

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-10-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-10-2026 12:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Jammu & Kashmir
विभाग का नाम/Department Name	School Education Department Jammu And Kashmir
संगठन का नाम/Organisation Name	Directorate Of School Education
कार्यालय का नाम/Office Name	Diet Doda
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :diet.doda@jk.gov.in Buyer Email id: rabblrouser786@gmail.com
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; Audit Firm, CA Firm
अनुबंध अवधि /Contract Period	6 Month(s) 3 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
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),OEM Authorization Certificate,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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
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
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	50000
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
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

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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. 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.

2. 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.

3. 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.

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate: 3 Years

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.: 3 Years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: 1

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: 1

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; Audit Firm, 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
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents
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	Afshan Tabassum	182202,Office of the Principal DIET Doda Near HSS Girls Doda	Project / Lumpsum Based	N/A

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

GOVERNMENT OF JAMMU & KASHMIR
DISTRICT INSTITUTE OF EDUCATION & TRAINING (DIET), DODA

Sub: Bid document for hiring of services of registered Chartered Accountant/ CA Firm (from the approved panel of CA&AG/ UT Finance Department) for conducting Internal Audit of the Accounts and records of DIET Doda under UT Revenue Budget, SAMAGRA SHIKSHA & other funds for the FY 2023-24, FY 2024-25 & FY 2025-26 through Government e-Marketplace (GeM).

Ref: Joint Director SCERT Central letter No. SCERT-Acct/137/2026-JDC-JK(7896369) dated 03.06.2026.

1. NOTICE INVITING TENDER / BID SUMMARY

Name of Work	Hiring of Chartered Accountant / CA Firm for conducting annual internal audit of accounts and records of DIET Doda for FY 2023-24, 2024-25 and 2025-26.
Funds Covered	UT Revenue Budget, Samagra Shiksha and other funds received/operated by DIET Doda.
Procuring Authority	District Institute of Education & Training (DIET), Doda.
Mode	Through Government e-Marketplace (GeM).
Completion Period	Entire audit assignment shall be completed within 30 calendar days from the date of award/work order.
Payment	No advance. Payment after satisfactory completion and acceptance of final audit deliverables.
Selection	L1 among technically qualified and responsive bidders, subject to applicable GeM/Government rules and reasonableness of rates.

2. BACKGROUND AND OBJECTIVE

The purpose of this assignment is to engage an independent Chartered Accountant / CA Firm for conducting the annual internal audit of the accounts and records of DIET Doda relating to UT Revenue Budget, Samagra Shiksha and other funds for FY 2023-24, FY 2024-25 and FY 2025-26. The audit shall ensure proper verification of receipts and expenditure, compliance with applicable financial rules and guidelines, reconciliation of accounts and identification of discrepancies, unspent balances or other irregularities.

3. SCOPE OF AUDIT

1. Conduct year-wise audit of the records and transactions for FY 2023-24, 2024-25 and 2025-26.
2. Verify receipts, expenditure, vouchers, bills, cash book, bank records, ledgers and supporting documents.
3. Verify utilization of UT Revenue Budget, Samagra Shiksha and other funds against the sanctioned purpose and applicable rules/guidelines.
4. Verify procurement, payments, advances, adjustments and unspent balances, wherever applicable.
5. Verify statutory deductions such as GST-TDS and Income Tax TDS, wherever applicable.
6. Reconcile cash book, bank accounts, expenditure statements and available records.
7. Verify Utilization Certificates (UCs) and Statements of Expenditure with supporting records.
8. Identify and report discrepancies, irregular/inadmissible expenditure, outstanding advances, unspent balances and other audit observations.

4. DELIVERABLES

1. Separate year-wise audit report for FY 2023-24, 2024-25 and 2025-26.
2. Fund-wise Statement of Receipts and Expenditure.
3. Reconciliation/verification of Utilization Certificates and Statements of Expenditure.
4. Statement of audit observations/discrepancies, including unspent balances and outstanding/unadjusted advances, wherever applicable.
5. Final Audit Certificate/Certification in the prescribed format, wherever required.
6. Supporting schedules and working papers necessary to substantiate the audit.

5. ELIGIBILITY / TECHNICAL QUALIFICATION

1. The bidder shall be a Chartered Accountant in practice / CA Firm / LLP validly registered with ICAI and legally competent to undertake the assignment.
2. The CA/CA Firm shall possess valid ICAI Membership/COP and firm registration details, as applicable.
3. The bidder shall have at least 3 years of professional standing as on the bid due date.

4. The bidder shall have experience of audit/accounts/financial compliance work for Government Departments, Government institutions, autonomous bodies, societies, PSUs or Government-funded schemes.
5. The bidder shall be registered on GeM and capable of providing the required professional services.
6. The bidder shall not have been blacklisted/debarred by any Central/State/UT Government Department, PSU, statutory body or Government agency as on the bid due date.
7. The bidder shall possess valid PAN and GST registration, wherever applicable.

6. MANDATORY DOCUMENTS TO BE UPLOADED

1. ICAI Membership Certificate / Certificate of Practice (COP).
2. CA Firm/LLP registration and Firm Registration Number (FRN), if applicable.
3. PAN and GST Registration Certificate, wherever applicable.
4. Proof of relevant Government audit/accounts experience, including work orders/engagement letters and completion/performance certificates, wherever available.
5. Non-blacklisting/debarment undertaking.
6. Undertaking for completion of the assignment within 30 days.
7. Technical Bid/Buyer Added ATC duly signed and stamped by the authorized signatory.
8. Any other document/declaration mandated by GeM.

7. COMPLETION PERIOD

The entire audit assignment for all three financial years shall be completed within 30 calendar days (one month) from the date of award/work order. The CA/CA Firm shall coordinate with DIET Doda and undertake necessary visits/verification of original records as required for completion of the assignment.

8. PROFESSIONAL FEE / FINANCIAL BID

The bidder shall quote a consolidated professional fee for the complete assignment covering all three financial years and all activities specified in the Scope of Work. The quoted amount shall include professional charges, necessary visits, documentation, Boarding /lodging and incidental expenses, along with applicable taxes as per GeM requirements. No separate claim shall ordinarily be entertained for expenses incidental to completion of the assignment.

9. PAYMENT TERMS

1. No advance payment shall be made.
2. Payment shall be released only after satisfactory completion of the complete audit assignment and acceptance of the final audit reports/certificates by the competent authority.
3. Applicable statutory deductions shall be made from the payment.
4. The CA/CA Firm shall rectify deficiencies attributable to the audit work without additional professional charges.

10. AUDIT RESPONSIBILITY

1. The CA/CA Firm shall conduct the audit independently and shall report/certify only matters supported by records and documentary evidence.
2. The CA/CA Firm shall maintain adequate working papers and confidentiality of all records examined during the assignment.
3. Where applicable under ICAI requirements, audit reports/certificates shall bear the required UDIN and professional particulars.

11. EVALUATION AND SELECTION

Bids shall be evaluated in accordance with applicable GeM/Government procurement rules. The Financial Bid shall be considered only for technically responsive/qualified bidders. Selection shall be made on L1 basis, subject to applicable GeM provisions and reasonableness of rates.

12. BIDDER UNDERTAKING (on Bidder letter head)

I/We, _____, authorized representative of _____
_____, hereby certify and undertake that:

1. I/We have read and accepted all the terms and conditions of this Bid/ATC .
2. I/We shall complete the audit of DIET Doda for FY 2023-24, 2024-25 and 2025-26 within 30 calendar days.
3. I/We shall examine the records relating to UT Revenue Budget, Samagra Shiksha and other funds as specified in the Scope of Work.
4. I/We shall submit the required year-wise audit reports, statements, observations, UCs and certificates within the stipulated period.
5. All information and documents submitted by us are true and correct.
6. I/We have not been blacklisted/debarred by any Government Department/PSU/Statutory Body as on the bid due date.

Name of CA/CA Firm	_____
ICAI Membership/FRN	_____
Authorized Signatory	_____
Signature & Seal	_____
Date / Place	_____

13: BANK DETAILS (On bidder letter head)

Particular	Details
Name of Account Holder	
Address	
Bank Name	
Branch	
Account Number	
IFSC	
MICR	
Type of Account	

I/We declare that the above bank particulars are correct and complete. Any

payment delay arising from incorrect/incomplete particulars shall be the bidder's responsibility.

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---

GOVERNMENT OF JAMMU & KASHMIR
DISTRICT INSTITUTE OF EDUCATION & TRAINING (DIET), DODA

No: DIET/D/3105
Dtd: 21-09-2026.

Sub: Bid document for hiring of services of registered Chartered Accountant/ CA Firm (from the approved panel of CA&AG/ UT Finance Department) for conducting Internal Audit of the Accounts and records of DIET Doda under UT Revenue Budget, SAMAGRA SHIKSHA & other funds for the FY 2023-24, FY 2024-25 & FY 2025-26 through Government e-Marketplace (GeM).

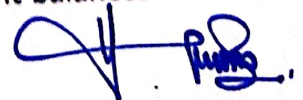
Ref: Joint Director SCERT Central letter No. SCERT-Acct/137/2026-JDC-JK(7896369) dated 03.06.2026.

1. NOTICE INVITING TENDER / BID SUMMARY

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3. SCOPE OF AUDIT

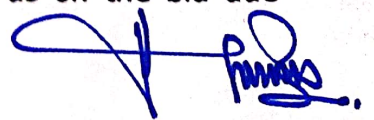
1. Conduct year-wise audit of the records and transactions for FY 2023-24, 2024-25 and 2025-26.
2. Verify receipts, expenditure, vouchers, bills, cash book, bank records, ledgers and supporting documents.
3. Verify utilization of UT Revenue Budget, Samagra Shiksha and other funds against the sanctioned purpose and applicable rules/guidelines.
4. Verify procurement, payments, advances, adjustments and unspent balances, wherever applicable.
5. Verify statutory deductions such as GST-TDS and Income Tax TDS, wherever applicable.
6. Reconcile cash book, bank accounts, expenditure statements and available records.
7. Verify Utilization Certificates (UCs) and Statements of Expenditure with supporting records.
8. Identify and report discrepancies, irregular/inadmissible expenditure, outstanding advances, unspent balances and other audit observations.

4. DELIVERABLES

1. Separate year-wise audit report for FY 2023-24, 2024-25 and 2025-26.
2. Fund-wise Statement of Receipts and Expenditure.
3. Reconciliation/verification of Utilization Certificates and Statements of Expenditure.
4. Statement of audit observations/discrepancies, including unspent balances and outstanding/unadjusted advances, wherever applicable.
5. Final Audit Certificate/Certification in the prescribed format, wherever required.
6. Supporting schedules and working papers necessary to substantiate the audit.

5. ELIGIBILITY / TECHNICAL QUALIFICATION

1. The bidder shall be a Chartered Accountant in practice / CA Firm / LLP validly registered with ICAI and legally competent to undertake the assignment.
2. The CA/CA Firm shall possess valid ICAI Membership/COP and firm registration details, as applicable.
3. The bidder shall have at least 3 years of professional standing as on the bid due date.



4. The bidder shall have experience of audit/accounts/financial compliance work for Government Departments, Government Institutions, autonomous bodies, societies, PSUs or Government-funded schemes.

5. The bidder shall be registered on GeM and capable of providing the required professional services.

6. The bidder shall not have been blacklisted/debarred by any Central/State/UT Government Department, PSU, statutory body or Government agency as on the bid due date.

7. The bidder shall possess valid PAN and GST registration, wherever applicable.

6. MANDATORY DOCUMENTS TO BE UPLOADED

1. ICAI Membership Certificate / Certificate of Practice (COP).

2. CA Firm/LLP registration and Firm Registration Number (FRN), if applicable.

3. PAN and GST Registration Certificate, wherever applicable.

4. Proof of relevant Government audit/accounts experience, including work orders/engagement letters and completion/performance certificates, wherever available.

5. Non-blacklisting/debarment undertaking.

6. Undertaking for completion of the assignment within 30 days.

7. Technical Bid/Buyer Added ATC duly signed and stamped by the authorized signatory.

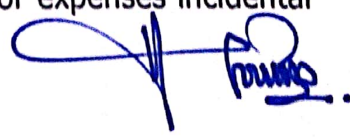
8. Any other document/declaration mandated by GeM.

7. COMPLETION PERIOD

The entire audit assignment for all three financial years shall be completed within 30 calendar days (one month) from the date of award/work order. The CA/CA Firm shall coordinate with DIET Doda and undertake necessary visits/verification of original records as required for completion of the assignment.

8. PROFESSIONAL FEE / FINANCIAL BID

The bidder shall quote a consolidated professional fee for the complete assignment covering all three financial years and all activities specified in the Scope of Work. The quoted amount shall include professional charges, necessary visits, documentation, Boarding /lodging and incidental expenses, along with applicable taxes as per GeM requirements. No separate claim shall ordinarily be entertained for expenses incidental to completion of the assignment.



9. PAYMENT TERMS

1. No advance payment shall be made.
2. Payment shall be released only after satisfactory completion of the complete audit assignment and acceptance of the final audit reports/certificates by the competent authority.
3. Applicable statutory deductions shall be made from the payment.
4. The CA/CA Firm shall rectify deficiencies attributable to the audit work without additional professional charges.

10. AUDIT RESPONSIBILITY

1. The CA/CA Firm shall conduct the audit independently and shall report/certify only matters supported by records and documentary evidence.
2. The CA/CA Firm shall maintain adequate working papers and confidentiality of all records examined during the assignment.
3. Where applicable under ICAI requirements, audit reports/certificates shall bear the required UDIN and professional particulars.

11. EVALUATION AND SELECTION

Bids shall be evaluated in accordance with applicable GeM/Government procurement rules. The Financial Bid shall be considered only for technically responsive/qualified bidders. Selection shall be made on L1 basis, subject to applicable GeM provisions and reasonableness of rates.



12. BIDDER UNDERTAKING (on Bidder letter head)

I/We, _____, authorized representative of _____, hereby certify and undertake that:

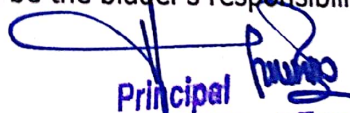
1. I/We have read and accepted all the terms and conditions of this Bid/ATC.
2. I/We shall complete the audit of DIET Doda for FY 2023-24, 2024-25 and 2025-26 within 30 calendar days.
3. I/We shall examine the records relating to UT Revenue Budget, Samagra Shiksha and other funds as specified in the Scope of Work.
4. I/We shall submit the required year-wise audit reports, statements, observations, UCs and certificates within the stipulated period.
5. All information and documents submitted by us are true and correct.
6. I/We have not been blacklisted/debarred by any Government Department/PSU/Statutory Body as on the bid due date.

Name of CA/CA Firm	_____
ICAI Membership/FRN	_____
Authorized Signatory	_____
Signature & Seal	_____
Date / Place	_____

13: BANK DETAILS (On bidder letter head)

Particular	Details
Name of Account Holder	
Address	
Bank Name	
Branch	
Account Number	
IFSC	
MICR	
Type of Account	

I/We declare that the above bank particulars are correct and complete. Any payment delay arising from incorrect/incomplete particulars shall be the bidder's responsibility.


Principal
District Institute of Edu. & Trgs
Doda

