



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5115274  
Dated/दिनांक : 02-07-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-07-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-07-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Science And Technology (dst)
Organisation Name/संगठन का नाम	Jawaharlal Nehru Centre For Advanced Scientific Research (jncasr)
Office Name/कार्यालय का नाम	Bangalore
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Statutory Audit Service
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

**Bid Details/बिड विवरण**

<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	129800
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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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 will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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

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

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:**Bidder should have audited/ certified final accounts of at least last three years of any central autonomous bodies.

**Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:**As per the tender document (uploaded)

**Scope of work to be uploaded by buyer:**[1719903559.pdf](http://1719903559.pdf)

**Financial Advisory Services - Onsite; Statutory Audit Service ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Statutory Audit Service
Sub-category of Financial Advisory Services	Compliance and Governance Needs
Financial Advisory Reports	Yes
Frequency of Progress Report	Annualy
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified financial analyst , Verified and Certified Books of Account
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Nethra Kumari S S	560064,JAKKUR , BANGALORE	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Generic**

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

**2. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

**3. Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Jawaharlal Nehru Centre for Advanced Scientific Research  
JNCASR  
JAKKUR  
JAKKUR PO  
BANGALORE - 560064

**4. Generic**

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

**5. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

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

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

**7. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

**8. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## Disclaimer/अस्वीकरण

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

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

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी

गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**



जवाहरलालनेहरुउन्नतवैज्ञानिकअनुसंधानकेंद्र (ज.ने.उ.वै.अ.के.)

विज्ञानएवंप्रौद्योगिकीविभाग, भारतसरकारकेअधीनएकस्वायत्तसंस्थातथासमविश्वविद्यालयसंस्था

Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR)

An Autonomous Institution under Department of Science and Technology, Govt. of India and an Institution Deemed to be University

**Request for Proposal For Selection of Chartered Accountant Firm for Statutory Audit for the F.Y. 2024-25**

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), Bengaluru, a premier research institute, under the aegis of Department of Science and Technology (DST), Government of India, invites bids from CAG empanelled CA firms located in Bengaluru for undertaking Statutory Audit (it includes 100% vouching) of the Centre for the Financial Year 2024-25. That last date to submit the information is \_\_\_\_\_ (to be filled).

**Criteria for bidding**

1. Bids are invited in two parts from CAG empanelled CA firms located in Bengaluru with well-qualified staffs and professionals.
2. Bidder should be familiar with Uniform Format of Accounts as prescribed by the Controller General of Accounts, Govt. of India.
3. Bidder should have audited/certified final accounts of at least last three years of any central autonomous bodies.
4. The period of engagement is initially for one year and it may renewable yearly for a period of further two years based on mutual understanding.
5. Bidder should furnish information in the below mentioned format (Tech. Spec.).

**Tech. Spec.**

(Please note that the empty space in the column can be expanded)

Sl. No.	Particular	
1.	Name of the firm	
2.	Address of the firm with email ID and phone number	
3.	Date of Establishment	
4.	Copy of the empanelment status under CAG for the F.Y. 2024-25 is enclosed	Yes/No
5.	Name of the partners with their qualification and number of years of experience in audit	
6.	Details of Audit Staff (i) Number of Articles : (ii) Number of other Audit Staff :	
7.	Five major establishments audited in the past three years	
8.	Name of Centrally Funded Research Institute(s) audited in the last three years	
9.	Audit fee revenue for the past three financial years (i) 2021-22 : (ii) 2022-23 : (iii) 2023-24 :	
10.	Awards /Distinctions/Recognitions (State/National/International)	

	(Use separate sheets if necessary and attach supporting documents)	
11.	Reference of any Special Audit conducted	
12.	Any other relevant information	

Place :

Date :

Signature of the applicant

6. Bidder should quote the price in the below mentioned format (Fin. Spec.).

**Fin. Spec.**

Name of the firm	Amount per financial year (2024-25)		
	Basic	GST	Total (in INR)

**Objectives**

The main objective of the Statutory Audit is to review the final accounts of the Centre including review of the internal control mechanism along with operations and funds management and report on its findings to the President, JNCASR. The Audit will also cover verification of Income and Expenditure of the Centre and maintenance of the books of accounts to ensure proper, efficient & effective utilization of funds in accordance with the established rules & guidelines.

The audit should express a professional opinion on the overall performance of the Centre particularly with reference to the internal control, operations and funds management as also provide timely advice regarding Income Tax, GST and other statutory payments from time to time.

**Scope**

The Statutory Auditor will be carried out in accordance with the standards on auditing promulgated by the Institute of Chartered Accountants of India (ICAI) and the terms of reference by the Department of Science and Technology, if any. The audit will include such tests and controls as considered necessary. In conducting the audit special attention be given to the following:

1. Cover the all the operations of the Centre i.e. all receipts and applications of funds.
2. Verification of systems along with necessary supporting documents, records and accounts in respect of each transaction of the Centre.
3. Review of the internal control mechanism in respect of accounting of the projects and reporting of discrepancies if any, covering mechanisms of financial reporting, compliance and safeguards.

This includes proper recording process, computerized accounting system, execution of transactions in accordance with delegated authority, established policies and procedures, protection of assets against loss or unauthorized use or disposition, as also inventory recording and control system, including maintenance of Fixed Asset Register ensuring the system of clear linkage between the books of accounts and physical existence of assets indicating the location of all significant fixed assets.

4. Verification of documentary evidences in support of goods and services supplied.

**Reporting**

There are two types of Statutory Auditor's report. First one is known as the management report/certificate and the same shall be prepared on a financial yearly basis and forwarded to the President, JNCASR. The second one is known as auditor's report to the members of the Governing Council of JNCASR and the same shall be prepared on a financial yearly basis forwarded to the Governing Council through the President, JNCASR. The audit report would cover matters that have come to the attention of the Auditors during the audit and issues the auditor considers pertinent.

The period of the audit is 01/04/2024 to 31/03/2025. The final accounts will be kept ready by 31<sup>st</sup> May, 2025 by JNCASR and the audit report shall be submitted before 30<sup>th</sup> June, 2025. The vouching of transactions can be done during the course of the year.

The Report should identify deficiencies in the internal control mechanism and deviations in financial management as well. Deviations if any from the approved norms also may be brought to the attention of the concerned along with suggestions for improvements.

#### **Detailed functions of the Statutory Auditor**

1. Vouching of Cash / Bank Receipts & payments and Journal Vouchers.
2. Verifying the Statutory payments regarding correctness and periodicity of such statutory payments and submission of the returns to the statutory authorities.
3. Verifying the Grant files regarding the correctness of the Grants received/ receivable and proper allocation thereof.
4. Verifying the salary files of the employees so that employees will get their salary as per the norms applicable to them.
5. Submit reports all significant points observed during audit, ensure that all rectifications are carried out and reporting on the action taken on all anomalies / errors reported and confirming that the necessary rectifications have been carried out.
6. Verifying the correctness and timeliness of the receipt of grant, tuition fee, hostel fee and other receipts.
7. System to ensure physical verification of the Fixed Assets including Library is carried out annually.
8. Verifying the Bank Reconciliation statements.
9. Scrutinizing the transaction files and verifying whether all the accounting entries are passed periodically.
10. Verifying the correctness of the final accounts at the financial year-end.
11. Study of accounting procedures prescribed with a view to ensuring that they are correct, adequate and free from ambiguity, defects or lacunae.
12. Investigation of important areas in accounting and other connected records.
13. Pursuance / Settlement of objections made by CAG's Auditors and other matters relating to audit.
14. Examine and report on points of irregularities brought to its notice by CAG's Auditors.
15. Scrutiny of purchases and stores procedure so as to ensure that they are free from any defect or lacunae.
16. Ensuring that all accounts records are maintained in the prescribed format as suggested by the DST, Govt. of India from time to time and the accounts are complied accurately.
17. Payments are made in accordance with the rules and orders governing them and the arithmetical calculations are correct.
18. Ensuring that there are systems exist for payment to the employees and over payment, if any, are dealt with properly.
19. Recoveries / deductions wherever necessary are made from the bills in respect of taxes/advances etc., and they are in order.
20. All payments and receipts are fully accounted for, under the correct heads of account and no unauthorized heads of accounts are operated.

21. Checking that the balances outstanding under various debt, deposit, suspense and remittance heads are reviewed at periodical intervals and steps are taken to clear the same as expeditiously as possible.
22. Interest has been correctly calculated, realized and accounted for.
23. Foreign Contributions are accounted under appropriate statutes.
24. The maintenance of cash book, contingent register, stock and stores accounts, logbooks and other accounts are maintained.
25. Verifying systems to correctly TDS recoveries and timely remittance.
26. Verifying contributions towards CPF/NPS and timely deposit in the NPS Account.
27. Provision towards leave salary and gratuity is made.
28. Reviewing cash management and suggest prudent cash management.
29. Verifying systems for advances given and identify advances which are overdue for settlement.
30. Verify systems for correct payments to service providers and corresponding recovery / payment of service tax.
31. Confirm maintenance of Asset Register, Register for Consumables, Register for Library books, Investment Register & Stock / Stores registers, Contracts / Agreements / AMC documents, register of works expenditure, pay bill register / TA / LTC /, service books, dead stock register, budget file, budget controller register, sundry credit register, investment register, cheque issue register, receipt register, register of repairs & maintenance, register of books and periodicals, register of deposits, on a day to day basis as per the accounting practices/standards.
32. Verify Register of investment and confirm safe custody of instruments of investments of funds.
33. Filing annual income tax return of the Centre, give opinion on Income Tax for foreign transactions, issue form 15CB (if required), etc..
34. Any other statutory returns.
35. In general, providing necessary advice / guidance / assistance to the accounts department for proper accounting as per law.