

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	18-09-2025 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	18-09-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Electronics And Information Technology
विभाग का नाम / Department Name	Department Of Electronics And Information Technology
संगठन का नाम / Organisation Name	Centre For Development Of Advanced Computing (c-dac)
कार्यालय का नाम / Office Name	Centre For Development Of Advanced Computing / Kolkata
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report, Financial Reporting Framework, Review of Financial Statements; CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	6 Month(s) 8 Day(s)
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी / Number of days for which Bid would be auto-extended	7

बिड विवरण/Bid Details	
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to

refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Financial Reporting Framework , Review of Financial Statements
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/ Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly

विवरण/ Specification	मूल्य/ Values
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Sandipan Sourav Kar	700091,plot E2/1, Block GP, Sector V, Salt Lake Electronic Complex, BidhanNagar, Kolkata 700091	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

DATA HANDLING and CONFIDENTIALITY CLAUSE

The Successful Bidder shall ensure that all data, documents, records, and information received, accessed, generated, or otherwise handled in connection with this engagement are treated as strictly confidential. Such data shall be used solely for the purpose of fulfilling the contractual obligations under this bid and shall not be disclosed, shared, published, or transmitted to any third party without the prior written consent of C-DAC Kolkata, except where disclosure is mandated under applicable law. The Successful Bidder shall adopt all reasonable security practices and procedures in line with the Information Technology Act, 2000 and the rules framed thereunder, including the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011, to prevent unauthorized access, loss, misuse, or alteration of such information. Any breach of confidentiality or unauthorized data handling shall be treated as a material breach of contract, entitling C-DAC Kolkata to impose penalties, recover damages, and

d/or terminate the contract, without prejudice to any other legal remedies available under applicable law.

It is MANDATORY to SUBMIT the ANNEXURES (No 1 and 2) within the Bid document duly filled up and stamped and signed by the respective bidders on their letter heads. Else, such bid shall not be considered for technical evaluation.

3. Buyer Added Bid Specific Scope Of Work(SOW)

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

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. 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.
17. 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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

The main objective of the internal audit shall be checking, verification preparation and audit of all Financial, Stores and Purchase transactions of our R&D, Business Division and Training Division.

1. **Tenure of Service Require: 12 months**
2. **Nature of Service: Internal Audit for FY 2025-26**

Scope of Work for Internal Audit For FY 2025-26

3. THE AREAS OF AUDIT:

- 3.1. Audit of vouchers of all types i.e. Core, Projects and Training including consolidation.
 - a) Bank receipts and payments
 - b) Cash receipts and payments
 - c) Purchase of material and services
 - d) Journal entries
 - e) Salary and other employee payments
 - f) Sales and services
 - g) Leave position of employees
- 3.2. Audit of the office records in respects of employees with reference to the appointment orders, increments, attendance records etc.
- 3.3. Scrutiny of tour bills (inland and aboard) undertaken by C-DAC members / others for the purpose of C-DAC work. The scrutiny of tour bill will include the verification of all travel claims and tour reconciliation to ensure that they are in order in every respect.
- 3.4. Scrutiny of the various types of advances to the staff and timely adjustments thereof.
- 3.5. Verification of the Bank Reconciliation Statements.
- 3.6. Verification of the various grants received / receivable and utilization thereof for all Core R & D and Sponsored project.
- 3.7. Review of the purchase procedures vis-a-vis C-DAC Purchase Rules with respect to General Financial Rules of Government of India involving indenting, vendor selection, financial concurrence, placing of orders etc.
- 3.8. Checking of the various forms, statements, registers etc., keeping in view the information needs of the management and suggest modifications, if any.
- 3.9. Checking of the inventory levels with reference to the consumption, the availability of funds and the future requirements etc., review of the controls over the slow-moving, non-moving and obsolete materials.
- 3.10. Checking of the effectiveness of internal checks and controls in the Accounts Department.
- 3.11. Analysis of the financial status and financial performance of the Centre.
- 3.12. Reconciliation of the R&D, Business Division, Training Division and other Control Accounts (Branch Accounts) with all C-DAC Centres.
- 3.13. Scrutiny of Monthly pay-rolls, salary disbursement, including payment of arrears, bonus (if any) and similar payments, pay-roll JVs, staff loans, LTC and other claims.

4. SCRUTINIZING AND ANALYZING:

- 4.1. The Purchase files relating to the purchases of Business Division, Training Division, R&D Divisions and the respective Sponsored Projects;
- 4.2. The Award of contracts, authorization, documentation, timely execution, contingent liabilities, penalties, bonus, certification etc.

- 4.3. Scrutinizing library books, CD's. Store verification of assets etc. for above all activities.
- 4.4. Scrutinizing the records of Service books of the staff and other administrative matters.
- 4.5. The General ledger and final accounts of R&D, Business Division and Training Division.
- 4.6. Creditor's ledger and commenting specifically on the advances to the suppliers and the timely adjustments thereof of R&D, Business Division and Training Division.

5. DELIVERABLES:

5.1. Checking & Reporting:

- a) The routine errors in respect of the accounting entries, heads, classification of expenses etc.
- b) The irregularities in the financial transactions.
- c) Whether proper documentation/sanctions/authorizations have been obtained for each and every expenditure incurred.
- d) Whether proper system and principles of accounting in line with the prevailing standards have been followed.
- e) Ensuring the compliance of the statutory requirements such as deduction and deposition of tax from various payments, filing of returns and other documents etc. under various Acts.
- f) Effectiveness of internal checks and controls of the Accounts Department.
- g) Suggestion on maintaining purchase files including purchase procedures of Business Division, Training Division, R & D Division and respective sponsored projects.

5.2. Review:

- a) The deployment of surplus funds available with the Centre and advising on a better Fund Management.
- b) The working capital management as well as the long-term funds management.
- c) Pattern of income and expenditure; financial position and financial performance of the Centre.
- d) The existing systems and procedures in various functional areas and suggesting suitable changes therein so as to strengthen the same and to achieve generation of proper MIS with minimum efforts to facilitate prompt and proper financial decision-making.
- e) The compliance of the statutory requirements such as deduction and deposition of tax from various payments, filing of returns and other documents etc. under various acts.

5.3. Other points:

- a) To bring specific attention towards any serious/ important matter and/or issue affecting C-DAC's interest and/or leading to loss of revenue for C-DAC.
- b) To contribute substantially to the finalization of the accounts as well as in the completion of the audit.
- c) To provide consultancy as and when required in respect of work of the Finance Department.

- d) To complete the Quarterly audit report and submit the same on or before last day of subsequent month of the respective quarters.

Note: Under no circumstances, the delay in completion of the assignment, beyond the due date be acceptable.

6. PAYMENT TERMS:

- 6.1. Payment shall be made on a Quarterly basis after completion of the audit of the respective quarter(s), including the Tax Invoice of that quarter, duly certified by the concerned CDAC Kolkata Officer(s).
- 6.2. Statutory deductions shall be applied.
- 6.3. There shall be no advance payment and to the successful bidder.
- 6.4. Out of the Pocket (OOP) expenditure, if any, shall be borne by the successful bidder during the contract.

Bidder shall submit the following ANNEXURE-1 and 2 as per the format given below duly stamped and signed on their respective letterheads along with necessary documentary evidences.

TO BE SUBMITTED ON THE LETETRHEAD OF THE BIDDER

Proforma for submission by Bidder

Sl. No.	Particulars	Particulars
1.	Name and full address of the firm (With e-mail, Mobile, PAN, GST No.)	
2.	No. and date of registration of the firm with ICAI(Proof to be attached)+	
3.	Details of audit undertaken during last three financial years i.e. 2022-23, 2023-24 & 2024-25	
4.	Experience of Internal Audit / Statutory Audit in PSU(s) / Autonomous Bodies/ Other Government Bodies	
5.	Details of Chartered Accountants/partners: a. Number of partners. b. Name of Partners Please state ICAI Membership number against each.	

Declaration:

I/We hereby certify that:

- All partners whose names are mentioned above are whole time partners in the firm.*
- All information and attachments submitted in this application are correct and true to the best of my/our knowledge.*
- I/We are aware that any false information provided herein will result in rejection of the application and suspension of registration.*
- I/We hereby accept all terms & conditions of the Tender document.*

Signature of the bidder with seal

Place:

Date:

Note:

- Documentary evidences of all the information as stated above are to be furnished along with the offer.***
- All the pages of the terms & conditions and documents submitted are to be signed and affixed with the seal for the firm.***

TO BE SUBMITTED ON THE LETETRHEAD OF THE BIDDER

Eligibility Criteria Compliance Sheet
(to be submitted along with documentary evidence if complied)

Sl. No.	Particulars	Complied (Yes/ No)
1.	Must have an operational office./ branches in Kolkata along with a full-time partners	
2.	Must have a minimum four (04) partners of the firm during the preceding three financial years	
3.	The firm of the auditors must have been empanelled with the C&AG of India	
4.	Must have conducted an audit of three Government Organisations/ Autonomous Bodies / PSU (yearly) during the three preceding financial year	
5.	Should not have been blacklisted by any Government Organisation/ Autonomous Bodies / PSU (yearly)	

Declaration:

I/We hereby certify that:

- All partners whose names are mentioned above are whole-time partners in the firm.*
- All information and attachments submitted in this application are correct and true to the best of my/our knowledge.*
- I/We are aware that any false information provided herein will result in rejection of the application and suspension of registration.*
- I/We hereby accept all terms & conditions of the Tender document.*

Signature of the bidder with seal

Place:

Date:

Note:

- Documentary evidences of all the information as stated above are to be furnished along with the offer.***
- All the pages of the terms & conditions and documents submitted are to be signed and affixed with the seal for the firm.***