

Request for Expression of Interest (REOI)
for
Empanelment of CA Firms under various categories.



REOI no.- REOI/IA/2024/012

Department- Internal Audit

Important Dates:

Date of commencement of REOI	18 th April 2024
Last Date and Time of Receipts of EOI	30 th April 2024; 16:00 hrs
Place of Submission and Opening of EOI	https://nsdc.eproc.in/

- 1. Introduction:** National Skill Development Corporation (NSDC) is a not-for-profit public limited company incorporated under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). NSDC was set up by the Ministry of Finance as Public Private Partnership (PPP) model. The Government of India through Ministry of Skill Development & Entrepreneurship (MSDE) holds 49% of the share capital of NSDC, while the private sector has the balance 51% of the share capital.
NSDC is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalyzing the creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships and setting up Sector Skill Councils.
- 2. Objective of empanelment:** NSDC is inviting Expression of Interest to empanel eligible CA firms for providing services as per the Terms of Reference mentioned in this REOI at **Annexure-III**. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
- 3.** Interested firms are required to furnish the information/documents as per the format given under **Annexure-I (Eligibility Criteria) and Annexure-II**.
- 4. Duration:** Empanelment of firms is for a period of **03 years** from the date of issuance of letter of empanelment. However, the duration can be reduced or extended based on the performance of firms. More firms can be added to the empaneled list provided they meet the conditions set out under this EOI.
- 5.** Firms will be empaneled based on meeting eligibility criteria under this EOI. For any assignment, NSDC will share SOWs/RFPs separately to empaneled firms to seek quotation/proposal. Evaluation and selection criteria shall be mentioned in specific SOWs/RFPs. Empaneled firms which will be selected under each assignment may be issued PO/Contract.
- 6.** Empanelment does not guarantee that work will be assigned to each of the empaneled firms.
- 7.** During the empanelment period, firms must inform NSDC when firms undergo material changes (internal or external) which can impact the obligation.
- 8.** NSDC reserves the right to reject any or all the proposals submitted in response to this EOI document at any stage without assigning any reasons whatsoever. NSDC also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to EOI.
- 9.** Firms who fulfil all the eligibility criteria as mentioned in **Annexure-I** and interested in this assignment as per Terms of Reference may submit their application in the prescribed format along with relevant documents on NSDC E-proc Portal (<https://nsdc.eproc.in/>) on or before last date and time of submission. Details for submitting applications on NSDC E-proc Portal- may refer **Annexure-IV**
- 10.** All CA firms empaneled with NSDC (reference: REOI/F&A/2021/001 Request for Expressions of Interest (REOI) for Empanelment of Audit Firms for various audit works) also need to reapply for this REOI.
- 11. No Courier/Hand Delivery of physical documents is allowed.**

Annexure-I

Eligibility Criteria: Submission of all the valid/legal documents in context to the above table is mandatory. Only those agencies whose proposals meet all the eligibility criteria will be shortlisted for empanelment.

SI	Parameter	Category A firms	Category B Firms	Category C Firms	Documentary evidence
1	Existence of firm:	Min 15 years of existence from date of publishing of this EOI. The firm must be empaneled with CA&G empanelment in last 2 years from date of publishing of REOI.	Min 10 years of existence from date of publishing of this EOI	Min 3 years of existence from date of publishing of this EOI	-Certification of Incorporation/ Registration -PAN -GST - C&AG Empanelment letter
2	Head office	Head office in any metro city in India (Chennai, Kolkata, Mumbai, Delhi NCR)	Major cities (Pune, Bengaluru, Hyderabad, Ahmedabad, Nagpur, Noida, Ghaziabad, Gurugram) including metro cities	Delhi NCR	Registration Certificates, Rent/Lease Agreements, Water/ Telephone Bill
3	Branch Office/ Partner office	Presence in Minimum 2 different cities apart from head office	Presence in min 1 different city apart from head office	Not Applicable	Registration Certificates, Rent/Lease Agreements, Water/ Telephone Bill
3	Partners	Min 5 partners as on date of publishing of this EOI	Min 3 partners as on date of publishing of this EOI	Not Applicable	Name, Brief experience Details on Letter Head
4	Staff	Minimum 100 staff apart from partners on payroll of the firm	Minimum 50 staff apart from partners on payroll of the firm	Not Applicable	Name, Brief experience Details on Letter Head
5	Average Annual Turnover in Past 3 FYs (2022-23, 2021-22, 2020-21)	Min Rs. 100 Cr	Min Rs. 20 Cr	Min Rs. 40 lakhs	CA Certificate with UDIN
6	Similar experience	Proof of management audit/internal audit of having 10 projects with minimum turnover of Rs. 100 Crores.	Proof of management audit/internal audit of having 5 projects with minimum turnover of Rs. 50 Crores.	Not Applicable	Certified details on letterhead along with Work orders/ Contract/ Agreements/ Certificate of Completion.
7	Non-Blacklisting	The bidder is currently not blacklisted by any Government Organizations, Public Sector Undertakings or Public Limited Companies and is not under a declaration of ineligibility for corrupt or fraudulent practices as on the date of submission of bids.			Self-Certified letter by the authorized signatory

Organisation Details [On the letter head of firm]

Name of the Firm:	
Date of Incorporation of Firm (DD/MM/YY):	
Place of Incorporation:	
PAN Card No. <i>(Copy of PAN card to be attached)</i>	
GSTIN <i>(Copy of GST certificate to be attached)</i>	
Registered Address:	
Turnover of past 3 financial years:	2022-23- INR 2021-22- INR 2020-21-INR
Telephone:	
Website:	
Concerned person's Name and Designation:	
Mobile No:	
Email ID:	

Experience Details:

This needs to be submitted in an excel sheet only and as a part of Eligibility Criteria clause (6)

Assignment No:1	
Name of Client:	
Brief of Services Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:2	
Name of Client:	
Brief of Services Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:3	
Name of Client:	
Brief of Services Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:4	
Name of Client:	
Brief of Services Provided:	
Location and Country:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	

NOTE: Evidence/proof needs to be provided for information mentioned Annexure II. These official documents/proofs should be authorized by the concerned authority.

Please add more rows if required.

Terms of Reference

Objective and purpose of the EOI:

The EOI for empaneling CA firms aims to establish a qualified pool of firms for financial and auditing services, ensuring compliance, quality, and specialized expertise availability. It promotes transparency, fairness, long-term partnerships, and meets stakeholder expectations in financial management and reporting.

Expected deliverables:

Nature of Services	As per Eligibility Matrix		
	Category A	Category B	Category C
Management Audit	Y	N	N
Risk Management	Y	N	N
Financial Due Diligence	Y	N	N
Advisory Services	Y	N	N
Process/Concurrent/Transaction Audit	Y	N	N
System Audit	Y	N	N
Forensic Audit	Y	N	N
Compliance	Y	N	N
Any Other Audits	Y	Y	N
Outsourced Work	Y	Y	N
Certifications/Verification	Y	Y	Y
Statutory Filings	Y	Y	Y

Letter Head of the Firm

Declaration for non-blacklisting

Date:

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action from any authority against our myself/ firm / Company /Organization or partners."

Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization.

In case of any further changes which affect this declaration at a later date; we would inform NSDC accordingly.

Authorized signatory
(With seal)

DEFINITIONS:

1. **C1 India Private Limited:** Service provider to provide the e-Tendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
2. **NSDC e-Procurement Portal:** An e-tendering portal of National Skill Development Corporation (“NSDC”) introduced for the process of e-tendering which can be accessed on <https://nsdc.eproc.in>.

Pre-requisites:

- a) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of NSDC. Bidders can see the list of licensed CA’s from the link www.cca.gov.in
- b) C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-7291981138 for DSC related queries or can email at vikas.kumar@c1india.com.
- c) To participate in the online bidding, it is mandatory for the Applicants to get themselves registered with the NSDC e-Tendering Portal (<https://nsdc.eproc.in>)
- d) System Requirement/ Registration Manuals/ Bid Submission Manuals are available at the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- e) For helpdesk, please contact Help Desk Nos. +91-124-4302033 / 36 / 37
- f) Participant are requested to email their issues to helpdesk at nsdcsupport@c1india.com. This will help serving the participant better
- g) The amendments/ clarifications to the tender, if any, will be posted on the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- h) The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- i) It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s National Skill Development Corporation nor M/s. C1 India Pvt. Ltd will be responsible for such eventualities.