

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	10-08-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	10-08-2026 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	Andaman & Nicobar
विभाग का नाम / Department Name	Transport Department, Andaman & Nicobar
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	Directorate Of Transport
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : dirtpt.and@nic.in Buyer Email id: sanjiv.s@and.nic.in
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
अनुबंध अवधि / Contract Period	6 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	2 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) *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 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 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	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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).	14

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

लाभार्थी /Beneficiary :

Assistant Director (T)
Directorate of Transport, Transport Department, Andaman & Nicobar, N/A,
(Sanjiv Kumar Singh)

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. 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. 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

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; 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	CA Firm
Type of Financial Audit	Proforma Accounts
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Purchase & Procurement , Fixed assets, depreciation and amortisation
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

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	Sanjiv Kumar Singh	744101,DIRECTORATE OF TRANSPORT, NO.9 TAGORE ROAD, MOHANPURA, PORT BLAIR	Project / Lumpsum Based	N/A

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. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

SR. ACCOUNTS OFFICER (TRANSPORT)

payable at

DIRECTORATE OF TRANSPORT

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

3. 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 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---

ANDAMAN & NICOBAR ADMINISTRATION

DIRECTORATE OF TRANSPORT

Terms & Conditions

GeM Bid for Engagement of Chartered Accountant Firm

All the interested bidders are requested to read and understand the terms and conditions of the Bid as detailed out in this Bid Document before submission of their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Department.

Scope of Work

The selected Chartered Accountant (CA) Firm shall undertake the following assignments for the financial years **2023-24, 2024-25, and 2025-26**:

1. Preparation of **Proforma Accounts** for each of the above financial years 2023-24, 2024-25 & 2025-26 in the prescribed format and in accordance with applicable accounting standards, Government guidelines, and statutory requirements.
 2. Preparation, reconciliation, and updating of the **Asset Register** for the above financial years 2023-24, 2024-25 & 2025-26.
 3. Verification of records and incorporation of necessary adjustments required for finalization of accounts.
 4. Coordination with the office officials for collection and verification of financial records and supporting documents.
 5. Attendance during the statutory/Government audit of the Proforma Accounts for the above financial years.
 6. Furnishing explanations, clarifications, and supporting documents to the Audit Team as and when required.
 7. Preparation and submission of replies to audit observations/queries relating to the Proforma Accounts and Asset Register.
 8. The firm shall attend to all audit observations until the audit for the respective financial year is completed to the satisfaction of the competent authority.
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Pre-Qualification Criteria (PQC)

The bidder shall fulfill the following minimum eligibility criteria. Documentary evidence shall be uploaded along with the bid, failing which the bid is liable to be rejected.

Sl. No.	Eligibility Criteria	Documentary Evidence Required
1	The bidder shall be a Chartered Accountant Firm registered with the Institute of Chartered Accountants of India (ICAI).	Copy of ICAI Registration Certificate and valid Certificate of Practice (COP).
2	The bidder shall possess a valid Goods and Services Tax (GST) Registration.	Self-attested copy of GST Registration Certificate.
3	The bidder shall have a minimum of 02 (Two) years' experience in preparation of Proforma Accounts, Asset Register, and audit-related works for Government Departments/Autonomous Bodies/PSUs/Statutory Bodies during FY 2024-25 and FY 2025-26 .	Copies of Work Orders/Completion Certificates/Experience Certificates issued by the concerned organizations.
4	The bidder shall have a minimum annual turnover of ₹1,00,000 (Rupees One Lakh only) in each of the financial years 2023-24 and 2024-25 .	Copies of audited Financial Statements/Balance Sheets/Profit & Loss Accounts or a Certificate issued by a Chartered Accountant indicating the annual turnover.
5	The bidder shall not have been blacklisted or debarred by any Central Government, State Government, PSU, Autonomous Body, or Statutory Authority as on the date of bid submission.	Self-declaration on the firm's letterhead duly signed by the authorized signatory.

Deliverables

The selected firm shall submit:

- Proforma Accounts for FY 2023-24. (03 Copies)
- Proforma Accounts for FY 2024-25. (03 Copies)
- Proforma Accounts for FY 2025-26. (03 Copies)
- Updated Asset Register for all the above financial years (2023-24, 2024-25 & 2025-26)
- Audit support during audit proceedings (2023-24, 2024-25 & 2025-26)
- Replies to audit observations until settlement/completion of audit for the FY (2023-24, 2024-25 & 2025-26)

Earnest Money Deposit

The Bidder has to submit EMD for an amount of Rs.2400/-. Bidders can also submit the EMD with Account Payee Demand Draft in favour of Senior Account Officer (Transport), Directorate of Transport payable at Sri Vijaya Puram. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

Performance Guarantee

1. Successful bidder can also submit the Performance Security of 3% of total value of work in the form of Account Payee Demand Draft/TDR/FDR also (besides PBG which is allowed as per GeM GTC). The same should be made in favour of Senior Accounts Officer (Transport) payable at Directorate of Transport, Sri Vijaya Puram. After award of contract, Service Provider can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
2. The Performance Guarantee shall be retained till 60 days beyond the completion of all the contractual obligation of the Work order.
3. Other Terms of Performance Security shall be governed as per GeM General T&C.

Time Schedule

The work shall be completed within 06 months from the date of issue of Work Order/Contract order. The successful bidder shall adhere to the timelines prescribed by the department.

Payment Terms

1. **No advance payment shall be made under any circumstances.**
2. Payment shall be released **only after**:
 - Completion of preparation of Proforma Accounts and Asset Register for the respective financial years; and
 - Completion of the audit of the said accounts; and
 - Submission of replies/clarifications to audit observations, wherever required, to the satisfaction of the department.
3. The bidder shall not claim any interim or part payment during execution of the work.
4. Payment shall be released only after certification by the competent authority that the assigned work has been completed satisfactorily.

5. The successful bidder shall make its own arrangements for deployment of personnel and shall bear **all expenses** relating to the staff deployed for carrying out the assignment.
 6. The quoted rate shall be deemed to be **inclusive of all such expenses** and no claim for reimbursement or additional payment on any account shall be entertained by the department.
 7. The department shall not provide any transport, accommodation, or logistical support to the personnel deployed by the successful bidder
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Responsibilities of the Firm

The selected firm shall:

- Maintain confidentiality of all financial records and information.
 - Deploy qualified Chartered Accountants and competent staff for execution of the work.
 - Ensure compliance with applicable accounting standards, Government rules, and audit requirements.
 - Rectify any deficiencies noticed during audit without claiming any additional cost.
 - Attend meetings, discussions, and audit proceedings whenever called by the department.
 - Remain available for clarification until completion of the audit process.
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Responsibilities of the Department

The department shall provide:

- Available books of accounts, vouchers, records, and supporting documents.
 - Necessary access to records required for preparation of accounts.
 - Reasonable assistance from departmental officials during execution of the work.
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Validity of Offer

The quoted rates shall remain valid for **180 days** from the date of opening of the financial bid.

Taxes

The quoted rates shall be inclusive of all expenses. GST, if applicable, shall be paid separately as per prevailing Government rules upon submission of a valid tax invoice.

Penalty/LD

In case of delay attributable to the firm, the purchaser reserves the right to impose a penalty/LD as per GeM General Financial Rules/contract conditions or to take any other action deemed appropriate.

Force Majeure

For purposes of this Contract “Force Majeure” means an event beyond the control of the parties to the contract and not involving either party’s fault or negligence and not foreseeable. If at any time during the existence of the contract, either party is unable to perform in whole or in part any obligation under this contract because of an event rendering performance of obligations impossible which include acts of God, War, hostility, civil commotions, strikes floods, earthquake, epidemics, quarantine restrictions, fright embargoes or explosions, then the date of fulfillment of contract shall be postponed during the period when such circumstances are operative. The party which is unable to perform its obligations under the present contract shall, within seven (07) days of occurrence of the Force Majeure event, inform the other party with suitable documentary evidence. If such inability on account of force majeure to perform continues for a period of more than three (03) months, each party shall have the right to be released from further performance of the contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to contract terms. The Contractor shall not be liable for forfeiture of his performance security, pre estimated liquidated damages or termination if and to the extent that delay in performance or other failure to perform its obligations under the contract is the result of Force Majeure.

Termination

The department reserves the right to terminate the contract at any stage in case of:

- Unsatisfactory performance;
- Failure to complete the work within the stipulated time;
- Submission of false information or documents;
- Breach of any terms and conditions of the contract.

Confidentiality

The successful bidder shall maintain strict confidentiality regarding all documents, financial information, and records obtained during execution of the work. No information shall be disclosed to any third party without prior written approval of the department.

Jurisdiction

Any dispute arising out of this contract shall be subject to the jurisdiction of Court at Sri Vijaya Puram.

Acceptance

Participation in the GeM bid shall be deemed as unconditional acceptance of all the above terms and conditions. The successful bidder shall comply with all instructions issued by the department during execution of the assignment.