

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	23-06-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	23-06-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Information And Broadcasting
Department Name/विभाग का नाम	Ministry Of Information And Broadcasting
Organisation Name/संगठन का नाम	Films Division
Office Name/कार्यालय का नाम	National Film Development Corporation Ltd - Mumbai
क्रेता ईमेल/Buyer Email	buycon1.nfdcl.mumbai@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; Audit Firm, CA Firm
Contract Period/अनुबंध अवधि	16 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	35000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
-------------------	----

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
-------------------	----

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

5. 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.

6. 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.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1748258824.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1748258824.pdf)

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per RFP clause 8	100	30	View File

Total Minimum Qualifying Marks for Technical Score: 30

QCBS Weightage(Technical:Financial):70:30

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Deterring , Compliance with contracts
Type of Industries/Functions	Film Production (Post Completion)
Frequency of Progress Report	Complete Report
MIS Reporting for Financial Audit support	Yes

Specification	Values
Frequency of MIS reporting	Complete Report
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Singamsetty Naga Venkata Sai Bharath	400026,National Film Development Corporation Ltd (NFDC) 5th Floor, NMIC Building NFDC -FD- Complex ,24 Pedder Road Cumballa Hill Mumbai 400 026, Maharashtra.	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

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. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

**REQUEST FOR PROPOSAL (RFP)
SELECTION OF AUDIT FIRM FOR A NFDC CO-PRODUCTION FILM**

1. INTRODUCTION

The National Film Development Corporation Ltd. (NFDC) invites proposals from eligible audit firms for conducting an audit of the book of accounts related to the production of feature film, co-produced by NFDC. This will be a post completion audit which means the project has been completed and censored as of December 2024. The selected audit firm will be responsible for verifying the utilisation of funds and expenditures incurred in connection with the film, and ensuring compliance with applicable financial regulations, government procurement policies, and the terms of the co-production agreement.

2. OBJECTIVE

The primary objective of this RFP is to select an audit firm responsible for auditing the financial aspects of the said feature film, co-produced by NFDC. The selected firm will ensure compliance with applicable financial regulations, government procurement procedures, and terms outlined in the co-production agreement and other related agreements of the film. The audit firm will also be responsible for reviewing the maintenance of proper books of accounts and verifying adherence to all financial and legal obligations related to the project.

3. SCOPE OF WORK

The selected audit firm will be responsible for the following tasks in relation to the said feature film, co-produced by NFDC:

3.1 Financial Audit and Compliance

- Conduct an audit of the financial records to ensure adherence to applicable financial regulations and government procurement norms.
- Examine all project-related expenditure to ensure transparency and accountability.
- Review financial transactions, books of accounts, vouchers, receipts, and supporting documents.
- Ensure compliance with NFDC policies, Ministry of Information and Broadcasting guidelines, and relevant terms of the co-production agreement and other agreements related to the film.

3.2 Procurement and Contract Review

- Review and audit cost breakdowns and expenditure heads to ensure alignment with approved budgets and contractual terms.

- Verify procurement documents including tenders, agreements, and MOUs for compliance.
- Assess reports related to goods, services, and production activities for conformity with contractual and financial obligations.

3.3 Expense Verification and Certification

- Scrutinise invoices submitted by vendors, suppliers, and contractors to ensure consistency with contractual terms and approved work.
- Verify that payments are made based on approved quantities and duly certified work.
- Validate deductions, security deposits, retention amounts, and bank guarantees.
- Confirm that any additional work is supported by prior approval and conforms to agreed rates.

3.4 Taxation and Statutory Compliance

- Ensure timely compliance with all applicable tax obligations, including TDS and GST returns.
- Assist in rectifications, revisions, and responses under prevailing tax laws.
- Provide support in matters pertaining to Income Tax and GST, including representation before authorities when required.
- Assist with foreign remittance-related compliances, if applicable.

3.5 Other Services

- Provide financial consultancy or certification services related to the project, as and when required by NFDC.
- Support compliance in any additional statutory or regulatory matters arising during the course of the audit.

4. Deliverables and Timelines

- Submission of a comprehensive audit report highlighting any discrepancies, deviations, and recommendations based on the audit of accounts and expenditures related to the said feature film.
- Tally Data
- Certification/Audit Report on the financial integrity and utilisation of funds for the said feature film, to be submitted within 14 days from the assignment of audit or as otherwise agreed.
- Periodic compliance reports detailing the status of tax filings (including TDS and GST) and key financial transactions, to be submitted at mutually agreed intervals during the course of the audit.

5. Time Schedule for submission of bid documents

Particulars	Date
Bid Submission Start Date	26.05.2025 at 05.00 PM
Last Date for submission of the bid	23.06.2025 till 05:00 PM
Opening of Technical Bids. Evaluation by the nominated committee and Submission of Qualifying/Non Qualifying Bids.	24 .06.2025 at 11:00 AM to 26.06.2025 at 05:00 PM
Representation submission by the Unqualified Bidders	27.06.2025 at 11:00 AM onwards to 30.06.2025 at 05:00 PM
Scrutiny of Financial Bid by the nominated committee	02.07.2025 at 11:00 AM
Final review of L1 Financial Bid selected by GeM	03.07.2025 at 1:00 PM
Approval of L1 Bid by the competent authority.	09.07.2025
Issue of work order immediately after approval of competent authority.	

6. ELIGIBILITY CRITERIA

Firms submitting proposals for auditing the accounts of the said feature film must meet the following criteria:

- Chartered Accountancy Firm Registration: The firm must be a registered Chartered Accountancy firm in India. Documents Required: Copy of Registration Certificate / Partnership Deed, PAN Card, and GST Registration.
- Experience with Government/Public Sector Audits: The firm must have at least 3 years of experience in conducting audits for government departments or public sector undertakings. Documents Required: Copies of Work Orders / Letters of Engagement / Completion Certificates.
- Experience in Auditing Large-Scale Projects or Events: Preference will be given to firms having prior experience in audits of feature films. Documents Required: Copies of Work Orders / Letters of Engagement / Completion Certificates.

- **Qualified Team of Professionals:** The firm must have a team comprising qualified professionals in audit, taxation, and procurement compliance. Documents Required: A list of partners and audit staff, duly signed by the Managing Partner.

7. PROPOSAL SUBMISSION

Interested audit firms must submit their proposals electronically via the Government e-Marketplace (GeM) portal in response to the e-tender. The proposal should be submitted in two parts:

- Technical Proposal: As per Form 1, along with supporting documents mentioned in Sections 6 and 8.
- Financial Proposal: As per Form 2, containing the fee structure and payment terms.

8. EVALUATION CRITERIA

8.1 Technical Evaluation (Weightage: 70%)

Technical proposals will be evaluated on a 100-mark scale based on the following parameters:

Criteria	Marks	Supporting Documents
1. Firm Background & Constitution	10 Marks	Registration Certificate / Partnership Deed, PAN, and GST
- More than 8 years	10 Marks	
- Less than 8 years	5 Marks	
2. Team Strength and Expertise	30 Marks	List of Partners & Staff signed by Managing Partner
- Upto 5 Qualified CAs (incl. Partners/Proprietor)	15 Marks	
- More than 5 & up to 10 Qualified CAs	25 Marks	
- More than 10 Qualified CAs	30 Marks	
3. Experience in Compliance Audits	20 Marks	Work Orders / Letters of Engagement / Completion Certificates
- Up to 3 audits	10 Marks	
- Between 3 to 6 audits	15 Marks	
- More than 6 audits	20 Marks	
4. Understanding of Film production	20 Marks	In-person technical presentation
- Evaluated during presentation	Upto 20 Marks	

5. Major Clients & Key Audit Assignments	20 Marks	List of Clients and Assignments with Work Orders / Completion Certificates - 1 mark per assignment
---	-----------------	--

8.2 Financial Evaluation (Weightage: 30%)

- The lowest financial proposal (LFP) will receive a Financial Score (FS) of 100.
- Other proposals will be scored pro-rata as per the formula below:

$$\text{Financial Score (FS)} = (\text{LFP} / \text{FP}) * 100$$

Where:

LFP = Lowest Financial Proposal Amount

FP = Financial Proposal Amount quoted by the bidder

8.3 Quality cum Cost-Based Selection (QCBS) Formula

$$\text{Final QCBS Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

- Firms will be ranked based on the final QCBS score.
- The highest-ranked firm (H1) will be selected as the Audit Firm for the said feature film.

9. GENERAL TERMS & CONDITIONS

- NFDC Ltd. reserves the right to accept or reject any proposal without assigning any reason.
- The selected audit firm shall not subcontract any portion of the assignment.

9.1 Penalty Clause

In case of non-compliance with the agreed scope or delayed submission of the audit report a 10% deduction in professional fees shall apply for every 10-day delay beyond 14 days from the assignment of audit.

For further queries, please contact:

Shivaram Mony
Deputy Manager (Indian Film Production)
Email: sivaram@nfdcindia.com Mobile: +91 7909195587

Issued by:
National Film Development Corporation Ltd, NFDC - FD Complex, 24, Dr. Gopalrao Deshmukh Marg, Mumbai 400 026, Maharashtra, Website: www.nfdcindia.com

Form - 1

Standard Format for Submission of Technical Details

Sr. No.	Particulars Required	Particulars Given
1	Name of the Firm	
2	Registration No. (attach copy)	
3	GST Registration No. (attach copy)	
4	PAN No. (attach copy)	
5	Annual Turn Over (attach copy)	
6	Standing Time in Profession	
7	Customers Satisfaction/ Experience Certificate (attach copy if any)	
8	Whether firm has office in Delhi/ Mumbai	
9	Address	
10	Contact Details	
11	Email Address	
12	Number of Partners and Permanent Staff	
13	Whether the firm has already worked as Statutory/ BOQ Auditors for any State Govt./ Central Govt./ Govt. Companies/ Autonomous Body/ PSU etc. to attach MOU/ Work Order/ Appointment Letter	
14	RTGS/ NEFT Details	
15	Other Information (if any)	

Form - 2

Financial Quotations

S.NO	Type Of Service	Proposed Fees including Taxes
1	Audit Fees for Audit report/Utilisation Certificate. (Per report/Certificate)	

1. Fees will be paid on submission of deliverables as per para 4 of this RFP.