



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6266642  
Dated/दिनांक : 23-05-2025

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 02-06-2025 16:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 02-06-2025 16:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 90 (Days)  |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Social Justice And Empowerment   |
| Department Name/विभाग का नाम   | Department Of Social Justice And Empowerment   |
| Organisation Name/संगठन का नाम   | National Institute Of Social Defence (nisd)  |
| Office Name/कार्यालय का नाम  | South Delhi R K Puram  |
| क्रेता ईमेल/Buyer Email  | virendra.prasad@nisd.gov.in  |
| Item Category/मद केटेगरी   | Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm  |
| 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 | 5 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,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC)<br>*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?/                           | No   |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No   |

| <b>Bid Details/बिड विवरण</b>  |                             |
|---|-----------------------------|
| <b>Type of Bid/बिड का प्रकार</b>  | Two Packet Bid              |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Estimated Bid Value/अनुमानित बिड मूल्य</b>   | 80000                       |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |
| <b>Arbitration Clause</b>   | No                          |
| <b>Mediation Clause</b>   | No                          |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**ePBG Detail/ईपीबीजी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

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 for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. 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 firm/company's existence as per ICAI certificate** 5 Years

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.** 3 Years

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:** 3

**Pre Bid Detail(s)**

| Pre-Bid Date and Time | Pre-Bid Venue  |
|-----------------------|--|
| 28-05-2025 12:00:00   | National Institute of Social Defence, Plot G2, Sector-10, Dwarka, New Delhi-110075 |

**Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification                             | Values   |
|---|--|
| <b>Core</b>                               |  |
| Scope of Work                             | Audit report   |
| 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 , Reliability of financial reporting , Compliance with law & regulations , Bank Transactions , Internal Control over Financial Reporting |
| Type of Industries/Functions              | Government Autonomous Body   |
| Frequency of Progress Report              | Fortnightly  |
| MIS Reporting for Financial Audit support | Yes  |
| Frequency of MIS reporting                | Fortnightly  |
| State                                     | NA   |

| Specification                | Values |
|------------------------------|--------|
| District                     | NA     |
| <b>Addon(s)/एडऑन</b>         |        |
| 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              | Dr H C Sridhara Channakeshava Rangareddy               | 110075,National Institute of Social Defence Plot G-2, Sector-10, Dwarka, New Delhi | 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 Added text based ATC clauses

**National Institute of Social Defence**

**Ministry of Social Justice & Empowerment**

**Plot no. G-2, Sector-10, Dwarka, New Delhi-110075**

**Appointment Of Statutory Auditor for NISD (An Autonomous body Under MOSJE) For the F.Y. 2023-2024 & 2024-25.**

NISD is an autonomous body, registered under Society Act, 1860, under the aegis of Ministry of Social Justice & Empowerment, invites quotations from the Audit Firms to Conduct Statutory Audit for the FY 2023-24 & 2024-25 and to v

erify Annual accounts of NISD, viz Balance Sheet. Receipts & Payments Account, Income & Expenditure Account etc.

**2. The interested firms, may submit their quotations subject to following conditions.**

- i. The firm should be in the panel of C&AG.
- ii. The firm in existence for at least 5 years.
- iii. Having experience of auditing accounts and handling tax matters of Govt. Organisations/ Autonomous Bodies.
- iv. Should have atleast 3 partners of which 1 partners should be full time FCA.

**3. The following information/documents may be annexed with the tender :**

- i. An undertaking that the applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past or penalized under any of the tax laws by ICAI or any other statutory Body.
- ii. An attested copy of Certificate of ICAI.
- iii. Details of experience in Govt. Organisation/ Autonomous Bodies/P SUs etc.
- iv. A Demand Draft as EMD for Rs. 5,000/- in favour of Director NISD Foundation, payable at Delhi.
- v. Empanelment number and CAG.

**4. Other Information's relating to Tender**

- i. This Office reserves the right to amend or withdraw any of the terms and conditions in the Tender Documents or to reject any or all the tenders without giving any notice or assigning any reason thereof. The decision of the Competent Authority in this regard shall be final and binding on all.
- ii. In case of any clarification/ nature of work, the interested firms may attend Pre-Bid Meeting.

### 3. Buyer Added Bid Specific ATC

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

### 4. 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.

### 5. Service & Support

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

### 6. Service & Support

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

### 7. 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.

## 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.

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 [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---**



## **National Institute of Social Defence**

**Ministry of Social Justice & Empowerment**

Plot no. G-2, Sector-10, Dwarka, New Delhi-110075

### **Sub: Appointment Of Statutory Auditor for NISD (An Autonomous body Under MOSJE) For the F.Y. 2023-2024 & 2024-25.**

NISD is an autonomous body, registered under Society Act, 1860, under the aegis of Ministry of Social Justice & Empowerment, invites quotations from the Audit Firms to Conduct Statutory Audit for the FY 2023-24 & 2024-25 and to verify Annual accounts of NISD, viz Balance Sheet. Receipts & Payments Account, Income & Expenditure Account etc.

#### **2. The interested firms, may submit their quotations subject to following conditions.**

- i. The firm should be in the panel of C&AG.
- ii. The firm in existence for at least 5 years.
- iii. Having experience of auditing accounts and handling tax matters of Govt. Organisations/ Autonomous Bodies.
- iv. Should have atleast 3 partners of which 1 partners should be full time FCA.

#### **3. The following information/documents may be annexed with the tender :**

- i. An undertaking that the applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past or penalized under any of the tax laws by ICAI or any other statutory Body.
- ii. An attested copy of Certificate of ICAI.
- iii. Details of experience in Govt. Organisation/ Autonomous Bodies/PSUs etc.
- iv. A Demand Draft as EMD for Rs. 5,000/- in favour of Director NISD Foundation, payable at Delhi.
- v. Empanelment number and CAG.

#### **4. Other Information's relating to Tender**

- i. This Office reserves the right to amend or withdraw any of the terms and conditions in the Tender Documents or to reject any or all the tenders without giving any notice or assigning any reason thereof. The decision of the Competent Authority in this regard shall be final and binding on all.
- ii. In case of any clarification/ nature of work, the interested firms may attend Pre-Bid Meeting.