



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4907086
Dated/दिनांक : 02-05-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-05-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-05-2024 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Minority Affairs
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Maulana Azad Education Foundation
Office Name/कार्यालय का नाम	Maulana Azad Campus, Chelmsford Road, New Delhi-110055
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	11 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price/न्यूनतम मूल्य	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value/अनुमानित बिड मूल्य	375000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

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. 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 / Public Listed Company. 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.

4. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:As per RFP Document

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 RFP Document

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 RFP Document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per RFP Document

Number of XX fulltime CA's required and YY professional audit staff:As per RFP Document

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1714637013.pdf](#)

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per RFP	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm

Specification	Values
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , IT Filing
Type of Industries/ Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Fortnightly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Fortnightly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	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	Deepak Shukla	110055,Maulana Azad Campus,Chelmsford Road Opposite New Delhi Railway Station Gate No - 1	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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

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.

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---



**Bid Document for Appointment of Statutory Auditor in Maulana
Azad Education Foundation, New Delhi**

02.05.2024

Maulana Azad Education Foundation
(Ministry of Minority Affairs, G.O.I.)
“Maulana Azad Campus”, Chelmsford Road, New Delhi-110055
Phone-011-45607264/42131783/45038329/41315915
Email: secy-maef@nic.in, Website: www.maef.nic.in

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Maulana Azad Education Foundation (MAEF)

Introduction:-

Maulana Azad Education Foundation is a voluntary, non-political, non-profit making social service organization under Ministry of Minority Affairs, Government of India, established to promote education and vocational/skill development training amongst marginalized section of the Society. Maulana Azad Education Foundation was established under Societies Registration Act, 1860 on 6th July, 1989. The objective of the Foundation is to offer high-quality, innovative and need-based programmes at different levels, to all those who require these; and reach out to the disadvantaged segments by offering financial assistance to the NGOs/Programme Implementing Agencies (PIAs) across the country. The Foundation has made remarkable achievements through its scholarship scheme for the meritorious girl students which are encouraging parents from minority communities to send their girl child to school.

MAEF is dedicated to meet educational and skill developmental needs of marginalized sections of minority communities viz; Muslims, Christians, Sikhs, Buddhists, Parsis and Jains in the country. Gharib Nawaz Employment Scheme is a special skill development programme of the Foundation to achieve Government's goal of – "Skilling India" leading to achievement of vision of Government of India, by providing meaningful and sustainable livelihood options, in terms of wage employment/ self-employment opportunities to all minority communities.

1. MAEF intends to appoint a Chartered Accountant Firm for Statutory Audit for the Financial Year 2023-24, filing of Income Tax Return for the Financial Year 2023-2024, filing of Form 10 & 10B, filing of quarterly TDS return for the Financial Year 2024-2025, Registration under GST & Filing of applicable GST return and other task as mentioned in the scope of work.
2. General Terms and Conditions of Tender notice is mentioned in Annexure –I.
3. Details of scope of work, other terms & conditions are as per Annexure-II.
4. Minimum eligibility criteria are mentioned in Annexure-III.

(-sd-)

Secretary

Maulana Azad Education Foundation

Place: New Delhi

Annexure -I
General Terms & Conditions of the Tender Notice:-

- a. All Annexure mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work and other terms and conditions mentioned in **Annexure II**.
- b. The contract is for a period up to finalization of Statutory Audit of MAEF for FY 2023-24 or Submission of last quarter TDS Return for FY 2024-25, subject to it being renewed on the basis of the satisfactory performance of the agency/party. Further MAEF may extend the contract period on mutual consent with the firm on completion of satisfactory service of contract.
- c. The bidding process can be cancelled/ modified/ redefined/ altered by the MAEF without assigning any reason.
- d. Any other influence of any type may disqualify the bidder and the bid will be outright rejected.
- e. Fees will be paid on submission of bill and fulfillment of relevant terms & conditions mentioned in the appointment order. Statutory Audit Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Statutory Audit of Depts of GoI/PSU. Further, Team must consist of sufficient qualified Audit Assistants to complete the assignment within stipulated time frame.
- f. The decision of MAEF authority will be final under any circumstances.
- g. The CA firms are advised to quote the rates related to each work by considering the minimum fees as recommended by the Committee for Members in Practice (CMP), ICAI.**
- h. Estimated Cost of the Work – Rs.3,75,000/- (Rupees Three Lakh and Seventy Five Thousand Only).**
- i. Minimum cost of work – Rs.1,65,000/- exclusive applicable tax.**
 - (a) Statutory Audit for FY 2023-2024- **Rs.40,000/-**
 - (b) Filing of Income Tax Return for FY 2023-2024 along with Form 10 - **Rs.17,000/-**
 - (c) Filing of Quarterly TDS Return for FY 2024-2025 (**Rs.9,000/- quarterly**) - **Rs.36,000/-**
 - (d) Filing of Form 10BD for FY 2024-2025, if required – **Rs.4,000/-**
 - (e) Registration of MAEF under GST Act – **Rs.20,000/-**
 - (f) Filing of applicable GST Return/challan/furnish of details inward & outward, if applicable, misc. services under GST Act **Rs.4,000/- monthly– Rs.48,000/-**

Annexure -II
Scope of work

1. Statutory Audit of the accounts of MAEF for the Financial Year 2023-2024.
2. Filing of form 10, Form 10B & Income Tax Return for the Financial Year 2023-2024.
3. Filing of TDS Returns for the Financial Year 2024-2025.
4. Filing of Form 10BD for the Financial Year 2023-2024, if required.
5. Registration of the Foundation under GST Act & filing of applicable GST Return/challan/furnish of details inward & outward if applicable, TDS on GST, misc. services on monthly basis under GST Act.
6. The CA firm will do all the Income tax related work, file appeal before the Income Tax Authorities (Principal Chief Commissioner/Commissioner of Income Tax, Exemption) or Central Board of Direct Taxes or any other related work for the FY 2022-23. Fees of same will be decided by the Management of MAEF.
7. Any other professional services relating to Audit Paras (C&AG) or Income Tax matter. Fees of same will be decided by the Management of MAEF.
8. The CA Firm will also apprise & advise MAEF about any relevant amendments of CBDT/ Income Tax Department from time to time during their tenure.
9. Internal controls, compliance with generally accepted accounting principles & procedures, accuracy and method of accounting and government procedures.
10. Auditor will be required to give its opinion as to whether Balance Sheet, Income & Expenditure account and Receipts & Payment account of period of under Audit, read with Accounting policies give True and Fair view of State of affair of Society, Grants utilized and Receipts & Payments the Authority for the year respectively.
11. The Chartered Accountant firm so appointed would be required to give opinion on accounting as well as direct and indirect tax matter from time to time.

Other terms & conditions:

1. Time Schedule regarding the Assignment:

Firm is required to start the Statutory Audit assignment immediately after the appointment and need to complete it **before 30th June, 2024 of Assessment Year** (except if there are any Government extensions regarding the filing of return). **Audit of MAEF shall be carried out in the office of MAEF only.**

In addition to the audit reports, the auditor will prepare a “Management Letter” in which the auditor will:-

- a) Give comments and observation on the accounting records, systems, and internal controls that were examined during the course of audit;
- b) Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvements;
- c) Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matters affecting such compliance;
- d) Communicate matters that have come to the attention during the audit which might have a significant impact on the implementation of the schemes/ initiatives
- e) Bring to the implementing agencies attention any matter that the audit considers pertinent.

2. Appointment of Firm:

The Appointment will be for FY 2023-24. However, it may be renewed or extended as per the mutual agreement.

3. Payment of the Fees:

For carrying out the Statutory Audit and other works mentioned in the Scope of Work:

- For Statutory Audit and Filing of Income Tax Return for the Financial Year 2023-2024 fees will be paid on receipt of bill subsequent to the submission of Audit Report (i.e. Form 10-B), Submission of Form 10 & Income Tax Return on the income tax portal and later to MAEF.
- Fees for registration of the Foundation under GST Act will be paid on receipt of bill & fees for filing of applicable GST Return monthly/challan/furnish of details inward & outward if applicable, misc. services under GST Act will be paid monthly on submission of bill.
- For Filing of quarterly TDS Returns for the Financial Year 2024-2025, fees will be paid on receipt of bill subsequent to the submission of TDS Return on the Income Tax Portal.
- For any other work, payment of fees will be decided by the management of MAEF on the basis of minimum fee recommended by the Committee for Members in Practice (CMP), ICAI.

4. Obligation on the Firm:

The CA firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner what so ever, or any portion to any other CA Firm. Further, the CA Firm has to complete the

task within stipulated period.

5. Confidentiality:

1. The Appointed CA Firm, their sub-consultants, partners or either of them, shall not, of this contract, disclose any confidential information relating to any of the project(s)/ Scheme(s) of the contract, or the MAEF's operations without prior written consent of the management.
2. All reports and other documents submitted by the firm shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to MAEF together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of MAEF. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

6. Penalty:

In case the deliverables as per this bid document are not completed within stipulated time or any extension thereof, Penalty of 10% of the contract value will be deducted. The above provision is not withstanding the right of MAEF to get the work executed at the risk and the cost of the Bidder and to avail of the other remedies/provisions laid down in the terms of bid/contract.

If CA Firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of MAEF, non- observation of instructions given by MAEF, unauthorized retention of records of MAEF, violating the terms and conditions of this assignment, unauthorized changes in the records of MAEF, indulging in malafide practices or any other cognizable offence or breach, CA Firm will be punishable with any or all of the following consequences :

- (i) Removal from the statutory audit assignment with immediate effect/ from the date specified.
- (ii) Removal from any other assignment with immediate effect/ from the date specified.
- (iii) Deduction of percentage of fees as determined by the MAEF authority.
- (iv) Ban from accepting the future assignment of MAEF for the period as specified.
- (v) Any other legal consequences (if applicable).
- (vi) Any other action deemed appropriate by the MAEF authority.

The selected Chartered Accountant firm has to complete Statutory Audit before 30/06/2023 after that firm also has to submit the relevant Form No.10, 10B & Income Tax Return of MAEF.

Annexure –III
Minimum Eligibility Criteria:

S. No.	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empanelled with C&AG for conducting statutory Audit for the FY 2023-24	Copy of certificate issued by C&AG for conducting statutory audit for FY 2023-24 to be enclosed.
2	It should be a partnership firm or proprietorship of CA having Office in Delhi as per ICAI certificate as on the last date of submitting tender document at MAEF.	Certificate of registration/ constitution as proprietor or Partnership firm.
3	The firm should have average minimum gross turnover of Rs.11.00 lakhs from profession in last 3 years ended on 31/03/2023.	Duly certified by another CA Firm along with a Notarized Self declaration should be attached on Stamp Paper of Rs.100/-
4	The CA firm should have handled at least Ten Statutory Audit Assignments of any Govt. Departments/Autonomous Body/ Statutory Body/ PSU of Ministries of GoI in last three years as on 31/03/2024. It may be noted the Statutory Audit of Banks will not be considered.	A Notarized Self declaration should be attached on Stamp Paper of Rs.100/-
5	The firm should have been familiar with workings/ Accounts of MAEF or such other autonomous bodies/ Departments of social welfare under Ministries of GOI, as Statutory Auditor (MAEF deserve the right to decide that the Body/ Dept. as referred by the CA Firms comes under this category).	Firm will have to attach proof of assignments/ auditing of MAEF or such other bodies/ organizations.
6	The Firm should not have been black listed by any authority at any time and any disciplinary action not initiated by ICAI at any time.	A Notarized Self declaration should be attached on Stamp Paper of Rs.100/-

Annexure-IV
Format for Technical Bid

1. Name of CA Firm:
2. Registered Address:
3. C&AG Registration No. and Date:
4. ICAI Firm Registration No.:
5. Date of Registration of the Firm:
6. Total Experience in Years:
7. Total turnover (as per audited Income & Expenditure Account & Balance sheet attached):

Year	Turnover (in Rs.)	Profit (in Rs.)
2020-21		
2021-22		
2022-23		
Average		

8. Experience of Statutory Audit in Govt. undertakings (Department of GoI/ Autonomous Bodies under GoI):

Name of Agency	Nature of Work	Location	Period of Appointment

9. Experience of working/ auditing of MAEF or similar autonomous bodies or department under Ministries of GoI:

Name of Agency	Nature of Work	Location	Period of Appointment

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Seal of office/partner

Signature

Name & Designation

Annexure – V
FORMAT FOR FINANCIAL BID

1. Name of CA Firm:

2. Registered Address:

3. Contact No:

4. Email Id:

Sr. No.	Assignment/Work	Amount in Rs. with GST
1	Statutory Audit for the Financial Year 2023-2024	
2	Filing of Form 10 & Income Tax Return for the Financial Year 2023-2024	
3	Filing of TDS Returns for the Financial Year 2024-2025	
4	Filing of Form No.10BD for the Financial Year 2024-2025	
5	Registration of MAEF under GST Act	
6	Filing of applicable GST Return/challan/furnish of details inward & outward if applicable, TDS on GST, misc. services under GST Act	
Total Amount of Fees (Rs.) with GST		

Date:

Seal of office/partner

Signature

Name & Designation

Criteria for Selection of Bidders:

Quality and competence of Statutory Audit service shall be considered, as the paramount requirement. The decision of the award of the contract would be as under:

a) Following marking system will be followed for Technical Evaluation: The technical proposals will be evaluated using the following criteria as agreed upon in the committee of experts.

i) The firm must be in existence and in a continuous practice for last 05 (Five) years. Evaluation will be done on following basis. **(25 Points):**

S. No.	Years of Experience	Points to be awarded
1	Below 05 years	00
2	More than 5 years to 10 years	10
3	More than 10 years to 30 years	15
4	Above 30 years	25

ii) The Firm should have average minimum gross turnover of Rs.11.00 Lakhs. Evaluation will be done on following basis. **(15 Points):**

S. No.	Average minimum gross receipts	Points to be awarded
1	Below 11.00 Lakh	00
2	11.00 Lakhs	05
3	More than 11.00 Lakhs to 30.00 Lakhs	10
4	Above 30.00 Lakhs	15

iii) The Firm should have experience of Statutory Audit in Govt. Departments/Autonomous Body of Ministries of GoI/ Statutory Body/ PSU and completed minimum of 10 projects (statutory audit). Evaluation will be done on following basis **(30 Points):**

S. No.	Nos. of Statutory Audit Assignments of Govt. Departments/Autonomous Body of Ministries of GoI/ Statutory Body/ PSU conducted during last 3 years ended on 29/02/2024.	Points to be awarded
1	Below 5 projects	00
2	More than 5 to 10 projects	20
3	Above 10 projects	30

iv) The firm should have been familiar with workings/ Accounts of MAEF or such other autonomous bodies under Ministries of G.O.I/ Departments of social welfare under Ministries of G.O.I (**MAEF deserve the right to decide that the Body/ Dept. as referred by the CA Firms comes under this category**). Evaluation will be done on following basis **(30 Points):**

S. No.	The CA firm having familiar with workings/ Accounts of MAEF or such other autonomous bodies under Ministries of G.O.I/ Departments of social welfare under Ministries of G.O.I, as Statutory Auditor and conducted number of statutory audit as on 31/01/2024.	Points to be awarded
1	Below 3	00
2	More than 3 to 4	20
3	Above 4	30

Technical proposals scoring at least 70% points or top 05 firms (minimum) having highest marks will only be considered for financial evaluation. Secretary, MAEF has power to make amendment in these criteria.

The MAEF will not notify that Chartered Accountant firm whose proposal did not meet the minimum qualifying mark or were considered non-responsive to the Letter of Invitation and Terms of Reference, and their financial proposals will be kept unopened.

The Selection of CA Firm will be done through Composite Quality cum Cost Based System (CQCBS). The weightage for Technical Criteria will be 70% while Financial Criteria will be 30%. The Firm who quotes lowest in the financial bid shall be given 30 marks. The financial quotes of other bidders shall be computed as follows:

- a. $(L-1 \text{ divided by } Lx) \text{ multiplied by } 100$ wherein X is the bid quoted by L2, L3, L4.
- b. Composite Score of the Bidders:-

Bidder's Scores		Weightage	Weighted Score
(A)	Technical Score	70	
(B)	Financial Score	30	
Composite Weighted Score of the bidder (A+B)			

The Bidders who has secured the highest Composite Score shall be declared the most Preferred Bidder.

- Financial Score (30 Marks) - The Financial Bid is to be quoted in the prescribed format.
- MAEF reserves all the rights related to the opening, evaluation and cancellation of Bids without assigning any reasons thereof. The decision of MAEF will be final & binding on the Bidders in this regard. In case of any ambiguity while comparing the rates offered by the bidders, MAEF reserved all the rights to decide on the issue of identifying selected bidder.
- Special Conditions for Evaluation: The preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then MAEF reserves the right to declare as Preferred Bidder whose, work experience is more relevant among such Bidders who have secured exactly the same Composite Score.