

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-06-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-06-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Electronics And Information Technology
विभाग का नाम/Department Name	Department Of Electronics And Information Technology
संगठन का नाम/Organisation Name	Software Technology Parks Of India (stpi)
कार्यालय का नाम/Office Name	New Delhi
क्रेता ईमेल/Buyer Email	pao1.stpi.pune@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - As per Scope and ATC; Audit Firm, CA Firm
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	80 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes   Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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) *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

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	6000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	Bank of India
ईएमडी राशि/EMD Amount	120000

**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	40

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। 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।/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.

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

**लाभार्थी /Beneficiary :**

Software Technology Parks of India  
1st Floor, Plate B, Office Block-1, East Kidwai Nagar, New Delhi - 110023  
(Software Technology Parks Of India)

## विभाजन/Splitting

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

## एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. 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.
5. 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.
6. 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.
7. 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.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the

estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

**Number of Years of firm/company's existence as per ICAI certificate:**As per Scope and ATC

**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.:**As per Scope and ATC

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

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**As per Scope and ATC

**Number of XX fulltime CA's required and YY professional audit staff**As per Scope and ATC

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
17-06-2025 11:00:00	Software Technology Parks of India 1st Floor, Plate B, Office Block-1, East Kidwai Nagar, New Delhi - 110023

**Financial Audit Services - As Per Scope And ATC; Audit Firm, CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	As per Scope and ATC
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , Compliance with law & regulations , Compliance with contracts , Review system & processes , Risk Management , Bank Transactions , Internal Control over Financial Reporting , As per Scope and ATC
Type of Industries/Functions	As per Scope and ATC
Frequency of Progress Report	As per Scope and ATC
MIS Reporting for Financial Audit support	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of MIS reporting	As per Scope and ATC
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

#### अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Nitesh Gupta	110023,Plate B, 1st Floor, Office Block - 1, East Kidwai Nagar	1	N/A

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

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

##### 2. Buyer Added Bid Specific ATC

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

##### 3. Buyer Added Bid Specific SLA

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

#### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and

conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला

सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

**Software Technology Parks of India**  
**1<sup>st</sup> Floor, Plate-B, Office Block-1, East Kidwai Nagar,**  
**New Delhi – 110 023**  
**Phone: 011-24628081**

**Request for Proposal for Appointment of Internal Auditor for the FY**  
**2025-26 to FY 2027-28**

## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

### **Brief introduction**

Software Technology Parks of India (STPI) was established and registered as an autonomous society under the Societies Registration Act, 1860 on June 5, 1991 under the Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Govt. of India (formerly known as Department of Electronics). The objective of the society is to implement STP/EHTP Scheme, set up and manage infrastructure facilities and provide other services like technology assessment and professional training etc. Presently 67 centres of STPI are operational across the country. The headquarters of the STPI is situated at Plate-B, 1<sup>st</sup> Floor, Office Block-1, East Kidwai Nagar, New Delhi - 110023. Detailed profile of STPI may please be browsed from URL [www.stpi.in](http://www.stpi.in)

STPI has 14 Directorates and each directorate has its Centre/ sub centre as per following details.

<b>Directorate</b>	<b>States</b>	<b>Centers</b>
Chennai	Tamilnadu, Puducherry	Chennai, Coimbatore, Madurai, Trichy, Puducherry
Gandhi Nagar	Gujarat	Gandhi Nagar, Surat
Pune	Maharashtra, Goa	Chhatrapati Sambhajanagar, Kolhapur, Mumbai, Nagpur, Nashik, Pune, Goa
Noida	Uttar Pradesh, Uttarakhand	Agra, Dehradun, Kanpur, Lucknow, Meerut, Noida, Prayagraj
Gurugram	Haryana, Rajasthan	Gurugram, Jaipur, Jodhpur
Bengaluru	Karnataka	Bengaluru, Davanagere, Hubballi, Mangaluru, Manipal, Mysuru
Bhubaneswar	Odisha	Balasore, Berhampur, Bhubaneswar, Rourkela
Guwahati	Assam, Manipur, Mizoram, Meghalaya, Tripura, Sikkim, Nagaland	Agartala, Aizawal, Gangtok, Guwahati, Imphal, Itanagar, Kohima, Shillong

Kolkata	West Bengal	Durgapur, Haldia, Kharagpur, Kolkata, Siliguri
Hyderabad	Andhra Pradesh, Telangana	Hyderabad, Kakinada, Tirupati, Vijayawada, Vishakhapatnam, Warangal
Thiruvanthapuram	Kerala	Kochi, Thiruvanthapuram
Bhopal	Madhya Pradesh, Chhattisgarh	Bhilai, Bhopal, Indore, Gwalior
Patna	Bihar, Jharkhand	Dhanbad, Patna, Ranchi,
Mohali	J&K, Punjab, Himachal Pradesh, Chandigarh	Amritsar, Jammu, Mohali, Shimla, Srinagar
HQ	New Delhi	HQ

The books of accounts are being maintained in Tally Prime Edit log at all the Directorates for centres/sub-centres. The books of accounts of STPI are also being audited by Statutory Auditors as recommended by Comptroller and Auditor General of India.

The financial highlights of STPI for the F.Y. 2023-24 is as follows:

1. Income : Rs.303.21 crore
2. Expenses : Rs.270.42 crore

## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

### **Scope of Work**

- 1)** The bidder has to carry out Internal Audit of STPI-HQ and all the Directorates (including all Centres/Sub centres) for the FY 2025-26 to FY 2027-28.
- 2)** The bidder has to depute audit team at each Directorate for the audit and it will be headed by Chartered Accountant/Cost Accountant having the audit experience of at least 05 years. Each team member must be semi qualified or qualified member of ICAI/ICWAI.
- 3)** The bidder will complete the audit of each Centre at the location where books of accounts are being maintained.
- 4)** The audit of each directorate has to conduct immediately after end of each quarter i.e. 1<sup>st</sup> week of next quarter and audit report will have to be submitted to HQ with a copy to concerned Directorate by the end of month in which audit commenced. However, audit for the period from April to September of each FY has to commence within 1<sup>st</sup> week of October and report will have to be submitted by the end of October of relevant FY. Report for the third quarter will have to be submitted by 15<sup>th</sup> February of relevant FY & for the fourth quarter of the financial year will have to be submitted by 15<sup>th</sup> May of the succeeding Financial Year.
- 5)** The objective of the audit is to reduce lapses, gaps etc. in implementation of system and procedure to the barest minimum and ultimately to zero.
- 6)** The bidder has to ensure the compliance of all statutory and regulatory provisions.
- 7)** The bidder has to establish accuracy and authenticity in books of account and related records/documents and system.
- 8)** The bidder has to detect any fraud, defalcations, misappropriations etc. in the books of accounts. In case of any failure noticed, the same may be reported to HQ on immediate basis.

- 9)** Bidder has to provide its audit report strictly as per the formats provided by HQ.
- 10)** Bidder has to verify each voucher/transaction along with its relevant documentary evidence recorded by the respective centre and ensure that all the transactions are properly accounted for in the books of accounts.
- 11)** Bidder has to ensure that there is no leakage of revenue in the books of accounts and also verify each invoice raised by the centre to parties for the services provided by STPI. However, the revenue statement may be reconciled/ reported upon as per the formats provided by the HQ.
- 12)** Bidder also has to verify the project income/interest income earned by STPI.
- 13)** Bidder has to verify the bank reconciliation statements, statutory compliances (like TDS/GST etc.) on monthly basis and report upon the shortcomings.
- 14)** Bidder has to verify that all purchases, expenses have been made with the approval of Competent Authority as mentioned in financial Delegation of Power. In case of any shortcomings/violation the same may be reported separately.
- 15)** Bidder will also verify the filing of monthly/quarterly/half yearly/annual returns related to various Tax authorities/Govt. agencies like Income tax, GST, Professional Tax etc. In case of any shortcomings the same may be reported to HQ on immediate basis.
- 16)** The Bidder will advise the centre for booking of transactions in the appropriate accounting heads as per accounting manual of STPI.
- 17)** The Bidder has to verify and review the reconciliation statements prepared by respective centres.
- 18)** The bidder shall provide attested statement of expenditure along with Utilization Certificate related to any project being executed by STPI for onward submission to MeitY/State Government.
- 19)** The Bidder will physically verify the fixed deposits/bank guarantees/cash in hand/stamps/food vouchers etc. and reconcile the same with books of accounts.
- 20)** Bidder has to verify and provide its comments on the ageing analysis of sundry debtors/creditors/advances/outstanding liabilities.

- 21)** Bidder has to verify the recovery of employee's contribution towards Provident Fund and other advances/receivables from the pay bill of employees. Bidder also has to verify the employer contribution towards ECPF and its remittance to STPI-ECPF Trust.
- 22)** Bidder has to review the Fixed Assets records and ensure that the physical verification of Fixed Assets is being carried out annually.
- 23)** Bidder has to review the Fixed Assets records and attest that the physical verification of Fixed Assets related to any project being executed by STPI for onward submission to MeitY/State Government is being carried out annually.
- 24)** Bidder has to ensure that the internal audit observations in earlier internal audit reports are being complied with.
- 25)** Bidder has to strictly comply with all the formats provided by HQ for various reconciliation statements/revenue/expenses statements and reports to HQ.
- 26)** Bidder will provide the necessary suggestion/guidance to the management for strengthen the internal control and also for the improvement in system. Bidder will also provide the necessary guidance on account of matter related to taxation and other statutory compliances as well as accounting policies to the management as and when required.
- 27)** Bidder has to verify that transactions have been recorded as per accounting policies of STPI and accounting standards of ICAI. In case any change/ amendment/ addition/ deletion in any policy is required, the same may be communicated to HQ on immediate basis.
- 28)** Bidder has to settle all its queries/points raised during audit with the concerned staff of respective directorate; however unsettled queries/points may be reported to HQ. All corrective entries need to be entered in the books of account before submission of final report to HQ.
- 29)** Any other area/scope consider necessary by STPI for successful completion of audit.

# **SOFTWARE TECHNOLOGY PARKS OF INDIA**

## **Instruction to Bidders**

### **1. Submission of Bid**

The interested bidder meeting the eligibility criteria as defined in the RFP document may submit their bid online in two parts as under:

- a. “TECHNICAL BID”** consisting of all technical details in **“FORM A”**
- b. “FINANCIAL BID”** as per GeM format

The complete bid must be submitted online by the due date and time. STPI may, at its discretion, extend this deadline. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory. Bid once submitted shall not be allowed to be amended/withdrawn.

### **2. Contract Period**

1. The appointment will be for the Internal Audit of three financial year's w.e.f. FY 2025-26. However, STPI reserves the right to cancel the contract any time with or without assigning any reason.

### **3. Additional terms & Conditions**

1. In addition to professional fees, STPI will not provide any TA/DA/Conveyance, accommodation charges, out of pocket charges etc.
2. The Audit of each location need to be completed as per the scope of work mentioned in the RFP. STPI will not compromise on the quality and timeline of audit and any lapse observed will be viewed seriously.

3. The audit needs to be completed at the respective premises of STPI. The audit team will be provided adequate space and systems for completion of the audit.
4. The bidder has to report to the Jurisdictional Director for audit and also interact for its queries.

#### **4. EMD/Bid Securing Declaration**

The bidder shall submit the bid security in the form of NEFT/RTGS for Rs.1,20,000/- (Rupees One lakh twenty thousand Only).

The details for the transfer through NEFT / RTGS payment is given below:-

<b>Particulars</b>	<b>Details</b>
Account Holder Name	Software Technology Parks of India
Account Type	SB A/c No. 604810100000661
Bank Name	Bank of India
Address	CGO Complex, New Delhi
IFSC Code	BKID0006048

However, the bidders who are exempted from furnishing bid security are required to furnish a Bid Security Declaration on Bidder Letter Head as per the given **Form C**.

#### **5. Performance Security**

The successful bidder has to submit 5% of contract value as Performance Security in the form of ePBG in favour of STPI within 30 days of acceptance of appointment. The bank guarantee should be valid for the period of 40 months. E-PBG will be released to successful bidder without interest after completion of assignment and acceptance of audit report.

#### **6. Enclosures of the Bid**

The documents as desired in **Eligibility Criteria** and **Form A** must be uploaded at GeM with the **Technical bid**, otherwise the bid will be summarily rejected.

## **7. Currency**

All prices should be quoted in Indian Rupees.

## **8. Clarification regarding RFP**

- a. The prospective bidders may raise their queries, if any, during the pre-bid meeting.
- b. In respect of interpretation/clarification on any matter relating to this RFP document, the decision of STPI will be final.

## **9. Validity of Bid**

The validity of the proposal will be 90 days from the last date of submission of proposal as specified in the RFP document.

## **10. Rejection of the proposal**

- a) The bidder is expected to examine all instructions, formats, terms & conditions and schedule of work in the bid document. Failure to furnish all information required as per RFP document or submission of proposal which is not substantially responsive to the RFP document in every aspect may result in rejection of proposal. In respect of interpretation/clarification and any matter relating to this RFP document, the decision of STPI will be final.
- b) Proposals not submitted in the prescribed format, will be summarily rejected.
- c) Proposals submitted without Bid Securing Declaration will be summarily rejected.
- d) Proposals not meeting the criteria mentioned in Eligibility of Bidders as per RFP document will be summarily rejected.
- e) The professionals will have to submit the entire requisite document as specified in the RFP document, failing which, the proposal is liable to be rejected.
- f) The proposals received after specified date & time will not be considered.

## **11. Opening of Bid**

The bids shall be opened at the scheduled date and time at the portal of GeM. The prospective bidders/their authorized representative may attend the bid opening proceedings.

## **12. Evaluation of Bid**

1. Proposals once submitted shall not be allowed to withdraw. Any default after acceptance of proposal by the successful bidder shall be deemed to be non-compliance to the terms of contract and would be liable to cancellation of contract and Performance Security shall be forfeited.
2. STPI reserves the right to reject any or all of the proposals or accept them in part or to reject lowest proposal without assigning any reason thereof.
3. The proposals will be evaluated on basis of details submitted in **“Form A”** of the RFP document along with requisite documents.
4. The financial bids will be evaluated only of those bidders, who will meet the requirements mentioned in Eligibility Criteria and form “A” of the RFP document.

## **13. Award of Contract**

Contract will be awarded to lowest proposal (L1) of Financial Bid. In case of same L1 rates of more than one bidder (i.e. in the case of tie), the contract will be awarded on basis of more experience of the respective bidder. The decision of the STPI in this regard shall be final and binding to the bidders.

## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

### **PAYMENT TERMS**

Payment will be released by HQ to successful bidder as per following schedule.

- a) 30% of one third of contract value on submission & acceptance of April to September audit report of each FY.
- b) 30% of one third of contract value on submission & acceptance of October to December audit report of each FY.
- c) 40% of one third of contract value on submission & acceptance of January to March audit report for each FY.
- d) Payments are subject to deduction of TDS etc. as per rules. STPI will not be liable to pay interest on account of delay payment etc.

No claim of TA/DA, conveyance, boarding & lodging, reimbursements etc. will be considered by STPI before, during or after the contract period.

## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

### **PENALTIES**

#### **Liquidated Damages:**

The bidder shall be charged with Liquidated damages @ 1% per week or part thereof for first four weeks of delay in submission of audit report, thereafter @ 2% per week up to maximum of 10% of the total contract value. Subsequently, STPI retains right to terminate the contract without assigning any reason and no payment shall be released and Performance Security may also be forfeited.

#### **Condone of delay period:**

In the event of delay in completion of assignment, which is not attributable to bidder, Competent Authority reserves the right to condone such period of delay, provided bidder has submitted adequate justification in writing. Further, STPI reserves the right to revise/change the schedule of delivery.

#### **Termination by default:**

STPI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to firm/LLP/body corporate, terminate the contract in whole or part. STPI also reserves the right to banning its business with the bidder within STPI and same will also be apprised to the appropriate forums like ICAI/ICMAI etc.

#### **Disputes:**

All disputes or differences whatsoever arising between the parties out of or relating to this RFP document shall be settled through arbitration proceedings as per Indian Arbitration Act. In such case, DG, STPI will be the Competent Authority for appointment of the Sole Arbitrator.

#### ***Force Majeure***

If, at any time, during the continuance of the work contract, the performance in whole or in any part by either party of obligation under the

work contract shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God,(herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this work contract nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the work contract shall, however be resumed as soon as practicable after such eventuality has come to an end.

## **SOFTWARE TECHNOLOGY PARKS OF INDIA**

### **ELIGIBILITY CRITERIA**

1. Bidder must have their **office** at Delhi/NCR. In addition to above, bidder (including associate firm) must have their offices in minimum 05 Directorates (except Noida & Gurugram) of STPI. All audit co-ordinations will be done with respective directorate. In the case of engagement of associates by the bidder, complete profile of the associate's **must be provided** along with Form "A".
2. The bidder must have experience of 5 years in the field of audit. In case of engagement of any associates for any location, the minimum experience of each associate must be 5 years in the field of audit. The experience will be verified from the date of registration with ICAI/ICMAI.
3. The bidder must have annual average Receipts/Turnover of at least Rs.80 lakhs in the last three financial years (FY 2021-22, 2022-23 and 2023-24). The receipts/turnover of any associate will not be considered. **Copy of Balance Sheet & Profit and loss account of each financial year must be enclosed.**
4. Bidder should not be blacklisted from any Government/Ministry/ Department/PSU/Autonomous Body of Central or State Govt.
5. **The following documents (self-attested) are required to be submitted along with proposal.**
  - a. GST Registration No.
  - b. PAN of bidder.
  - c. Copy of Registration with ICAI/ICMAI.
6. Bidder must have carried out at least two Internal audit of any Government/Ministry/ Department/PSU/Autonomous Body of Central or State Govt in last three financial years. Documentary evidence like work order, appointment letter etc. needs to be provided.

**Note: Necessary supporting documents need to be enclosed.**

**FORM A**

**Professional Bid Form**

1. (a) Name of the Bidder (including associate firm):  
  
(b) Postal Address :  
  
(i) Telephone No. :  
  
(ii) Fax No. :  
  
(iii) Email :
2. Date of its Establishment :
3. Bidder/Associate Profile :
4. Experience of Bidder/Associate Partner:
  - (a) No. of Years. :
  - (b) On Tally :
5. Turnover of bidder in last three  
Financial years :  
(Copy of Balance Sheet and I&E A/c  
must be enclosed with proposal)
6. PAN. (Copy enclosed) :
7. GST No. (Copy enclosed) :
8. Registration no. (Copy enclosed) :

9. Any other information :

I.....(designation).....of (Name of the bidder).....here by declare to accept the Terms & Conditions of the RFP Document for appointment as Consultant for segregation of books of accounts.

Authorized Signatory of Bidder/Associate firm of Bidder

**OFFICE SEAL**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**FORM B**

**DECLARATION**

We declare and confirm that (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI for segregation will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

\_\_\_\_\_  
Authorized Signatory with Seal

**(To be submitted/uploaded on Bidder Letter Head)**

**FORM C**

**BID SECURING DECLARATION**

We, M/s \_\_\_\_\_, accepting that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, we will be suspended for the period of 12 month from being eligible to submit Bid for contracts with the Software Technology Parks of India (in short STPI).

\_\_\_\_\_

\_\_\_\_\_

Authorized Signatory with Seal