



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5078252

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>	12-07-2024 18:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	12-07-2024 18:30:00
<b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>	90 (Days)
<b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>	Ministry Of Water Resources River Development And Ganga Rejuvenation
<b>Department Name/विभाग का नाम</b>	National Projects Construction Corporation Limited
<b>Organisation Name/संगठन का नाम</b>	National Projects Construction Corporation Limited
<b>Office Name/कार्यालय का नाम</b>	Npcc Ltd.
<b>Item Category/मद केटेगरी</b>	Custom Bid for Services - Appointment of Practicing CA Firm for Preparation and Finalization of Financial statements for the FY 2023 24 for NPCC Ltd
<b>Contract Period/अनुबंध अवधि</b>	3 Month(s) 26 Day(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	40 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	5 Year (s)
<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,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<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>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	50000

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

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

**Beneficiary/लाभार्थी :**

Sr Manager

Npcc Ltd., NATIONAL PROJECTS CONSTRUCTION Corporation Limited, NATIONAL PROJECTS CONSTRUCTION Corporation Limited, Ministry of Water Resources River Development and Ganga Rejuvenation (Rajbir Singh)

**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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**MSE Purchase Preference/एमएसई खरीद वरीयता**

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MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. 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.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

FINANCIAL BID FORMAT - [1718972096.xlsx](#)

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

**Scope of Work:**[1718972031.pdf](#)

**Payment Terms:**[1718972037.pdf](#)

**GEM Availability Report ( GAR):**[1718971679.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1718971686.pdf](#)

**Custom Bid For Services - Appointment Of Practicing CA Firm For Preparation And Finalization Of Financial Statement S For The FY 2023 24 For NPCC Ltd ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Appointment of Practicing CA Firm for Preparation and Finalization of Financial statements for the FY 2023 24 for NPCC Ltd
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Rajbir Singh	122003,National Projects Construction Corporation Limited, Plot No. 148, Sector - 44, GURUGRAM, HARYANA - 122003	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. Buyer Added Bid Specific SLA

File Attachment [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 कार्यवाही का आधार होगा।

**---Thank You/धन्यवाद---**

**Request for Proposal  
(RFP)**

**For**

**Engagement of a Firm of Chartered Accountants for Compilation of  
Annual Accounts for NPCC for 2023-24**

**May' 2024**



**National Projects Construction Corporation Limited**

**Plot no 148, Sector 44, Gurugram – 122003, Haryana  
Phone no – 0124-2385223**

## TABLE OF CONTENTS

<b>Section</b>	<b>Topic</b>	<b>Pages</b>
Section I	Letter of Invitation	3-4
Section II	About the Company and Intent of Tender Inquiry	5
Section III	Instructions to bidders	6-9
Section IV	General Conditions of Contract	10-14
Section V	Scope of Work	15-16
Section VI	Resource Team	17-18
Section VII	Eligibility and Evaluation Criteria	19-20
Annexure A	Letter of Application	21
Annexure B	Format for Power of Attorney for Signing of Proposal	22-23
Annexure C	Application Format for Technical Bid	24-26
Annexure D	Format for Certificate of Annual Turnover	27
Annexure E	Financial Bid Format	28
Annexure F	Payment Terms & Conditions	29

## SECTION – I

### LETTER OF INVITATION

#### Engagement of a firm of Chartered Accountants for Compilation of Annual Accounts for the FY 2023-24 of NPCC

National Projects Construction Corporation Limited (hereinafter called “the Company”) is a subsidiary of WAPCOS under Ministry of Jal Shakti. The Company invites bids through e-tendering mode for Engagement of a firm for Compilation of Annual Financial Statements of NPCC for the financial year 2023-24.

2. The complete bid document containing detailed scope of work and other terms & conditions can be downloaded from Company’s website ([www.npcc.gov.in](http://www.npcc.gov.in)) and GeM Portal (<https://gem.gov.in>)
3. The bid shall be valid for 90 days from the date of opening of bid. Conditional bid, if any shall be summarily rejected.
4. The Company reserves the right to reject any/ all bids without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, at any time without incurring any liability or any obligation for such rejection or annulment.
5. Schedule of bidding is as under. However, the schedule may be changed, at the discretion of the Company, without assigning any reason. Change of date(s), if any, shall be suitably notified through Company’s website ([www.npcc.gov.in](http://www.npcc.gov.in)) and GeM Portal (<https://gem.gov.in>). Bidders are advised to periodically monitor the information relating to this tender on these websites.

Sl. No.	Event(s)	Date (Unless otherwise notified separately)
i.	Period of Contract	<b>Upto date of AGM(23-24)</b>
ii.	Tender uploading on the GeM Portal	As Per GeM Portal
iii.	Last date/time for submission of e-bids (i.e. Bid due date)	As Per GeM Portal
iv.	Online opening of e-bids	As Per GeM Portal

6. Amendments/Corrigendum, if any, shall be hosted on Company’s website [www.npcc.gov.in](http://www.npcc.gov.in) and GeM Portal (<https://gem.gov.in>) only.

8. Address for communication:  
JGM (F)  
NPCC Ltd  
Plot No 148, Sector 44,



Gurugram – 122003, Haryana  
Phone no – 0124-2385223  
Email ID: alokk.4086@npcc.gov.in

## SECTION-II

### ABOUT THE COMPANY AND INTENT OF THE TENDER INQUIRY

#### 1. The Company – An overview

National Projects Construction Corporation Limited is a wholly owned Company of the Ministry of Jal Shakti, Government of India. The company to create necessary infrastructure for economic development of the country in the core sectors of irrigation and water resources, power and heavy industries. NPCC has worked in the execution of Civil Works for Thermal & Hydro Electric Projects', River Valley Projects, Industrial Structures, Project Management Consultancy services for buildings, Housings, Roads, Bridges and Infrastructure Projects.

#### 2. Intent of the Tender Enquiry

The objective of this tender is to select a firm of Chartered Accountants for compilation of Annual Financial Statements of Company Headquarter (HQ) as well its 12 Zonal Offices (ZOs) for the financial year (FY) 2023-2024 as per Ind AS for audit by the Statutory Auditors and C&AG of India. The following shall be the scope of work.

The selected firm would be required to provide qualified resource personnel and relevant services to the Company, which includes:

- i. Preparation of Annual Financial Statements as per Ind AS from the books of accounts kept in the Tally ERP of the Company (including HQ and 12 ZOs)
- ii. Preparation of Separate Annual Financial Statements as per Ind AS from the books of accounts kept in Tally ERP of 12 ZOs as well as HQ
- iii. Assisting in addressing the concerns of the Statutory Audit and C&AG from time to time and implementing audit recommendations.

3. The Annual Financial Statements of the Company for the previous financial years can be downloaded from the website of the Company.

## SECTION-III

### INSTRUCTIONS TO BIDDERS

1. The name and address of the institution inviting bids i.e., the employer:

**National Projects Construction Corporation Ltd.  
Plot no 148, Sector 44,  
Gurugram – 122003, Haryana**

2. The purpose of invitation of bids is for 'Engagement of firm of Chartered Accountants for Compiling Annual Financial Statements of the Company for the FY 2023-24'.

4. The Method of selection of the firm shall be on the basis of lowest offer(L1).

5. Each bidder shall submit only one proposal in response to this tender document. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

6. The Bidder should carefully examine the tender document and all its contents, including the annexures and formats and would be wholly responsible for the failure to comply with the requirement and conditions as stipulated in the tender document. No extra charges or compensation etc. whatsoever consequent on any misunderstanding or otherwise shall be allowed. Having submitted the bid, it would be deemed that prior to the submission of the tender document, the Bidder has:

- a) Made a complete examination of the contents as well as the requirements of the tender document.
- b) Have full knowledge of the work.
- c) Made a complete and careful examination of the various aspects of the assignment including but not limited to:
  - i. Conditions at workplace.
  - ii. All other matters that might affect the bidder's performance under the terms of this tender document.

7. The bidder shall submit a EMD(Refundable) of Rs. 50,000 (Rs. Fifty thousand only through NEFT/RTGS as under:-

Name of Beneficiary : National Projects Construction Corporation Ltd

Name of bank : Canara bank

Branch address : DLF Branch,Gurugram,Haryana-122002

Bank account Number :2033201052945

IFSC Code : CNRB0002784

Branch Code : 2784

MICR :110015151

The bidder has to submit the proof of payment indicating the UTR No. with the Technical Bid. EMD will be refunded for the unsuccessful bidders after opening of Price bid and as per the request of the bidder. EMD of successful bidder will be released after submission and verification of Performance Security).

**NB:** MSMEs/ Startups having valid Registration Certificate from the Competent Registering Authority, for providing similar services will be allowed exemption from submission of EMD

as per Govt of India Guidelines, subject to submission of valid Registration Certificate with the bid.

8. The bidder shall bear all the costs associated with the preparation and submission of its bid and the Company shall not be responsible or liable for these costs, regardless of conduct or outcome of the bidding process, under any circumstances.

9. The Bidder shall quote the rates tendered in Indian Rupees in figures as well as in words. All rates must be quoted online only in the Financial Bid Form. In the event of any difference between figures and words, the amount indicated in words shall be taken into consideration.

10. A Committee of the Company's Officers shall examine the 'Bids' to determine whether each bid has been properly signed and is substantially responsive. For this purpose, a substantively responsive bid is one which conforms to all the terms, conditions and specifications of the tender document without any material deviation and reservation.

11. If a bid is not substantially responsive to the requirements of the bid document, the Company has an absolute right to reject it.

12. The bid shall contain no alterations, omissions or additions, except those to comply with the instructions issued by the Company, or as necessary to correct errors made by the bidder, in which case all such corrections shall be initialed by the person or persons signing the bid.

13. To assist the process of examination, evaluation and comparison of bids, the Company may ask the bidder, individually for clarification, if any, of their bids, including breakdown of unit rates and price. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted, except as required to confirm the correction of arithmetical errors discovered by the Company in the course of scrutiny.

14. The bids shall be valid for a period of ninety days (90 days) from the date of opening of bid. In exceptional circumstances, prior to expiry of the original bid validity period, the Company may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder may refuse the request in writing. A bidder agreeing to the request shall not be required or permitted to modify his bid but shall be required to extend the validity of his Bid Security Declaration for the period of the extension.

15. Bidders requiring any clarification on the RFP may give their representations on the GeM window. The Company may also on its own motion, if required, issue interpretations and clarifications to the bidders. All clarifications and interpretations issued by the Company shall be deemed to be part of the bidding document. It is hereby clarified that verbal clarifications and/or information given by the Company or its employees or representatives shall not in any way or manner be binding on and shall not form any part of the bidding process.

16. At any time, prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, amend the bidding document by issuing Addendum. Corrigendum/Addendum, if any, shall be hosted on the Company Website and GeM Portal.

17. To afford prospective bidders reasonable time to take an addendum into account in preparing their bids, the Company may extend, as reasonably necessary, the deadline for submission of bids.

18. **Preparation and Submission of Bids.** Bids shall be submitted online on GeM Portal.

19. The following shall be the form of various documents in the Bid to be uploaded on GeM Portal.

**A. Technical Bid**

- i. Letter of Application and Bid Securing Declaration as per Annexure 'A'.
- ii. Power of Attorney for signing the Bid as per the format at Annexure 'B'.
- iii. Technical Bid as per Annexure 'C' along-with all enclosures and supporting documents.
- iv. Certificate of annual turnover as per Annexure 'D'.

**B. Financial Bid:** Financial Bid as per format available on GeM Portal on the lines prescribed in Annexure 'E' of RFP.

20. The Bidder shall upload scanned copies of the documents as specified in para 19A above on the GeM before the closing date and time. It is mandatory to upload the bids on GeM portal as per para 19A above and no bids in physical form shall be accepted. The scanned copies uploaded on the GeM portal should be clear and legible. The Company shall consider only legible documents and is not bound to seek clarification from the bidder for non-legible documents.

21. The Bidders shall upload the bid on GeM Portal well before the bid closing time, as per their convenience. The Company shall not be responsible and/or liable for any technical errors/ glitches in GeM Portal, unless such technical error/glitches are reported beforehand, providing reasonable time to the Company for considering further course of action, before the expiration of the specified deadline. Failing such requirement, the Company shall not entertain any request for extension of date for submission of bids. The Bidder shall undertake to not approach any judicial forum, without any compliance of the above-mentioned conditions.

22. The Bidders may be asked to submit the originals of the documents listed at foregoing para 19A during either Technical Evaluation process or after declaration of bid evaluation result by the Company. Bidders failing to submit the original documents listed at para 19A shall be unconditionally debarred from bidding in the Company & the Company projects for a period of two years. In case selected bidder fails to submit the originals listed at 19A, the bidding process shall be annulled and tender shall be re-invited.

23. Opening and Evaluation of Bids. The Online technical e-bids shall be opened on the time and date given herein before.

24. The bids shall be evaluated in two stages. Technical bid, in the first instance, shall be examined to ascertain fulfillment of eligibility criteria specified in **Section VII (I)** of RFP. Bids which are found to meet eligibility criteria shall be evaluated as per the detailed evaluation criteria mentioned in **Section VII (II)** of RFP.

25. In stage II, the financial bid shall be opened. The financial bid shall be opened on a later date which shall be notified on the GeM portal and website of the Company.

26. The Company reserves the right to reject/disqualify any bid, if at any time, a material misrepresentation is made or forged/tempered document submitted by the bidder.

29. The decision of the Company with regard to selection of firm shall be final and binding and no communication in this regard shall be entertained.

## SECTION-IV

### GENERAL CONDITIONS OF CONTRACT

1. **Contract Period:** The Contract shall be awarded to the successful bidder for the FY 2023-2024.
2. Prior to expiration of the period of bid validity, the Company shall notify the successful bidder in writing that its bid has been accepted. This letter [hereinafter called 'the Letter of Acceptance (LOA)'] shall indicate the consideration which the Company shall pay to the firm for execution of the assignment as prescribed in the Scope of Work. The LOA shall constitute the intention of the Company to execute of the Contract.
3. **Performance Security** : Within 10 (ten) days of the date of issue of the Letter of Acceptance, the successful bidder shall deliver to the Employer, a Performance Security in the form of an FD/DD/NEFT for an amount equivalent to 5% (five per cent) of the contract price from a scheduled commercial bank for a period of 60 days from the date of expiry of contract or the extendable period mutually agreed by the Company and the selected bidder. The FD/DD/NEFT should be issued by the bank on behalf of successful bidder. In case the successful bidder fails to submit the requisite Performance Security even after expiry of mutually agreed period, the contract shall be terminated. The failed bidder shall be debarred for a period of two years to bid for any the Company contract. Performance Security will be released after successful completion of contract.
4. If the firm does not start the work or if it is felt at the Company that the pace of work is slow and is likely to delay the assignment, the Company reserves the right to terminate the contract forfeiting the performance security and/or levy the penalty and also reserves the right without prejudice to the available legal remedies, to carry out such work/service/supply at the risk and cost of the firm/bidder.
5. The firm and its staff shall take all proper and reasonable precautions to preserve from loss, waste or misuse the assets of the Company and shall not knowingly lend to any person or company any of the effects or assets of the Company, and the control of the firm and its personnel. In the event of any accident / damage loss etc. caused due to negligence of staff deployed by the firm shall be considered as due to the inefficiency of the firm and the firm has to make good all such damage or loss.
6. **Termination of Contract:** In case it is found that the work/ level of service is not as per requirement/standards, time lines, then the Company retains the right to terminate the Contract forfeiting the performance security and, in such case, the firm/bidder shall not be entitled to claim any damages from the Company or make any claim for fees in respect of such unsatisfactory/ substandard services.
7. The agreement may be terminated by the Company in case of the following:
  - a) If the work is not performed as per the terms and the conditions of the contract to the satisfaction of the Company.
  - b) The Successful Bidder assigns its rights / role in its Agreement with the Company, to any third party without prior written approval of the Company.

- c) The Successful Bidder commits default in complying with any of the terms and conditions of the Agreement.
  - d) The Successful Bidder is dissolved.
  - e) The Successful Bidder is declared insolvent.
  - f) The Successful Bidder is unable to pay its debt or is under liquidation proceedings.
  - g) The Successful Bidder deviates from the approved scheme of working.
  - h) Where Successful Bidder continues to fail in satisfactorily, timely execution of the work awarded.
  - i) If the Successful Bidder is convicted of any criminal offence and has been debarred to participate in the tender.
  - j) If any proceedings are initiated against the Company due to non-compliance of any applicable statutory law by the Successful Bidder or non-payment of any statutory taxes.
8. The termination shall be without any liability, including any compensation or damage on the Company.
9. In case of termination of contract, the Performance security submitted by the successful bidder shall be encashed and forfeited.
10. In the event of the firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 30 days of notice of the Company, the Company shall be at liberty to terminate this contract by giving one month's notice and without assigning any reason and in such event the Company shall be entitled to forfeit the performance security. In case of breach of contract by the Company and the same is not cured within 30 days of notice of the firm, the firm has the right to terminate the contract by giving three months' notice.
11. **Sub-contracting:** The firm should not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the Company work in any manner whatsoever. In case, a firm/ individual is required to be engaged for specialized professional/ creative assignment, prior written permission of the Company should be sought.
12. **Confidentiality:** The firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and/or possession of the firm as a result of performance/execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. The code of conduct of staff provided by the firm shall be submitted for approval of the Company and the same shall be observed scrupulously. Any staff violating such code of conduct shall be replaced forthwith, besides a penalty on the firm as decided by the Company shall be imposed and repeated violations in this regard may lead to termination of the Contract as and when decided by the Company as per the procedure prescribed herein. This clause relating to Confidentiality shall survive upon the termination/expiration of the Contract and the Company shall have right to claim damages for violation of this Clause within 02 years next after the termination/expiration of the Contract. The firm shall also enter into a Confidentiality Agreement with the Company.



13. **Use of data/ documents/information:** The firm shall ensure that the documents, data, information etc. are / is not used or permitted to be used in any manner (directly or indirectly) violation of any direction or instruction as authorized by the Company. The information shall be safeguarded and the firm shall take all necessary actions to protect the Company's interest against misuse, loss, destruction, alterations or deletions thereof. Any violations of the same will be liable for action under the law which shall entitle the Company to claim damages from the firm apart from taking action under the applicable law. This is an irrevocable condition and it will continue to be in force upto two years after termination/expiry of the contract. This clause shall survive upon the termination/expiration of the Contract and the Company shall have the right to claim damages for violation of this clause within next after two years of the termination/expiration of the Contract.
14. In the event of any breach or threatened breach of any clause by the firm and/or individual assigned by the firm for the performance of the services, the firm shall be liable to pay damages as may be quantified by the Company depending upon the loss caused to the Company. The Company can recover the said amount from the performance security. Apart from the above, the Company shall have the right to proceed against the firm and / or its assigned/authorized person(s) under applicable law.
15. **Time is essence of Contract:** The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time. Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the Company to rescind the contract and forfeit the performance security deposit and in which case there shall not be any claims for damages against the Company by the firm. Further, the Company shall have the right to get the unfinished assignment completed, if any, at the risk and cost of the selected firm, by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the Company against any loss, damage, expenses, costs etc. incurred by the Company as a result of the said delay in timely completion of the said assignment, by the firm.
16. **Force Majeure.** Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a firm or by or of such firm's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. Unless otherwise directed by the Company in writing, the firm shall continue to perform its obligations under the contract agreement as far as reasonably practical,

and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **DISPUTE RESOLUTION / ARBITRATION**

a) Any question, dispute or differences arising out of or in connection with the Contract, empanelment proposal or breach, termination or validity thereof, shall be first endeavored to be settled through discussions or negotiations between the parties.

17. This contract shall be governed by the Indian laws as in force and all matters pertaining to this contract shall be subject to the jurisdiction of the courts in Delhi/New Delhi only.
18. If for any reason whatsoever any provision of the Agreement is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties shall negotiate in good faith with a view to agreeing one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable to such invalid, illegal or unenforceable provision. Failure to agree upon any such provisions shall not be subject to dispute resolution under the Agreement or otherwise.
19. Nothing contained in the Agreement shall be construed or interpreted as constituting a partnership between the Parties. Neither party shall have any authority to bind the other in any manner whatsoever.
20. **Terms of Payment.** As per Annexure "F" attached. Applicable TDS shall be deducted at source as per rules. GST as per the prevailing Act .
21. In the event of a Force Majeure, which restricts the firm from performing their services, the firm shall be entitled to payments for the work actually performed by the firms as mutually agreed under the terms of this contract.
22. **Indemnity Clause.** The selected firm/Firm shall fully indemnify the Company in case of any decree or order is passed against the Company by any Court, Forum, or Tribunal due to death of or injury to any of the agent or servants of the firm while carrying out the work under the agreement & indemnify, protect, defend and hold harmless the Company its officers, employees and agents from and against any and all demands, claims, suits and causes of action and any and all liabilities, costs, expenses, settlements and judgments arising out of the failure of the successful bidder to discharge its obligations under this agreement and to comply with any provisions of applicable laws and any permit or approval that may have been obtained or may be required or arising out of or attributable to any act or omission of the successful bidder. In case any proceedings in any Court/ forum are initiated against the Company due to any omission or commission on the part of the successful bidder or due to any non-compliance of any statutory laws, the successful bidder shall provide the cost of litigation and expenses incurred by the Company in defending such proceedings in addition to any other action that the Company may take.

23. In case two provisions of the tender document are considered to be contradictory, the same shall be pointed out and the Company's decision in this respect shall be final. In case of any difference in interpretation of any clause, the Company's decision shall be final and binding.
24. In case of mergers and acquisitions of the successful bidder's company, all the contractual conditions and obligations shall automatically be transferred to the acquiring company/entity, with the prior written permission from the Company, and acquiring company must assume all the obligations of the contract till the end of the contract period.
25. The Company shall have all rights on the content/formulas and formats designed by the firm under this contract.
26. This RFP alongwith LOA will be treated as Agreement.

## **SECTION-V**

### **Scope of Work**

1. Analyzing the impact of Schedule-111 and Ind AS during financial year 2023-24 on the Company.
2. Review and alignment of accounting policies for the year as per the changes in IndAS and Schedule-III during the financial Year 2023-24.
3. Preparation of IND AS Financial Statement includes SOC1E, Cash Flow Statement, financial and other notes to accounts including all disclosures as per IND AS in line with Parent Company and disclosures in the financial statements in line with Ind-AS, Guidance notes on Ind AS and Schedule-III of the Companies Act 2013.
4. Review and finalize the Ind AS Adjustments for the Financial Statements.
5. Identification of Leases attracting the provisions of IndAS-116, review the ongoing leases for any modifications, suspension or terminations and identifying the new leases and working out the financial impact, its disclosures, remaining maturity period along-with the entries to be passed at Corporate Level/ Zonal/Unit level in Co-ordination with concerned finance head.
6. Workings of discounting of refundable security deposits given towards rented office premises and related entries to be passed at Corporate Level/ Zonal/Unit level in Co-ordination with concerned finance head.
7. Workings of Expected Credit Losses in respect of Trade receivables, Security deposits and Retention Money for all units and communicating the final entries to respective zones/units before finalization at branch level.
8. Review and Finalization of the Ind AS Compliant Annual Financial Statements of All Zones, Assistance includes: -
  - Checking of the balance sheet prepared by the Zones as per the requirement of the Schedule-III and Ind AS and provide the necessary support to the Zones.
  - Assistance to the Zones in preparation of the schedules and notes to accounts as per the requirement of the Indian Accounting Standard.
  - Review of the complete balance sheet, its grouping and relevant notes as per the requirement of the Indian Accounting Standard.
9. Preparation and Finalization of the IndAS Compliant Annual Financial Statements of Corporate Office Assistance includes: -
  - Preparation of the Balance sheet as per the requirement of the Schedule-III and Ind AS.
  - Preparation of the schedules and notes to accounts as per the requirement of the Indian Accounting Standard.
  - Review of the complete balance sheet, its grouping and relevant notes as per the requirement of the Indian Accounting Standard/SEBI.
10. Preparation and Finalization of Ind AS Compliant Annual Financial Statements of the NPCC (All Zones and Corporate Office Combined) Assistance includes: -

Compilation of the all the trial balances of the Zones and Corporate Office and preparation of the merged trial balance of the Company.

- Preparation of the Combined balance sheet based on the merged trial balance of the Company.

- Preparation/Compilation of all the notes/schedules as per the requirement of the Indian Accounting Standard/SEBI.

- Review of the complete balance sheet, its grouping, notes to the accounts, Working of DTA/DTL, any other work that will be work out from financial statements and disclosures as per the requirement of the Indian Accounting Standard.

11. As and when required, visiting statutory auditors of NPCC/Wapcos and discuss with statutory auditors/CAG auditors, Audit Committee or Board of Directors or any other regulatory authority in association with Company to explain the Ind AS adjustments and responses to the queries raised by auditors.

12. Liaisoning with Internal Divisions such as CS, Legal, and PMC/BD etc. for collection of data required for disclosures as per Ind AS.

13. Discussion and responses to the queries raised by the Holding Company Auditors.

14. Consultancy on any matter related to Ind AS adjustment and Financial Statements.

15. Visiting three Zonal Offices of the Company as per the requirement and passing entries in the tally data at zone, Preparation of the Trial Balance, Balance sheet and Other Financial Statements along with the required notes.

16. Calculation of deferred tax / Tax Provisions.

17. All such activities as may be required for timely completion of audit and preparation of audited financial statements.

18. Preparation of the Financial Statements for the F.Y 2023-24 along with the comparatives of the F.Y 2022-23 and 2021-22 and getting them audited from Statutory Auditors.

## RESOURCE TEAM

1. The firm shall deploy a dedicated team of 02 persons having requisite qualification/experience for completing the assignment. The count specified above excludes personnel engaged in back-end services. The team must have well experienced personnel in their office to be available for preparation and compilation of Annual Financial Statements of the Company for the FY 2023-24.

Sr. No.	Resource Team	Minimum Qualification & experience	Desirable Experience
I	Chartered Accountant (1 Person)	Should be a qualified Chartered Accountant from the Institute of Chartered Accountants of India with at least five years of post-qualification experience in the preparation/audit, taxation, etc. of accounts of the commercial organizations/PSUs in TallyERP/SAP environment as per Ind AS.	Experience of working on Tally ERP/SAP Environment and compiling Annual Financial Statement as per Ind AS.
II	Sr. Accounts Executive (1 Person)	CA (Inter) /ICWAI (Inter) /Post graduate degree in Commerce with at least Two years' post qualification experience in the preparation/audit, taxation, etc. of accounts of the commercial organizations/PSUs in Tally ERP/SAP environment as per Ind AS.	Experience of working on Tally ERP/SAP Environment and compiling Annual Financial Statement as per Ind AS.

2. The team shall be headed by a Team Leader as described at Sr. No. 01 above and is expected to be available throughout the contract period and shall ensure to attend all the major meetings and discussions with the Company//Statutory/C&AG Auditors.

3. Mandatory requirements for Resource Team to be completed by the Firm:

- a) Background and CV's (Name, Designation, work handled, Qualification, No. of years of relevant experience, Experience in the firm) of all Resource Team to be included in the Technical Proposal at Sr. No. 20 of **Annexure 'C'** of the RFP.

The Company reserves the right to seek the documents relating to qualification and experience of the Resource Team.

- b) Resource Team to be proposed only if they are eligible to deliver the responsibilities mentioned above.
- c) Resource Team should be available for the period indicated in the RFP. In case of change of any personnel of the Resource Team, the firm shall seek prior approval of The Company.
- d) The Company reserves the right to change any or all Resource Team if their performance or conduct is not found to be satisfactory.
- e) The work timings and holidays would be governed by Company's rules while it would be 24X7 and remote working after office timings, whenever required.
- f) The selected firm should mandatorily arrange their own adequate hardware and software viz. laptop etc. for the team placed in the Company. The Company would only provide space, furniture & electricity for operation of the team mostly at the Company HQ or at Regional Offices/Site Offices, as and when required.

## SECTION-VII

### I - Eligibility Criteria

Sl. No.	Parameter	Pre-qualification Criteria Description	Evidence /Supporting Documents required
1.	Legal Entity/ Registration of Firm Firm's existence after Registration	The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and must have TAN, PAN, and GST Registration/certificates etc. The Firm should have been operational for at least 10 years after its registration as on 31 <sup>st</sup> March, 2023.	
2.	C & AG Empanelment	The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG) of India as on 31 <sup>st</sup> March, 2023. Proof of empanelment to enclose.	
3.	Professional Strength	The Firm should have minimum 10 Nos. of Chartered Accountants (CAs) (including partners) in the Firm as per ICAI Constitution Certificate as on 31 <sup>st</sup> March, 2023.  Out of the aforesaid 10 Nos. of CAs (Including partners), the Firm should have at least Five (5) Fellow CAs as per ICAI Constitution Certificate as on 31 <sup>st</sup> March 2023.	
6.	DISA/CISA qualified professionals	The firm should have at least one CISA/DISA qualified professional.	
7.	Location	The perspective CA Firm bidding for the tender must have its office in Delhi/NCR.	
8.	Firm's Turnover	The Firm must have an average annual turnover of minimum – Rs. 40 Lakhs during the last 3 (closed and audited) Financial Years ending 31 <sup>st</sup> March 2023 in respect of providing professional services in finance, accounts and audit related work.	
9.	Firms experience in Accounting under Tally ERP/SAP as	The firm should have at least three years' experience of Auditing/Compiling Annual Financial	



	per Ind AS	Statements of a Company as per Ind AS under Tally ERP/ SAP.	
10.	Firms experience in Accounting under Tally ERP/SAP as per Ind AS	The firm should have experience of Auditing/Compiling Annual Financial Statements of three CPSEs during last five years.(Award letter/Completion certificate to enclose.	
11.	No Forfeiture of EMD	The Firm should not have been issued a notice for failure to submit deliverables and cancellation of work order/forfeiture of EMD etc. by any Government/Semi-Government/Autonomous entities in last two years (Undertaking on letter head to submit)	
12.	No Blacklisting	The firm should not have been barred/black listed from appointment by any Government Autonomous bodies or Semi Government entities. (Undertaking on letter head to submit)	

**Letter of Application**

To,  
JGM(Finance)  
NPCC  
Gurugram - 122003

**Sub: Engagement of firm of Chartered Accountants for Compilation of Annual Financial Statements of NPCC for the FY 2023-24**

Dear Sir,

1. Being duly authorized to represent and act for and on behalf of.....  
(herein the applicant), and having studied and fully understood all the information provided in the Bid document, the undersigned hereby apply as a bidder to Bid Engagement of firm **Compilation of Annual Financial Statements of NPCC** for the FY 2023-24 according to the terms & conditions given in the tender.
2. **Bid Securing Declaration**. We, hereby, submit Bid securing declaration accepting that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before their specified deadline, we shall be suspended for a period of two years from bidding for any NPCC contract from the date of an such event.
3. Information as well as supporting documents related to eligibility criteria is furnished in the Technical Bid as per **Annexure 'C'**.
4. I/we agree and undertake to abide by all terms & conditions of RFP document.
5. I/we have not been blacklisted by any government department/ PSU in last three years.
6. All information provided in the Application, Appendices and Annexures is true and correct and all documents accompanying this application are true copies of their respective originals. I/we acknowledge that in case it is found at any stage about false information and submission of fake/tampered documents or suppression of facts, the bid is liable to be rejected and job, if awarded to the firm, shall be cancelled. In such a case, the Company reserves the right to blacklist such firm for a period at its own discretion and forfeiture of EMD

Yours faithfully,

Date:

Place:

(Partner or Authorized  
signatory)

**ANNEXURE 'B'**

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF BID/ PROPOSAL**  
(On a Stamp Paper of Rs.100/-)

Know all men by these presents,  
We, \_\_\_\_\_  
\_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms.(Name), son/daughter/wife of \_\_\_\_\_ and \_\_\_\_\_ presently residing at \_\_\_\_\_, who is presently employed with us/ the Authorized representative for this assignment and holding the position of \_\_\_\_\_, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Engagement of firm for Compilation of Annual Financial Statements of NPCC for the 2023-24.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF..... 2024.

For.....

(Signature, name, designation and address)  
of person authorized by Board Resolution (in case of Firms/Company)/Partner in case of Partnership Firms

Accepted

(Signature, name, designation and address of the Attorney)

Witnesses:

- 1.
- 2.

Notarized Person identified by me/personally appeared before me/signed before me/Attested/Authenticated\*

(\*Notary to specify as applicable)

(Signature, Name and Address of the Notary)

Seal of the Notary

Registration Number of the Notary

Date

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Firm should submit for verification of the extract of the charter documents and documents such as Board or Shareholders Resolution/Power of Attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Firm.

**APPLICATION FORMAT FOR TECHNICAL BID****Engagement of a firm for Compilation of Annual Financial Statements of NPCC for the FY 2023-24**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Particulars</b>
1.	Name of the firm Attach registration certificate with ICAI	
2.	Date of Establishment of the Firm	
3.	Name of Partners of the Firm	
4.	Name of Contact Person with Mobile No. & Email ID	
5.	PAN no (Attach a copy)	
6.	GST No (Attach a GST No copy.	
7.	Whether Micro, Small or Startup Enterprises (attach proof of requisite registration)	
8.	Details of the EMD of Rs.50,000 only	
9.	Details of head office of the firm Head Office in Delhi/ New Delhi with telephone numbers and e-mail	
10.	Details of Branch Offices Please give the address with proof and telephone numbers and e-mail	
11.	<b>C &amp; AG Empanelment</b> The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG) of India	
12.	<b>Professional Strength</b> The Firm should have minimum 10 Nos. of Chartered Accountants (including partners) as per ICAI Constitution Certificate as on 31 <sup>st</sup> March 2023. Out of the aforesaid 10 Nos of CAs (Including partners) the Firm should have at least Five (5) Fellow Chartered Accountants as per ICAI Constitution Certificate as on bid date. Names of the partners and CA employ whether FCA/ACA may be specified	

13.	<b>DISA/CISA qualified professionals</b> Names of CISA/DISA qualified partners/CA employees may be specified.	
14.	<b>Firm's Turnover</b> The Firm must have an average annual turnover of minimum – Rs. 40 Lakhs during the last 3 (closed and audited) Financial Years ending 31 <sup>st</sup> March 2023 in respect of providing professional services in finance, accounts and audit related work.	
15.	<b>Firms experience in accounting under SAP as per Ind AS -CPSE</b> Names of the CPSEs whose Annual Financial Statements under Ind AS& SAP environment (Please attach Performance/Experience Certificate)	
16.	<b>Firms experience in accounting under SAP as per Ind AS -Other than CPSE</b> Names of the companies other than CPSEs whose Annual Financial Statements were compiled under Ind AS & SAP environment	
17.	<b>Firm's Experience in Auditing</b> The Firm entity should have experience of conducting statutory/ Internal/ Concurrent Audit assignment and handling accounting and financial management services of at least 3 (three)Public Sector Undertaking/ Autonomous Body/ Statutory Bodies & Government Organization etc. in the last 05 years.	
18.	Name, qualification and experience of the resource personnel proposed to be deployed for the assignment in the format <b>given below.</b>	
19.	<b>No Forfeiture of EMD</b> The Firm should not have been issued a notice for failure to submit deliverables and cancellation of work order/forfeiture of EMD etc. by any Government/semi-Government/Autonomous entities in last two years	
20.	<b>No Blacklisting</b> The Firm should not have been	

	barred/black listed from appointment by any government and/or semi government entities  Whether the firm has submitted an affidavit of self-declaration stating that it has not been black listed by any Central/State Govt. Ministry/Deptt. Or PSU/ reputed private organizations during the last three years	
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**2. Details of Resource Team with the Firm (as per Section-VI)**

Sl. No.	Name of personnel	Designation	Qualification	Years of Experience	Contact number	Any other information

**Verification** — Certified that all the details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection, besides initiation of penal proceedings by the Company if it deems fit.

Signature of authorized Signatory  
(With Full Name and Seal)

Date:  
Place:

**Format for Certificate of Annual Turnover**

1. It is certified that the Annual Turnover of M/s.....  
(Name & address of the firm)

\_\_\_\_\_ from professional services and Audit services during last three consecutive financial years is as under:

Annual Turnover	
Year	Rs. In Lakhs
2020-21	
2021-22	
2022-23	
<b>Average Annual Turnover</b>	

Yours Sincerely,

(Signature of Chartered Accountant/ Statutory Auditor of the Company)

Name of the Chartered Accountant and Partner of the firm

Seal with Membership No. of ICAI

(Certificate without Membership No., UDIN No. and seal of the Chartered Accountant/ Statutory Auditor will not be considered.)

\*\* Copy of Financial Statement to enclose.