

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	31-10-2025 14:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	31-10-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Chhattisgarh
विभाग का नाम / Department Name	Technical Education Department Chhattisgarh
संगठन का नाम / Organisation Name	Chhattisgarh Professional Examination Board, Naya Raipur
कार्यालय का नाम / Office Name	Raipur
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	5 Month(s) 5 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
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, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover *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 दस्तावेजों 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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	7 Days
अनुमानित बिड मूल्य /Estimated Bid Value	50000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
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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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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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
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1. 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.

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, 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 defined in 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.

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.

5. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1760601601.pdf](#)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Operational & Administrative , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Weekly
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	Gailendra Kumar Sahu	492015,VYAPAM BHAVAN North Block Sector 19 NAYA RAIPUR	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

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 कार्रवाई 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---

Terms of References

1. About Vyapam:

Chhattisgarh Professional Examination Board is established by the order of Govt. Of Chhattisgarh Higher Education, Technical Education, Science & Technology department Mantralaya Raipur Sn.F1-51/2004/42 Raipur dated 30-07-2005 for conduction pre entrance examination of Medical, Ayurved. Engineering. Agriculture Colleges and polytechnic colleges and other examinations by the order of Govt. of Chhattisgarh.

2. Vision:

The Vision of Vyapam is to make model in the field of various government organizations, through recruitment examination, to feed eligible students in the various professional colleges and institutions through admission examination and feed eligible candidates of teacher in primary schools and eligible assistant profession through state eligibility test in the entire of Chhattisgarh owing the responsibility as being the only Government body.

3. Mission:

The Mission of Vyapam is to be an institution of excellence, empowering the various government organizations by recruitment of excellent people and provide meritorious students in various government professional colleges through admission test through Vyapam

4. Scope of Work:

The Statutory Audit will be carried out for financial year 2020-21 to 2024-25 in accordance with decision taken by the approval of board of directors board of directors and chairperson their under notification, circular, guidance, order etc. Issued by the chairman of Vyapam. Generally, accepted auditing principles and will include tests and controls, as the auditors feel necessary under the circumstances with 100% vouching

5. Audit Report:

After completion of the assignment, the Auditors will submit the Audit Report as per the provision of notification/circulars etc issued by after the approval of board of directors for the reporting. During the course of audit if any financial irregularity fraudulent payment found which is/ are made against the provision of notification, circular, guidance order etc. by the auditor in that case special audit report quantifying the amount of loss to Vyapam to be given by Auditor along with the above report without any additional Fee.

6. Reporting and Timelines:

The final Audit Report of the first year of work that is 2020-21 should be submitted within 2 months from the issuing date of work order and then each financial year's final audit report should be submitted within subsequent month. The audit report along with all the annexure, statement, stock account, certificates and bank reconciliation must be submitted in 7 hard copies with binding original.

7. Guidelines for submitting the proposal:

7.A. General Guidelines: CA firms are required to submit the proposal (EOI) (in two separate & sealed cover/envelops) duly writing on Top as proposal for statutory auditor as per the guidelines and formats detailed out in the following paras:

A-i The original and all the copies of the Technical Proposal shall be placed in a scaled envelop clearly marked "**TECHNICAL PROPOSAL**" similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**". The envelopes containing the Technical and Financial Proposal shall be place into outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non-responsive.

A-ii Format for Application form attached along with technical proposal format attached as per **annexure-A**.

A-iii The interested firm should submit the proposal form in the name of chairperson **Chhattisgarh Professional Examination Board** which will evaluate the Technical Proposal and finalize the same for opening of financial bid of eligible firms

A-iv Financial proposals submitted by the firm as per annexure-B and it should be valid for the 6 months from the date of submission of the proposal by the firm and financial rate should be quoted on yearly basis inclusive of GST.

A-v Each page, form, annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised Signatory of the firm

A-vi All blanks spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.

A-vii **CGPEB** reserve 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.

7.B. Minimum eligibility criteria:

B-i. The firm must be empanelled for the doing statutory audit work and having its office in Chhattisgarh and Branch office in the Raipur District as per ICAI construction certificates. (Attached certificates)

B-ii. Offerer CA Firm must have minimum 5 years of work experience of which 03 years of experience must be from Govt/Semi Govt. organization. (Attached experience certificates)

- B.iii.** Offers Firm's average annual net receipts from Chartered Accountant related work must be minimum 10 lacs in last 3 financial years (2022-23 to 2024-25) (Annexure A)
- B.iv.** Offerer firm must have experience of minimum 3 statutory audit in hand with/undertaken in any Government department/Government owned or controlled undertaking.
- B.v.** Offerer Firm must have at least 10 professional staffs with article. (Annexure A)
- B.vi.** Knowledge of Hindi language is mandatory,

7.C- Document to be submit:

In technical proposal must submit copy of following self-attested documents

- C.i.** Firm constitution certificate downloaded from ICAFs website indicating year of the establishing, number of partners etc.
- C.ii.** PAN of Firm.
- C.iii.** GST Registration Certificate.
- C.iv.** Net receipts of the firm of minimum 10 lakhs for 3 financial years, (2021-22, 2022-23 and 2023-24)
- C.v.** Work order for statutory audit of any 3 Government department Governances owned or controlled undertakings

8. Selection Appointment of Auditor:-

Those CA Firms which fulfill minimum eligibility criteria as shown “7-B” and attached all documents will be declared eligible and financial bid will be opened only for those firm. Selection of auditor will be based on lowest financial L-1 bid. If more than one same lowest quote received then selection will be done on the basis of lottery.

9. Reporting and Audit Fee:-

- 9.1** The Firm have to submit the audit report as per decision taken by board of directors and chairperson their under notification, circular, guidance, order etc. Issued by the chairman of Vyapam.
- 9.2** For above assignment minimum audit fees will be Rs. 30,000/-per annum Inclusive of taxes whereas maximum audit fees will be Rs-50,000/- per annum inclusive of all taxes.
- 9.3** Payment of Audit Fee will made only after satisfactory and timely completed audit report gets approved by chairperson.
- 9.4** No TA/DA will be separately paid to selected CA firms.

10. Others:-

- 10.1.** Audit firms should follow all the instructions as specified by Vyapam for statutory audit.
- 10.2** In case Offer received is below minimum and maximum prescribed amount the offer shall be summarizingly rejected.
- 10.3.** In case of any dispute or unforeseen circumstances the decision of chairperson C.G.Vyapam would be final and acceptable to all.

11. Award Of Contract –

The selected firm shall be eligible for award of the contract work for audit of 2020-21 to 2024-25.

(On Firm's Letter Head)

Annexure-A

1- Detail of Partners of the firm:-

S.No.	Name of the Partners	Membership No.	Whether FCA/ACA	Supporting Document Page No

2- Work order for statutory audit of any 3 Government department/Government owned or controlled undertakings for financial year (2020-21 to 2024-25)

Name of Auditee organisation	Address (City and State)	Auditee's Typed (C.G. Govt. Dept./Govt. owned, controlled undertaking PSU'S)	Auditee incorporated under (C.G. Co-operative society Act Companies Act. etc.)	Audited for Audit Financial year	Sale value/receipts of Auditee organisation	Statutory audit under which Act	Page No. of work order

3- Average annual net Receipt of the firm in last 3 financial year

Financial Year	1- Amt. in Rs.	2- St-3 Page N.	- Audited A/c pg No.
2021-22			
2022-23			
2023-24			
Average Annual receipts			

Authorised Signatory
(with seal and name)

Annexure-B

FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees)
FEE (inclusive of GST)	Both in numeric and words. Rs. (Rupees)
Note: Proposed audit fees needs to be quoted on yearly basis.	

Authorised Signatory
(with seal and name)