

Corrigendum-1 For Tender No. 5604

Ref. no: APAM/CA/2024

Date: 25/04/2024

Name of the work: Appointment of CA Firm as Third party web based claims Auditor for the year 2024-25 For ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI.

The above mentioned e-tender published on 16/03/2024 as tender ID 5604 on e-tendering site <https://organizations.maharashtra.nextprocure.in>

To clarify the scope of work for the calculation of final offer please go through the following

Sr.No.	Page no.in tender document	Point no.	Point of clarification	Clarification by t he Department.
1	7	7 A.	<p>At Letter Of Intent (LOI) Stage: Verify all the documents submitted online by the beneficiaries.</p> <p>Approve the same, If all online uploaded documents are found correct.</p> <p>Hold it, if any online uploaded document/s is found wrong.</p> <p>Reject it, if malicious/fraud documentation is found uploaded.</p>	<p>Shall be treated as One case. The task must be completed within seven days.</p>
2	7	7 B.	<p>. Loan Account Details Verify the Bank sanction documents submitted by the Beneficiaries.</p> <p>If all documents are correct then approve it.</p> <p>If any document is not correct / wrong then Hold the case.</p> <p>If any fraud or malicious document is submitted then Reject it.</p>	<p>Shall be treated as one case. The task must be completed within Five days.</p>

3	8	7 C.	Verify the Bank Statements. Interest rate and Demanded amount. Based on printed documents Firm MAY approve it.	Shall be treated as one case. The task must be completed within Five days.
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In all the cases if the case is HOLD/Rejected and re-referred then the case shall be treated as one single case only. No extra charge is payable in this case.

DD for the tender fees and EMD can be of any bank under RBI.

Due to this corrigendum the Last date of online Submission of this tender shall be 07/05/2024 till 17:30 Hrs. and the opening of the technical envelope shall be on 08/05/2024 after 14:00 Hrs.

All such participants who have already completed online submission of the tender can rework and resubmit their offers if required. If reworked, then please confirm the receipt of online submission is generated once again.

All other tender terms and conditions remain the same.

REQUEST FOR BID
(Open E - Tender)

Open tender for Appointment of CA Firm as Third party web based
claims Auditor for the year 2024-25
For APAMVMMM

Tender Ref No.: APAM/CA/2024

Date: 15/03/2024

Issued by:

ANNASAHEB PATIL AARTHIK MAGAS VIKAS MAHAMANDAL MARYADIT MUMBAI (APAMVMMM)

Undertaking Government of Maharashtra

Mumbai – 400 001

Tel: 022-22657662

Website: <https://kaushalya.mahaswayam.gov.in>

Tender details in a nutshell

Name of the work	Tender fee	EMD	Last day of submission
Appointment of CA Firm as Third party web based claims Auditor for the year 2024-25 for APAMVMMM	6372/-	90,000/-	28/03/2024 17:30 Hrs

E-tendering site: <https://organizations.maharashtra.nextprocure.in>.

Help line: As given online at the e-tendering site.

1. Introduction of the Organization:

ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT:

Job creation and entrepreneurship promotion becomes crucial to absorb the skilled workforce. It is a fact that entrepreneurs not only contribute to economic growth, but they provide a source of income and employment for themselves, create employment opportunities for others, and produce new and innovative products/services through cost-effective methods. Therefore, accelerating entrepreneurship for job creation becomes crucial at this juncture.

To support the economically backward communities in terms of providing entrepreneurship and self-employment opportunities Annasaheb Patil Financial Backward Development Corporation has been set up on 27/11/1998 for the development of economically weaker sections of the state. The economic development of a financially backward caste state is necessary. In order to make it available to the unemployed youth especially for employment and self-employment opportunities, the state government decided on 29th August 1998 and according to this decision, for the economically weaker sections of the State, by initiating the Annasaheb Patil Financial Backward Development Board, self-employed candidates will be given self-employment information, guidance, and financial assistance is being done.

2. The Corporation intends to:

- a) Invites tender from Chartered Accountants/ Cost Accountant Firms for appointment as Third party web based claims Auditor the Financial Year 2024-25. The appointment of the selected Chartered Accountants/Cost Accountant Firm as Third party web based claims Auditor may further be extended for two more financial years at sole discretion of APAM if the performance of the auditor is found to be satisfactory in the year under consideration. The extension will be on same terms & condition.
- b) The interested CA firms should apply and submit their tender and the bids along with copies of all the relevant certificates, documents, etc. in support of their technical & financial bids up to 04/2024 17.30 Hrs. The interested Chartered Accountancy Firms may submit their bids for the above mentioned work at e-tendering site <https://organizations.maharashtra.nextprocure.in>. Tender document is also available **for viewing** on the Annasaheb Patil Arthik Magas Vikas Mahamandal Maryadit Mumbai website i.e. <https://kaushalya.mahaswayam.gov>.
- c) Applications to this tender will be accepted only through the online mode. No other mode of application will be considered **& application will not be accepted.**
- d) The tender should be accompanied with Tender fees of Rs. 6372/- and Earnest Money of Rs. 90,000/- for each by way of Demand Draft on any Nationalized Bank in Favor of "Annasaheb Patil Arthik Magas Vikas Mahamandal Maryadit Mumbai. Service provider's fees of Rs. 885/- is to be paid via online Payment gateway using credit/debit card/internet banking.
Note: Exemption from Submission of EMD as per GOM Rule. Those CA firms exempted to pay EMD cost are required to submit the certificate issued by the concerned department.
- e) The technical bid will be opened at ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai on 29/03/2024 12:00Hrs.. The Financial bid will be opened only of those bidders who qualify the technical bid as provided in **PARA 4 & 4.1.**

- f) The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the **tender documents not received in** prescribed format and/or are found incomplete in any respect will be summarily rejected.
- g) In case of any further clarification required relating to this tender , the same may be sought from the following officers of ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai :-

2. PRE-ELIGIBILITY CRITERIA:-

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in **Para 3.1** for each of the eligibility criteria:-

- a) **EXPERIENCE:** The CA Firm should have experience of at least three (3) years from the date of registration of the firm. As on date of opening of Technical bid.
- b) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** Preferably the CA firm should have conducted either statutory audits and /or internal audits of Autonomous Bodies/ Statutory Bodies/ PSU with minimum Three years at a stretch on or after financial year 2019.
- c) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested CA Firm shall not be less than Rs. 10 lakh for last three financial years i.e. 2020-21, 2021-22 and 2022-23.

3.1 LOCATION OF CA FIRM’S OFFICE: The CA firm must have the registered / main office in Mumbai/MMR.

3.2 Documents required for Pre Eligibility Criteria

The Bidder’s shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

Sl. No.	ELIGIBLTY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTAITE THE CRITERIA	Documen t attached yes/no
ii	Taxpayer Information The bidder should have been registered with the Tax Department	<ul style="list-style-type: none"> • Income Tax Registration (PAN No. /TAN No.) • GSTIN Registration 	
iii	Registration: with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
iv	Experience with Government department/Semi-government/PSU	Document mentioning or intimating the subject must be submitted.	

v	No. of Qualified staff	Certified copy of relevant documents are required to be submitted. Min (3) Three.	
vii	Annual Turnover of the Firm: Details for annual turnover for – FY 2020-21: FY 2021-22: FY 2022-23: Average Turnover for three years: 15 lac min.	<ul style="list-style-type: none"> • Copy of audited balance sheet and profit & loss account for the FY 2020-21, 2021-22, 2022-23. • Income Tax return along with income computation sheet for last 3 years (FY 2020-21, 2021-22, 2022-23) 	
viii	Location of CA Firm's Office	Proof of having Office in Mumbai/MMR	
ix	Information sheet	As per Annexure-I	
x	Tender Fee and Earnest Money Deposit	As mentioned in clause 3.2 and 4.1	
xi	Technical bid Information	As per Annexure-III	
xii	Tender Acceptance & Non-blacklisting declaration on Rs. 100/- non-judicial stamp paper	As Prescribed in Annexure-V	

3.3 Pre-Qualification Eligibility Evaluation

- A. Bidders fulfilling the pre-qualification criteria shall only be shortlisted for technical envelope scrutiny.
- B. APAM authorities will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
- C. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.
- D. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:
 1. Tender Fee and EMD not deposited
 2. Undertaking not provided
 3. Bid validity 120 days from the date of Opening Technical bid
 4. Poor/ unsatisfactory past performance
 5. Incomplete information
 6. Lack of required documents

4. TECHNICAL BID EVALUATION

1. The bidders who clear the prequalification norms shall only be considered for technical evaluation.
2. Technical bid will be examined to determine the completeness of each document submitted.
3. If any of these documents or information is missing, the offer shall be rejected.
4. The technical evaluation will consist of profile of the bidder and proposal.

4.1 Evaluation of Technical Bid:

The Pre eligible bids received will be evaluated in terms of following parameters;

If any bidder not fulfilling any of the above Pre-qualification criteria or bid with conditions need not submit their bid as their bid shall be liable to be summarily rejected.

The Firms based on above documentation shall be considered as qualified and eligible for opening of financial bid.

5. FINAL EVALUATION PROCESS OF BID

The Technical and Price Bid of technically qualified bidder shall be evaluated separately.

Technical Bid Evaluation Criteria - All qualified bids will be evaluated as per the documentation provided in clause 3.2 & 4.1.

Note: In case of tie (if more than one CA Firm quoted equal rates), APAM has right to go ahead with "closed bidding" meaning offline equal opportunity shall be given to such bidders.

6. SCOPE OF WORK:-

Understanding the scheme: Personal loan Interest Refund Scheme

If the candidate whose family income is within family annual income limits for non-creamy layer (as per certificate issued by the competent authority from time) and to whom the bank has approved loan up to the limit of Rs.10/- lacs repays the installments in time, the amount of interest (within limit of 12%) shall be credited to the bank account linked with Adhar Card after he pays the installment every month. The entire scheme is computerized and the scheme shall be implemented by public Finance Management Scheme (PFMS) or similar scheme. Similarly at least 4% of the total funds of the scheme shall be kept reserved for differently able persons (as per the definition of the differently able persons given by the Social Justice and Special Assistance Department) (As per annexure-A).

1. Object:-

The corporation shall refund the interest on loan given by the banks to economically backward candidates for self-employment projects through bank as standardized by bank

2. Financial Assistance: -

If the candidate whose family income is within family annual income limits for non-creamy layer (as per certificate issued by the competent authority from time) and to whom the bank has approved loan up to the limit of Rs.10/- lacs repays the installments in time, the amount of interest (within limit of 12%) shall be credited to the bank account linked with Adhar Card after he pays the installment every month, The entire scheme is computerized and the scheme shall be implemented by public Finance Management Scheme (PFMS) or similar scheme.

Similarly at least 4% of the total funds of the scheme shall be kept reserves for differently able persons (as per the definition of the differently able persons given by the Social Justice and Special Assistance Department)

3. Area of operation (should be completely in the State of Maharashtra)

- a) Agricultural, allied and traditional enterprises/occupations
- b) Small & medium industries- a) production, b) Trading & sales
- c) Service sector

4. The Terms and conditions for beneficiaries

- 1) The beneficiary should be resident of Maharashtra.
- 2) His/her loan account should be linked with Adhar card
 - 3) His/her age should be between 18 years to 45 years.
- 4) Registration on web portal is obligatory.
- 5) The certified annual family income of the beneficiary should be within limit of annual family income for non-creamy layer (as per certificate issued by competent authority.)
- 6) The differently able candidate should have certificate issued by the competent Authority.

5. Other Terms and Conditions:

- 1. At the time of making application, the candidate should not have taken benefit of any scheme for this project or any other scheme of the corporation.
- 2. The candidate should not be defaulter of any bank/financial institution.
- 3. The candidate should make the loan proposal through Public Finance Management System (PFMS) or a bank capable to handle a matter through Computer system.
- 4. One person can take benefit of this plan only once.

6. Registration of Candidates:

It is obligatory for candidates to submit the application on the official website. If the candidate is eligible as per terms and conditions after the proposal is submitted, he shall be given computerized letter of intent/approval letter. The candidate should get his proposal approved from bank based on this letter.

7. Conditions of Refund:

- 1) If the beneficiary does not refund the loan regularly during the tenure of the loan the interest shall not be refunded
- 2) The beneficiary should upload at least two photographs on the portal proving that the business is in operation

8. Refund of interest of loan to the beneficiary through the corporation.
If the candidate pays installments of loans in time, the amount of interest of the loan (within the limit of 12%) shall be credited in his account linked with Adhar Card every month this scheme. The entire scheme is computerized and the scheme shall be implemented by public Finance Management Scheme (PFMS) or similar scheme. The corporation shall refund only the proper amount recovered by the bank in time. The corporation shall not refund any other charges/fees/bills, other expenses.
9. Expenditure on Administrative Matters-
Two percent of share capital received every year shall be spent for following purposes for implementation of the scheme.
 - a) Training of employees/officers of the corporation publicity of the schemes other administrative expenditures.
 - b) Expenses incurred for computerized implementation of the scheme.
10. Overall Monitoring of the scheme-
 - a) Shall be done every year by the corporation.
 - b) The Director, District Development, Employment and entrepreneurship guidance center shall look after the district level working of the scheme.

7. DUTIES TO BE CARRIED OUT BY A POINTED CA FIRM:

A. At Letter Of Intent (LOI) Stage:

- Verify all the documents submitted online by the beneficiaries.
- Approve the same, if all online uploaded documents are found correct.
- Hold it, if any online uploaded document/s is found wrong.
- Reject it, if malicious/fraud documentation is found uploaded.

*** Letter Of Intent Check List:**

- 1) Aadhar Card
- 2) Income Certificate.
- 3) Residence Proof.
- 4) School Leaving certificate.
- 5) One page project report.
- 6) Declaration of Beneficiary.

B. Loan Account Details

- Verify the Bank sanction documents submitted by the Beneficiaries.
- If all documents are correct then approve it.
- If any document is not correct / wrong then Hold the case.
- If any fraud or malicious document is submitted then Reject it.

*** Loan Account Check List**

- 1) Sanction Account Details.
- 2) Bank Loan Account Statement.
- 3) Bank saving Account Cheque.
- 4) Bank loan sanction letter.
- 5) In case of Term Loan, MEI schedule.
- 6) Business Photograph.
- 7) Udyam Adhar.
- 8) If vehicle is available, check RC book.

C. In case of Claim settlements.

Verify the Bank Statements.

Interest rate and Demanded amount.

Based on printed documents Firm MAY approve it.

8. TERMS AND CONDITIONS:-

1. Initially the appointment of Third party web based claims Auditor will be for the financial year i.e. 2024-25. However, ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai may extend the appointment as Third party web based claims Auditor for next two financial years with a 5% escalation per annum upon satisfactory performance. Other terms & condition on extension will remain same. The extension will be made for each financial year separately at the sole discretion of ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai. The appointment of Third party web based claims Auditor cannot be for more than three years in total.
2. Each page of supporting documents is required to be numbered by the bidder.
3. Tender shall be submitted online on the given e-tendering site only. If submitted in any other form, the same shall be summarily rejected.
4. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
5. Upon verification, evaluation/assessment, if in case any information furnished by the firm is found to be false/ incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
6. PERFORMANCE GUARANTEE: The successful bidder is required to submit performance guarantee of **3%** of Contract Value PBG may be in the form of Bank guarantee, Demand Draft in favor of ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai and validity must be 180 days beyond the contract period. (NON Interest bearing).
7. Whenever deemed necessary, ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai may seek clarifications on any aspect from participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
8. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
9. ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites <https://organizations.maharashtra.nextprocure.in>.
10. If any date above happens to be a holiday, then the next working day will be the relevant date.
11. ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai reserves the right to cancel amend,

extend , this tender process at any time without assigning any reason before the selection of CA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation. Absolutely all the rights of this tender are reserved with ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai.

12. This tender is subject to the jurisdiction of the local courts at Mumbai only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Mumbai only.
13. No mention of financial offer direct or indirect appear in technical envelope shall result in rejection.
14. ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai will not accept any claim other than professional fee/charges etc. specified in financial bid.
15. The CA Firm should not have any disputes with any of the client. If any disputes come to knowledge of ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai at any point of time, then the services of CA Firm would be terminated.
16. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
17. TDS if applicable will be deduced at prescribed rates as per Income Tax Act, 1961.
18. The contract will be only between ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai and CA Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA Firm within 15 days from official acceptance information to him by the corporation failing which their EMD will be forfeited.
19. The terms and conditions of the contract shall constitute the entire agreement between the CA Firm and ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai. Any change will be binding only if the amendment are made in writing and signed by a Competent Authority of ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai and the CA Firm.
20. The CA Firm will ensure that no information or data about the policies of ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the firm is not provided to any third party or misused In case there is such an instance, ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai reserves the right to take action against the firm as deemed fit.
21. The infrastructure for the assigned task for CA firm must be made available by themselves, APAM shall not provide any sort of infrastructure e.g. computers/laptops/internet connection, etc.
22. Bid submitted by the CA Firm shall remain valid for a period of 120 days from the date of opening of Technical bid.
23. No subletting of work or consortium is permissible. The work location of the firm may be unknown to even department officials.
24. The ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai reserves the right to cancel the

contract in the following cases:

- i) The CA Firm fails to comply with the terms and conditions of the contract.
- ii) The CA Firm fails to deliver the services on time.
- iii) The CA Firm becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the CA Firm shall discontinue contract and matters connected with it.

25. In the event of Force Majeure occurring within the contracted period, the delay in performing work can be extended by ANNASAHEB PATIL ARTHIK VIKAS MAHAMANDAL MARYADIT Mumbai on receipt of written request of CA Firms.

Annexure – I
INFORMATION SHEET
Particulars of CA Firm for appointment as Internal Auditor of APAM

- (a) Name of the Firm:
- (b) Incorporated asin year.....at.....
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.

Registered Office Address

Name of the CA Firm

Telephone Numbers

Fax Numbers

E-mail

Mobile No.

- (d) Registration details with Statutory Bodies: (enclose attested photocopy of documents) Goods & Service Tax Registration No.:
Income Tax No. (PAN):

- (e) Details of Partners of the Firm:

S.No	Name	Qualification	Associated with Firm Since

- (f) Details of Full Time Chartered Accountants in the Firm:

S.No	Name	Qualification	Associated with Firm Since

- (g) Total Staff Strength of the Firm:

- (h) TENDER FEE and EMD Details:

DD Issuing Bank	DD number	DD Date

- (i) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:
- (j) Any other information Firm would like to furnish:

(On Letter Head)
(Annexure-II)

Bid Security Declaration Form

Date:.....

Tender No.....

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We.

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder

(i) The receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an on behalf of

Dated on..... day of..... Corporate Seal

Signature with Stamp

Date

Place

Annexure-III
Checklist of all documents

Sl. No.	Particulars	Details to be provided as on the closing date of this NIT	
	General Information		
1.	Name of the CA Firm		
2.	Date of registration of CA Firm		
3.	Registered/Main Office Address		
4.	Name of Partner if any		
5.	Contact No. of Partner if any		
6.	Details of Demand Draft submitted towards Tender Fees and Earnest Money Deposit.		
Sl. No.	Eligibility Criteria	Documents Required to Substantiate the same	Page no.
i	Taxpayer Information The bidder should have been registered with the Tax Department	<ul style="list-style-type: none"> • Income Tax Registration (PAN No. /TAN No.) • GSTIN Registration 	
ii	Registration: with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
iii	No. of Partners	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
iv	No. of Qualified CAs and staff	Certified copy of relevant documents from ICAI is required to be submitted. Staff Min (3) Three.	
v	Experience of No. of Statutory Audit/Internal Audit: as stated in Pre- eligibility Criteria	Certified copy of appointment letters from the client organizations. And certified proof of the Turnover of the Audit organization.	
vi	Annual Turnover of the Firm: Details for annual turnover for – FY 2020-21,FY 2021-22, FY 2022-23.Average Turnover for three years: 15 lacs.	Income Tax return along with income computation sheet for last 3 years (FY 2020-21, 2021-22, 2022-23)	

vii	Location of CA Firm's Office	Proof of having Office in Mumbai/MMR	
viii	Information sheet	As per Annexure-I	
ix	Tender Fee and Earnest Money Deposit	As mentioned in clause 3.2 and 4.1	
x	Technical bid Information	As per Annexure-III	
xi	Tender Acceptance & Non-blacklisting Certificate	As Prescribed in Annexure-V	
Price Bid Documents			
1.	Price Bid	To be filled in the specified format as per Annexure-IV	_____

Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted.

Signature of Bidder
With Name and Firm Seal

**Annexure-IV
FINANCIAL BID**

(To be submitted in financial envelope ONLY)

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

Sl. No.	Particulars	Amount in Rs.
1	Abiding by all terms and condition of the tender we offer the amount Per claim/case.	
	Grand Total	

Per claim meaning: As per point 7. DUTIES TO BE CARRIED OUT BY APOINTED CA FIRM, A, B, C are the three different activities individually termed as claim/case.

OFFER in words

**Signature of Bidder With
name and firm Seal**

Note: In case of difference in quoted price in figures and words, price quoted in word will prevail.

The offer should not be indicated in technical envelope directly or indirectly, if so observed the bid shall be rejected in totality.

Annexure - V
Tender Acceptance Letter
(To be given on Company's Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender Bid No:

Name of Work: Appointment of CA Firm as Third party web based claims Auditor for the year 2024-25

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender' from the e-tendering site <https://organizations.maharashtra.nextprocure.in>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization are taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
7. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours Faithfully
(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:
Designation:
Contact details (including E-mail):
Date:
Place: