



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5077444

Dated/दिनांक : 21-06-2024

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	04-07-2024 17:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	04-07-2024 17:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	120 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Housing And Urban Poverty Alleviation
<b>Department Name/विभाग का नाम</b>	Na
<b>Organisation Name/संगठन का नाम</b>	Building Materials And Technology Promotion Council (bmtpc)
<b>Office Name/कार्यालय का नाम</b>	Bmtpc
<b>Item Category/मद केटेगरी</b>	Financial Advisory Services - Onsite; Financial Audit Services
<b>Contract Period/अनुबंध अवधि</b>	1 Year(s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	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) *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
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>RCM Applicable/लागू आरसीएम</b>	Yes
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid

**Bid Details/बिड विवरण**

<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	5 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	70000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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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.

3. 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.

**Section 9(3) Of GST/जीएसटी की धारा 9(3)**

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will

have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:**

- The bidders are to be mandatorily empaneled with C&AG.
- The bidders are to mandatorily registered with GEM, GOI.
- The firm should have been in existence for a minimum of 15 years.
- The average taxable turnover/income of the audit firm or the proprietor during the last three financial years (FY 2021-22, 2022-23 and 2023-24) must be more than Rs.30 lakhs.
- The firm should have the experience of working on the accounts and audits of societies/Cooperative societies Government bodies/PSUs/Banks/Financial institutions and companies.
- The firm should have Office at Delhi or NCR region for assignment at Delhi.

**Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:** SCOPE OF WORK

**Scope of work to be uploaded by buyer:** [1718968763.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
25-06-2024 16:00:00	BMTPC Conference Hall, Core-5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi 110003

**Financial Advisory Services - Onsite; Financial Audit Services ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Financial Audit Services
Sub-category of Financial Advisory Services	Review of Financial Statements Financial Reporting Framework Audit report
Financial Advisory Reports	Yes
Frequency of Progress Report	Half Yearly
Type of Professional/Resources required	Chartered accountant , CAG Empaneled CA Firm
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	CAG empanelled firm
Total Experience of Professionals / Resources (In years)	Minimum 15 years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details**

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट	RCM Applicable /लागू आरसीएम	GST as per RCM/रिवर्स प्रभार के अनुसार जीएसटी	GST Cess 1 as per RCM/रिवर्स प्रभार के अनुसार जीएसटी उपकर 1	Optional RCM/वैकल्पिक रिवर्स प्रभार
NA	NA	Yes	18%	NA	Yes

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़****Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Dalip Kumar	110003,BMTPC, Core 5A, First Floor, India Habitat Centre, Lodhi Road, New Delhi	1	N/A

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

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

**3. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**4. Certificates**

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

**5. Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer

alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 6. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 7. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Building Materials & Technology Promotion Council, New Delhi

Account No.

62054931366

IFSC Code

SBIN0020511

Bank Name

State Bank of India

Branch address

Pragati Vihar, Delhi Branch, Ground Floor, Core 6, SCOPE Complex, Lodi Road, New Delhi – 110 003

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

## 8. Buyer Added Bid Specific ATC

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

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)

9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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.

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 within 4 days of bid publication on GeM. 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

**---Thank You/धन्यवाद---**

**E-TENDER  
FOR APPOINTMENT  
OF CHARTERED ACCOUNT FIRM AS  
STATUTORY AUDITORS  
FOR BMTPC**



**Building Materials & Technology Promotion Council**  
Ministry of Housing & Urban Affairs, Government of India  
Core 5A, 1<sup>st</sup> Floor, India Habitat Centre, Lodhi Road  
New Delhi -110 003



## **Building Materials & Technology Promotion Council**

Ministry of Housing & Urban Affairs, Government of India

Core 5A, 1<sup>st</sup> Floor, India Habitat Centre, Lodhi Road

New Delhi -110 003

**TENDER No. BMTPC/Accts/SA/2024**

### **NOTICE INVITING E-TENDER**

The Building Materials & Technology Promotion Council (BMTPC), registered as Society in 1990, is an organisation fully funded by the Ministry of Housing & Urban Affairs, Govt. of India with the objective of bridging gap between the laboratory development and large scale field application of cost effective, sustainable building materials and housing technologies including disaster resistant construction practices. The Council is a technical partner of Ministry of Housing & Urban Affairs and extends its support towards appraisal, monitoring, handholding & other logistics for mission mode programme operated by the Ministry such as PMAY-U. The fund utilization/disbursement made by the Council during Financial Year 2022-23 was Rs.2509 crores approx. which includes Rs.2159 crores paid as interest on borrowed amount for NUHF on behalf of Ministry of Housing & Urban Affairs.

Bids are invited in two Bid System from eligible Chartered Accountant Firms to be appointed as the Statutory Auditors for BMTPC for the financial year 2023-24 onwards. The Bidder should be CAG empanelled and registered with GEM and should also have average annual taxable turnover of Rs.30 lakhs in last three years for engagement as Statutory Auditors of BMTPC. Those agencies may download the tender documents from the GEM.

**Please refer to this e-tender at GEM for final dates and time.**

The online bid both (1) Technical Bid and (2) Financial Bid, should be uploaded by the due date and time as per the above schedule given on GeM Portal. The responsibility to ensure the same lies with the bidders. Off-line tenders shall not be accepted and no request in this regard will be entertained whatsoever. Online Technical Bid will be opened at the first instance for technical evaluation as well as selection of technically acceptable offers. In the second stage, the Financial Bids of only the selected and techno-commercially acceptable offers will be opened. Decision of the Council, regarding selection of eligible and qualified vendors / firms for opening the Financial Bid shall be final and binding on the bidders. Bidders may be present during opening of tenders.

BMTPC, New Delhi reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. BMTPC shall also not be bound to accept merely the lowest tender but the technical suitability and capability as per evaluation criteria shall be of prime consideration for selection.



## CHECK LIST

Check list of Tender No. *BMTPC/Accts/SA/2024* for “**Appointment of Chartered Account Firm as Statutory Auditors for BMTPC**”.

Sl. No.	Description	Yes	No
01	The Firm should be mandatorily empanelled with C&AG. Whether the proof of empanelment enclosed with the technical bid document?		
02	The firm should have been in existence for a minimum period of 15 years. Whether self-certified copy of the Registration certificate of the firm attached?		
03	The average taxable turnover/income of the audit firm or the proprietor during the last three financial years (FY 2021-22, 2022-23 and 2023-24) must be more than Rs.30 lakhs. Attach supporting documents.		
04	The firm should have the experience of working on the accounts and audits of societies/Cooperative societies Government bodies/Banks/Financial institutions and companies. Whether details of audits conducted in the last <i>three years</i> attached the documentary proof attached?		
05	Whether E-Tender uploaded on GEM Portal of Govt. of India (i.e. Technical & Commercial) separately.		
06	Whether Tender documents carefully studied & Understood		
07	Whether Tender documents duly signed and stamped on all pages is scanned and uploaded as Part – I of the Tender in GEM portal.		
08	Whether Earnest Money of <b>Rs.10,000</b> submitted by Online and Scanned copy of NEFT/RTGS details uploaded as Part – I of the Tender. <b>Please note that the copy of the NEFT/RTGS details should be uploaded with the Technical Bid.</b>		
09	Whether Declaration regarding Non-relation, duly signed and stamped, and scanned copy of the same uploaded as Part – I of the Tender in GEM portal.		

10	Whether Declaration certifying that there are no extra conditions quoted in the Offer Form duly signed and stamped, and scanned copy of the same uploaded as Part – I of the Tender in GEM portal.		
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Date:

Signature of the Tenderer

Place:

Official Seal

## **General Information and Instructions**

1. The instruction given herein will be strictly binding on the tenderers and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Bids shall be submitted online only at GEM. Manual bids shall not be accepted.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. Bid should be submitted along with the **Earnest Money of Rs.10,000 (Rupees Ten Thousand Only)** through NEFT/RTGS in the account of BMTPC, New Delhi as per details given in **Annexure-F**. Earnest Money deposit in the form of DD / Pay Order / Bank Guarantee /Bond or any other instrument shall not be accepted and shall be rejected straightway. Earnest Money deposits in respect of such offers which are not accepted will be returned to the bidders within 30 working days from the date on which the final decision is taken about the source from which the items under tender are to be procured or within 2 (two) months from the date of the opening of the tenders, whichever is earlier. No interest will be paid on the Earnest Money deposited with the Council. Earnest Money deposit in respect of the successful bidders will be retained with the BMTPC, New Delhi as Performance Guarantee until entire execution of the order as per terms of the tender. If the successful bidder fails to execute the order strictly as per the BMTPC, New Delhi specification in full or part within the stipulated delivery period of the purchase order, the Earnest Money deposit retained with the BMTPC, New Delhi shall be forfeited forthwith after cancellation of the concerned order. In case of non-receipt of EMD, the Tenders are liable to be rejected.
5. **Validity of Bids:** The Bids should remain valid for 120 days from the date of bid opening.
6. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
7. The Financial Bid (BOQ) shall be filled as per Proforma available at GEM portal. Off line Financial Bid shall not be accepted.
8. **Tender must be uploaded on-line in two separate sets - namely Set-1 (Technical on GEM Portal. The contents of Cover shall be as follows:-**

### **Set – 1 (Technical Bid)**

- i) Technical (Techno-Commercial) BID duly filled-in and signed with official stamp. (as per Annexure-C).
- ii) General Terms & Conditions (as detailed in Annexure-A) duly signed with

- official stamp as a token of acceptance.
- iii) Scanned Copy of the current and valid Certificate of empanelment with C&AG.
  - iv) The firm should have been in existence for a minimum of **15 years**. Attach scanned copy of Registration Certificate of the Firm.
  - v) The average taxable turnover/income of the audit firm or the proprietor during the last three financial years (FY 2021-22, 2022-23 and 2023-24) must be more than Rs.30 lakhs.
  - vi) The firm should have the experience of working on the accounts and audits of societies/Cooperative societies Government bodies/Banks/Financial institutions and companies. Whether details of audits conducted in the last 3 years attached the documentary proof attached.
  - vii) The firm should have Office at Delhi or NCR region for assignment at Delhi. Attach Self certified address proof, copy of the ICAI Registration Certificate with places of branches mentioned.
  - viii) The 'Declaration' duly signed with official stamp (as detailed in Annexure-B).

**Set – 2 (Financial Bid)**

- i) The **Financial Bid** shall be duly filled in on GeM Portal inclusive of GST.

N.B.: The bidders shall consider the prevailing GST rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties by the Government of India, the rates applicable at the time of payment may be considered by the competent authority of the BMTPC, New Delhi against submission of supporting documentary evidence.

9. The authority of Building Materials & Technology Promotion Council, New Delhi, does not bind themselves to accept the lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

**Building Materials & Technology Promotion Council**  
Ministry of Housing & Urban Affairs, Government of India  
Core 5A, 1<sup>st</sup> Floor, India Habitat Centre, Lodhi Road  
New Delhi -110 003

**GENERAL TERMS & CONDITIONS (GTC) FOR SUBMISSION OF TENDER FOR APPOINTMENT OF STATUTORY AUDITORS FOR BMTPC**

**1. SCOPE OF WORK:**

- a) To conduct statutory audit of BMTPC and provide guidance on maintenance & finalization of Accounts and strengthening of internal control system.
- b) The Statutory auditors may devise additional areas of inspection and examination of the documents/ areas of operation so as to minimize loss of revenue, increase transparency and internal controls, maximize functional efficiency, detect/prevent frauds and mismanagement, efficient application of resources and finances, adherence to regulatory mechanisms, adherence to Accounting Standards applicable to Autonomous Bodies, Standards on statutory Audit, Guidance note / Guidelines issued by Institute of Chartered Accountants of India. The statutory Auditor should facilitate strengthening the internal controls at all spheres of operation of the Institute.
- c) **Scope of Audit**
  - i) Obtaining an understanding of the organization and operational and accounting practices in the organization.
  - ii) Understanding the risk elements, if any and providing suggestions from time to time and verification of the same with respect to statutory and taxation issues.
  - iii) Compliance with Govt. rules and Internal Governance procedures wherever applicable.
  - iv) Scrutiny of Cash and Bank Book
  - v) Scrutiny of General Ledger and Subsidiary Ledger
  - vi) Verification of Bank Reconciliation Statements
  - vii) Verification of TDS transactions
  - viii) Scrutiny of recovery of CPF, Income Tax, etc. from Salary Bill and payment to respective authority.

- ix) Verification of Bill, Payment of Vouchers (Both Cash & Bank), Journal Vouchers and all Records maintained by Accounts Department.
- x) All other work as required for issuing of statutory audit certificates.
- d) **Finalization**
  - i) Audit of Half yearly Accounts.
  - ii) Audit of Annual Accounts.
- e) **Audit Report/ Certificate**

Submission of:

  - i) Audit/Review Report on Half Yearly Accounts
  - ii) Audit/Review Report on Yearly Accounts

**2. ELIGIBILITY CRITERIA:**

- a. The bidders are to be mandatorily empaneled with C&AG.
- b. The bidders are to mandatorily registered with GEM, GOI.
- c. The firm should have been in existence for a minimum of *15 years*.
- d. The average taxable turnover/income of the audit firm or the proprietor during the last three financial years (FY 2021-22, 2022-23 and 2023-24) must be more than Rs.30 lakhs.
- e. The firm should have the experience of working on the accounts and audits of societies/Cooperative societies Government bodies/PSUs/Banks/Financial institutions and companies.
- f. The firm should have Office at Delhi or NCR region for assignment at Delhi.

3. **PRICES:**

The prices and rates indicated/quoted shall be inclusive of professional fees, all incidental charges to be appointed as the Statutory Auditors of the BMTPC and GST and any other taxes/levies. Price and rate quoted shall be firm and fixed for the entire period of execution of the order and no escalation of rate on any ground whatsoever shall be applicable. TDS will be deducted by the Council as per provisions of Income Tax Act, 1961. No boarding lodging and out of pocket expenses will be paid by BMTPC.

4. **TIME PERIOD FOR ENGAGEMENT:**

The selected Chartered Accountant firm will be required to provide the above mentioned services as Statutory Auditors initially for one accounting year i.e. 2023-24. However, considering satisfactorily work, the appointment may be extended on yearly basis.

5. The successful bidder shall submit the “Tender Acceptance letter printed on Company Letter Head, duly signed and stamped as token of acceptance of the order” within 3 (Three) days from the date of Placement of the order.

6. The auditors shall act with independence, integrity and objectivity. They shall undertake all audit works with an independent open mind and shall not come under any influence of anybody.

7. The firm has to give declaration that no Partner/Proprietor/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountant of India.

8. The appointed firm has to give a declaration/undertaking that:

a) The audit would not be done by a person who is neither a partner/proprietor nor an article/employee of the CA firm to which the audit has been allotted.

b) The partners/proprietor, employee and other personnel of the firm will not divulge any information that has come to their possession during the course of audit to any person other than the authorized officials of BMTPC.

09. In case of any change in the constitution of the firm on account of merger, de-merger or for any other reason the same would be brought to the notice of BMTPC.

10. **ASSESSMENT OF PROPOSALS:**

Proposals received will be evaluated by a Committee constituted for the purpose by BMTPC. The Committee will technically evaluate proposals of eligible agencies (as per eligibility criteria listed at para (2)). The Committee while evaluating the Technical bids shall have no access to the Financial Proposals until the technical evaluation is concluded.

11. **PENALTY CLAUSE:**

If any later stage the anomaly/loss/fraud, due to non-performance of the duties of the CA firm, surfaces the firm will be held responsible for the financial implication, which includes imposition of penalty and withholding of the dues of the agency, apart from other legal remedy. If the selected firm back tracks from its agreement, BMTPC will be at liberty to allot the audit work to L-2 firm at the risk & cost of L-1 firm.

12. **PAYMENT TERMS:-**

No advance payment shall be made by the Council on any circumstances. Digital Payment (e-Payment) through RTGS/NEFT/TT/etc. shall be released within **30 (Thirty)** working days from the date of receipt of Tax-Invoice. Invoice should be submitted indicating the GST number of BMTPC and Firm, Name of the Banker, IFSC Code, Account number, RTGS and IFSC number of the bank, etc. for releasing e-payment to the supplier.

13. The authorities of the BMTPC, New Delhi have the right to amend, alter or modify the terms & condition mentioned above, if necessary, from time to time.

14. The authorities of BMTPC, New Delhi, does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.

15. The agencies participating in the tenders & bidding may obtain on specific request, details about the outcome of the Tender and other related details, if any.

16. BMTPC and the firm shall make every efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract. If, after thirty (30) days from the commencement of such informal negotiation, the Client and the firm have been unable to amicably resolve dispute, the same shall be referred to the Arbitrator to be appointed by BMTPC, whose decision shall be firm & binding to both the parties. In this regards, provisions of Arbitration as amended up-to-date shall be applicable. The court of Delhi will be jurisdiction for any dispute arising out of these contents.

17. BMTPC reserves the right for the removal of auditors/firm, in case work is not found satisfactory or there is any breach of contract/misconduct by the firm, with a prior one month notice in writing.

18. No bidding firm will be allowed to withdraw its bid after technical bids have been opened. If any firm intends to withdraw after opening of Technical Bid, its EMD will be forfeited.

Executive Director  
BMTPC

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**Tender No. BMTPC/Accts/SA/2024**

**DECLARATION-I**

We do hereby accept the “General Terms & Conditions” as provided by the Building Materials & Technology Promotion Council, New Delhi along with the Tender documents for Appointment of Chartered Account Firm as Statutory Auditors for BMTPC and also undertake to tendered work at Building Materials & Technology Promotion Council, New Delhi, in the event of our appointment as statutory auditors of BMTPC. If any later stage the anomaly/loss/fraud, due to non-performance of the duties of the firm, surfaces we shall be held responsible for the financial implication, which includes imposition of penalty and withholding of the dues of the agency, apart from other legal remedy. If the firm back tracks from its agreement, BMTPC will be at liberty to allot the audit work to L-2 firm at the risk & cost of L-1 firm.

Signature of the Bidder / Constituted Attorney

**DECLARATION-II**

This is to certify that I/We have no close relative as an employee of the Building Materials & Technology Promotion Council (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the tenderer

Address:

Official seal with date

Tender No. BMTPC/Accts/SA/2024

**TECHNICAL BID PROFORMA**

**Notes: ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.**

S. No.	Particulars	Details		
1.	Name of the Firm			
2.	Address of the Delhi Office of the Firm with name of authorized partner, Telephone number, Mobile number, E-mail ID			
3.	ICAI Registration Number of the firm and date			
4.	Empanelment number with C&AG of India			
5.	Proof of empanelment with GEM			
6.	The firm should have the experience of working on the accounts and audits of societies/Cooperative societies Government bodies/Banks/Financial institutions and companies in the last F.Y 2022-23. Self certified list of firms to be attached.			
7.	Annual Turnover/Income	a.	2021-22	
		b.	2022-23	
		c.	2023-24	
8.	Chartered Accountant In-Charge of the Proposed Assignment who will be the coordinator with contact details.			

**Documents to be submitted along with the above information:**

- a. Copy of Registration certificate of the firm with ICAI
- b. Copy of Empanelment with C&AG of India in support of the above
- c. Copy of GEM registration certificate
- d. Copy of Income Tax Returns for last three years.
- e. Copy of appointment letters from clients in the area of Statutory Audit if any.
- f. Undertaking in letterhead as per Annexure – D.

I/We hereby declare that the above statements are true. I/We also declare that the decision of Building Materials & Technology Promotion Council, New Delhi, regarding selection of eligible firms for opening of Financial Bid (Part-II) shall be final and binding on me/us.

Dated

Official Seal

Signature of the Tenderer/Constituted Attorney

**(To be written in the letterhead of the firm)**

**UNDERTAKING**

I / we do hereby declare the following:

1. that all the above-mentioned information are true and correct and I / we also undertake to abide by the terms and condition of the contract and would make compliance of terms laid-down in the contract if executed by us with **BMTPC**.
2. that we (**Name of firm**) are a firm of Chartered Accountants registered with the Institute of Chartered Accountants of India (firm registration No.). In connection with submission of our bid for “selection of a CA Firm for carrying out Statutory Audit at BMTPC” we hereby declare and solemnly affirm that we have not been declared as ineligible for corrupt and fraudulent practices by Government or black listed by any government department / organization / agency and no member handling the assignment if selected are penalized in any disciplinary proceedings before our respective professional institutes.
3. that we have completed all the assignments undertaken by us and we also confirm that any assignment has neither been left incomplete nor we have withdrawn from any assignment on our own or asked to leave the assignment by the party.

**Date:**  
**Place:**

**Signature of Authorized Signatory of the  
Firm along with seal of firm**

**Details of CA Firm's Experience of Similar Services during the last 3 (three) years**

Sl. No.	Name of the Assignment	Name of the Assignment (Start date/ End date)	Name of the Client	Nature of the Assignments (Please specify the work involved as detailed in scope of work)	Details of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:  
OFFICE SEAL:

Signature:  
Name:  
Designation :

**BANK DETAILS OF BUILDING MATERIALS & TECHNOLOGY  
PROMOTION COUNCIL, NEW DELHI**

Name of the Account Holder	Building Materials & Technology Promotion Council, New Delhi
Account No.	62054931366
Bank Name	State Bank of India
Bank Address	Pragati Vihar, Delhi Branch, Ground Floor, Core 6, SCOPE Complex, Lodi Road, New Delhi – 110 003
IFSC Code	SBIN0020511
Type of Account	Savings
Branch Code	20511
GST No.	07AAATB0304Q1ZW

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

*[Department User may ask for Tender Acceptance Letter instead of asking Signed Tender Document from the Bidders. This is a sample format; User may revise it as per their Tender Conditions]*

Date: \_\_\_\_\_

To,

**The Executive Director**  
**Building Materials & Technology Promotion Council**  
**Core 5A, Lodhi Road**  
**New Delhi – 110 003**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No: \_\_\_\_\_**

**Name of Tender / Work : - Appointment of Chartered Account Firm as Statutory Auditors for BMTPC, New Delhi.**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely GEM Portal of Government of India, as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**