

**PRESS NOTICE INVITING E-TENDERS**

**Smt. G. R. Doshi & Smt K .M. Mehta  
Institute of Kidney Diseases & Research Center  
Institute of Transplantation Sciences  
Civil Hospital Campus, Asarwa, Ahmedabad – 380016**

**E- TENDER NOTICE**

**Tender No.: IKDRC/D-19/RC/2025**

E Tenders are invited for Eligible Chartered Accountant Firms for Assignment of Physical Verification of Fixed Assets and Stock for 3 years at Rate Contract for A-one Dialysis Program Centers managed by Institute of Kidney Diseases and Research Centre (IKDRC), Ahmedabad. The details of tender documents, terms and conditions, tender fees, EMD can be viewed on website <https://tender.nprocure.com> till **09-07-2025**.

**Director,  
Institute of Kidney Diseases & Research Center**

**E – TENDER OF**

**APPOINTMENT OF CHARTERED ACCOUNTANTS' FIRM**

**FOR ASSIGNMENT OF PHYSICAL VERIFICATION OF**

**FIXED ASSETS AND STOCK**

**FOR**

**A-ONE DIALYSIS PROGRAM CENTERS**

**MANAGED BY**

**INSITUTE OF KIDNEY DISEASES & RESEARCH CENTRE**

**(IKRDC) AHMEDABAD GUJARAT, INDIA**

**KEY DETAILS: -**

TENDER ID NO.	IKDRC/D-19/RC/2025
NAME OF THE WORK	Appointment of Chartered Accountants' Firm for <b>PHYSICAL VERIFICATION OF FIXED ASSETS AND STOCK</b>
BILL VALIDITY PERIOD	180 DAYS
BIDDING TYPE	OPEN
JOINT VENTURE	Not Applicable
START DATE OF DOWNLOADING OF E-TENDER	<b>Date: 24-06-2025</b>
CLOSING DATE & TIME OF DOWNLOADING OF E-TENDER	<b>Date: 09-07-2025 UP TO 13:00 HRS</b>
PRE-BID MEETING DATE – TIME AND VENUE	<b>Date: 30-06-2025 at 11:00 hrs. to 12:00 hrs. (Morning)</b> Meeting Room, New Building, Institute of Kidney Disease and Research Centre, Manjushri Mill Campus, Asarwa, Ahmedabad – 380016, Gujarat, India
LAST DATE & TIME FOR ONLINE SUBMISSION OF EMD, TENDER FEES, TECHNICAL AND PRICE BID	<b>Date: 09-07-2025 UP TO 13:00 HRS</b>
LAST DATE & TIME FOR PHYSICAL SUBMISSION OF EMD, TENDER FEES AND TECHNICAL BID	<b>Date: 10-07-2025 UP TO 16:00 HRS</b>
OPENING DATE & TIME OF EMD, TENDER FEES AND TECHNICAL BID	<b>Date: 11-07-2025 After 11:00 HRS</b>
OPENING OF ONLINE PRICE BID	After technical scrutiny price bid of only qualified bidders will be opened via online portal
VENUE OF PHYSICAL SUBMISSION OF TENDER	P.A to Director Office, Institute of Kidney Disease and Research Centre, Civil Hospital Campus, Asarwa, Ahmedabad – 380016, Gujarat, India
TENDER FEE	Rs.5,000/-
TENDER FEE IN FAVOUR OF	<b>Demand Draft (DD)</b> in favor of “IKDRC” payable at <b>Ahmedabad</b>
TENDER E.M.D	Rs. 90,000/- (3% of Annual Estimated Value without GST)
TENDER E.M.D IN FAVOUR OF	<b>Demand Draft (DD)</b> in favor of “IKDRC” payable at <b>Ahmedabad</b>
TENDER SECURITY DEPOSIT	3 (Three) % of the Annual Contract Value.
E.M.D EXEMPTION	As per Gujarat state procurement policy-2024

## **BACKGROUND: -**

1. Institute of Kidney Disease and Research Centre hereinafter referred as Institute or IKDRC is one of the largest institute in the world, based on three pillars of service, Education and Research, catering the needs of all classes of patients with Kidney Diseases. It is located in Civil Hospital Campus, Asarwa, Ahmedabad, in the state of Gujarat of India. The Institute was established on October, 17, 1981 on an auspicious ninth day of Navratri. Institute of Transplantation of Sciences was established as its sister institute in the year of 1997. Today it stands on the Western end of Civil Hospital Campus, occupying an area of 15,000 sq. mts and total built up area of 20,000 sq. mts., it can boast to be largest tertiary care center of its kind in the world. It has 4000 indoor beds for Nephrology, Urology and Transplantation.
2. The Primary objective of the Institute is to establish, operate, promote, run and manage institutions engaged in service, education and research pertaining to the field of Nephrology, Urology, Transplantation, Hematology, Autoimmune and Genetic disorder.
3. The Institute has been registered under Societies Registration Act as vide no. Guj/1232/Ahmedabad dated 29.11.1986 and it's registered as a Public Trust vide no. F/1173/Ahmedabad dated 29.11.1986. The Institute is recognized as Institute of National Importance by Department of Science and Technology, Govt. of India. The institute is also an approved institute u/s 80G and Sec35 (1) (ii) registered under the Income Tax Act to accept donation.
4. The Institute is primarily funded by State Government Grant, paid patients and donations from various bodies. The Institute provides treatment to patients under various flagship scheme of Government of India and Government of Gujarat to poor and destitute patients.
5. The Institute manage A-One Dialysis Program (hereinafter referred as ADP) which has about more than 250 centers across the State of Gujarat conducting more than 5 lacs dialysis every year.
6. IKDRC operate various ADP Centers at various centers of Gujarat State. They are geographically located at various locations of Talukas and Cities. Each location has a separate set up of Fixed Assets to meet the objects of IKDRC. Each Location receives stock from Head Office at regular interval to manage and operate these, ADP Centers.
7. Each ADP center has created necessary infrastructure of fixed assets at respective Center for ADP and to ensure timely and continuous running of each center. Necessary stock of materials for dialysis is also being maintained.

8. Presently there is no process of Physical Verification of Fixed Assets and Stock at ADP Center, since ADP Center is a key location for medical services of dialysis at no cost for local citizens, hence putting systems and ensuring transparency and accountability is important for IKDRC. In its accordance IKDRC proposes Physical Verification of Fixed Assets and Stock by a Chartered Accountant Firm (herein after referred as Firm) for at least once in year for each ADP Center on surprise check basis and Management of IKDRC can instruct Firm to conduct additional physical verification of ADP Center at their discretion, in addition to what is being done by the Firm.

**General Terms and Conditions: -**

1. Bidders can download the tender document from the [tender.nprocure.com](http://tender.nprocure.com) website.
2. Bidders have to follow the two Bids-System as requirement in tender.
3. Bidders have to submit Technical Bid and Price Bid in Electronic for on (n)Procure website till the Last Date & Time for submission.
4. Bidders who wish to participate in online tenders will have to procure/should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solution – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.
5. All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

(n)Code Solutions - Division of GNFC Ltd.,  
(n)Procure Cell  
501, GNFC Infotower, S.G. Road  
Bodakdev, Ahmedabad - 380054 (Gujarat)  
Toll Free: 7359 021 663 (9:30 AM to 8:00 PM)  
Email: [nprocure@ncode.in](mailto:nprocure@ncode.in)  
\*Except 2nd, 4th Saturday and Public Holidays

6. IKDRC invites sealed and super scribed tenders for the above-mentioned work from qualified agencies reachable to *P.A to Director Office, Institute of Kidney Disease and Research Centre, Civil Hospital Campus, Asarwa, Ahmedabad-380016, Gujarat, India* on or before last date provided in tender during office hours. Name of tender and Tender ID should be mentioned on the envelope. All tender needs to be uploaded in Electronics form; and Tender Fees, Security Deposit and Technical bid supporting documents needs to be submitted in physical form through RPAD or Speed Post or Hand Delivery.

7. **Important Dates:**

Publishing Date & time of Submission	Date	Time
Last Date & Time of Submission of Tender Fees, EMD & Physical Documents.	10-07-2025	16:00 HRS.
Date & Time of Opening of Technical Bid Online	11-07-2025	After 11:00 HRS.
Opening of Financial Bid	After technical scrutiny price bid of only qualified bidders will be opened via online portal	

8. Eligibility/Qualification: The Bidder is expected to examine all terms and instructions contained in these documents. Failure to provide all requisite information in prescribed format will be at the risk of Bidder and may result rejection of your offer.
9. Bid Offer Evaluation: Procedure adopted in evaluation offers as under:
- I. Eligibility Evaluation: Which will be carried out prior to opening of Financial Bid.
  - II. Financial Evaluation: The Financial Bid of qualified Bidder will be opened.
10. The Bidder or his authorized representative must sign on Each Page of this offer documents as consent to the terms of tender and return in original to IKDRC as a part of bid submission.
11. Award of Physical Verification Audit work: The selected Chartered Accountant Firm (Bidder) will be Appointed for the Physical Verification of Fixed Assets and Stock at ADP Centers of *Institute of Kidney Disease and Research Centre*. The period of Appointment may be for three years and can be extended for a further period of two more years; However, the decision regarding the extension/renewal of tenure of Appointment is at the sole discretion of Competent Authority of IKDRC.
12. No bid shall be accepted/opened in any case received after the due date and/or time, irrespective of delay due to postal service or any other reasons and that IKDRC shall not assume any responsibility for the late receipt of the bid. The bid received late will not be accepted.
13. BIDDERS ARE ADVISED TO VISIT **(n)Procure** WEBSITE: tender.nprocure.com REGULARY UP TO LAST DATE OF SUBMISSION OF BID FOR ANY CORRIGENDUM (INCLCUDING PRE-BID QUESTION-ANSWERS) MAY BE & SUBMIT CORRECTED COPY OF TENDER (OTHERWISE OFFER WILL NOT BE CONSIDER FOR OPENING).
14. The Tender Fee and E.M.D will be accepted by D.D. only in favor of "IKDRC" payable at Ahmedabad on any Schedule/Nationalized Bank. On non-submission of the same, the bidder stands disqualified and will not be further evaluated by IKDRC. On successful allotment of the Tender, the EMD will be refunded on deposit of security deposit by the successful Firm. Security deposit amount is calculated at 3% of the agreed annual contract value and there will be no interest given by institute.

15. The Bid must be submitted in one sealed cover mentioned the subject "Tender for Assignment of Physical Verification of Fixed Assets and Stock at ADP Centers of IKDRC". For below mentioned items, separate Cover for each subject matter must be submitted in Main Bid Cover.
  - a) Cover of Tender Fee and Security Deposit with original Demand Draft.
  - b) Cover of Technical Bid (with index of all documents submitted which has to be serially numbered).
16. Financial bid need to submit online only. Physical submission is not allowed for financial bid. In case of Physical submission of Financial Bid done by the bidder, submitted bid will be disqualified.
17. The tender received after time and date specified in the tender notice will not be accepted. Once the offer Submitted by the bidder before due date of submission, the Bidder will not be allowed to submit revised/additional/modified/opening of bid.
18. IKDRC reserves the rights to reject any or all tenders with assigning any reasons thereof.
19. All the Annexure mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work and terms and conditions Mentioned and will submit the reports/other outputs as mentioned therein.
20. Appointment orders will be issued to the qualified firm of Chartered Accountant on completion of the process of selection.
21. Technical bids submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per evaluation matrix (marking system). Bidder Firms identified as technical qualifier having minimum Marks 70 according to Evaluation Matrix before PowerPoint Presentation will only be invited for Power Point Presentation to present to an expert group constituted by IKDRC and Marks shall be allotted accordingly. Marks of PowerPoint Presentation shall form part of Technical Bid Evaluation. Then, Final Technical Marks shall be allotted to the Firms after completion of the PowerPoint Presentation. Then, Financial Bid will be opened.
22. Bids of the Firms who do not meet the Minimum Qualification Criteria, shall summarily be rejected. IKDRC do not hold any liability for communicating to such non-qualified Bidder Firms. Any representation / clarification shall be submitted to IKDRC within 2 days at the time of Evaluation. Delayed representation / clarification submission shall not be entertained in any case.

23. Firm having highest Technical Evaluation score shall be considered as T1. Such T1 Firm shall be appointed to work at L1 Rates. If such T1 Firm do not agree to work at such L1 Rate, then alternatively offer shall be made to T2 Firm and so on so forth. Such T(n) Firm agreeing to Rates and Terms shall be allotted the Assignment.
24. Serious irregularities observed during the course of Audit shall have to be reported immediately through special/flash report to the Director IKDRC.
25. Firms will carry out the work under the supervision and monitoring of Director, IKDRC. The Director, IKDRC reserves the right to increase or decrease the frequency of Audit based on various factors such as Risk involved, availability of Funds etc.
26. It is understood that any increase or decrease in ADP Center than the prescribed ones shall form part of this Assignment.
27. Upon allotment of work security deposit at 3 % of the Annual Contract Value shall be provided by the Firm before commencement of the assignment within 15 working days from the date of issue of appointment / allotment letter.
28. The Firm those are interested to be appointed will have to quote minimum audit fees of Rs. 12,000/- (Exclusive of GST) Per ADP Center and for Per / Each Time Physical Verification of Fixed Assets & Stock (Calculated on the basis of quantum and quality of work) as per the Guideline no. 1 – CA (7)/3/2016, Dt:07.04/2016 of “The Institute of Chartered Accountants of India”, so that objective of Physical Verification of fixed assets and stock at ADP is fulfilled. Firm quoting Bid below the minimum audit fees as mentioned above stands disqualified.
29. The firm will raise the bill on monthly basis for the services provided at the rates as agreed and accepted by the Institute. Deductions will be made for penalty, if any.
30. There will be a penalty if any of the conditions laid down in RFP/Appointment order are not complied with or there is a delay in submission of audit reports for more than 30 days, unless it is not for the reason of IKDRC, at the rate of Rs.1000/- per week to maximum up to 10% of audit fees of delayed for particular ADP center. If firm does not start audit within 1 month of the execution of confirmation agreement, they will be liable for action and complaint to appropriate forum. No payment will be done to the parties leaving the contract in between. However, Director (IKDRC) will be the final authority to condone delay if any.



31. Auditor firm will be provided with:
- a. Contact Details and Address for verification of fixed assets and stock
  - b. Necessary space and computer infrastructure to conduct the audit assignment as per availability on particular center.
  - c. Access to the Computer Software both Tally and Hospital software shall be provided with unique view only Rights.
  - d. List of existing fixed assets and stock ADP Center wise.
  - e. Assistance will be provided for moving / shifting / carrying of fixed assets or stock, during the course of physical verification of fixed assets and stock.
32. Purpose of the pre-bid meeting is to answer queries / provide clarification that the Bidders may have in connection with the E - Tender and to give them relevant information regarding the same. Bidders are requested to bring authorization letter, letterhead and stamp/seal of their company at the time of pre – bid meeting. **Only written queries shall be accepted from those who present in the pre- bid meeting. No queries shall be entertained or replied after pre-bid meeting date. Response to the Pre-Bid Queries shall be uploaded on Portal after obtaining approval from competent authority.**

## **Annexure-A: -**

### **Scope of Work:**

1. Chartered Accountant Firm must visit each ADP Center and conduct physical verification of fixed assets and stock at least once a year.
2. The physical verification has to be by surprise verification. Designated Authority will be intimated at least 48 hours before conducting physical verification of any ADP Center.
3. In addition to the scheduled physical verification of ADP at least once a year, Management of IKDRC can ask Chartered Accountant Firm to conduct additional physical verification of ADP Center at their discretion, in addition to what is being done by Chartered Accountant firm.
4. Chartered Accountant Firm is required to depute experienced and required number of resources for ensuring timely completion of this assignment and as per the required scope of work.

### **Verification of Fixed Assets:**

1. Conduct physical verification of fixed assets.
2. To reconcile the same with Fixed Assets Register being maintained at respective ADP center.
3. To identify and report damaged / non-use / unserviceable / obsolete fixed assets.
4. To check and report if the assets are numbered for identification and for record keeping.
5. To check and report if the disposal of an asset has been intimated to Head Office and the approval for such disposal needs to be checked.
6. To check and report if the assets at respective ADP are insured.

### **Verification of Stock:**

1. Conduct physical verification of Stock.
2. To verify 100 % all the High Value Items in stock.
3. To verify and tally the physical quantity of the stock with the Stock Register maintained at respective ADP.
4. To reconcile the quantity delivered at respective ADP with the Stock outward movement at Head Office or Store.

5. If goods have been received directly from the vendor, then check physically whether the quantity and quality match the purchase order given from the Head Office.
6. To check and report for damaged stocks, expired stocks, stocks nearing expiry dates i.e. within two months from the date of physical verification.
7. To check and comment on the method of issuance and storage of stock at respective ADP center.

**Reporting – FA and Stock Report:**

1. For each ADP center a separate Report will be issued by Chartered Accountant Firm.
2. Fixed Assets & Stock Report will be submitted in two copies – one in hard copy and second in soft copy.
3. Fixed Assets & Stock Report will be addressed to Director, IKDRC, Ahmedabad.
4. Fixed Assets & Stock Report will be submitted within 15 days from end of month in which the physical verification was conducted.
5. In case of any fraud or misappropriation noticed during the course of physical verification, the same shall be report immediately to Director, IKDRC, Ahmedabad by Flash / Special Report.

**Annexure-B: -**

**Eligibility Criteria, Application format and Marking Scheme:**

***Eligibility Criteria:***

- 1) Only CA Firms which are empaneled with C & AG for the year 2024-25 will be eligible. To apply. (Latest Copy of letter issued/downloaded from C & AG should be attached)
- 2) Internal and Concurrent (Pre) or Statutory Audit experience in Government/Semi Government Entities. (Except bank branch audit) having turnover or grant receipt of more than Rs.25 Crores. (Supporting should be attached) (List containing details of the same must be attached).
- 3) Firm registered office should be located in GUJARAT and if registered office is not located in GUJARAT then at least 2 (Two) full time branches should be in functional in State of Gujarat for minimum period of 3(Three) years.

**Firms must qualify following minimum criteria:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Minimum Criteria</b>
1	Partnership / LLP Firm with at least five Chartered Accountants partners in the firm.	05 CAs in the bidder firm Out of which 3CAs must be the partners of the firm
2	Professional Audit Fees of the firm as on 31.03.2024	Minimum 50 Lacs
3	No. of years of firm Existence as per ICAI Certificate	15 Years
4	Firm should be empaneled with C & AG.	For the year 2024-25
5	Firm to have valid Peer Review Certificate	Valid Peer Review Certificate
6	Firm to have min. 1 CA with FAFD Post Qualification Course Certificate	1

- 4) Any firm not qualifying these minimum criteria as mentioned above need not apply as their Bid will be rejected.
- 5) Please note that the IKDRC is not bound to select any of the firms submitting Bid. Further as quality is the principal selection criterion, IKDRC reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.
- 6) Following supporting documents must be submitted by the firm along with the technical bid:
  - a) For Sr. No. 1 & 3 above, the firm must submit an attested copy of Certificate of ICAI generated as on date: 30.04.2025
  - b) For Sr. No. 2, the firm must submit, a copy of the Audited Report, Balance Sheet, Income & Expenditure accounts and ITR Copy for the last three years duly signed and sealed by external CA firm/Statutory Auditors.
  - c) For Sr. No. 4 Copy of letter empanelment with CAG to be enclosed.
  - d) For Sr. No. 5 Copy of Peer Review Certificate to be enclosed.
  - e) For Sr. No. 6 copy of certificates with specialized qualification to be enclosed.

- 7) The Firm should not presently be blacklisted by any organization in respect of any assignment. (Affidavit cum undertaking on Rs.300 stamp paper should be submitted along with the technical bid)
- 8) Bidder Firm according to Evaluation Matrix (marking matrix) will be invited by institute to demonstrate the capability and preparedness of the Physical Verification for fixed assets and stock at ADP Centers by giving power point presentation regarding their experience, plan and methodologies of audit and get marks according to an expert group constituted by IKDRC.
- 9) Presentation: A description of the understanding of scope of work, approach and methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and work plan. Please explain your understanding of the objectives of the project as outlined in the section above, the technical approach, and the methodology you would adopt for implementing the tasks to deliverables. Including experiences and achievement / accreditations in professional services to be provided when invited by institute as per Evaluation Matrix (marking matrix) report of bidder firm.
- 10) Firms also need to deploy sufficient manpower to complete the assignment.
- 11) Firms are required to submit following annexure as per the guidelines and formats:
  - a. Letter of Transmittal (Annexure –I)
  - b. Technical Bid Information (Annexure – II),
  - c. Particulars / Details of the Firm (Annexure – III)

## ANNEXURE - I

### Letter of Transmittal

To,  
The Director,  
IKDRC,  
Asarwa, Ahmedabad,  
Gujarat,

Sir,

We, the undersigned, offer to provide the audit services of physical verification of fixed assets and stock at ADP Centers for IKDRC in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal – Annexure II & III, having details about the firm and proposed professional audit fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till 180 days from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that IKDRC is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal on its behalf.

Yours faithfully,

( )

## **ANNEXURE – II – TECHNICAL BID INFORMATION**

### **A. Details of Qualified Chartered Accountants, including Partners**

(Please provide attested copy of Certificate of ICAI generated as on 30.04.2025 for each qualified Chartered Accountant)

<b>Sr. No.</b>	<b>Name of CA</b>	<b>Length of Association with the Firm (in years)</b>	<b>Educational Qualifications</b>	<b>Area of Key Expertise</b>	<b>Membership No.</b>	<b>Relevant Experience</b>
1						
2						
3						
4						
5						
6						
7						
8						

### **B. Details of Semi-Qualified Staff (including Article Clerks etc.)**

<b>Sr. No.</b>	<b>Name of Staff</b>	<b>Length of Association with the Firm (in years)</b>	<b>Educational Qualification</b>	<b>Area of Key Expertise</b>	<b>Relevant Experience</b>	<b>Remarks</b>
<b>Semi Qualified Staffs:</b>						
1						
2						
3						
<b>Article Clerks:</b>						
1						
2						
3						
<b>Others</b>						
1						
2						
3						

- If IKDRC feels that more staff is required for audit, the IKDRC has right to ask for the same and it should be coordinated by the firms as well.

**C. Experience (Work Done & On Going Work in Last 5 years i.e. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25)**

<i>Sr. No.</i>	<i>Name of Organisation</i>	<i>Address</i>	<i>Type of Audit</i>	<i>Turnover / Grant</i>	<i>Year under Audit</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

*Note:*

- Mandatory to submit copies of Appointment Letter / Order / Agreement for all the work done and completed & ongoing work in last 5 years from 2020 - 21 to 2024 - 25, if not submitted then it will not be considered.*
- Appointment Letter for each year will be considered as one appointment.*
- If appointment letters not submitted will not be considered for Eligibility criteria and for Technical marking.*

**D. Turnover Details**

<i>Sr. No.</i>	<i>Financial Year</i>	<i>Professional Fees Received (As per the Audited Income Expenditure Statement) Amount Rs.</i>
1	Financial Year 2021-22	Rs.
2	Financial Year 2022-23	Rs.
3	Financial Year 2023-24	Rs.
Average of 3 financial years		Rs.

Your faithfully

For M/s.....

FRN No.....

(CA.....)

M.No. ....

Authorised Partner

[Seal of the Firm]



**ANNEXURE – III - PARTICULARS/DETAILS OF THE FIRM**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Supporting documents required to be submitted along with this form</b>
1.	Name of the Firm	Attach copy of Certificate of ICAI Generated as on 30-04-2025
2.	Address of the firm	Attach copy of Certificate of ICAI Generated as on 30-04-2025
3.	Head Office	Attach copy of Certificate of ICAI Generated as on 30-04-2025
4.	Date Since when is H.O. and at where	Attach copy of Certificate of ICAI Generated as on 30-04-2025
5.	Firm Income Tax PAN No.	Attach copy of PAN Card
6.	Firm GST Registration No.	Attach copy of Registration
7.	Registration No. with ICAI	Attach copy of Certificate of ICAI Generated as on 30-04-2025
8.	Empanelment No. with C & AG	Attach proof of empanelment with C & AG for the year under Audit.
9.	No. of Years of Firm Existence & Date of establishment of from as on 01-01-2025	Attach copy of Certificate of ICAI generated as on 30-04-2025
10.	Turnover of the AUDIT FEES of the bidder Firm in last three years 2021-22, 2022-23 & 2023-24	Attach Audited Financial Statements of the last three years or a C.A. Certificate.
11.	Annual average turnover of last 3 years 2021-22, 2022-23 & 2023-24	Attach Audited Financial Statements of the last three years
12.	Audit Assignments Experience Details- Internal, Concurrent, Pre-audit or Statutory Audit experience of Government Entities (Except Bank branch audit) having turnover or grant receipt of more than Rs.25 Crores.	Copy of appointment order, Receipt and payment or income/expenditure or profit & loss account statement or Certificate to that effect of concern organization for concern financial year to support the turnover or grant receipt for that year as more than Rs. 25 Crores

Sr.No.	Particulars	Supporting documents required to be submitted along with this form
13.	<p>Details of Firm: Provided following details:</p> <ul style="list-style-type: none"> <li>• Number of Full Time Fellow Proprietor/Employee associated with the firm.</li> <li>• Name of each partner/each employee.</li> <li>• Date of becoming ACA and FCA</li> <li>• Date of Joining the firm</li> <li>• Membership No.,</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partner is engaged full time or part time with the firm.</li> <li>• Contact No., Email id and full Address of each partner.</li> </ul>	<p>Attach copy of Certificate of ICAI generated as on 30-04-2025</p>
14.	Copy of Tender along with Pre-bid Minutes if any	Duly stamped and signed, for acceptance of all terms and conditions by the Firm

Your faithfully  
For M/s.....  
FRN No.....

(CA.....)  
M.No. ....  
Authorised Partner

[Seal of the Firm]

**ANNEXURE - IV**

**FORMAT FOR PRICE BID**

(Please provide the break-up of Firm's quoted fees for each ADP center at least once a year)

Particulars	Fees in Rs.	GST in percentage	Total Fees In Rs. Including GST
AUDIT FEE – Physical Verification of Fixed Assets & Stock at each ADP Center each time.			
Total Fees in Rs. Including GST			

***Quoted Fees is for physical verification of one ADP Center and for each time verification.***

**Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.**

**IMPORTANT NOTE: -**

1. Fees is inclusive of all out of pocket. Bills to be raised on monthly basis for the work done along with the Reports. Bills will be paid within 45 working days on its receipt along with reports by IKDRC.
2. Fees to be quoted is for work of physical verification of fixed assets and stock at one ADP Center and for one-time verification. 5 % (Five Percentage) of increase in the Fees will be given every year after its completion.
3. GST will be paid extra on actual basis and Taxes as applicable shall be deducted.
4. **This Price Bid document is for information only. Please submit price bid online through digital mode only through [tender.nprocure.com](http://tender.nprocure.com). If price bid submitted along with Technical Bid, tender will be rejected.**

**Evaluation Matrix (marking matrix): -**

Eligibility criterion of the firms shall be based on the various criteria as given in the table below. The technical EOI evaluation shall be based on the following parameters.

Sr. No.	Particulars	Minimum Criteria	Marks	Evaluation Criterion
1.	There must be at least 3 CAs Partners of the firm as per Certificate of ICAI as on 30.04.2025	03 CA Partners	15	Firm with Partners: Minimum 3 = 3 Marks From 4 up to 6 = 5 Marks From 7 up to 9 = 10 Marks More than 9 = 15 Marks
2.	Existence of the Firm	15 Years	15	Firm with: Upto 15 Years = 5 Marks Above 15 Years but upto 30 years = 10 Marks More than 30 Years = 15 Marks
3.	Audit Turnover of the firm as on 31 <sup>st</sup> March, 2024	Rs. 50 Lakhs	05	Audit Turnover of the firm will only be considered.
4.	Average Gross Turnover of the Firm for last three years i.e. 2021-22, 2022-23 & 2023-24	Above 1.2 Cr	15	Gross Turnover Up to Rs. 1.2 Cr = 0 Marks, Above Rs. 1.2 Cr up to 3 Cr = 5 Marks Above Rs. 3 Cr up to 5 Cr = 7 Marks Above Rs. 5 Cr up to 9 Cr = 10 Marks Above Rs. 9 Cr = 15 Marks
5.	The CA firm to be Peer Reviewed by ICAI and has valid peer review certificate	Yes	5	The CA firm to attach documentary evidence in support of the same.
6.	The firm with one partner having post qualification in Forensic Accounting and Fraud Detection by ICAI	01 CA	15	Firm with: 1 CA = 5 Marks 2 CA = 10 Marks 3 CA & above = 15 Marks CA firm to attach documentary evidence in support of the same.
7.	Internal, Concurrent, Pre-Audit or Statutory audit experience, (including ongoing work) in Government Entities/Semi Government Entities (Except bank branch audit) having turnover/grant of more than Rs.25 Crores in last 5 years. i.e 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25	02 Assignment	15	The CA Firm to Submit appointment letter and copy of balance sheet or Income & Expenditure or Profit & Loss Account or Certificate for Turnover/Grant confirmation.  Upto 1 Assignment = 0 Marks Above 1 upto 5 Assignments = 5 Marks Above 5 upto 7 Assignments = 10 Marks Above 7 Assignments = 15 Marks  Each year will be considered as a separate assignment, even with single work order / appointment.
<b>Total : ::</b>			<b>85</b>	

### **Technical Qualifier Bidder and Selection:**

1. Bidder Firms identified as technical qualifier having minimum 70 marks before PowerPoint Presentation according to Evaluation Matrix (marking matrix) will only be invited for PowerPoint Presentation of the understanding of scope of work, approach and methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and work plan to present to an expert group constituted by IKDRC. Such Presentation will have total 15 marks. Thus, totaling to 100 Marks towards Technical Evaluation.
2. After completion of the PowerPoint Presentation, Final Technical Marks shall be allotted and Financial Bid will be opened. Firm having highest Technical Evaluation score shall be considered as T1. Such T1 Firm shall be appointed to work at L1 Rates. If such T1 Firm do not agree to work at such L1 Rate, then alternatively offer shall be made to T2 Firm and so on so forth. Such T(n) Firm agreeing to Rates and Terms shall be allotted the Assignment.
3. For further any queries/information regarding E - Tender Bid process, please contact Tender Concern Persons of IKDRC till Pre-Bid end date only on phone no. **079-22687500 between 10:00 AM to 05:00 PM on working days** and E-mail id – **ikdrcits@ikdrcits.in and tender@ikdrcits.in**.