

पंडित दीन दयाल उपाध्याय राष्ट्रीय  
शारीरिक दिव्यांगजन संस्थान  
(सामाजिक न्याय और अधिकारिता  
मंत्रालय, भारत सरकार के अधीन)  
4-विष्णु दिगम्बर मार्ग, नई  
दिल्ली-110002



**Pt. Deendayal Upadhyaya  
National Institute for Persons with Physical  
Disabilities (Divyangjan)**  
(Under Ministry of Social Justice &  
Empowerment, Government of India)  
4- Vishnu Digamber Marg, New Delhi-110002

## **NOTICE**

### **INVITING E-TENDER [E-tender ID PDUNIPPD/ACCOUNTS/2024/001 ]**

#### **For Engagement of Chartered Accountants Firms as an Internal Auditor of the Institute including GST, TDS and Income Tax related works.**

Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) – PDUNIPPD, is an Autonomous Body registered under Societies Act XXI of 1860 and is functioning under fully Administrative and Financial Control of the Ministry of Social Justice & Empowerment, Govt. of India. The Institute is catering for development of manpower through running Bachelors and Masters Courses affiliated to the Delhi University and providing Rehabilitation Services for the Persons with Physical Disabilities.

#### **2. NOTICE FOR INVITING E-TENDER**

(a) Tenders are invited from The Bidder for appointment as PDUNIPPD Internal Auditor for the Financial Year 2024-25 onwards. The appointment on yearly basis of the selected Chartered Accountants Firm as Internal Auditor may further be extended for two more financial years at the sole discretion of the PDUNIPPD, if the performance of the auditor is found to be satisfactory in the year under consideration. The extension will be on same terms & condition.

(b) The interested Bidding firm should submit their tender ONLINE through <https://eprocure.gov.in> with scanned copies of all the relevant certificates, documents, etc. in support of their technical & financial bids, Duly Attested and in strictly as per guidelines of the bid documents. Time of the Bid documents is given below

**Date of Publishing Tender Documents: 8<sup>th</sup> March 2024 10 AM**

**Date of Submitting Tender : 8<sup>th</sup> March 2024 10 AM**

**Date of Clarification Start : 8<sup>th</sup> March 2024 10 AM**

**Date of Clarification End : 15<sup>th</sup> March 2024 10 AM**

**Last Date of Submitting Tender : 29<sup>th</sup> March 2024 05 PM**

**Date of Opening of Technical Bid : 01<sup>st</sup> April 2024**

**Date of Finalization of Bid : After evaluation of Technical bid by the committee.**

**Tender Fee : Rs.1000/-**

**EMD Amount : Rs.5000/-**

Tender document is available for viewing on the “tenders” link at <https://eprocure.gov.in/>. The Tender Document is also been published on Institute’s official portal <http://www.iphnewdelhi.in> also.

- (c) Applications to this tender will be accepted **ONLINE MODE** only through <https://eprocure.gov.in>. No other mode of application will be considered & application will not be accepted.
- (d) The declaration of Earnest Money Deposit as per office Memorandum no. F.9/4/2020-PPD dated 12.11.2020 issued by Department of Expenditure, “no provision regarding bid security should be kept in the bid documents in future and only provision for bid Security declaration should be kept in the Bid Documents” The format of Bid declaration is enclosed at **Annexure II**.

**Note:** Exemption from Submission of EMD as per GOI Rule. Those Bidding firm exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like –MSME, NSIC etc.) (Submit proof of scanned copy online).

- (e) The Technical Bid will be opened at the Institute IT Room, 4, Vishnu Digamber Marg New Delhi-110002, on, **1<sup>st</sup> April 2024 at 11:00 A.M.** in IT Room. The Financial bid will be opened on the date which will be communicated to only those bidders who qualify the technical bid as provided in **PARA 4 & 4.1** through CPP portal / eprocure.gov.in.
- (f) The interested Bidding firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.
- f) In case of any further clarification required relating to this tender, the same may be sought from the following officers of PDUNIPPD:-
- (Query related to scope of work & tender document):- Accounts Officer (Finance & Accounts), Pandit Deendayal Upadhyaya National Institute for Person with Physical Disabilities (Divyangjan), 4 Vishnu Digumber Marg New Delhi-1100 02, phone no: 011-23233782 Email: [diriph@nic.in](mailto:diriph@nic.in). Email must mentioning “enquiry/ clarification for tender for engagement of Chartered Accountant Firms” in the subject-line.
  - (Query related to online process): For online submission of the tender on e-portal, contact no. 011-23233782 ext. 368.

### **3. PRE-ELIGIBILITY CRITERIA:-**

The interested Bidding firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in para 3.1 for each of the eligibility criteria:-

- a) **EMPANELLEMENT WITH C&AG:** The Bidding firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2020-21, 2021-22, 2022-23.
- b) **EXPERIENCE:** The Bidding firm should have experience of at least ten (10) years from the date of registration of the firm. As on date of opening of Technical bid.
- c) **NO. OF CA’S PROPERITOR / PARTERNERS:** The Bidding firm should have at least One (1) partner/proprietor as qualified CA as on the date of tender submission.

- d) **NO. OF QUALIFIED CA's:** The Bidding firm should have at least five (5) Chartered Accountants as employees/partners as on the date.
- e) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** The Bidding firm should have conducted either statutory audits and /or internal audits of at least three Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU with multi locations/offices/branches/units on or after financial year 2012-13.
- f) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested Bidding firm shall not be less than Rs. 1 Crores for last three financial years i.e. 2022-23, 2021-22, and 2020-21.
- g) **LOCATION OF CA FIRM's OFFICE:** Bidding firm should have the registered /main office in Delhi. In case bidding firm does not have registered /main office in Delhi then it should have a branch office in Delhi. Further, bidding firm shall provide a list of their branch offices located across India.

### 3.1 Documents required for Pre Eligibility Criteria

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

S.NO.	ELIGIBLE CRITERIA	DOCUMENT REQUIRED TO SUBSTANTIATE THE SAME	TICK
A	<b>EMPANELLEMENT WITH C&amp;AG:</b>	Certified copy of empanelment letter issued by the C&AG is to be submitted.	
B	<b>Taxpayer Information</b> The bidder should have been registered with the Tax Department	a. <b>Income Tax Registration (PAN No/TAN No.)</b> PAN NO: TAN NO: b. <b>GSTIN Registration</b> GSTIN NO: (Copy enclosed)	
C	<b>REGISTRATION: with ICAI</b>	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
d	<b>NO. OF PARTNERS.</b>	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India.	
e	<b>NO. OF QUALIFIED CA's</b>	Certified copy of relevant documents from ICAI is required to be submitted.	
f	<b>EXPERIENCE OF NO. OF STATUTORY AUDIT /INTERNAL AUDIT: as stated in Pre eligibility Criteria</b>	Certified copy of appointment letters from the client organizations along with performance certificate.	
g	<b>ANNUAL TURNOVER OF THE FIRM:</b> Details for annual turnover for - FY 2022-23:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2022-23, 2021-22, 2020-21	

	FY 2021-22: FY 2020-21: Average Turnover for three years:	b. Income tax return along with income computation sheet for last 3 years (A.Y. 2022-23,2021-22, 2020-21)	
h	<b>LOCATION OF THE BIDDER FIRM's OFFICE</b>	Proof of having Office in Delhi/NCR	
I	<b>Information Sheet</b>	As per <b>Annexure I</b>	
J	<b>Tender Document Fee</b>	<p>Tender Document Fee of Rs.1000/- (Rupees One Thousand only) is to be deposited through NEFT/ Bank Transfer into the Institute's Bank Account detail given below:  <b>Bank Account No. 55113200890</b>  <b>Bank Account Name: Internal Revenue Account</b>  <b>IFSC Code : SBIN0050203</b>  <b>Branch Name: SBI, Shashtri Bhawan, New Delhi.</b></p> <p><b>Note:</b></p> <p>I) Bidder must upload the payment proof copy mentioning transaction no. strictly before the last date and time of bid submission i.e. 20<sup>th</sup> Dec 2023, at 5:00 (PM).</p> <p>II) Non submission of Tender Document Fee may lead for rejection of the bid.</p>	
K	<b>Earnest Money Deposit</b>	<p>EMD of Rs.5000/- (Rupees Five Thousand only) is to be deposited through NEFT/ Bank Transfer into the Institute's Bank Account detail given below:  <b>Bank Account No. 55113200890</b>  <b>Bank Account Name: Internal Revenue Account</b>  <b>IFSC Code : SBIN0050203</b>  <b>Branch Name: SBI, Shashtri Bhawan, New Delhi.</b></p> <p><b>Note:</b></p> <p>III) Bidder must upload the payment proof copy mentioning transaction no. strictly before the last date and time of bid submission i.e. 20<sup>th</sup> Dec 2023, at 5:00 (PM).</p> <p>IV) Other bidders who are eligible for EMD exemption should upload relevant EMD exemption certificate.</p> <p>V) Non submission of EMD/ EMD</p>	

		Exemption certificate may lead for rejection of the bid.	
L	<b>Technical bid Documents</b>	As per <b>Annexure II</b>	
M	<b>Tender Acceptance &amp; NON Blacklisting Certificate</b>	As prescribed in <b>Annexure III</b>	
N	<b>Price Bid</b>	As per <b>Annexure IV.</b>	
<b>All supporting documents to be submitted should be self-attested by The Bidder online at the CPP Portal.</b>			

### **3.2 Pre-Qualification Eligibility Evaluation**

1. Bidders fulfilling the pre-qualification criteria shall be shortlisted.
2. The Institute will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
4. The following are some of the *important aspects*, for which a bid shall be declared non – responsive during the evaluation and will be rejected:
  - a) Tender Document Fee and/or EMD Fee or Exemption Certificate not deposited
  - b) Undertaking not provided
  - c) Each page of tender documents are not signed and not submitted
  - d) Bid validity 180 days from the date of Opening Technical bid
  - e) Poor/ unsatisfactory past performance
  - f) Incomplete information
  - g) Lack of required documents

### **4. TECHNICAL BID EVALUATION**

1. The Bidders who clear the prequalification norms shall be considered for technical evaluation.
2. Technical bid will be examined to determine the completeness of each document submitted.
3. If any of the documents or information as per the tender document is missing, the offer shall be rejected.
4. The technical evaluation will consist of profile of The Bidder and proposal.

### **5. SCOPE OF WORK:-**

**The PDUNIPPD Internal Auditor’s scope of work shall include the following (this is an illustrative but not exhaustive list):-**

#### **A. CASH & BANK BOOK:**

- Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the PDUNIPPD rules.
- Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.

#### **B. GRANT & FEE INCOME:**

- Checking and verification of fees / incomes / receipts and the review of the reconciliation for fees / income /receipts to ensure that no revenue leakage exists.
- Reconciliation of Fees booked in Income expenditure with Receipts & payment.
- Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC).
- Grant Utilization with Asset Acquired reconciliation
- Treatment as per Accounting Standard.

#### **C. FIXED ASSETS & LIABILITIES:**

- Scrutiny of all assets and liabilities accounts to ensure their correctness.
- Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- Reconciliation of Asset purchased out of Govt. Grants Confirmation of entries as per Accounting Standard 12.
- The audit of liability registers and their reconciliation with accounting records.
- Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.

#### **D. STATUTORY AND INTERNAL COMPLIANCE:**

- To audit the compliance with applicable statutory requirements like income tax, TDS, and GST etc.
- To advice and give written opinion on issues pertaining to Income Tax, TDS, GST to PDUNIPPD time to time. To help in preparation and submission of necessary compliance with applicable laws.

- Filling of Income Tax Returns and submission of same to Income Tax Authorities.
- Advise and assist in the matters related to Income Tax, GST, and other statutory laws applicable to PDUNIPPD.
- Assist in preparation and filing of all kinds of Statutory Returns of PDUNIPPD like TDS, TDS on GST, CGST & SGST and Income Tax return etc.
- Provide recent updates on all statutory laws applicable to PDUNIPPD.
- Filing of e-TDS quarterly returns within due date and providing Form 16 and from 16A accordingly.
- Filing of GST returns (TDS on GST and other GST Return) within due date and providing GST certificate on demand.

#### **E. SALARY AND ADVANCES:**

- To audit that the salary to staff is being paid as per their terms and conditions and to audit the correctness of pay fixation.
- To audit that outstanding staff loans and advances are recovered as per the stipulated terms / PDUNIPPD rules.

#### **F. PROCUREMENT OF GOODS & SERVICES:**

- Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in PDUNIPPD purchase policies / GFR / GoI guidelines / Policy circulars of PDUNIPPD etc have been followed.
- Checking of all works / petty repair works related bills awarded by PDUNIPPD.
- Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.

#### **I. AUDIT OF ENDOWMENT/EARMARKED FUNDS**

- Funds are utilized as per Policy
- In case of Endowment/Earmark fund the reimbursement of Expenditure from Head office is made in timely manner.

#### **J. ADHERENCE TO PDUNIPPD RULES & REGULATIONS:**

- Ensure that the PDUNIPPD policies, rules, regulation and procedures as per the Bye-laws of the Institute are adhered to in all accounting matters and transactions.
- Compliance of observations issued by C&AG audit.

#### **K. INTERNAL CONTROL SYSTEM:**

- Audit of the financial management of infrastructural/construction projects or works of PDUNIPPD.
- Audit of the strategic projects undertaken by PDUNIPPD, if applicable.

- Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
- To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.
- Detection of systemic flaws and suggestions for adopting the corrective measures.
- Advice PDUNIPPD on risk assessment and risk mitigation mechanism.

## **6. PERIODICITY AND TIMELINES OF AUDIT:**

(a) PDUNIPPD's Internal Auditor will be required to conduct the internal audit on quarterly basis quarters: **1<sup>st</sup> April to 30<sup>th</sup> June, 1<sup>st</sup> July to 30<sup>th</sup> September, 1<sup>st</sup> Oct to 31<sup>st</sup> December, 1<sup>st</sup> Jan to 31<sup>st</sup> March and internal report on quarterly basis.**

(b) **Timelines for conducting the Audit:** The Auditor shall strictly follow the timelines mentioned below in the table:

S.No.	Description of Audit	Timeline
1.	Commencement of Audit in Quarterly	The audit should start from the 30th day of the month following the end of the quarter of which audit is to be done at PDUNIPPD Head Office.
2.	Submission of Internal Audit Report	The Internal Audit Report and the Consolidated Report after discussion with the PDUNIPPD's Management should be submitted within 30 days from the date of start of Internal Audit (Report on Quarterly basis).
3.	For certification of consolidated Annual Account of PDUNIPPD	upto 31st May of Every year.

## **7. DUTIES OF AUDITOR:**

(a) The Auditor will be required to carry out internal audit of PDUNIPPD Head Office on half yearly basis and submit the final internal audit report to Director (PDUNIPPD).

(b) The auditor will be required to carry out assessment of any particular internal system of PDUNIPPD or its CRCs in detail and submit report on the same if demanded by the Director PDUNIPPD. Separate work order will be issued.

(c) The Auditor will be required to submit an audit schedule / plan within 7 days before the end of quarter stating the major areas which would be covered during the audit at all PDUNIPPD Head Office.

(d) The auditor will be required to discuss the internal audit reports with the Accounts Officer PDUNIPPD before its finalization for each quarter. It may take 4-5 working days. For this he will be required to meet the Director PDUNIPPD and discuss his response and incorporate their comments before issuing final internal audit report. For internal audit report of the Head Office, the inputs of Director PDUNIPPD will be obtained before issue of final internal audit report.



(e) For Consolidation of Accounts, the auditor shall be responsible for standardization of accounting heads, arranging heads, arranging of standardized codes and standardization of formats for final account across campuses.

(f) The auditor shall be responsible for consolidation & finalization of the financial statements at the year-end of all PDUNIPPD within the time stipulated above from the end of the Financial Year. The same shall be signed and sealed by the Bidding firm. Further, the auditor shall also be responsible for the consolidation of annual accounts of PDUNIPPD office by the end of 31st May.

(h) The internal audit report for each quarter is to be prepared in three parts as given below for each campus / HO:-

Part - I : Management Summary and Suggestions

Part - II : Detailed Internal Audit Report (for Current Quarter)

Part – III : Follow up and Action Taken Report (for Previous Reports)

Further, a Consolidated Management Summary for each quarter of all campuses and HO are also required to be submitted to the Head Office.

(i) It will be the duty of the internal auditor to obtain / follow up the corrections rectifications / action taken for each objection and incorporate the same in consolidation management summary.

(j) The senior partner of Bidding firm will have to present in General Council and / or Standing Committee meeting if required. Further, he has to present the consolidated PDUNIPPD annual accounts for the year in the meetings of Standing Committee. No separate boarding & lodging will be paid for attending such meetings during the year.

(k) For all matters, the PDUNIPPD internal auditors will co-ordinate with Accounts Officer, and his team PDUNIPPD Office, 4, Vishnu Digumber Marg, New Delhi.

## **8. PAYMENT SCHEDULE :-**

**For Internal Audit Fee:** The 40% payment of professional fees for internal audit will be released on completion of Half year internal Audit and further 40 % will be release after certification of Annual Account and 20% after filling of Income Tax return of PDUNIPPD.

**For Professional fee:** Payment of bill eg. TDS return, GST return and for attending Notices/proceeding by the concerned Authorities on monthly/ quarterly/ specific job work basis as applicable.

## **9. TERMS AND CONDITIONS:-**

1. Initially the appointment of PDUNIPPD internal auditor will be for the financial year i.e. 2024-25. However, PDUNIPPD may extend the appointment as Internal Auditor for next two financial years on same term and condition upon Satisfactory Performance and on receiving consent from successful bidder. The extension will be made for each financial year separately

- at the sole discretion of PDUNIPPD. The appointment of PDUNIPPD internal auditor cannot be for more than three years in total.
2. Each page of supporting documents is required to be signed by the Nodal Partner of Bidding firm.
  3. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
  4. The tender documents shall be written legibly and free from erasing, corrections and over-writing in online submitted scanned copies, otherwise the bid will be rejected.
  5. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
  6. **PERFORMANCE GUARANTEE:** The successful bidder is required to submit performance guarantee of 3% of Contract Value as per OM no. F.9/4/2020-PPD dated 12.11.2020 by Govt of India. PBG may be in the form of Demand Draft in favor of **Director PDUNIPPD** payable at **NEW DELHI** and validity must be 90 days beyond the contract period.
  7. Whenever deemed necessary, PDUNIPPD may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
  8. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
  9. PDUNIPPD reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites <https://eprocure.gov.in> <http://www.iphnewdelhi.in>.
  10. PDUNIPPD reserves the right to cancel this tender process at any time without assigning any reason before the selection of Bidding firm and shall not be entitled to claim any damage or compensation due to such cancellation.
  11. This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Delhi only.
  12. Tenders received **OFFLINE** shall be rejected.
  13. PDUNIPPD will not accept any claim other than professional fee / charges etc. specified in financial bid. All other cost on execution of the awarded work will be borne by the bidder and should be included in the quoted financial bid.

14. The Bidding firm should not have any disputes with any of the client. If any disputes come to knowledge of PDUNIPPD at any point of time, then the services of Bidding firm would be terminated.
15. TDS if applicable will be deducted at prescribed rates as per Income Tax Act, 1961.
16. The contract will be only between **PDUNIPPD** and empanelled **Bidding firm** which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the Bidding firm within a week failing which their EMD will be *forfeited*.
17. The terms and conditions of the contract shall constitute the entire agreement between the Bidding firm and PDUNIPPD. Any change in this regard will be binding only if the amendments are made in writing formally.
18. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by Director PDUNIPPD. The arbitrator's decision shall be final and binding on both the parties.
19. The Bidding firm will ensure that no information or data about the policies of PDUNIPPD is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, PDUNIPPD reserves the right to take action against the Firm as deemed fit.
20. The Firm shall be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its auditors / representatives.
21. The Bidding firm shall ensure that the audit work is started and completed as per the time schedule mentioned in the tender document. In case of delay in the satisfactory performance and completion of audit work, penalty @ 0.2% (point two percent) per day of the quarterly amount payable shall be applicable for a maximum of 30 days. Beyond 30 days, PDUNIPPD reserves the right to cancel the contract, forfeit the Security Deposit and get the work completed from alternate sources at the risk and cost of the defaulting firm. Decision with regard to imposing the penalty will be of the Director PDUNIPPD.
22. Bid submitted by the Bidding firm shall remain valid for a period of 90 days from the date of opening of Technical bid.
23. No subletting of work is permissible.
24. The PDUNIPPD reserves the right to cancel the contract in the following cases:
  - (i) The Bidding firm fails to comply with the terms and conditions of the contract.
  - (ii) The Bidding firm fails to deliver the services on time.
  - (iii) The Bidding firm becomes bankrupt or goes into liquidation.

25. In the event of Force Majeure occurring within the contracted period, the delay in performing internal audit can be extended by PDUNIPPD on receipt of written request of Bidding firm.
26. The Addendum / Corrigendum or any updation with regard to this bid will be published on the same source where this tender has been published- i.e. on websites <https://eprocure.gov.in> [http:// www.iphnewdelhi.in](http://www.iphnewdelhi.in). NO SEPARATE COMMUNICATIONS IN ANY MODE WILL BE MADE TO ANY BIDDER IN THIS REGARD.
27. Bidder shall not be under liquidation court receivership or similar proceedings.
28. Bidder may note that bid shall be submitted on the basis of “Zero Deviation” and shall be full compliance to the requirement of tender document failing which bid shall be considered as non responsive and may be liable for rejection.
29. Canvassing in any form by the bidder or any other agency on their behalf may lead to disqualification or their bid.
30. The last date of online submission of offers will be as per the given date & time as provided in NIT unless otherwise notified. In the event of changes in the schedules, the same will be notified through CPP portal <https://eprocure.gov.in>
31. The bidder should upload self declaration on the letter head stating that the bidder has not been blacklisted/debarred by any government department/agency.

## Annexure – I

### INFORMATION SHEET

#### Particulars of Bidding firm for appointment as Internal Auditor of PDUNIPPD

- (a) Name of the Firm :
- (b) Incorporated .....in year.....at.....
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- (d) Registered Office Address  
Name of the Nodal Partner  
Designation  
Telephone Numbers  
Fax Numbers  
E-mail  
Mobile No.
- (e) Registration details with Statutory Bodies: (enclose attested photocopy of documents)
- (f) Goods & Service Tax Registration No.:
- (g) Income Tax No. (PAN):
- (h) C&AG Registration No.:
- (i) Tender Document Fee and EMD Detail.

Particular	Amount Deposited	Deposited in Bank, Date and Transaction No.
Tender Document Fee	1000/-	

EMD Fee	5000/-	
If EMD Exemption details.	Exempted, certificate	

- (j) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:
- (k) Name of Clients (Autonomous Bodies / PSUs) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.

## Annexure – II

### TECHNICAL BID INFORMATION

S.No.	Particular	Details to be provided as on the closing date of this E-Tender.
<b><u>General Information</u></b>		
1.	Name of the Bidding firm	
2.	Date of registration of Bidding firm	
3.	Registered/Main office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	No. of Branches in India (Attach a list along with address)	
7.	Detail of Tender Document Fee.	
8.	Detail Earnest Money Deposit.	

<b><u>No</u></b>	<b><u>Eligibility Criteria</u></b>	<b><u>Document Required to Substantiate the Same</u></b>	<b><u>Page No.</u></b>
<b><u>A</u></b>	<b><u>EMPANELLMENT WITH C&amp;AG:</u></b>	Certified copy of empanelment letter	
<b><u>B</u></b>	<b><u>Taxpayer Information</u></b> The Bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
<b><u>C</u></b>	<b><u>REGISTRATION: with ICAI</u></b>	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India Copy of certificate of practice of all the Partners/members of firm.	
<b><u>D</u></b>	<b><u>NO. OF QUALIFIED CA's</u></b>	Certified copy of relevant documents from ICAI is	

		required to be submitted.	
E	<b>EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre eligibility Criteria</b>	Certified copy of appointment letters from the client organizations along with Performance Certificate should be enclosed.	
F	<b>ANNUAL TURNOVER OF THE FIRM:</b> Details for annual turnover for - FY 2022-23: FY 2021-22 : FY 2020-21: Average Turnover for three years:	a. Copy of Audited Balance Sheet and Profit & Loss account for the F.Y. 2022-23, 2021-22, 2020-21 b. Income Tax Return along with income computation sheet for last 3 years (A.Y. 2022-23, 2021-22, 2020- 21)	
G	<b>LOCATION OF CA FIRM's OFFICE</b>	Proof of having Office in Delhi/NCR	
	<b>Information Sheet</b>	As per <b>Annexure-I</b>	
	<b>Tender Document Fee</b>	Proof of depositing Tender document fee.	
	<b>Earnest Money Deposit</b>	Proof of depositing Tender document fee.	
	<b>Technical Bid Information</b>	As Per <b>Annexure-II</b>	
	<b>Tender Acceptance &amp; Non Blacklisting Certificate</b>	As Prescribe in <b>Annexure-III</b>	
	<b>Price Bid</b>	To be filled online in the specified format as per <b>Annexure-IV</b>	
<b>All supporting documents to be submitted should be self attested by The Bidder.</b>			

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted)

**Signature of Nodal Partner  
With name and firm Seal**

**Annexure – IV**

**FINANCIAL BID**

The interested Bidding firm may quote their professional fees (all inclusive) in the following format:-

<b>S.No.</b>	<b>Particular</b>	<b>Amount</b>
1.	<b>Internal Audit Fee (Yearly Basis) including Annual Income Tax Return filling charges.</b>	
2.	<b>TDS Return Filling Charges Including issue of Form 16 and Form 16A</b>	
3.	<b>TDS on GST return Filling Charges and with certificate (if any)</b>	
4.	<b>SGST and CGST filling charges including GST Audit.</b>	
5.	<b>Notices / Scrutiny / Proceedings issued by Income Tax, TDS or GST authorities etc. Price to be provided separately on event basis if required.</b>	
6.	<b>Plus GST (as applicable)</b>	
	<b>Grand Total (excluding sr. no.5 as this is on requirement basis)</b>	

Grand Total Professional Fee in word.....  
 .....



**Signature of Nodal Partner  
With name and firm Seal**

Note: In case of difference in quoted price in figures and words, price quoted in word will prevail.

**Annexure –III**

**Tender Acceptance Letter**  
(To be given on Company's Letter Head)

Date:

**Sub: Acceptance of Terms & Conditions of Tender**  
**Tender Bid No:**

**Name of Work:**

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:- <https://eprocure.gov.in>.
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents from Page No. 01 to 18 (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization shall taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
7. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours faithfully  
(Signature of The Bidder, with Official Seal)

Name of the Authorized Signatory:  
Designation:  
Contact details (including E-mail):  
Date:  
Place