

**Bid Document/ बिड दस्तावेज़**

<b>Bid Details/बिड विवरण</b>	
<b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>	14-06-2025 16:00:00
<b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>	14-06-2025 16:30:00
<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 Finance
<b>Department Name/विभाग का नाम</b>	Department Of Financial Services
<b>Organisation Name/संगठन का नाम</b>	Nabfoundation
<b>Office Name/कार्यालय का नाम</b>	Nabfoundation Ho
<b>क्रेता ईमेल/Buyer Email</b>	buycon1.nabfo.mh@gembuyer.in
<b>Item Category/मद केटेगरी</b>	Financial Advisory Services - Onsite; Section 8 companies Financials services
<b>Contract Period/अनुबंध अवधि</b>	3 Year(s) 1 Day(s)
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)</b>	60 Lakh (s)
<b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>	3 Year (s)
<b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>	Yes
<b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>	No
<b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>	No
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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?/	Yes
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	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	INR 1500000
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

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	30000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	38

(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 :

MANGER-IT  
NABFOUNDATION HO, Department of Financial Services, NABFOUNDATION, Ministry of Finance  
(Kedar Krishnakant Rane)

#### MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन

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. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:03 YEARS EXPERIENCE AS ON 31.03.2025 IN PROVIDING SIMILIAR ADVISORY SERVICE**

**Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:02**

**Scope of work to be uploaded by buyer:**[1748594075.pdf](#)

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
AGE OF FIRM, PARTNERS OF THE FIRM, TURNOVER,	100	60	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):60:40**

**Financial Advisory Services - Onsite; Section 8 Companies Financials Services ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Section 8 companies Financials services
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Monthly Payroll Processing , Advance Tax Computation
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , Financial expert in particular discipline
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI , Derivatives (by ICAI)
Total Experience of Professionals / Resources (In years)	5 - 7 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	Yes

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	KEDAR KRISHNAKANT RANE	400051,NABARD HO, C-24, G Block, Bandra Kurla Complex, Bandra East, Mumbai- 400 051	1	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 1</li> </ul>

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or

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

## 2. **Generic**

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

## 3. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

## 4. **Generic**

**Consortium:** In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

## 5. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

## 6. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 7. **Forms of EMD and PBG**

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

NABFOUNDATION  
Account No.  
000405150835  
IFSC Code  
ICIC0000004  
Bank Name  
ICICI BANK  
Branch address  
NARIMAN POINT, MUMBAI

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

## 8. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

## 9. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the

Bid document, ATC and Corrigendum if any.

#### 10. Past Project Experience

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

#### 11. Buyer Added Bid Specific ATC

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

### Disclaimer/अस्वीकरण

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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---**

## TENDER NOTICE



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**NABFOUNDATION INVITES TENDER IN GEM FROM ELIGIBLE CHARTED ACCOUNTANT FIRM FOR GENERAL ACCOUNTANCY, DIRECT & INDIRECT TAXATION, CONSULTING AND OTHER RELATED WORKS OF THE FOUNDATION**

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### **IMPORTANT DATES**

**Date of Tender: 30-05-2025**

**Last date for submission of Bid: 14-06-2025**



**NABFOUNDATION**

**NABARD Head Office, 4<sup>th</sup> Floor, 'D' Wing, Plot No. C-24, G Block,  
Bandra-Kurla Complex, Bandra (East), Mumbai 400 051**

**Email: [nabfoundation@nabard.org](mailto:nabfoundation@nabard.org)**

**Website: [www.nabfoundation.in](http://www.nabfoundation.in)**



## TENDER NOTICE

**NABFOUNDATION** is a Section 8 not-for-profit company fully owned by National Bank for Agriculture and Rural Development (NABARD). The foundation is having its Head Office at Mumbai. The foundation is mandated to initiate, plan, execute, implement, aid and assist any/all activities listed under Schedule VII, Section 135 of Companies Act, 2013 through pilot projects, demonstrative models and others. For further details about the foundation's mandate and projects, please visit [www.nabfoundation.in](http://www.nabfoundation.in).

Through this RFP, NABFOUNDATION wishes to select local Chartered Accountant Firms for General Accountancy, Direct & Indirect Taxation, Consulting and other related works of the Foundation. Partnership or proprietorship Chartered Accountant Firms having experience in providing similar services as per the scope of work mentioned in this RFP to Government Organizations/Societies/ Foundations etc. The selected CA Firm will be appointed initially for a period of 3 years extendable by another two years based on performance and on mutually agreed terms and conditions.

Serial No.	Description	Details
1	Name of work	General Accountancy, Direct & Indirect Taxation, Consulting and other related works of NABFOUNDATION.
2	Period of contract	3 (THREE) years which is further extendable by another 2 (TWO) years based on performance and on mutually agreed terms and conditions
3	Estimated value of contract	Rs.5 lakhs annually (all inclusive) per year
4	Mode of issuance of Bid Document & Tender fee	The RFP document can be downloaded from 16:00 hrs on <b>30.05.2025</b> from the website of NABFOUNDATION <a href="https://www.nabfoundation.in/tenders.html">https://www.nabfoundation.in/tenders.html</a>
5	Mode of tender	GeM portal
6	Type of Bid	Two bid system (Technical Bid & Financial Bid)
7	Nodal Officer for correspondence and Clarification	Smt. Aditi Shukla, Company Secretary, NABFOUNDATION Email: <a href="mailto:nabfoundation@nabard.org">nabfoundation@nabard.org</a>
11	Last date for submission of bids	<b>14-06-2025</b>
13	Validity of Tender	90 days from the date of opening of Technical Bid
14	Earnest Money Deposit	Rs.30,000/- (Rupees Thirty Thousand Only)
15	Security Deposit (SD)/ Retention Money Deposit (RMD)	3% of the value of tender

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## DISCLAIMER

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### **NABFOUNDATION INVITES TENDER IN GEM FROM ELIGIBLE CHARTED ACCOUNTANT FIRM FOR GENERAL ACCOUNTANCY, DIRECT & INDIRECT TAXATION, CONSULTING AND OTHER RELATED WORKS OF THE FOUNDATION**

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1. This Bid Document is being issued by NABFOUNDATION for the selection of a local Chartered Accountant Firm for General Accountancy, Direct & Indirect Taxation, Consulting and other related works of NABFOUNDATION.
2. The information contained in this Bid Document is being provided for the limited purposes of enabling the interested parties ("Bidders") to submit a binding proposal ("Bid") for performing, executing and implementing the services and for no other purpose. In no circumstances shall NABFOUNDATION, or its employees, advisers, consultants, contractors, servants and/or agents incur any liability arising out of or in respect of the issue of this RFP Document, or the selection procedure.
3. The possession of this Bid Document or use in any manner contrary to any applicable law is expressly prohibited. The Bidders shall inform themselves and shall observe any applicable legal requirements.
4. The information does not purport to be comprehensive or to have been independently verified. Nothing in this Bid Document shall be construed as legal, financial or tax advice. NABFOUNDATION will not be liable for any costs, expenses, however so incurred by the Bidders in connection with the preparation and submission of the Bids.
5. NABFOUNDATION reserves the right to amend this Bid Document and any information contained herein at any time to the Bidders. The amendment document shall be notified through website / Gem Portal and such amendments shall be binding on those concerned.
6. Nothing in this Bid Document is, nor shall be relied upon as, a promise or representation as to NABFOUNDATION ultimate decision in relation to the selection process of the successful Bidder for the execution of the Contract (defined hereinafter). The Bidder(s) shall not, therefore, assume that they will have the opportunity to revise their Bids following submission except as provided in this Document, without assigning any reason whatsoever. However, NABFOUNDATION reserves the right to change the basis of or the procedures (including the timetable) relating to the bidding process, reject any, or all, of the Bids, not to invite a Bidder to proceed further, not furnish a Bidder with additional information nor otherwise to negotiate with a Bidder at any time.
7. Canvassing in any form shall result in rejection of the bid.
8. The applicant shall be deemed to have duly considered all terms of this Invitation for the bid document and acknowledge that it intends to submit bid offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and / or that may be incorporated by NABFOUNDATION through any Addendum/s.
9. No person other than the one authorized by NABFOUNDATION to give any information or to make any representation not contained in this Tender Document and, if given or made, any such information or representation shall not be relied upon as having been so authorized.

10. NABFOUNDATION, its employees, advisers, consultants, contractors, servants, and agents do not accept any responsibility for the legality, validity, effectiveness, adequacy or enforceability of any documentation executed, or which may be executed, in relation to the Services.
11. Nothing in this Bid Document shall constitute the basis of the contract which may be concluded in relation to performance, execution and implementation of the Works nor shall such documentation/information be used in construing the contract. Each Bidder must rely on the terms and conditions contained in the contract, when, and if, finally executed, subject to such limitations and restrictions which may be specified in such contract. Any reference to this RFP Document in the contract with NABFOUNDATION or any correspondence between NABFOUNDATION and the Bidder shall not be construed as this Bid Document forming part of such contract.
12. All documents and communication will be in English only. Any document which is submitted in any other language, other than English will be acceptable only if accompanied by self-certified English translated version. NABFOUNDATION will have the right to verify the same independently.
13. Laws of the Republic of India are applicable to this Tender Document. The courts at Mumbai shall have exclusive jurisdiction in relation to any disputes arising from this Tender Document.
14. Each Bidder's acceptance of delivery of this Tender Document constitutes its agreement to, and acceptance of, the terms set forth in this Disclaimer. By acceptance of this Tender Document, the recipient agrees that this Tender Document supersedes document(s) or earlier information, if any, in relation to the subject matter hereof.
15. All documents and communication will be in English only. Any document which is submitted in any other language, other than English will be acceptable only if accompanied by self-certified English translated version. NABFOUNDATION will have the right to verify the same independently.
16. **Arbitration:** The disputes or differences, arising from this Invitation for bid document or in any manner connected therewith shall be subject to the following dispute resolution mechanism:
  - a. any dispute shall initially be referred to the designated Senior Management of the parties for amicable settlement.
  - b. If no amicable settlement is arrived at within 30 days, then any party may refer the dispute to a Sole Arbitrator to be nominated by NABFOUNDATION. The place of arbitration shall be Mumbai. All arbitration proceedings shall be conducted in English and in accordance with the provisions of the Arbitration and Conciliation Act 1996 as amended from time to time.
  - c. The Arbitration award will be final and binding upon the parties, and each party will bear its own costs of arbitration and equally share the fees of the arbitral tribunal unless the arbitral tribunal decides otherwise.
  - d. all disputes shall be subject to the exclusive jurisdiction of Courts at Mumbai only.
17. **Governing Law:** Indian laws, both substantive and procedural, shall govern.

**Annexure I****NOTICE INVITING TENDER**

Ref.No.NBF/ / / Tender 2025/2025-26

30/05/2025

**To the Bidders****Dear Sir,****Subject: Tender for general accountancy, direct and indirect taxation, consulting and other related works of NABFOUNDATION**

NABFOUNDATION, NABARD Head Office, 4th Floor, 'D' Wing, Plot No. C 24, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai 400 051 invites tender in Two Bid System (Reverse Auction) from the local Chartered Accountant Firms for general accountancy, direct & indirect taxation, consulting and other related works of the Foundation. The detail are as under:

<b>Serial No.</b>	<b>Description</b>	<b>Details</b>
1	Name of work	General Accountancy, Direct & Indirect Taxation, Consulting and other related works of NABFOUNDATION.
2	Period of contract	3 (THREE) years which is further extendable by another 2 (TWO) years based on performance and on mutually agreed terms and conditions
3	Estimated value of contract	Rs.15 lakhs i.e. Rs.5.00 lakh annually (all inclusive)for 3 years
4	Mode of issuance of Bid Document & Tender fee	The RFP document can be downloaded from 16:00 hrs on <b>30.05.2025</b> from the website of NABFOUNDATION <a href="https://www.nabfoundation.in/tenders.html">https://www.nabfoundation.in/tenders.html</a>
5	Mode of tender	GeM portal
6	Type of Bid	Two bid system(Technical Bid & Financial Bid)
7	Nodal Officer for correspondence and Clarification	Smt. Aditi Shukla, Company Secretary, NABFOUNDATION Email: <a href="mailto:nabfoundation@nabard.org">nabfoundation@nabard.org</a>
8	Last date for submission of queries in GEM	<b>Upto 10.00 AM 04-06-2025</b>
9	Last date for submission of bids in GEM Portal	<b>14-06-2025</b>

Serial No.	Description	Details
10	Earnest Money Deposit (EMD)	<p>1) Rs.30,000/- (Rupees Thirty Thousand Only) to be deposited online through RTGS/ Internet Banking in below mentioned account of NABFOUNDATION.</p> <p><b>Account Name: NABFOUNDATION</b>  <b>Account Number: 000405150835</b>  <b>Bank Name: ICICI Bank</b>  <b>Branch: NARIMAN POINT, Mumbai</b>  <b>IFSC Code: ICIC0000004</b></p> <p>The Bidder is required to indicate the Bid Number and Name of Bidding Entity in the transaction details filed at the time of online transfer.</p> <p>Bidder has to upload scanned copy / proof of the online payment transfer along with the Bid.</p> <p>2) Bids received without EMD will not be considered and summarily rejected.</p> <p>3) Exemption of EMD is applicable as per GOI norms. However, the Bidder has to furnish a self-attested copy of the valid Registration Certificate.</p> <p>4) The EMD of the unsuccessful bidder will be refunded.</p> <p>5) The EMD of the successful bidder will be returned on submission of Security Deposit (SD) /Retention Money Deposit (RMD)</p>
11	Security Deposit (SD) /Retention Money Deposit (RMD)	<p>The successful bidder shall deposit within 14 days of award of contract a Bank Guarantee in favour of NABFOUNDATION with validity of 3 years amounting to 3% of total contract value as calculated based on the quoted rates for general accountancy, direct &amp; indirect taxation, consulting and other related works of NABFOUNDATION.</p>
12	Validity of Tender	90 days from the date of opening of Technical Bid

II. Important details of the tender are as under:

- 1) The selected Bidder will be required to provide general accounting, direct and indirect taxation, consultancy and other related services to the foundation.
- 2) Partnership or proprietorship firms having experience in working with Government Organizations/Societies/ Foundations etc, will be required to provide the services as

per the scope of work mentioned in this RFP. The selected Chartered Accountant Firm (CA Firm) will be appointed initially for a period of 3 years and the duration may be further extended based on performance and on mutually agreed terms and conditions.

- 3) The firm should be well conversed with the accounting procedures, rules and regulations, compliances and exemptions of a Section 8 company
- 4) The bidder shall execute the Integrity Pact (IP) to be executed on non-judicial stamp paper of ₹200/- as per format given, duly signed and stamped by the bidder.  
**Tenders submitted without IP will summarily be rejected and their Financial Bid will not be opened.**
- 5) Further, it may be noted that those Bidders, whose technical bid is found to be acceptable, as per the pre-qualification criteria and technical evaluation, will only be identified as qualified for proceeding with the financial bid.
- 6) No advance would be paid to execute the work order.
- 7) NABFOUNDATION reserves the right to accept or reject any or all offers without assigning any reasons whatsoever and its decision in this regard shall be final and binding.
- 8) In case of any difference in interpretation between English and Hindi version any clause of this tender document, the English version will prevail.

2. The tender consists of the following documents: -

**Part – I (Technical Bid)**

- a. Notice Inviting Tender (NIT)
- b. Pre-Qualification Criteria
- c. Scope of Work
- d. Scoring Model for Evaluation of Tender
- e. Terms & Conditions
- f. Integrity Pact
- g. Forms of Tender

**Part – II (Financial Bid)**

**Yours faithfully**

**Sd/-**

**Bibhu Prasad Kar**

## **ANNEXURE II**

### **PRE-QUALIFICATION CRITERIA**

- 1) The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration (A copy of the certificate to be submitted).
- 2) The Firm must have been in operation for at least 3 years after its registration as on 31<sup>st</sup> March 2025.
- 3) The Firm should have at least two Chartered Accountant employed/Partner (Full time) with the firm since last three years i.e. 2022-23, 2023-24 and 2024-25
- 4) The Average Annual Turnover of the Bidder in the last three years i.e. 2021-22, 2022-23, and 2023-24 should be more than Rs.60.00 lakh.
- 5) The bidder must have successfully completed / undertaking 3 (THREE) similar CA service contracts in the preceding three financial years i.e. 2022-23, 2023-24 and 2024-25.
- 6) Out of point no. 5 above, the bidder completed / undertaking similar services to minimum two central / State Government organizations / PSUs with contract value equivalent to tender value or higher for each client.
- 7) The Bidder must have successfully completed / undertaking 2 (TWO) similar CA service contract for any of the following during the preceding three financial years i.e. 2022-23, 2023-24 and 2024-25
  - o Foundation / Trust / Section 8 Company with CSR-1 registration promoted by Government / PSUs / Corporate.
  - o Not-for-Profit organizations registered in Social Stock Exchange (SSE) of BSE / NSE.
- 8) The Chartered Accountant Firm should have its registered Office / Corporate Office / Branch Office in Mumbai.
- 9) On the date of submission of tender, the bidder should not have been indicted for any criminal, fraudulent or anti competition activity and not been blacklisted by any government departments.



### **ANNEXURE III**

#### **SCOPE OF WORK**

The tasks of the CA Firm will include the day-to-day computerized maintenance of Accounts, Receipt and payment processes, preparation of bank reconciliation Statements, Preparation of all types of ledgers, preparation of annual financial statements, facilitate Budget preparation and review, responsibility for timely completion of statutory audit and day to day consultancy on statutory compliances and all other associated/related tasks as directed by Authorized person.

The scope of work mentioned below is indicative and not exhaustive. The assignment would not be limited listed in the aforesaid scope only. Certain additional tasks related to finance, accounts or any compliance related to the same including statutory or non-statutory in nature would have to be undertaken as per the management directions. All reports and documents submitted by the CA firm shall be signed and stamped by the firm.

The following is the scope of work for the CA Firm (but not limited to):

#### **1. General Accounting, Taxation and Compliance:**

##### **a) Accounting Related:**

NABFOUNDATION follow accrual-based accounting system and use "tally" as a tool for accounting. Access shall be granted to the CA firm for carrying out the scope of work. The firm should be well conversed with the accounting procedures, rules and regulations, compliances and exemptions of a Section 8 company.

- i. Financial accounting and reporting in compliance with GFR and other relevant guidelines
- ii. Maintain day to day accounting on Tally software.
- iii. Verification of vouchers in regard to appropriateness of supporting documentary evidence and correctness of heads of accounts.
- iv. Maintenance of all types of accounting records/reports as required statutorily or otherwise for day-to-day functioning. All necessary documents, supporting, vouchers should be checked and maintained as per the standard procedure.
- v. Preparing monthly bank reconciliation statements.
- vi. Prepare Monthly Income & Expenditure statement.
- vii. Preparation of Annual budget/revised budget and projected cash flows.
- viii. Monthly budget review and reporting deviation (if any)
- ix. Generation of MIS reports.
- x. Preparation of financial reports /status reports
- xi. Asset accounting
- xii. Issue of Utilisation Certificate for projects undertaken by NABFOUNDATION.
- xiii. Provide signed and stamped balance sheets for internal and audit purposes.
- xiv. Assist the Foundation in preparation of responses to observations made during internal audit, compliance audit, performance audit,

- financial/accounting audit, balance sheet, profit & loss statements, cash flow, external audits (CAG) or any other audits of similar nature.
- xv. Financial analysis for existing data and preparation of progressive receipt and expenditure as per budget heads and review of balance sheet periodically as instructed by the competent authority.

**b) Payroll Related:**

- i. Preparation of monthly salary note of staff; computation of tax as per the applicable law, deduction and deposit of TDS, EST, PF, EPF etc. including return compliance.
- ii. Periodic reconciliation of payments/statutory deductions etc. with books of account
- iii. Issuance of Form 16 and Form 16 A.

**c) Tax related:**

- i. Preparation and filling of the income tax return of NABFOUNDATION and any other related returns as per their due dates or on annual basis and generation of 26 AS.
- ii. Computation of Advance Tax under the Income tax act on quarterly basis.
- iii. Furnishing information/opinion to NABFOUNDATION on the various day to day tax matters.
- iv. Consultancy on various intricate matters pertaining to the Income Tax.
- v. Effective tax management, tax structuring and advisory services and Tax planning for NABFOUNDATION.
- vi. Providing regular updates on amendments, circulars, notifications and judgment.
- vii. Liaison with Income Tax department with respect to ongoing and future cases related to the Foundation of rectification, assessment, obtaining refund etc.
- viii. Matters relating to TDS including computation and deposit of TDS, filing of quarterly TDS returns, revision and rectification of TDS returns, if any.
- ix. Verification of TDS computation towards payment to Suppliers / service providers/ NGOs/ other clients and verification of TDS certificate as per Form 16.
- x. Application and obtaining of TDS exemption /short deduction certificate from Income Tax Departments.
- xi. The TDS related transactions would be based on requirements arising in the future shall be the responsibility of the CA firm.
- xii. Computation of provision for income tax for annual closing of accounts. Draft accounts and calculation shall be shared by the Authority. Taxation CA firm to verify and advice on the same.
- xiii. Preparation and filing of required applications with tax authorities. The CA firm to assist in communications/ responses to inquiries / applications/letters shared by tax authorities by NABFOUNDATION and vice versa.
- xiv. Preparing direct tax and indirect tax status report on quarterly basis.

Reports shall consist of details of works undertaken and financial reports during the quarter. Status of works which are completed or pending and any other requirements/ recommendations/ observations shall be a part of the report.

- xv. Preparation of GST return, filing of electronic returns and liaison with GST authorities.
- xvi. The CA firm is required to assist the Foundation in making tax payments by generating payment advice and collation of relevant data. Returns to be filed by the CA firm on behalf of NABFOUNDATION and confirmation/ acknowledgement reports to be submitted for the same.
- xvii. The CA firm is free to use any appropriate method/tool for invoicing and GST returns as per the applicable regulations. CA firm should be able to furnish reports, data, information etc. as require by the Authority from time to time.
- xviii. All returns, pending as on the date of signing of contract and falling within the contract period, shall be the responsibility of the CA firm.
- xix. For carrying out the scope of work, Foundation shall grant access to the accounting tools used within the Authority. CA firm shall be responsible for extracting relevant information.
- xx. Assist in currently pending cases (if any) and future direct tax and Indirect tax proceedings i.e., preparation of details required to be submitted to the tax department and appearance before the tax authorities.
- xxi. To attend to all communications, notices of the Tax Authorities.
- xxii. Coordination with CAG Auditors in respect of queries raised at the time of Audit.
- xxiii. Any penalty / late fee due to delay in statutory dues/ returns shall be the responsibility of the firms.

**d) Compliance and Risk related:**

- i. Independently review and appraise the systems of control throughout the year (not just the financial controls) and recommend Improvements to internal controls;
- ii. Ascertain Compliance to all statutory requirements relating to a Section 8 company and the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iii. Facilitate good practice in managing risks effectively;
- iv. Department wise system and recommendation for best practice to improve the system.
- v. The CA Firm shall assist the Authority in preparing responses to CAG observations.
- vi. Evaluate the effectiveness of financial management systems to ensure transparency and accountability.
- vii. Assess the compliance of financial statements with relevant accounting standards and regulations.

- viii. Scrutinize the capital budgeting processes and investment appraisal methods applied to the projects.
- ix. Verify the allocation and utilization of funds in alignment with project milestones and goals.
- x. Review the processes for periodic financial audits and compliance checks.

## **2. Manpower:**

- i. One dedicated staff member with relevant experience shall be deployed by the CA firm at NABFOUNDATION Head Office in Mumbai on a regular basis. This individual will adhere to the Foundation's standard working hours throughout the period of engagement. The individual will be in the payroll of the firm and foundation shall not issue any other documents such as appointment letter, experienced certificate etc.
- ii. The staff member should possess a minimum of Three Years' relevant experience and demonstrated proficiency in Tally, GST, TDS, financial analysis, and drafting. Strong communication skills are also essential. The CA firm shall make its own arrangements for the transportation of its employees.
- iii. The representative of the firm may be called to the NABFOUNDATION office for any discussion or clarification if required from time to time, it must be noted that no travelling or meeting charges will be provided for such discussions.
- iv. Any misconduct/misbehaviour on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the CA Firm at his own costs, risks and responsibilities immediately, with written intimation to NABFOUNDATION, Mumbai.

## **II. Others**

- i. If need be, with due authorization, the firm may have to represent the Foundation before relevant authorities in case of GST/Income Tax/Company Law related matters.

## **ANNEXURE IV**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

- 1) The CA firm shall engage a citizen of India.
- 2) Manpower engaged should be trained for providing services according to the scope of work.
- 3) The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as minimum wages, ESI, EPF contributions, bonus, service charges, applicable taxes etc.
- 4) NABFOUNDATION shall have the right of removal of the person (employed by the Bidder) who is not discharging his/her duties satisfactorily or his/her role is found dubious in nature.
- 5) The CA firm shall not engage any subcontractor or transfer the contract to another person/people/entity without prior permission of the competent authorities at NABFOUNDATION.
- 6) At present, the working duty hours commence from 9.15 AM to 5.15 PM on Monday and from 9.15 AM to 5.00 PM on other week days. However, the timings are changeable and can be fixed by NABFOUNDATION from time to time depending upon the requirements.
- 7) The changes in the personnel deployed will not be allowed without prior approval/permission of the CEO, NABFOUNDATION or any other authorized officer.
- 8) No enhancement in the agreed rates will be allowed during the contract period.
- 9) NABFOUNDATION, Mumbai shall have the full power to terminate the tender process at any stage, without assigning any reason thereof. The decision of NABFOUNDATION in this regard will be the final.
- 10) NABFOUNDATION shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any workman or other person in the employment of the contract. The contractor shall indemnify and keep indemnified the NABFOUNDATION against all such damage and compensation whatsoever in respect or in relation thereto.
- 11) The CA firm shall make its own arrangements for the transportation of its employees.

## **ANNEXURE V**

### **TERMS AND CONDITIONS**

#### **1.1 LANGUAGE OF THE BID: -**

The bid must be prepared in English language only. If any document which is not in English it shall accompany with translated and self-attested English version.

#### **1.2 SUBMISSION OF BID: -**

- 1) Only the bidders having pre-qualification should apply to the bid. Bids received from the bidders not fulfilling the criteria indicated in the pre-qualification shall be rejected.
- 2) The Bid should be submitted in the gem portal only. Submission through any other mode shall not be considered.
- 3) Any addition or omissions in the original offer after opening of the offers shall not be entertained.
- 4) Not more than one bid offer will be accepted from any bidder. If a bidder participates in the tender offer, representing more than one bid by one organisation under one or different name than such multitude of bid shall amount to collusive activity and appropriate action would be taken by NABFOUNDATION under the clause 1.8 under the sub –head of fraud and corrupt practices.
- 5) The offer should be given in the prescribed format as per tender document.
- 6) The bidder should fill up the required information in prescribed format and should submit all relevant documents as desired, failing which the bids will be rejected.
- 7) The submission of offer by any Bidder implies that they have read the terms and conditions of the tender and have made themselves fully aware of the scope and specifications of the Material. Any addition or omissions in the original offer after opening of the offers will not be entertained.
- 8) Individual signing the offer should have valid authority to sign the documents and will attach valid acceptable proof of his authority to sign on behalf of the Bidder.
- 9) Interested Bidders may download the tender document from NABFOUNDATION's website [www.nabfoundation.in](http://www.nabfoundation.in)
- 10) The prospective bidder having any common Partners/Directors/Managing partners etc. or having any other common criteria shall be considered as Sister Group / Associates Company/Concern/Company. In such cases, only one of them will be eligible for participating in the bid.
- 11) Two Bids will have to be submitted by the Bidder of which first part will be the Technical Bid which will contain the Pre-qualification criteria, Terms and Conditions, Integrity Pact and documents providing pre-qualification criteria and second part be the Financial Bid which contain

the rate for services rendered.

12) Bid once submitted cannot be amended.

### **1.3. EARNEST MONEY DEPOSIT**

- a) Rs.30,000/- (Rupees Thirty Thousand Only) to be deposited online through NEFT/ Internet Banking in below mentioned account of NABFOUNDATION.

**Account Name: NABFOUNDATION**

**Account Number: 000405150835**

**Bank Name: ICICI Bank**

**Branch: NARIMAN POINT, Mumbai**

**IFSC Code: ICIC0000004**

The Bidder is required to indicate the Bid Number and Name of Bidding Entity in the transaction details filed at the time of online transfer.

Bidder has to upload scanned copy / proof of the online payment transfer along with the Bid.

- b) Bids received without EMD will not be considered and summarily rejected.  
c) Exemption of EMD is applicable to SMEs as per GOI norms. However, the Bidder has to furnish a self-attested copy of the valid Registration Certificate.  
d) The EMD of the unsuccessful bidder will be refunded.  
e) The EMD of the successful bidder will be returned on submission of Security Deposit (SD) /Retention Money Deposit (RMD)

### **1.4. PRE BID CLARIFICATIONS: -**

- a) Bidders may seek clarifications through gem portal only at the time clarification portal is opened. Clarifications to the queries will be issued on gem portal only.  
b) NABFOUNDATION at its sole discretion may provide response to the queries.  
c) After clarification, NABFOUNDATION may modify the bid document by a corrigendum. Any such corrigendum shall be deemed to be incorporated into this bid document.

### **1.5. RATES OFFERED: -**

- a) Prices shall be quoted in Indian Rupees only.  
b) The bidder should quote rates inclusive of applicable taxes, etc.  
c) Rates submitted by the bidder should be firm and free from all escalation.

### **1.6. FINANCIAL BID: -**

- a) Financial bid will be opened and considered after opening of technical bid, if financial bid is received with technical bid papers then the bid shall be rejected in technical evaluation stage itself.

### **1.7. SECURITY DEPOSIT (SD) / RETENTION MONEY DEPOSIT (RMD):**

- a) The successful bidder shall deposit within 14 days of award of contract a Performance Bank Guarantee (PBG) in favour of NABFOUNDATION amounting to 3% of total contract value as calculated based on the

quoted rates for general accountancy, direct & indirect taxation, consulting and other related works of NABFOUNDATION.

- b) The Security Deposit (SD) / Performance bank Guarantee (PBG) shall be valid up to a period of **FOUR** year including the defect liability period of one year.
- c) The Performance Bank Guarantee shall be returned to the CA firm on the expiry of the defect liability period on furnishing usual clearance/No Demand Certificate. The PBG shall be returned on the expiry (stated in the GeM bid document/portal) and termination of the contract subject to conditions that the CA firm has indemnified the 1st Party for all payments to the staff. The CA firm while requesting for release of the performance bank guarantee shall certify that all payments including labour laws obligations have been fulfilled and that the NABFOUNDATION shall not be responsible for such payments to the staff arising out of the decision of the labour court, if any.

#### **1.8. ESTIMATED COST**

- a) The all-inclusive estimated cost for providing CA services including general accountancy, Direct & Indirect Taxation, Consulting and other related works of the Foundation for a period of 3 years is Rs.15.00 lakhs i.e. Rs.5.00 lakh per annum.

#### **1.9. PERIOD OF CONTRACT**

- a) The period of contract is for 3 years starting from July 2025 to June 2028 which is further extendable by another 2 (TWO) years based on performance and on mutually agreed terms and conditions.

#### **1.10. MODE OF PAYMENT: -**

- a) Payment for the professional services rendered will be made to the agency on a monthly basis on submission of bill / invoice.
- b) Any additional expenses incurred by the agency towards statutory filings, taxations etc. will be reimbursed on actual basis.
- c) All payments against the service provided shall be made only in the name of the successful bidder. No payment will be made in the name of any other person or firm.
- d) If due to mistake extra payment is made to the service provider, it will be responsibility of service provider to point out extra payment and return it to NABFOUNDATON. NABFOUNDATION will have full authority to adjust such payment from security deposit, or pending bill or next bill due for payment or take any legal action against the bidder.

#### **1.11. PAYMENT OF TAXES**

- a) The Bidder shall be wholly responsible for payment of all rent, rates & taxes including GST, duties, cess, etc. under the existing or future Laws, Acts, Rules, Orders, Notifications etc., issued by the Central or State Governments or any local authority or body in respect or in connection with supplies and that NABFOUNDATION shall not be liable to pay such taxes, rates, duties etc., whether existing or which may accrue in future. The Bidder shall be solely and



exclusively liable for payment of any or all taxes in vogue or hereinafter imposed, increased or modified from time to time.

- b) All payments made by NABFOUNDATION will be subject to TDS as applicable at the time of payment.

#### **1.12. FRAUD AND CORRUPT PRACTICES: -**

NABFOUNDATION requires all the Bidders should observe the highest standard of ethics. In pursuant to this "Corrupt Practice" means behavior on the part of officials in the public or private sector by which they improperly and unlawfully enrich themselves and or those close to them, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving or soliciting of anything of value. "Fraudulent Practice" means a misrepresentation of facts in order to influence an evaluation process of execution to the detriment of NABFOUNDATION and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid price at artificial non-competitive level.

In such an event NABFOUNDATION shall blacklist or debar the Bidder from participating in future bidding processes of NABFOUNDATION for period of 1 to 5 Years.

#### **1.13. NO SUB-LETTING OF CONTRACT**

The Bidder shall not sub-let the contract. If it is violated, NABFOUNDATION reserves the right to terminate the contract without any notice.

#### **1.14. FORCE MAJEURE CLAUSE: -**

Neither party shall be held responsible for the non-fulfilment of their obligations under this agreement due to the exigency of one or more of the force majeure events, such as but not limited to acts of God, war, flood, earthquakes, strikes, lockouts, epidemics, riots, civil commotions provided on the occurrence and cessation of any such event the party affected there by shall give a notice in writing to the other party within one month of such occurrence or cessation together with the measures taken by it to mitigate and minimize the adverse effects of such force majeure event. If the force majeure conditions continue beyond six months, the parties shall jointly decide the future course of action.

#### **1.15. JURISDICTION:**

In all cases of legal dispute, only the Mumbai Court shall be having the jurisdiction.

#### **1.16. EXECUTION OF AGREEMENT.**

The successful bidder will have to execute an agreement (to be supplied later) on a non-judicial stamp paper of required value with NABFOUNDATION in the prescribed format within a fortnight from the date of communication of acceptance of his offer by NABFOUNDATION

### 1.17. OTHERS

- a) The bidder shall be deemed to have full knowledge of the site/nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.
- b) On scrutiny of tender documents, any queries raised by the committee have to be replied satisfactorily with all documentary proofs within 7 days.
- c) Legal action may be initiated against such tenderer in case any of the information submitted by the Bidder is found to be false at any stage of the contract.

### 1.18. NOTICES

- 1) All notices or communication under or in connection with the Agreement shall be in English or Hindi and shall be given in writing and may be sent by personal delivery or courier or by registered post to the address given below. Any such notices or other communication will be deemed to be effective if sent by personal delivery, when delivered, if sent by Regd. Post/ AD or Courier on receipt of acknowledgement of delivery. Notices to NABFOUNDATION shall be served to the following designated official at the following address:

**The Chief Executive Officer  
NABFOUNDATION, NABARD, Head Office, 4th Floor,  
D Wing, C-24, G Block, Bandra Kurla Complex,  
Bandra East, Mumbai – 400051**

- a) Notices to Bidder shall be served at the following address:

**(Registered Address of the Bidders)**

- 2) All notices shall be deemed to have been received on the date of delivery by the other party on delivery of the notice by messenger, courier or registered post. Any Party may, from time to time, change its address or representative for receipt of notices provided for in the Agreement by giving to the other not less than fifteen days prior written notice.

## ANNEXURE VI

### SCORING MODEL FOR EVALUATION

The Bids will be evaluated on the Quality and Cost Based Selection (QCBS) process of selection.

Marks will be awarded on the minimum pre-qualifying criteria and above as per the parameters set-out in the table below for the Technical Bid Evaluation under QCBS:

	Particulars	Maximum Score	Cut-Off Score	Documents
	<b>Age of the CA Firm</b>			
1	a) Minimum 3 years as on 31 <sup>st</sup> March 2025 (TEN Marks)	15	10	Self-certified latest certificate downloaded (after 31 <sup>st</sup> March 2025) from ICAI website showing F.R.N, Branch details, and particulars of proprietor / partners
	b) More than 3 years, 1 mark for each additional year. (maximum FIVE additional marks over point a)			
	<b>No. of partners in the CA Firm:</b>			
2	a) Minimum 2 partners in last 3 years till Financial Year 2024-2025 in continuity. (TEN Marks)	15	10	Self-certified latest certificate downloaded (after 31 <sup>st</sup> March 2025) from ICAI website indicating F.R.N., Branch details, and particulars of proprietor / partners
	b) More than 2 partners (additional 1 mark for each extra partner, Maximum FIVE additional Marks over point a)			
	<b>Turnover of the CA Firm:</b>			
3	a) Minimum Annual Average Turnover of Rs.60.00 lakh for last three years (Audited) (TEN Marks)	20	10	1. Audited Financial Statements of firm for the three Financial Year i.e. 2021-22, 2022-23, 2023-24  2. Turnover of the firm certified by practicing CA
	b) More than Rs.60.00 lakh to Rs.100.00 Lakh (additional FIVE marks over point a)			
	c) More than Rs.100.00 Lakh (Additional 1 mark for every Rs.25.00 lakh, additional FIVE marks over point b)			
	<b>No of clients to whom similar service provided by the CA Firm:</b>			
4	No of corporate clients to whom the Firm is currently providing / provided similar services during the last 3 years (i.e. 2022-23, 2023-24, and 2024-25)	15	10	Self-attested copy of the appointment Letter from concerned client.
	a. Minimum THREE Clients (TEN Marks)			

	Particulars	Maximum Score	Cut-Off Score	Documents
	b. More than THREE Client, 1 mark for every additional client (Maximum FIVE additional Marks over point a)			
5	<b>Number of Govt. / PSU clients to whom similar service provided by the Firm:</b>			
	No of Central / State Government Organizations or PSU clients to whom the Firm is currently providing / provided similar services with fee equivalent to tender value i.e. Rs.15.00 lakh or higher per client for the period of engagement during the last 3 years (i.e. 2022-23, 2023-24, and 2024-25)	20	10	Self-attested copy of the appointment Letter from concerned Central / State Government Organizations or PSU clients.
	a. Minimum TWO Clients (TEN Marks)			
	b. More than TWO Client , 2 mark for every additional client (Maximum TEN additional Marks over point a)			
5	<b>Number of Not-for-Profit Clientele</b>			
	Number of Foundation / Trust /Section 8 Company promoted by Government / PSU / Corporate having CSR-I Registration number from Ministry of Corporate Affairs, Government of India <b>or</b> Not-for-Profit organizations registered in Social Stock Exchange of BSE / NSE for whom the firm has provided similar CA services in one of the three Financial Year i.e. 2022-2023, FY 2023-2024, 2024-2025.	15	10	1. Appointment Letter from concerned Implementing Agency.
	a. Minimum two implementing agency (TEN Marks)			2. Self-certified declaration that the client has a valid CSR-1 registration number. Please indicate the CSR-I registration number of the client.
	b. More than two implementing agencies, (One mark for each additional agency, Maximum FIVE marks over point a)			3. If the Not-for-Profit organizations is a registered entity in SSE of BSE / NSE Please provide their Registration Number and validity date.
	<b>Total</b>	<b>100</b>	<b>60</b>	

Financial Bids of only those bidders will be considered whose Technical Score is 60 or more. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed) = X	Financial Bid (Assumed) = Y	Financial Score (Lowest financial bid *100/Y) = Z	Total Score (X*0.40 + Z*0.60)
A	90	7.00	85.71	87.42
B	80	7.00	85.71	83.42
C	60	6.00	100.00	84.00

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs.7/- as per his quote even if his financial bid is higher or equal than other bidder.

**ANNEXURE VII****INTEGRITY PACT****(TO BE SUBMITTED ON Rs.200/- NON-JUDICIAL STAMP PAPER)****General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ day of the month of \_\_\_\_\_ between, on one hand, NABFOUNDATION, represented by Shri Bibhu Prasad Kar, Chief Executive Officer (CEO), hereinafter called the "Employer", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s \_\_\_\_\_ represented by Shri \_\_\_\_\_NAME\_\_\_\_\_, .....DESIGNATION----- (hereinafter called "Bidder" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

**WHEREAS** the Employer proposes to carry out the work of "general accountancy, direct & indirect taxation, consulting and other related works of NABFOUNDATION" and the Bidder is willing to offer / has offered the quotes and

**WHEREAS** THE Bidder is a private company/ public company/ Government undertaking/ partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the Employer is a Section 8 Not for Profit Company registered body corporate established under Companies Act, 2013 having its Head Office at NABARD, 4<sup>th</sup> Floor, E Wing, Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai.

**NOW, THEREFORE,**

To avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/ prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:

Enabling the Employer to obtain the desired said services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and

Enabling Bidders to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the EMPLOYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**Commitments of the Employer**

- 1.1. The Employer undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit of any other advantage from the BIDDER, either for themselves or for any person, organization or third party related

to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

- 1.2. The Employer will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER, which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3. All the officials of the EMPLOYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the EMPLOYER with full and verifiable facts and the same is prima facie found to the correct by the EMPLOYER, necessary disciplinary proceedings, or any other action as deemed fit including criminal proceedings may be initiated by the EMPLOYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the EMPLOYER the proceedings under the contract would not be stalled.

### **Commitment of BIDDERS**

The BIDDER commits itself to take all measures to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during a pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

- 3.1. The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EMPLOYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.2. The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the EMPLOYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Foundation for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Foundation.
- 3.3. BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principles or associates.
- 3.4. BIDDERS shall disclose the payments to be made by them to agents/ brokers or any other intermediary, in connection with this bid/ contract.

- 3.5. The BIDDER further confirms and declares to the EMPLOYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the EMPLOYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the EMPLOYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness, and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9. The BIDDER shall not use improperly for purposes of competition or personal gain or pass on to others, any information provided by the EMPLOYER as part of the business relationship regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged
- 3.10. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER either directly or indirectly is a relative of any of the officers of the EMPLOYER, or alternatively if any relative of an officer of the EMPLOYER has financial interest/ stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filling of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1986.
- 3.13. The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the EMPLOYER.



#### 4. Previous Transgression

- 4.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprises in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the RFP process or the contract, if already awarded, can be terminated for such reason.

#### 5. Earnest Money Deposit (Security Deposit)

- 5.1. While submitting commercial bid, the BIDDER shall deposit an amount **Rs.,30,000 (Rupees Thirty Thousand Only)** as Earnest Money/ Security Deposit, with the EMPLOYER in favour of NABFOUNDATION.
- 5.2. The Earnest Money/ Security Deposit shall be valid up to a period of one year or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the EMPLOYER, including defect liability period, whichever is later.
- 5.3. In case of the successful BIDDER a clause would also be incorporated in the Article retaining to Security Deposit / Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Security Deposit in case of a decision by the EMPLOYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.4. No interest shall be payable by the EMPLOYER to the BIDDER on Earnest Money/ Security Deposit for the period of its currency.

#### 6. Sanctions for Violations

- 6.1. Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the EMPLOYER to take all or any one of the following actions, wherever required:

To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

The Earnest Money Deposit (in pre-contract stage) and/ or Security Deposit/ Performance Bond (after the contract is signed) shall stand forfeited either fully or partially as decided by the EMPLOYER and the EMPLOYER shall not be required to assign any reason therefore.

To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

To recover all sums already paid by the EMPLOYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate

of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2%, higher than the LIBOR. If any outstanding payment is due to the BIDDER from the EMPLOYER in connection with another contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

To encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the EMPLOYER, along with interest.

To cancel all or any other contracts with BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the EMPLOYER resulting from such cancellation/ rescission and the EMPLOYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the EMPLOYER.

To recover all sums paid in violation of this Pact by BIDDER(S) to any middleman or agent or broker with a view to securing the contract.

In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the EMPLOYER with the BIDDER, the same shall not be opened.

Forfeiture of Performance Bond in case of a decision by the EMPLOYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

- 6.2. The EMPLOYER will be entitled to take all or any of the actions mentioned at para 6.1(i) to (x) of this Pact also on the Commission by the TENDERER or any one employed by it or acting on its behalf (whether with or without the knowledge of the TENDERER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 6.3. The decision of the EMPLOYER to the effect that a breach of the provisions of the Pact has been committed by the TENDERER shall be final and conclusive on the TENDERER. However, the TENDERER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

## **7. Fall Clause**

- 7.1. The BIDDER undertakes that it has not supplied/s not supplying similar product/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Government of India or PSU and it is found at any stage that similar product/ systems or sub systems was supplied by the BIDDER to any other Ministry/ Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the EMPLOYER, if the contract has already been concluded.

## **8. Independent Monitors**

- 8.1. The EMPLOYER has appointed Independent Monitor Shri Jagdeep Kumar Ghai PTA & FS (Retd.) (Hereinafter referred to as Monitor) for this Pact in consultation with the Central Vigilance Commission.
- 8.2. The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 8.3. The Monitor shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 8.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/ procurement, including minutes of meetings.
- 8.5. As soon as the Monitor notices or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the EMPLOYER.
- 8.6. The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the EMPLOYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.
- 8.7. The EMPLOYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 8.8. The Monitor will submit a written report to the designated Authority of EMPLOYER within 8 to 10 weeks from the date of reference or intimation to him by the EMPLOYER/ BIDDER and should the occasion arise submit proposals for correcting problematic situations.

## **9. Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the EMPLOYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

## **10. Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the EMPLOYER.

## **11. Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12. Validity

- 12.1. The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the EMPLOYER and the BIDDER/ Seller, including warranty period, whichever is later in case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.
- 12.2. Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.
13. The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_.

EMPLOYER  
Bibhu Prasad Kar  
Chief Executive Officer  
NABFOUNDATION

BIDDER

Witness

Witness

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

(Provisions of these clauses would need to be amended/ deleted in line with the policy of the EMPLOYER regarding involvement of Indian agents of foreign suppliers.)

**ANNEXURE VIII**  
**FORM FOR SUBMISSION OF BID**  
(ON BIDDER'S LETTER HEAD)

Place:

Date:

To

The Chief Executive Officer, NABFOUNDATION  
NABARD Head Office, 4th Floor, "E" Wing, C -24, G- Block,  
Bandra Kurla Complex, Bandra (East), Mumbai 400 051

**Dear Sir,**

**Invitation of tender from CA firms for general accountancy, direct and Indirect Taxation, consulting and other related works of NABFOUNDATION**

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having acquired the requisite information relating thereto as affecting the tender. I/We hereby offer to take up the work of general accountancy, direct and Indirect Taxation, consulting and other related works of NABFOUNDATION at the rates mentioned in the financial bid and in accordance with the conditions of the tender and conditions of contract attached hereto.

We also agree that our tender will remain valid for acceptance by NABFOUNDATION for 90 days from the date of opening of the Technical Bid and this period of validity can be extended for such period as may be mutually agreed between NABFOUNDATION and us in writing.

We also agree to keep the earnest money valid during the entire period of validity of tender.

I/We understand that NABFOUNDATION is not bound to accept the lowest tender and reserves the right to accept any tender whether lowest or not as per the evaluation methodology as indicated in the tender document. I/We also understand that NABFOUNDATION reserves the right to reject all the tenders without assigning any reason therefor and NABFOUNDATION can also reject any tender which prima facie violates any law applicable in the context of this tender.

Should this Tender be accepted, I/we hereby agree to abide by and fulfil all the Terms and Conditions of the Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees (in Office) such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the Contract.

The name of the partner of the firm authorized to sign OR Name or person having Power of Attorney to sign the contract. **(Certified copy of the Power of Attorney should be attached):**

- i)
- ii)
- iii)

Yours faithfully,

Signature of Tenderer with stamp

E-mail id:

**ANNEXURE IX**  
**DECLARATION ON BLACKLISTING**  
**(ON BIDDER'S LETTER HEAD)**

Place:-

Date: -

To,

**The Chief Executive Officer**

NABFOUNDATION, NABARD Head Office, 4<sup>th</sup> Floor, "D" Wing

C -24, "G" Block, Bandra - Kurla Complex, Bandra (East), Mumbai 400051

Dear Sir,

**Subject: - Undertaking**

We, \_\_\_\_\_ (Name of the Organisation), hereby confirm and acknowledge that we have not been blacklisted/banned/barred for participation in tender by Government of India or by any Government undertaking in India.

We hereby declare that we do not have any litigations registered against us for illegal activities or financial fraud.

Thanking you.

Yours faithfully,

Name and Signature of Authorised Person with seal.

**ANNEXURE – X**  
**FORMAT FOR SUBMISSION OF FINANCIAL BID**  
**(ON FIRMS LETTER HEAD)**

To,

**The Chief Executive Officer**

NABFOUNDATION, NABARD Head Office, 4<sup>th</sup> Floor, "D" Wing  
C -24, "G" Block, Bandra - Kurla Complex, Bandra (East), Mumbai 400051

Dear Sir,

**Subject: - Financial Bid from CA firms for general accountancy, direct and Indirect Taxation, consulting and other related works of NABFOUNDATION**

With reference to the above subject, our financial bid is as under

Particulars	Period of Contact	All-inclusive Rate per annum	Total Price Quote for 3 years
Invitation of tender from Chartered Accountants firm for General Accountancy, Direct & Indirect Taxation, Consulting and other related works of NABFOUNDATION	3 years	Rs.....	Rs..... i.e. Rupees..... ..... Only

Date:

Place:

Company Seal

Signature of the authorized  
official of the Bidder

**NOTE: PLEASE SUBMIT THE FINANCE BID SEPARATELY**



**ANNEXURE XI**

**CHARTERED ACCOUNTANT’S CERTIFICATE**

*(As attachment to Format for Technical Bid on letter head of the Chartered Accountant’s Firm)*

**The following details of M/s \_\_\_\_\_ given in the table below are certified to be correct based on the verification of original documents and supporting information:**

**Name of the Firm       :**

**FRN of the firm         :**

<b>Year</b>	<b>Total Turnover (₹)</b>
(a)	(b)
2021-22	
2022-23	
2023-24	
2024-25	

**Name and Signature with seal of the Partner:**

**Membership number:**

**Annexure - XII****PROFORMA FOR ELECTRONIC PAYMENT**

**Details of Bank account to be furnished by the Bidders for effecting payment through ECS (e-payments)**

Name and address of Bidder with phone number:	
Name of the account holder (As appearing in the Bank account):	
Name of the Bank:	
Name of the Branch:	
Account number:	
RTGS/ NEFT/ IFS Code	
Type of account (Savings, current, etc.)	
PAN Number	
Service Tax No. /GST No.	

Seal and Signature

Encl. : Copy of cancelled cheque leaf  
 : Copy of PAN card  
 : Copy of GST registration

**ANNEXURE XIII**  
**FORMAT FOR SUBMITTING EXPERIENCE DETAILS**  
**(ON FIRMS LETTER HEAD)**

To,

Place:

**The Chief Executive Officer**

Date:

NABFOUNDATION, NABARD Head Office, 4<sup>th</sup> Floor,  
 "D" Wing, C -24, "G" Block, Bandra - Kurla Complex,  
 Bandra (East), Mumbai 400051

Dear Sir,

**Subject: Bid from CA firms for general accountancy, direct and Indirect Taxation, consulting and other related works of NABFOUNDATION – Submission of Experience details**

The details experience of our firm in providing similar services to our client agencies are as under.

**Part A: Clients to whom similar service provided by the CA Firm during last three years**

Year &	Name of Clients the Client	Attached self-attested copy of the appointment letter	
		Yes / No	Page No.
(1)	(2)	(3)	(4)

& In Col.No.1, please write the year of contract. If any contract period is spread over multiple years please write the first year and last year in numerical separated by hyphen (Example: 2022-2025)

**Part B: Number of Govt. / PSU clients to whom similar service currently providing / provided by the Firm during last three years with contract value equivalent to the tender value i.e. Rs.15.00 lakh or higher per client for the period of engagement:**

Year &	Name of Govt. / PSU clients	Contract Value	Attached self-attested copy of the appointment letter	
			Yes / No	Page No.
(1)	(2)	(3)	(4)	(5)

& In Col.No.1, please write the year of contract. If any contract period is spread over multiple years please write the first year and last year in numerical separated by hyphen i.e. 2022-2025

**Part C: Number of Not-for-Profit Clientele to whom similar service currently providing / provided by the Firm during last three years**

Year &	Name of Not-for-Profit Clientele	Type of the Organization #	CSR-1 Number / Registration number of SSE (of BSE / NSE) and its validity date @ %	Attached self- attested copy of the appointment letter	
				Yes / No	Page No.
(1)	(2)	(3)	(4)	(5)	(6)

**&** In Col.No.1, please write the year of contract. If any contract period is spread over multiple years please write the first year and last year in numerical separated by hyphen i.e. 2022-2025

**#** Please indicate whether the not-for-profit is a Society/NGO or Foundation / Trust Section-8 Company promoted by Government / PSU / Corporate.

**@** If the client is a Foundation / Trust /Section 8 Company promoted by Government / PSU / Corporate please indicate their CSR-1 registration number

**%** If the Not-for-Profit organizations is a registered entity in SSE of BSE / NSE please indicate the registration number and validity date.

We certify that the information provided above are true to the best of my/our knowledge

Yours faithfully,

Signature of the Authorised Official of the firm with seal

**ANNEXURE XIV****CHECK LIST FOR BIDDER**

Check list of Tender for "Appointment of Chartered Account Firm for providing CA services including general accountancy, Direct & Indirect Taxation, Consulting and other related works" of NABFOUNDATION.

<b>Sr.No</b>	<b>Description</b>	<b>Yes / No</b>	<b>Page No.</b>
1	Whether 'FORM FOR SUBMISSION OF TENDER' given in ANNEXURE –VIII submitted on Bidders letter head?		
2	Whether 'DECLARATION ON BLACKLISTING' given in ANNEXURE IX submitted on Bidders letter head?		
3	Whether 'INTEGRITY PACT' given in ANNEXURE VII on Rs.200/- non-judicial stamp paper submitted?		
4	The age of the Firm should be more than 3 years as on 31st March 2025. Whether the Self-certified latest certificate downloaded (after 31st March 2025) from ICAI website showing F.R.N., Branch details, and particulars of proprietor / partners submitted?		
5	The minimum Annual Average Turnover of the Firm in the last 3 years i.e. 2021-22, 2022-23, 2023-24 and 2024-25 should be Rs.60.00 lakh. Whether the turnover certificate from practicing CA in the prescribed format ANNEXURE –XI and audited balance sheet for the relevant years submitted?		
6	No of clients to whom the Firm is currently providing / provided similar services during the last 3 years (i.e. 2022-23, 2023-24, and 2024-25). Whether attached self-attested copy of the appointment Letter from concerned clients for the referred period along with ANNEXURE XIII?		
7	No of Central / State Government Organizations or PSU clients to whom the Firm is currently providing / provided similar services with contract value equivalent to tender value or higher for each client for the period of engagement during the last 3 years (i.e. 2022-23, 2023-24, and 2024-25). Whether uploaded self-attested copy of the appointment Letter from concerned clients along with ANNEXURE XIII?		
8	Number of Foundation / Trust /Section 8 Company promoted by Government / PSU / Corporate having CSR-I Registration number from Ministry of Corporate Affairs, Government of India <b>or</b> Not-for-Profit organizations registered in Social Stock Exchange of BSE / NSE for whom		

Sr.No	Description	Yes / No	Page No.
	the firm has provided similar CA services in one of the three Financial Year i.e. 2022-2023, FY 2023-2024, 2024-2025. Whether duly filled-in ANNEXURE XIII submitted?		
9	Whether E-Tender i.e. Technical & Financial Bid uploaded on GEM Portal of Govt. of India separately?		
10	Whether Tender documents duly signed and stamped on all pages is scanned and uploaded in GEM portal?		
11	Whether duly filled-in format for electronic payment submitted?		
12	PAN of the CA Firm submitted?		
13	GST Registration certificate submitted?		
14	Proof of Exemption Certificate if exempted from EMD?		