Govt. post proposal submission date.
d) Normally applicable GST rate shall be same in case of all the proposals. However, in case of difference, the same will be taken as may be ascertained by AS-CFMS and will be acceptable to Bidder.
e) The rates shall be firm during the validity of the assignment. The fee once finalized shall not change in case sanctioned project cost is revised (increase or decrease) by lender due to any reason whatsoever.
f) The applicable taxes and surcharges shall be paid extra.