

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	22-05-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-05-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Uttarakhand
विभाग का नाम/Department Name	Employment And Training Department Uttarakhand
संगठन का नाम/Organisation Name	Directorate Of Training
कार्यालय का नाम/Office Name	Haldwani District Nainital
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Audit report, Financial Reporting Framework, As Per ToR; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	11 Month(s) 4 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	14 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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,OEM Authorization Certificate,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / 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	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)	360000
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
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	18

(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 :

Member Secretary UKSDS
26 E.C. Road, Mahila ITI Building,Near Survey Chowk, Dehradun-248001(Uttarakhand)
(Uttarakhand Skill Development Society)

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	No
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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

Number of Years of firm/company's existence as per ICAI certificate:AS PER TOR

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:AS PER TOR

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

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:AS PER TOR

Number of XX fulltime CA's required and YY professional audit staff:AS PER TOR

Financial Audit Services - Review Of Financial Statements, Audit Report, Financial Reporting Framework, As Per ToR; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report , Financial Reporting Framework , As Per ToR
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Concurrent Audit of UKSDS Centralized Office
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Compliance with contracts , Review system & processes , Risk Management , Bank Transactions , Internal Control over Financial Reporting , Payments to Training Partners
Type of Industries/Functions	Purchase & Procurement , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Payments to Training Partners & Sector Skill Councils
Frequency of Progress Report	Monthly, Quarterly and Annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly, Quarterly and Annual
State	NA
District	NA
एडऑन /Addons	
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 विशिष्ट दस्तावेज़ /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
1	Binita Badoni	248001,26 EC Road ITI Campus Survey Chowk , Dehradun	Project / Lumpsum Based	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 3

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

1. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

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TERMS OF REFERENCE (T o R) for Engagement of CAG Empaneled Audit or CA Firm for Conducting Concurrent Audit of Uttarakhand Skill Development Society (UKSDS)

1.Introduction:

The Uttarakhand Skill Development Society (UKSDS) is a Government Society registered with the Registrar of Societies, Dehradun under the Societies Registration Act, 1860 on 05 February 2013. The Society functions under the administrative control of the Department of Skill Development and Employment, Government of Uttarakhand.

UKSDS acts as the nodal agency of the State Government for planning, coordination, implementation, and monitoring of skill development initiatives across the State. The Society operates under a governance framework consisting of two statutory bodies as per its registered byelaws:

- Board of Governors (BoG)
- Executive Committee (EC)

UKSDS implements various Centrally Sponsored Skill Development Schemes and State Sector Skill Programs funded by the Government of India and the State Government in accordance with the respective scheme guidelines and common norms.

To ensure financial transparency, accountability, and compliance with applicable financial and operational guidelines, UKSDS intends to engage a CAG Empaneled Audit or CA Firm for conducting Concurrent Audit of its financial and operational activities.

The audit shall cover all financial and programmatic transactions conducted through the Society's administrative office located at:

Uttarakhand Skill Development Society (UKSDS)
3rd Floor, Mahila ITI Campus Building
26 E.C. Road, Near Survey Chowk
Dehradun-248001 (Uttarakhand)

2. Background of Skill Development Programs:

The skill development programs implemented by UKSDS aim to enhance employability of youth through structured skill training, certification, and placement support. These programs are implemented through a network of:

- Training Partners/ Industry Partners
- Sector Skill Councils
- Government Training Institutions
- Public Sector Undertakings (PSUs) and other statutory bodies

These initiatives are aligned with the National Skills Qualification Framework (NSQF) of the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India.

3. Sources of Funding of UKSDS:

The Society receives funds under the following categories:

- State Sector Skill Development Programs
- Centrally Sponsored Skill Development Schemes
- Externally Aided Projects (EAP)
- Special Skill Initiatives and Projects

4. Utilization of Funds Received:

- Skill training and certification
- Infrastructure and training support
- Monitoring and evaluation activities
- Placement and post-placement support
- Administrative and operational expenses
- Workshops and Seminars

5. Budget Provision Mechanism:

The budgetary process of UKSDS broadly follows the following procedure:

- UKSDS prepares its annual budget estimates and submits proposals to the Director Training, Haldwani, Uttarakhand.
- The Director of Training ensures that budget provision is made in the State Budget under appropriate heads as per State Government rules.
- Budget allocations approved in the State Budget are released to the Society based on justified requirements.
- The Society receives the allocated funds in its designated bank accounts for specific schemes or projects.
- Bank accounts are operated as per the financial mandate approved by the Executive Committee of the Society.

Given the magnitude, complexity, and volume of financial transactions, a Concurrent Audit mechanism is required to ensure real-time monitoring of financial transactions, compliance with applicable rules, and justification of expenditures.

6. Objectives of the Concurrent Audit: The key objectives of the Concurrent Audit are as follows:

- To ensure proper accounting, recording, and utilization of funds in accordance with applicable scheme guidelines and financial rules.
- To verify compliance with financial rules, procurement procedures, and scheme guidelines issued by the Government of India and the Government of Uttarakhand.
- To review the adequacy and effectiveness of internal control systems and financial management practices.
- To ensure timely identification of financial irregularities, procedural lapses, and control weaknesses.
- To verify that payments made to Training Partners or third parties are accurate and in accordance with approved terms, and to identify any excess or irregular payments requiring recovery.
- To assist management by providing constructive recommendations for improving financial discipline, transparency, and operational efficiency.
- To strengthen risk management practices and governance mechanisms within the Society.

7. Scope of Work :

The Concurrent Auditor shall conduct a comprehensive audit covering the financial, compliance, operational, and procurement aspects of all programmes and activities implemented by UKSDS, in accordance with the concurrent audit standards, guidelines, and practices followed by the Comptroller and Auditor General (CAG) of India. The scope of work includes but is not limited to the following:

(A) Financial Audit -

The auditor shall examine and verify the financial records, transactions, and controls as detailed below:

Ø Accounting Records

Verification of maintenance, accuracy, and completeness of:

- Cash Book
- Bank Book
- General Ledger
- Journal Entries
- Subsidiary Ledgers
- Fixed Asset Register

Ø Receipts

Verification of receipts including:

- Grants received from the State Government

- Grants received from Government of India
- Funds received under externally aided projects
- Interest earned on bank deposits
- Any other receipts of the Society

Ø Payments

Verification of payments relating to:

- Administrative expenditures
- Program expenditures
- Training partner payments
- Vendor payments
- Surrender of funds to Government

The auditor shall verify:

- Approval of competent authority through note sheets
- Supporting documentation and sanction orders
- Payment due dates vs. actual dates
- Reasons for delays, if any

Ø Supporting Documents

Verification of:

- Bills, vouchers, and invoices
- Sanction orders and approvals
- Payment approvals as per bylaws
- Accounting records (e.g., Tally) and supporting schedules
- Scheme-wise fund utilization records
- Sample verification of Training Partner documents

Ø Bank Reconciliation

Verification of:

- Monthly bank reconciliation statements
- Accuracy of bank balances
- Confirmation of all bank accounts operated by the Society

Ø Utilization Certificates

- Verification of Utilization Certificates (UCs) submitted to funding agencies
- Ensuring alignment with financial records

(B) Compliance Audit

The auditor shall assess compliance with applicable rules, regulations, and guidelines:

Ø Regulatory Compliance

Verification of adherence to:

- Scheme guidelines issued by Ministry of Skill Development and Entrepreneurship
- State Government financial rules
- Delegation of Financial Powers (as per Society bye-laws)
- Applicable accounting standards and reporting practices

Ø **Statutory Compliance**

Verification of:

- Timely renewal of the Society
- Filing of tax returns (including monthly and annual returns)
- Income Tax compliance
- Compliance with previous AG audit observations

Ø **Procurement and Financial Norms**

Ensuring compliance with:

- General Financial Rules (GFR)
- Government e-Marketplace (GeM) guidelines
- Schedule of Rates (SoR) and other applicable norms

(C) Operational Audit

The auditor shall evaluate efficiency, effectiveness, and adherence to operational procedures:

Ø **Fund Flow Mechanism**

Review of:

- Fund release from UKSDS to Training Partners
- Compliance with fund release conditions
- Milestone-based payment systems
- Monitoring and settlement of advances
- Recovery of unspent balances

Ø **Training Partner Payments**

Verification of:

- Agreements with Training Partners
- Compliance with contractual obligations
- Approval of training batches
- Assessment and certification records
- Placement claims
- Accuracy of payment calculations

Ø **Procurement Audit**

Review of procurement related to:

- Goods and equipment
- Services
- Consultancy assignments
- Infrastructure development

Verification includes:

- Tendering procedures
- Bid evaluation and scoring (GeM/e-tender)
- Contract award and management
- Payment terms compliance

Ø Administrative Expenditure

Verification of:

- Salaries and remuneration
- Office and administrative expenses
- Travel and conveyance
- Consultancy/professional services
- Procurement of assets
- Infrastructure-related expenses

Ø Beneficiary Records

Sample verification of:

- Candidate enrollment records
- Aadhaar/identity documents
- Attendance via ABEAS
- Training completion and certification records
- Placement records (desk verification)

Ø Internal Control Review

Assessment of:

- Financial approval mechanisms
- Documentation and record keeping
- Asset management
- Fund management procedures
- Risk mitigation practices

The auditor shall provide recommendations to strengthen internal controls.

(D) IT / MIS Audit

The auditor shall verify the integrity, accuracy, and reliability of MIS and data systems:

Ø MIS Data Verification

Verification of:

- Entries in the Management Information System (MIS)
- Consistency between MIS and financial records
- Accuracy and completeness of reported data

Ø Attendance and Data Systems

- Sample verification of student attendance through Face Recognition Systems
- Cross-checking with MIS portal data

Ø **Data Integrity and Reporting**

Assessment of:

- Reliability of data reporting mechanisms
- Data validation processes
- System controls to prevent errors and manipulation

8. Audit Methodology: The Concurrent Audit shall be conducted in accordance with the generally accepted auditing standards, principles issued by the Comptroller and Auditor General (CAG) of India, and the Standards on Auditing issued by the Institute of Chartered Accountants of India (ICAI). The methodology shall include the following:

- Risk-based audit approach involving identification and assessment of key risk areas to determine the nature, timing, and extent of audit procedures
- Detailed examination of books of accounts and financial records to ensure accuracy, completeness, and compliance with applicable accounting principles and government guidelines
- Test check of all high-value transactions (100%) and a random sample of at least 30% of the remaining transactions to verify propriety, regularity, and adherence to prescribed procedures and delegated financial powers
- Verification of scheme and programme records to ensure that activities are implemented in accordance with approved guidelines and objectives
- Review of supporting documents and approvals, including sanctions, vouchers, invoices, and contractual agreements, to establish authenticity and adequacy of documentation. Test check of all high-value transactions (100%) and a random sample of at least 30% of the remaining transactions.
- Analytical procedures, including ratio analysis, trend analysis, and variance analysis, to evaluate financial performance and compliance with norms
- Identification and reporting of irregularities, including inadmissible or ineligible expenditures, deviations from rules, and control weaknesses
- Exit discussions with the Finance Controller and concerned Nodal Officer to present audit observations, obtain management responses, and ensure factual accuracy before finalization of the audit report
- Documentation of audit evidence to support findings and conclusions, ensuring a clear audit trail in line with prescribed auditing standards

9. Reporting Requirements: The Concurrent Auditor shall submit the following reports:

Ø **Monthly Audit Report includes:**

- Summary of transactions reviewed
- Observations on financial irregularities
- Instances of non-compliance with rules and guidelines
- Details of ineligible expenditures
- Status of compliance on previous audit observations.

Ø **Quarterly Review Report includes:**

- Analysis of financial performance
- Identification of systemic issues
- Risk areas and control weaknesses
- Recommendations for improvement.

10. Special Observation Reports: Any serious irregularity, suspected fraud, or major financial deviation shall be immediately reported to the Member Secretary, Executive Committee, UKSDS.

11. Annual Audit Report: A consolidated annual report summarizing key audit findings, systemic observations, and recommendations shall be submitted to the Member Secretary, Executive Committee, UKSDS.

12. Duration of Assignment: The assignment shall initially be for a period of one (1) financial year and may be extended by the Uttarakhand Skill Development Society for up to four (4) additional terms, subject to satisfactory performance and mutual consent. Any continuation of the assignment shall be based on a performance review and approval by the competent authority of UKSDS.

13. Rotation/Cooling off Period: The Selected Firm shall not be eligible for a reappointment/ reappointment beyond maximum 2 consecutive terms of 5 years (Total 10 years) without a cooling off period of 5 years as per the Company Act, 2013(Section 139).

14. Eligibility Criteria for Submitting Technical Profile: The Chartered Accountant Firm must meet the following criteria:

- The firm must be registered with the Institute of Chartered Accountants of India (ICAI) for audit practices.
- ***The firm must be CAG Empaneled Audit or CA Firm for the assignments.***
- The firm should have minimum five (5) years of Audit practicing experience including audit of State/Central Government Projects including EAP and PSUs.
- The firm should have experience in auditing government projects, PSU's, societies, or skill development programs, PSUs.
- The firm should have adequate professional staff including:
 - Minimum 3 Full Time Chartered Accountants as Partners
 - Minimum 5 audit assistants on the firm's payroll.
- The firm should mandatorily have branch office in Uttarakhand.
- Not be blacklisted by any Government Entity/PSUs.
- The applicant firm must have recorded an average annual turnover of at least three times the Estimated Value over the preceding three financial years and shall have a positive net worth.
- Preference shall be given to firms having experience of Government-funded societies / skill development missions.

15. Composition of Audit Team for the Assignment:

The audit team shall include:

- One (1) FCA as Team Leader
- Two Audit Assistants (At least 5 years of experience of projects audit)
- One digital data verification staff

The Team Leader shall be responsible for supervision of the audit process, quality assurance, and

timely submission of audit reports.

16. Deliverables:

The selected firm shall submit:

- Monthly Audit Reports
- Quarterly Review Audit Reports
- Special Reports (if required)
- Annual Consolidated Audit Report

All reports shall be submitted in both hard copy and electronic format.

17. Expected Days of Audit Works: The audit team shall complete the monthly concurrent audit within seven (7) working days from the close of the month, covering all transactions pertaining to the preceding month as per scope of audit.

The indicative annual audit volume shall include examination of approximately 1,000 accounting entries, 600 tax-related entries/returns, and 150 physical register entries within the Society. However, the auditor shall be required to cover all high-value transactions (100%) and a random sample of at least 30% of the remaining transactions

18. Data Security Clause:

- The Concurrent Audit Firm shall comply with the provisions of the Information Technology Act, 2000 (as amended) and the Digital Personal Data Protection Act, 2023, along with all applicable rules and guidelines issued thereunder.
- All personal and sensitive data shall be collected, processed, stored, and transmitted strictly for the purposes defined under this Agreement and in accordance with applicable laws.
- The Concurrent Audit Firm shall implement appropriate technical and organizational security measures, including encryption, access controls, and secure authentication mechanisms, to protect data from unauthorized access, disclosure, alteration, or destruction.
- Personal data shall be processed only with lawful purpose and, where applicable, with valid consent of the data principal as per DPDP Act, 2023.
- The Concurrent Audit Firm shall ensure data minimization and retention only for the duration necessary to fulfill contractual and legal obligations.

- The Concurrent Audit Firm shall promptly report any data breach or security incident to UKSDS within 24 hours and take immediate remedial actions.
- The Concurrent Audit Firm shall ensure that its employees, staff, and team members adhere to strict confidentiality and data protection obligations.
- UKSDS shall have the right to audit and verify the data security practices of the Concurrent Audit Firm during the contract period.
- Upon termination or completion of the contract, the Concurrent Audit Firm shall securely return or delete all data, as directed by UKSDS, and certify such deletion in writing.
- Read only access to MIS/PFMS/ portals.

19. Service Level Agreement (SLA):

- Monthly reports must be submitted within ten (10) working days after the date of audit completed for the particular month.
- Any delay beyond the prescribed timeline shall be treated as a breach of contract unless situation of force majeure.
- The Concurrent Audit Firm shall conduct the audit of UKSDS in accordance with the guidelines and practices followed by the Comptroller and Auditor General of India, which entails a system of continuous, real-time examination of financial transactions to ensure compliance, accuracy, and financial propriety during the course of operations.

20. Penalty for Delay:

- A penalty of 0.5% per week (7 days) of delay subject to maximum of 10% of month fee.
- Excessive Delay shall cause blacklisting as per applicable government rules after due process.

21. Payment Terms:

- Payment, inclusive of all applicable taxes, shall be released on a quarterly basis, subject to the successful completion of three consecutive months of audit and upon submission and acceptance of the audit reports by the Member Secretary, UKSDS.
- Payment shall be released within 30 days from the date of submission and acceptance of the audit reports and receipt of a valid invoice from the audit firm.

22. Independence Clause: The auditor shall maintain complete independence and objectivity in the conduct of the audit. The firm, including its partners, shall not audit any UKSDS training partner or vendor. The auditor shall ensure that no financial, professional, or personal relationships exist that could impair, or be perceived to impair, their independence. Any actual or potential conflict of interest arising during the course of the engagement shall be promptly disclosed to UKSDS.

23. Termination of Contract: The Chairman, Executive Committee, UKSDS reserves the right to terminate the contract in case of:

- Unsatisfactory performance
- Breach of confidentiality

- Non-compliance with contractual obligations
- Indulgence in malpractice or misconduct.
- Excessive Delay (2 Months gap in audit)

24. Ownership of Documents: All reports, documents, and data produced during the course of the assignment shall remain the exclusive property of the Uttarakhand Skill Development Society.

25. Jurisdiction Clause: Any dispute, difference, or claim arising out of or in connection with this engagement shall be subject to the exclusive jurisdiction of the competent courts located in Dehradun, Uttarakhand.

Annexure - Technical & Financial Bid Format

PART - A: TECHNICAL BID

1. Bidder Profile

S. No.	Particulars	Details
1	Name of the Firm	
2	Constitution (Partnership/LLP/Proprietorship)	
3	CAG Empanelment Number & Year	
4	Address of Head Office	
5	Address of Branch Office in Uttarakhand	
6	Contact Person & Designation	
7	Mobile Number	
8	Email ID	
9	PAN Number	
10	GST Registration Number	

2. Experience Details

S. No.	Name of Organization	Nature of Assignment	Duration	Supporting Document
1				
2				
3				

(Attach copies of work orders / completion certificates)

(The applicant may insert additional rows as necessary to provide complete information.)

3. Experience in Government / Skill Development / PSU Audits

S. No.	Sector (Govt./PSU/Skill Development)	No. of Assignments	Remarks
1			
2			

(The applicant may insert additional rows as necessary to provide complete information.)

4. Team Composition

S. No.	Name	Qualification	Experience (Years)	Role in Assignment
1				
2				

(The applicant may insert additional rows as necessary to provide complete information.)

5. Infrastructure & Staff Details

- Office setup in Uttarakhand (Yes/No):
- IT Infrastructure availability:
- Audit tools/software/AI used:

6. Declaration (Technical Bid)

We hereby declare that:

1. All information provided in the technical bid is true and correct.
2. **We are a CAG empaneled audit or CA firm and eligible for the assignment.**
3. We have not been blacklisted by any Government/PSU organization.
4. We have adequate staff and infrastructure to undertake the assignment.

Authorized Signatory:

Name:

Designation:

Firm Seal:

Date:

Place:

PART - B: FINANCIAL BID

1. Financial Quotation

Scope: Monthly Concurrent Audit of UKSDS (State Sector, Central Sector & EAP Projects)

S · N o ·	Particulars	Amount (INR)
1	Professional Fee (Per Month) (Inclusive of all expenses)	₹
2	Applicable GST (%)	
3	GST Amount	₹
4	Total Monthly Cost (Inclusive of GST)	₹

2. Total Contract/ Agreed Gross Value

Description	Amount (INR)
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Total Annual Cost (12 Months) (Inclusive of GST)	₹
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3. Declaration (Financial Bid)

We hereby certify that:

1. The quoted fee is inclusive of all expenses required to complete the assignment.
2. No additional costs shall be claimed during the contract period.
3. The rates quoted are valid for 365 days from the date of submission.
4. We agree to all terms and conditions mentioned in the ToR.

Authorized Signatory:

Name:

Designation:

Firm Seal:

Date:

Place:

Important Instructions for bidders:

Selection of the Concurrent Auditor shall be carried out through the GeM Two-Bid System. The Technical Bid shall be evaluated with reference to the prescribed eligibility criteria, relevant experience, CAG empanelment status, statutory registrations, turnover certificate, PAN, GST registration, and supporting experience documents, along with any other documents required under the tender. Financial Bids of only those bidders found technically responsive shall be opened. The contract shall ordinarily be awarded to the bidder quoting the lowest financial bid (L-1), subject to fulfillment of all tender conditions and the reasonableness of the quoted rates.

If the quoted price is abnormally low, UKSDS may seek justification and reserves the right to reject non-viable bids.

- No deviation from bid terms shall be allowed
- The bidder shall comply with all GeM GTC provisions.
- UKSDS reserves the right to accept/reject any bid.
- The selected firm shall be required to submit a Performance Guarantee equivalent to 3% of the tender value.
- Submission of an Earnest Money Deposit (EMD) is not required; however, submission of a Bid Security Declaration, as specified below, shall be mandatory.

tory.

Bid Security Declaration

To,
The Member Secretary,
Uttarakhand Skill Development Society (UKSDS),
Dehradun, Uttarakhand

Subject: **Bid Security Declaration in lieu of Earnest Money Deposit (EMD)**

Ref: **RFP No.**

Dear Sir/Madam,

We, the undersigned, hereby declare that:

1. We understand that, as per the conditions of the above-mentioned RFP, bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit (EMD), as permitted under GeM and applicable Government procurement rules.
2. We hereby accept that we shall be liable to be **debarred/blacklisted** or otherwise penalized, as per applicable rules, in case of any of the following:
 - If we withdraw or modify our Bid during the period of validity specified in the RFP; or
 - If we are awarded the contract and fail to sign the Contract Agreement; or
 - If we fail to submit the required Performance Security within the stipulated time; or
 - If any information/documents submitted by us are found to be false,

- misleading, or fraudulent.
3. We further understand that this Bid Security Declaration shall remain valid for the entire bid validity period and may be invoked by UKSDS in case of the above-mentioned defaults.
 4. We also acknowledge that this declaration is in compliance with the provisions of **General Financial Rules (GFR), 2017**, Government of India guidelines, and GeM procurement policies.

We hereby submit this declaration in good faith and undertake to abide by all terms and conditions of the RFP.

Thanking you,

Yours faithfully,

Authorized Signatory

Name:

Designation:

Name of the Bidder:

Date:

Place:

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless

otherwise allowed by the applicable GeM GTC.

13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---