

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-05-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-05-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Corporate Affairs
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Competition Commission Of India
कार्यालय का नाम/Office Name	Delhi
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework; CAG Empaneled Audit or CA Firm, CA Firm
अनुबंध अवधि /Contract Period	1 Year(s) 1 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	16 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Partial Turn over value - 8 (in lakhs)
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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड 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)	400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	21

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

लाभार्थी /Beneficiary :

Joint Director (F&A)

Competition Commission of India, 9th Floor, Office Tower-1, NBCC Complex, New Delhi-110023
(Deepa Ramesh)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
CA Firm	100	90	View File

Total Minimum Qualifying Marks for Technical Score: 90

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:Competition Commission of India, 9th Floor, Office Tower-1, NBCC Complex, New Delhi-110023

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
19-05-2026 11:00:00	Competition Commission of India, 9th Floor, Office Tower-1, NBCC Complex, New Delhi-110023

Financial Audit Services - Financial Reporting Framework; CAG Empaneled Audit Or CA Firm, CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm , CA Firm
Type of Financial Audit	Compilation of Accounts
Category of Work under Financial Audit	Compilation of Accounts
Type of Industries/Functions	Uniform format of Accounts for CAB
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	Yes

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

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

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Vikrant	110023,9th floor, Office Block-1, Kidwai Nagar (East), NEW DELHI-110023	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 6

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

1. Generic

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

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

2. Buyer Added Bid Specific ATC

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

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 :-

- 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).
- Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
- Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Publishing bids on GeM for procurement of works.
- Procurement of Goods by creating a Service bid on GeM & vice-versa.
- 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.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 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---

Special Term and conditions (STC) for Financial Audit Service.

1. Preamble

- A.** All the Financial Audit Service Contracts placed through GeM shall be governed by the following set of Terms and Conditions.
 - I.** General terms and conditions for Goods and Services.
 - II.** Service STC contained in this document.
 - III.** BID/Reverse Auction specific ATC.

- B.** The above terms and conditions are in reverse order of precedence i.e. ATC shall supersede Service-specific STC which shall supersede the GTC, in case of any conflicting provisions.
- C.** The documents represents a special Terms and Conditions (“STC”)/ the Service Level Agreement (SLA) governing the contract between the Buyer and Service Provider. The purpose of this documents is to outline the scope of work the Stakeholder’s obligation and the terms and conditions of all services covered as mutually understood and agreed by the stakeholder’s.

2. Objectives and Goal.

The objective of this documents is to record that all the contractual terms and conditions are in place and to ensure consistent delivery of the services to the buyer by the service provider. The goals of this agreements are to:

- Provide clear reference to service ownership, obligations, accountability, roles and responsibilities of both parties.
- Present a clear, concise, and measurable description of service offered to the Buyer by the service provider.
- Establish terms and conditions for all the involved stakeholder’s, it also includes the actions to be taken in case of failure to comply with conditions specified.
- To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons.

The document will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same.

3. Stakeholders.

The main stakeholders associated with this agreement are:

- a) Buyer:** The buyer is responsible to provide clear instructions, approvals, and timely payments for the services availed.
- b) Service Provider:** The service provider is responsible to provide all the required services in a timely manner. The service providers may also include seller supplier/bidder/contractor, any authorized agents, assignees, successors, and nominees as per the context and as described in the agreement.

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses payment terms and penalties in case of non-adherence to the defined terms and conditions.

4. Service Scope.

4.1 Financial Audit. Preparation of Books of Accounts for Financial Audit by C&AG. Objective examination and evaluation of the financial statements of an organization to make sure that the financial records are a fair and accurate representation to the defined terms and conditions.

4.2 Scope of work-

Financial Audit will get covered under two categories- Statutory Audit and Internal Audit. Buyer to specify the same while selecting filters.

Statutory Audit- Scope of the service includes as:

- **Review of financial statements-** a detailed preparation of financial statements of the Buyer.
- **Financial and reporting framework-** preparing reports in accordance with the Uniform Format of Accounts for Central Autonomous Bodies financial reporting framework to define whether financial statements are in line with the framework provision to upload additional scope of work defining the course details, additional requirements will be provided to buyer.
- **Internal Audit-**

The objectives of internal audit in the public sector are often broader than expressing an opinion on the financial statements, e.g. few buyers would ask for additional review of expense reports, bank transactions, fraud, governance, review of system and processes, etc. whereas few buyers would want a review of treasury operations, bank reconciliation statements, etc. Different buyers will have a different scope of work and it is not possible to define it upfront.

Provision to upload additional scope of work defining the course details, additional requirements will be provided to buyer.

5. Terms & Conditions-

5.1 Buyer's Obligations-

1. Buyer may advise the service provider to disengage any of its staff from service, with 24 hours prior intimation, in case of any negligence on the part of that particular staff.
2. The Buyer shall have the right, within reason, to have any personal removed who is considered to be undesirable with proper reasoning or otherwise.
3. Buyers cannot procure financial advisory services under audit, or there will be a conflict of interest.
4. Price variation clause.
"It is advisable to include Price Variation Clause in the long term contracts to take care of the increase/decrease in prices of various ingredients which majorly affect

the overall price of the service. Buyers are therefore advised to include the Price Variation Clause (PVC) in the bid document through ATC for long term contracts. The additional payment, if any on account of PVC can be done offline till such time online functionality is developed on GeM.”

5.2 Service Provider’s Obligations_

1. The service provider shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point in time.
2. The service provider shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider.
3. No partner in the Service Provider firm should be related to either Managing Director, or chief executive officer or manager and in their absence, a whole-time director within the meaning of section 2(77) of the companies Act 2013.
4. Neither the service provider firm nor its partner(s) or associates should have any interest in the business of the Buyer’s business/organizational activities.

5.3 Standard Terms & Conditions for the service.

1. The persons deployed shall, during course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
2. All the document receipts during the course of the audit should be returned after completion of the audit and it shall be Service Provider’s responsibility to ensure that all documents and information will be used exclusively for internal audit purposes and should be kept confidential and not to be disclosed to the third party at any point on time.
3. The audit personnel for the audit period should not be changed so that continuity and consistency is maintained. The service provider shall conduct appropriate due diligence before employing any person who will be entrusted with the work of conducting the audit. The Service Provider is also responsible for any commission and omission of its employees which may cause and or likely to cause any loss/ damage to the Buyer.
4. In case of any serious financial irregularity and points relating to grave deficiencies, if found, the same may be communicated to the senior management of the Buyer immediately without waiting for the time of submission of the report.
5. The auditors will also be asked to give a presentation on finding in the Audit Reports to the Finance Committee/Board/relevant forums of the Buyer.

6. Payment Terms.

- I. The payments procedure shall be specified in the General Terms and conditions of GeM and the Payment Schedule will as defined by the Buyer.
- II. The payment will be made to the Service Provider as defined by the Buyer on submission of the bill by the Service Provider and after deducting penalty amount, if any.

7. Formula Used.

7.1- Total –

$$\text{Total Price} = A$$

Where,

A= Lump-Sum price quoted by the Service Provider (to be quoted by the service Provider) for financial Audit service.

8. Breach of Contract and Penalties.

- I. Breach of SLA is defined as performed lower than requisite performance in this agreement. The following conditions shall specify breach of contract and the buyer shall have the right to immediately terminate the contract.
 - a) Cumulative penalties reach 10% of the contract value.
 - b) Repeated breach of SLAs beyond 3 instances in the entire contractual period.
 - c) Subcontracting or outsourcing of the contract, in part or whole.
- II. Penalties will be levied on the service provider, for the violation of the Service level Agreement of the contract as mentioned below:

Sr. No	Particulars	Financial Implications
1.	Delay in the submission of audit report	1 st instance – 0.05% of the contract 2 nd instance – 0.01% of the contract 3 rd instance – 0.02% of the contract Or 0.05% per month from the due date of completion of the audit.
2.	Non-deployment of total manpower mentioned in the contract as per the schedule.	0.5% of overall contract value for every week of delay in deployment of manpower.
3.	If the employee of Service Provider is found responsible for any leakage of information, lobbying, bribing etc.	Termination of contract
4.	If Cumulative penalties reach 10% of the contract value	Termination of contract.

9. Additional Terms & Conditions.

Additional conditions which are optional in nature for this service in case buyers may further want to exercise their discretion are as following-

- a) Any transactions of serious nature which is unusual/ not normal to the usual course of business or any other un-healthy practices, persistent irregularities, observed during the physical verification, transactions of fraudulent nature, other serious irregularities like disbursements without proper sanction/ incomplete documentation/ irregularities as per guidelines, as a whole on a monthly basis may however be reported immediately by way of a separate letter.
- b) The serious irregularities, if any noticed shall be covered exhaustively in the executive summary/periodic reports to be submitted.
- c) The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India.

1. General Terms and Conditions-

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1.1 This contract is governed by the General Terms and conditions, conditions stipulated to this Product/Service as provided in the Marketplace.

1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods/ Services specific Special Terms and Conditions (STC) and/or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

2. Buyer added Bid Specific Terms and Conditions-

2.1 Buyer Added Bid Specific ATC.

Buyer Added text based ATC clauses

Buyer Added Additional Terms and Conditions

1. For the purpose of evaluation of Experience Criteria of “Years of Past Experience required” or “Past Experience of Similar Services” required for this bid, “similar type of services” or “Similar services” shall mean Experience in handling of accounting and Financial Management service (including Taxation work) with Central Govt/State Govt/PSU/Public Listed company.

2. In case any bidder is not seeking exemption from Experience Criteria as per bid conditions, the supporting documents to full fill Experience Criteria of “Years of Past Experience required” or “Past Experience of Similar Services” must be uploaded by the bidder for evaluation by the buyer. For fulfilling the experience criteria, any one of the following documents (Bidder may at his discretion submit more than one type of documents) may be considered by the buyer as valid proof for meeting the experience criteria:

- a.) Contract copy along with Invoices(s) with self-certification by the bidder that service/ supplies against the invoices have been executed / completed.
- b.) Execution/ completion certificate by client with contract value.
- c.) Any other document in support of contract execution/ completion like Third Party Inspection release note, etc.

For this purpose, execution/ completion means full execution/completion or substantial execution/ completion wherein at least 80 percent payment of contract value has been received.

3. Firm should be empanelled with C&AG and registered with Institute of Chartered Accountants of India (ICAI).

4. Firm should be registered with Goods and Service Tax (GST)

5. CA. firm should not be blacklisted by any institution/organization and government undertaking. A notarized self-declaration on duly stamp paper (100/-Rs. Non-Judicial) should be attached.

6. AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the State of Consignee i.e. **DELHI/NEW DELHI. DOCUMENTARY EVIDENCE TO BE SUBMITTED.**

The submitted documents must show bidder's office location in DELHI/ NEW DELHI.

Such office can be of any type like Registered office/Branch office/ Corporate office/ Regional Office/ Field Office etc.

Any one of the following valid documents submitted by the bidder during bidding process which can be validated online through respective Government websites by the buyer will be eligible for fulfilling the requirement of office location:

- a) MSME Registration Certificate (UDYAM etc).
- b) GST Registration Certificate.
- c) Certificate of Registration / Incorporation issued by Registrar of Companies (ROC).
- d) Registration certificate/ License issued under Delhi Shop and Establishment Act, 1954.
- e) Employee State Insurance (ESI) Registration letter/ Certificate.
- f) Employee Provident Fund Organization (EPFO) allotment / intimation letter/ registration Certificate.
- g) Any Labour License/ Private Security Agency Regulation Act (PSARA) License/ Labour Identification Number (LIN). No document other than those mentioned above will be considered for confirming office location of the bidder.

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

8. No price variation clause (PVC) will be applicable. Except those variations which are already mentioned as applicable in the GEM Service Specific Terms and Conditions for this item Category / Service level agreement to this service, and GEM General Terms and conditions.

9. Firm have to upload above documents/ certificates for evaluation.

10. Total Personnel of CCI are 123 numbers. However, it may vary.

11. Approx. 100 number of vendor/ non-salary payments were made in a monthly during the FY 2025-26. However, it may vary in future.

12. No Revision/ Rectification/ Scrutiny/ Assessment including Re-assessment related to IT/ GST is pending for previous years. However, if any type of notice pertains to any of the previous financial years received from ITD or GST in CCI the same will be entertained by the successful bidder on behalf of CCI.

13. Approx. two (2) 15CA/CB were generated during the FY 2025-26, However, it may vary in future.

14. CCI's office has only one GST Registration number. CCI has not claimed any GST input/output credit. However, it may vary in future.

15. Approx. 4000 vouchers were entered in tally software during the FY 2025-26. However, it may vary in future on the basis of CCI's scope of work.

16. Approx. receipt of the CCI is Rs. 50-80 Crores in the FY 2025-26, However, it may vary in future.

17. The number of visits of CA and its employees are required on the basis of scope of the work of CCI. However, as and when services of CA firm required by CCI, the firm has to attend CCI's office immediately.

18. The Estimated bid value is for two (2) years.

19. The queries will be entertained on GeM Portal only.

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नोट : यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file, no signature is required.

Technical Evaluation Criteria

S.No	Particulars	Marks to be Allocated	Maximum Marks
1	No of Completed Years	0.5 point per year of Existence. As per Certificate issued by respective institute of CA/CMA. (Fraction of year should be ignored)	5 Marks
2	No of Partners in the audit Firms/LLP who are with the Firm/ LLP for a minimum period of one year as on 31.03.2026	3 marks for each partner holding FCA or FCMA qualification and 2 marks for each partner holding ACA or ACMA qualification.	15 Marks
3	No of Semi- Qualified Assistant (CA/CS/CMA) employed with the Audit Firm.	0.5 point per Semi-Qualified Assistant	5 Marks
4	Experience in handling atleast 2 accounts of Autonomous bodies	Grant up to 25 Cr - 5 Marks, More Than 25 Cr up to 50 Cr- 10 Marks, More than 50 cr - 15 Marks.	15 Marks
5	Experience in Providing Services Related to Preparation & Maintenance of Books of Accounts as per Accounting Standard/ Review of Financial Statement in the Last 2 year	5 Marks Per Assignment per year	15 Marks
6	Average Turnover of bidder firm in last 3 years Rs.50 lakh in each year	5 Marks	5 Marks
7	Certificate of Public Finance & Government Accounting issued by ICAI, DISA Certificate	5 Marks Per Certification	10 Marks
		Technical Marks	70
8	Presentation		30

Maximum Marks

100

“Only those bidder firms that achieve a minimum score of **90 marks** in the technical evaluation shall be considered qualified. Such qualified bidders will subsequently be eligible to participate in the **financial evaluation stage**.”