



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6092772
Dated/दिनांक : 27-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	11-04-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	11-04-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Jammu & Kashmir
Department Name/विभाग का नाम	Rural Development And Panchayats Department Jammu And Kashmir
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Directorate Rural Development Ladakh
क्रेता ईमेल/Buyer Email	zaheer.abass2@ladakh.gov.in
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	2 Year(s) 16 Day(s)
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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	15000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Accounts Officer
Directorate Rural Development Ladakh, Rural Development and Panchayats Department Ladakh LAHDC
Secretariat Kargil
(Accounts Officer)

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	No
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1. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
07-04-2025 11:00:00	Directorate of RDD LAHDC Secretariat Kurbathang Kargil (also through google meet) meet.google.com/nkz-wqxx-qsg

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial
Type of Industries/Functions	Cash and Bank Balance
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit 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	Zaheer Abass Lal	194103, Director Office Rural Development Department, Council Secretariat Kargil.	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. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

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.

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 [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---



सत्यमेव जयते

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
DIRECTORATE OF RURAL DEVELOPMENT DEPARTMENT & PRI LADAKH**

Telephone: 01985-232331, Fax: 01985-232342

Email: drdladakh@gmail.com

Sub: Notice Inviting Expression of Interest (EOI) for empanelment as Statutory Auditors under Rural Development Department Ladakh (RDD)

For and on behalf of Hon'ble Lt. Governor of Ladakh, Rural Development Department Ladakh (RDD) invites proposals for Expression of Interest (EOI) from eligible and experienced C&AG empaneled Chartered Accountant Firms for providing their services as Statutory Auditors at Rural Development Department Ladakh (RDD) with minimum fee of Rs 1,50,000/- (Rupees One Lakh Fifty thousand only) (Including all expenses on account of TA/DA/Boarding/lodging/other incidental & GST) for each financial year for each CSS/SS. The empanelment will be initially for a period of two years for complete audit (Audited UC, Receipt and Payments, Income and Expenditure, Consolidated UC and other financial statements as prescribed in the relevant guidelines of the CSS), which can be extended further subject to satisfactory performance and timely completion of audit assignment provided Audit Firms registration remains valid.

1.	Date of publishing of bid	28.03.2025
2.	Last date of submission of bid	As per GeM portal
3.	Earnest Money/Security Deposit in the shape of CDR/FDR favouring "ACCOUNTS OFFICER DIRECTORATE OF RURAL DEVELOPMENT DEPARTMENT UT LADAKH	Rs. 15000/-

Interested Chartered Accountant firms meeting the eligibility criteria may submit the complete proposals, in prescribed format along with requisite documents/ certificates GeM portal at <https://www.gem.gov.in> The detailed Notice for EOI containing Terms of Reference (TOR) and application form shall be available on our GeM portal.

Any query relating to the EOI can be made only through e-mail at drdladakh@gmail.com .

No.: DRD/UTL/Audit/A-162/2024-25/3231-36

Dated: 27.03.2025

Sd/-
Director,
Rural Development Department,
UT Ladakh.

Copy to:

1. Administrative Secretary, Rural Development Department & PRI, UT Ladakh for favour of information.
2. Director Information & Public Relations Department Ladakh, with the request to get the notice published in two local/ national dailies and in electronic/ social media.
3. Assistant Commissioner Development (ACD) Kargil/Leh for information.
4. District Panchayat Officer, Kargil/Leh for information.
5. Accounts Officer, to Director Rural Development Department & PRI UT Ladakh for information and n/a.
6. Block Development Officers Kargil/ Leh _____ for information.

Terms of Reference

1. The Ministry of Rural Development and PRI of India has launch various Centrally Sponsored Schemes as detailed in this document with the aim to provide livelihood and up gradation of infrastructure in the rural areas of the country with a broader goal of achieving complete sanitation, rural livelihood and to uplift the standard of living in villages. Like other parts of the Country, Rural Development Department UT Ladakh is implementing these CSSs in the UT with the aim for achieving the goals and to benefit the targeted beneficiaries.
2. As per the guidelines of these CSSs the Rural Development Department, UT Ladakh has to furnish the audited financial statements (Audited UC, Receipt and Payments, Income and Expenditure, Consolidated UC and other financial statements as prescribed in the relevant guidelines of the CSS) for the granted released for each FY by the Ministry of Rural Development and Panchayati Raj, Govt. of India for implementation of these schemes.
3. In order to become eligible for the release of next and subsequent tranches of funds, the RDD Ladakh has to submit the audited financial statement to the Ministry. For this purpose, RDD Ladakh intends to engage Statutory Auditors/C&AG empanelled Chartered Accountancy Firms for preparing the requisite financial statements.
4. If the Department requires the services of more than one audit firm for audit of different CSS as per scope of work to timely concluded by the audit assessment firms, the department can obtain services from any of these empanelled firms on the rate offered by the L1 bidder only.

2. Objectives of Statutory Audit:

The main objective of Statutory Audit is to carry out systematic and timely examination of financial transaction and procedures adapted on regular basis to ensure accuracy, authenticity, compliance with procedures and guidelines by substantial checks and not by test checks, which includes:

- 2.1. To ensure compliance of CSS guidelines, GFR 2017 and rules for contracting procedures.
- 2.2. To ensure that records such as the Cashbook and Contingent Register are maintained on time, and that requisite checks and certifications are in place as per requirements.
- 2.3. To verify that expenditures carried out by the implementing agencies of RDD are properly documented with evidence-based records.
- 2.4. To confirm that records of implementing agencies of RDD are maintained properly and on time.
- 2.5. To determine whether the financial management arrangements including internal control mechanisms are effectively working and to identify areas of improvement to enhance efficiency.
- 2.6. To verify that the books of accounts are accurate and updated regularly.
- 2.7. To ensure accuracy and timelines in maintenance of books of accounts.
- 2.8. Ensure timeless and accuracy of periodical financial statements.
- 2.9. Ensure compliance with laid down systems, procedures and policies.
- 2.10. Assess and improve overall internal financial control system.
- 2.11. To prepare and consolidate Audited report and Utilization Certificate of the grants and expenditure.

3. Scope of Audit:

- 3.1. Audit of below mentioned Central Sponsored / state Scheme shall be implemented and the funds have been utilized as per the timeline provided by the Govt. of India Ministry of Rural Development and PRI and for further submission of audit report to CAG/MORD.
 - National Rural Livelihood Mission (NRLM)
 - Swachh Baharat Mission-Grameen (SBM-G)
 - Integrated Water Shed Management (IWMP)
 - Rashtriya Gram Sawaraj Abhiyan (RGSA)
 - Pradhan Mantri Awas Yojana (PMAY)
 - Mahatma Gandhi National Rural Employment Guarantee Act (MG-NREGA)
 - Grant-in-Aid to Block and Village Panchayat Samiti

3.2. The audit will cover the following implementing agencies (Offices) with in the UT Ladakh, if required.

- Administrative Department, Rural Dev. Department & PRI UT Ladakh at Leh. (1 No.)
- Director Rural Development Department & PRI Ladakh Headquarter at Kargil (1 No.)
- Assistant Commissioner Development Department Kargil/Leh (2 No.)
- District Panchayat Officer Kargil/ Leh (2 No.)
- Block Development Offices kargil & Leh (31 No.)

3.3 The audit has to complete audit of all the above office besides consolidation of the statements to be submitted to the Ministry of Rural Development & PRI, Govt. of India.

3.4 The auditor will verify all expenditure incurred under the above mentioned schemes.

3.5 Verify that the accounting transaction in all scheme are duly supported by adequate documentation and are duly approved.

3.6 Verify that the funds have been used in accordance with the relevant guideline of the schemes.

3.7 Verify that the Bank Accounts at all level are reconciled and reconciliation statement checked.

3.8 Verification and reporting on statutory compliance, deduction and deposit of TDS etc.

3.9 The auditor shall prepare all the fincial statement/reporting as per the guidelines of the Centrally Sponsored/ State Schemes.

3.10 Bidder are advised to also go through the guideline of the schemes

3.11 All necessary supporting documents, records, and accounts have been kept in respect of all schemes expenditure.

3.12 The financial statements follow acceptable accounting standards and give true and fair description of the financial positions.

3.13 Report audit compliances and persisting irregularities.

3.14 Preparation and consolidation of Audited Utilization Certificate (UC) presentable to MoRD Gol.

3.15 Any other matter incidental to above matters.

4. Methodology for conducting Audit/ Reporting:

4.1 The audit team shall be led by the Chartered Accountant/ Proprietorship/ Partner of the audit team/ firm with experienced Audit Associates as the work may warrant. The deployment of audit personnel/ Manpower in the Rural Development Department Ladakh (RDD) shall meet the following requirements:

A) Semi Qualified Intermediate: 03 No

B) Articled/ Audit Clerks: 03 No.

4.2 The audit must be conducted on an annual basis for all schemes.

4.3 The audit will include the preparation of, Audited Balance Sheet, Income and Expenditure Account, Receipt and Payment Statements for each scheme.

4.4 A consolidated Utilization Certificate and Audit Report must be prepared for all subordinated offices within the RDD.

4.5 RDD shall selects an audit firm based on quoting lowest rates from an empanelled list of Chartered Accountants C&AG firms.

4.6 The final Audit Report and Utilization Certificate must be signed by both the Chartered Accountant and the Head of the Department.

4.7 Necessary assistance shall be provided to the concerned, Assistant Commissioner Development, District Panchayat officer, Block Development officer etc. by way of associating concerned Chartered Accountant/ Accounts Manager.

4.8 The audit personnel for the audit period should not be changed, so that continuity and consistency is maintained.

4.9 The audit firm shall conduct appropriate due diligence before employing any personnel who will be entrusted with the work of conducting the statutory audit of the RDD.

4.10 The audit firm is also responsible for any commission or omission of its employees which may cause or likely to cause any loss/damage to the RDD as the case may be.

4.11 If there is any change in the constitution of the firm during the period of appointment it shall be informed to the RDD immediately.

4.12 Before commencing the audit, the members of the audit team should be properly

introduced to the RDD, as the case may be, through proper introduction letter duly attested by the Chartered Accountant/ Proprietor/ Partner of the Firm.

4.13 Auditors are to be guided by the GFR 2017, circulars, manuals of instructions and other standard Procedures guidelines for conducting the Audit.

4.14 Any serious or unusual transactions or irregularities such as disbursements without proper sanction, incomplete documentation, or violations of guidelines must be reported immediately to the concerned officers. A copy of the Utilization certificate and Audited report should be sent to the Director.

5 Eligibility Criteria:

The firm responding to the EOI must fulfill the following eligibility criteria:

5.1 The firm must be empaneled with C&AG for the period under audit and the particulars of the firm, head office, branch office and partners should match with the certificate issued by ICAI.

(Evidence Required: Constitution Certificate from ICAI)

5.2 The firm having Head Office/ Branch Office within the UT of Ladakh shall be given preference.

(Evidence Required: Any Address Proof Sale Deed/ Rent Deed/Bank Statement/ Recent Electricity or Water Charge Bill)

5.3 The firm must have been in existence for at least 10 years before date of advertisement.
(Evidence Required: Constitution Certificate from ICAI)

5.4 The firm must have at least one (1) FCA and one (1) ACA member of ICAI associated with the firm for not less than 05 years.

(Evidence Required: Constitution Certificate from ICAI)

5.5 The average annual turnover of the last three financial years must not be less than Rs 50.00 Lacs. The turnover shall mean Gross Professional Earnings as per the Profit & Loss Account of a particular year.

(Evidence Required: Balance sheet and Profit & Loss Account).

5.6 The firm must have done at least Ten (10) audit assignments in any Govt/ Semi Govt./ PSU entities in last five (5) years.

(Evidence Required: The firm must submit a copy of the appointment letters from the Auditee Organizations along with certificate to the effect that the firm has successfully conducted the assigned Audit)

5.7 Firm having specific experience of the relevant assignment will be given priority.

(Evidence Required: Same as in para 5.6)

5.8 The firm must have at least five (5) years of audit experience.

(Evidence Required: Same as in para 5.6).

5.9 The firm or any of its partner should not be blacklisted by any PSU or Govt department or any other organization in respect of any assignment or behavior.

(Evidence Required: Self attested affidavit on Rs. 100/- Stamp paper is to be given in this regard by the authorized person of the firm)

6 Selection Procedure for Empanelment:

6.1 The Department reserves the right, without any obligation or liability, to accept or reject any or all of the EOI/ Proposals at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons thereof.

6.2 The EOI will be evaluated based on the qualification criteria as mentioned in Table 3 below.

6.3 This EOI does not guarantee any allotment of work and is only meant for empanelment. Engagement will depend upon the requirement and qualification of agency in related contracting/ engagement processes as would be decided by the respective Officers.

6.4 The Audit firm who meets eligibility criteria and secure minimum 60 points out of 100 in the evaluation done by an expert panel appointed by RDD shall be considered for empanelment. The EOI shall be evaluated based on the following parameters on a scale of 100 points.

Table:3

Sr. No.	Criteria	Basis of Evaluation	Points	Maximum
	Empanelment with C&AG and/ or RBI	Empanelment with C&AG	4	6
		Empaneled with both C&AG andRBI	6	
	Age of Firm	More than 10 years up to 15 years	7	12
		More than 15 years up to 20 years	10	
		More than 20 years	12	
	No of full-time members of ICAI associated with the firm for not less than five (5) years	a) No. of FCA associated with the firm for:		20
		More than 01 members but up to 3	7	
		More than 03 Members	10	
		b) ACCA associated with the firm for;		
		More than 01 Member but up to 3	5	
		More than 3 Members	10	
		Sub total (a+b)	20	
	No. of Semi qualified staff	Staff, Articled/ Audit clerks employed by the firm who have passed the intermediate/ IPCC Examination		12
		Up to ten (5) Nos.	5	
		More than (5) Nos (additional 0.5 points to each additional member subject to a max of 7 points	7	
	Average Annual Turnover	From 50.00 lacs up to 100.00 lacs	5	20
		From 100.00 lacs up to 150.00 lacs	15	
		More than 150.00 Lacs	20	
	Head and Branch Office	Firm with Head office/ Branch Office in any city other than UT Ladakh/J&K	4	10
		Firm with Head office/ Branch office in any city within UT of Ladakh	6	
	Experience	Experience of Audit assignments:		10
		From 10 to 15 assignments	8	
		More than 15 with 0.5 points to each additional assignment subjects to a max of 2 points.	2	
	Experience of audit of any centrally sponsored scheme of Govt. of India in any State/UT	Completed at least 1-3 statutory audit assignments of Central / UT/ State Govt Organizations in any centrally sponsored scheme.	7	10
		Completed more than 3 statutory audit assignments of Central/UT/ State Govt. Organizations in any centrally sponsored scheme. (1 point for each additional assignment subject to a max of 3)	3	
		Total		100

6.5 The Audit firms meeting eligibility criteria and scoring more than 70 points shall appear in the panel in order of the points obtained in the evaluation done by the expert panel.

6.6 Empanelment shall be valid up for 2 (Two) year or up to full CSS implementation duration subject to satisfactory performance, provided Audit firms registration with C&AG remains valid. The period of empanelment is extendable on the approval of competent authority.

6.7 The financial bid of responsive bidder qualifying in the above criteria shall be opened on GeM portal after the technical evaluation is made by the Committee constituted for the purpose.

6.8 The financial offer shall be for one Centrally Sponsored/Sate Scheme. Audit of other

scheme shall be conducted on the same rate offered by the L1 bidder.

6.9 A Pre-Bid meeting will be held at the Directorate of Rural Development & PRI, Ladakh headquarters in Kargil before the final empanelment of firms.

7. How to apply.

- a. Complete Expression of Interest (EOI) containing ToRs and application formats can be downloaded from GeM portal. The proposals from the interested firms meeting eligibility criteria mentioned herein above may be submitted on the portal only. (No hard copies shall be entertained) A clarification regarding the EOR, can be emailed at drdladakh@gmail.com. No other mode of seeking clarifications shall be entertained. The queries should be captioned clarification @EOI for Statutory Auditors of RDD. The clarification raiser shall submit his complete particulars.

8. Instructions and Guidelines for submission of Application form for empanelment.

- a. The financial bid shall be for one CSS and the audit of all other schemes shall be conducted on the rates offered for one CSS.
- b. The application shall be serially page numbered and self-attested by the authorized person (s) of the firm. All pages of the document shall be stamped & signed by the applicant. Power of Attorney of the authorized person shall be attached
- c. The application shall be submitted only as per the enclosed formats (Refer Annexure), Self-attested documentary proof(s) as asked in various forms, in respect of the details furnished in the application form shall be submitted along-with the application. Suppression of any information in this regard may lead to cancellation of empanelment of the Firm concerned if such information comes to the notice of even after empanelment.
- d. The participants must not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or an arbitration award against the applicant, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract by such Applicant attested affidavit on Rs 100 Stamp paper in prescribed format is to be given in this regard by the authorized person of the firm).
Even if an Agency satisfies the above noted requirements, it is liable to be disqualified at any stage, if it is found to have:
 - Made a false representation in the form, statement and attachments required in the documents for this empanelment.
 - A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.
 - Been Convicted by any court of law.
 - Been blacklisted by any Government/ Semi Government department in the last three years.
- e. Certified copies of work experience certificates etc. should be attached online with the EOI document. The firm needs to provide proper work experience certificate from the Government agency for which they are submitting technical experience. Organizations are expected to carefully submit the valid documents on experience certificate and funding. If the documentation is not up to the mark the organization will not be considered for further process of empanelment engagement.
- f. All future Communications/charges/ additional information with respect to this advertisement shall be notified through GeM portal only and not individually.
- g. All Annexures duly completed should be submitted. Incomplete applications will be summarily rejected.
- h. RDD shall not be responsible for any delay/loss of document or incorrect filling of Application form, Annexure of the Application form or uploading of an illegible/poorly scanned document.
- i. RDD reserves the right to accept or reject any or all applications without assigning any reasons. It also reserves the right to call off empanelment process at any stage without assigning reason.

- j. RDD reserves the right to verify the credentials submitted by the firm at any stage (before or after the empanelment or award of work). If at any stage any information/ document submitted by the applicant is found to be incorrect/ false or have some discrepancy which disqualifies the firm then Director RDD can debar the firm from tendering in RDD for award of contract for a period up-to 3 years, apart from other appropriate contractual/ legal action.

Sd/-
Director,
Rural Development Department & PRI,
UT Ladakh.

FORM-1 (Main Application)

Sr. No.	Particular	Information	
1.	Name of the Firm		
2	Address of the Registered Head Office (Phone/ Fax/ e-mail)		
3	Districts of UT to which empanelment applied (Max. 5 in order of preference)		
4	Firm's Registration No with ICAI		
5	Empanelment No with C&AG		
6	Empanelment No with RBI		
7	PAN No of the Firm		
8	GST No of the Firm		
9	Date of constitution of the Firm		
10	No of full time Partners; a) FCA b) ACA	As per Form A (Annexed)	
11	Details of full time partners:	As per Form B (Annexed)	
12	Details of part time partners;	As per Form C (Annexed)	
13	Details of Semi qualified staff	Provide a detailed chart supported with Balance sheet and P&L Account of the last three years. Give Break up of Audit fee and other fees received.	
14	Turnover of the Firm in last three (3) years (2019-20, 2020-21 & 2021-22)		
15	Average Annual Turnover	Details as per Form D (Annexed)	
16	Experience of the Firm in relevant field.	Details as per Form E (Annexed)	
17	Experience in similar nature of assignments		
18	Bank Details: Name, Branch, A/C No & IFSC Code		Annexure No. (____) Copy of Bank Pass book/ Cancelled Cheque

FORM-A

Details of Full-time partner

Sr. No.	Name of Partner/ Sole Proprietor	Membership No	Whether FCA/ ACA	Date of Joining the Firm	Date of becoming FCA	Relevant Experience
1						
2						
3						
4						

FORM-B

Details of Part Time partners:

Sr. No.	Name of Partner	Membership No	Whether FCA/ ACA	Date of Joining the Firm	Date of becoming FCA	Relevant Experience
1						
2						
3						
4						

FORM-C

Details of Semi Qualified Staff:

Sr. No.	Name of Staff	Date of Joining in the Firm	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
a) Semi Qualified Staff:						
1						
2						
b) Article Clerks:						
1						
2						

FORM-D

Brief of Relevant Experience:

Sr. No.	Name of the Auditee Organization	Turnover of the Auditee Organization	Type/ Nature of Assignment	Scope & coverage of the Assignment	Duration of completion of assignment	Proof in the letter from the auditee organization.
1						
2						
3						
4						

FORM-E

Brief of Experience in similar nature of assignment:

Sr. No.	Name of the Auditee Organization	Turnover of the Auditee Organization	Type/ Nature of Assignment	Scope & coverage of the Assignment	Duration of completion of assignment	Proof in the letter from the auditee organization.
1						
2						
3						
4						

(Declaration)

I/We, the following partners of M/s _____, Chartered Accountant do hereby jointly and severally verify and declare:

- 1) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act 1949 and the regulations framed there under.
- 2) That the firm, partners has not been debarred or cautioned by ICAI during the last three years (if debarred, give details).
- 3) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act 1949.
- 4) That the constitution of the firm as on 1st April 2020 shown in the Expression of Interest is same as that in the Constitution Certificate issued by the ICAI.

Sr. No	Name of the Partner	Membership Registration No.	PAN No	Signature of the Partner

Seal of the Firm

Place:

Date: