

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	14-07-2025 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	14-07-2025 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	Centre For Development Of Advanced Computing (c-dac)
कार्यालय का नाम / Office Name	Noida
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Certificate (Requested in ATC), Additional Doc 1 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी / Number of days for which Bid would be auto-extended	7

बिड विवरण/Bid Details	
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

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

आवश्यकता/Required	No
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#### 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. 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.

2. 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.
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.

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

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

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Risk Management , Bank Transactions
Type of Industries/Functions	As per scope of work
Frequency of Progress Report	Quaterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quaterly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

**अतिरिक्त विशिष्टि दस्तावेज़ /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	Amit Bhargava	201307,Anusandhan Bhawan, C-56/1, Sector-62, Noida	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.](#)

## 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---

## **Scope of Internal Audit [as per C-DAC (Corporate) guidelines]:**

The main objective of the internal audit shall be checking, verification and audit of all Financial, Stores, and Purchase transactions of our R & D, Business Division and Training Division. However, for the purpose of clarification, major areas of audit are enlisted below:

- i) Audit of vouchers of all types i.e.
  - (a) Bank receipts and payments
  - (b) Cash receipts and payments
  - (c) Purchase of material and services
  - (d) Journal entries
  - (e) Salary and other employee payments
  - (f) Sales and Services
- ii) Audit of the time office records in respect of selected employees with reference to the appointment orders, increments, attendance records etc.
- iii) Scrutiny of matters pertaining to the tours (inland and abroad) undertaken by C-DAC members /others for the purpose of C-DAC Work. The matters regarding tours will include the verification of all travel claims and tour reconciliation to ensure that they are on order in every respect.
- iv) Scrutiny of the various types of advances to the staff and timely recoveries thereof.
- v) Scrutiny of the employees' ledger related to the advance for tour, journey ticket booking and for expenses and the medical reimbursement and all other payments to staff.
- vi) Verification of the Bank Reconciliation Statements.
- vii) Verification of the various grants received/receivable and utilization thereof for all core, R&D and sponsored project.
- viii) Review of the purchase procedures involving indenting, vendor selection, financial concurrence, placing of orders etc.
- ix) Checking of the various forms, statements, registers etc., keeping in view the information needs of the management.
- x) Checking of the inventory levels with reference to the consumption, the availability of funds and the future requirements etc., review of the controls over the slow-moving, non-moving and obsolete materials.
- xi) Checking of the effectiveness of internal checks and controls in the Accounts Department.
- xii) Analysis of the financial status and financial performance of the Centre.
- xiii) Reconciliation of the R&D, Business Division, Training Division and other controls Accounts with all C-DAC Centres.
- xiv) Scrutiny of monthly pay-rolls, salary disbursement including payment of arrears, bonus, if any and similar payments, pay-off JVs, staff loans, LTC, Retirement Benefits and other claims.
- xv) Checking of all the canteen operations including the reconciliation, purchases and its Profit & Loss.
- xvi) Scrutiny of all official Records may also includes MMG,HR Admin Projects
- xvii) Fixed Assets – Physical verification and reconciliation with books of account.

- xviii) Scrutiny of ACTS Course fees reconciliation and accounting, reconciliation of students course wise admissions, ATC's share working and accounting, faculty payments, reimbursement of course material and other expenditure related to courses etc.
- xix) Scrutiny of receipt and expenditure related to AFCAT & STAR Examinations etc.
- xx) MoUs related to training & business activities.
- xxi) Scrutiny of sundry debtors related to training & business activities.
- xxii) Statutory Provisions & Payments related to training and business activities.

**2. Scrutinising and analyzing:**

- (a) The purchase files relating to the purchases of business division, training division, R&D divisions and the respective sponsored projects;
- (b) The Award of contracts, authorization, documentation, timely execution, contingent liabilities, penalties, bonus, certification etc.

**3. Scrutiny and checking of:**

- (a) The general ledger and final accounts of R&D, business division and training division.
- (b) Creditors ledger and commenting specifically on the advances to the suppliers and the timely adjustments thereof of R&D, business division and training division.

**4. We expect you to report/advise us on:**

- (a) The routine errors in respect of the accounting entries, heads, classification of expenses etc.
- (b) The irregularities in the financial transactions.
- (c) Whether proper documentation/sanctions/authorizations have been obtained for each and every expenditure incurred.
- (d) Whether proper system and principles of accounting in line with the prevailing standards have been followed.
- (e) Costing and pricing of various items/products/services.
- (f) Ensuring the compliances of the statutory requirements such as deduction and deposition of tax various payments, filing of returns and other documents etc. under various Statutory Acts.
- (g) Effectiveness of internal checks and controls of the Accounts Department.
- (h) GST and TDS: to review the compliances made properly in respect of Tax Deposition & Filing of Monthly & Annual Return, internal auditor may also advise for its correction & changes in taxation if any.
- (i) We may take expert advice on all tax (IT, TDS & GST) related matter time to time.

**5. You are also expected to review:**

- (a) The deployment of surplus funds available with the Centre and advising on a better Fund Management.
- (b) The working capital management as well as the long-term funds management.
- (c) Pattern of income and expenditure, financial position and financial performance of the Centre.
- (d) The existing systems and procedures in various functional areas and suggesting suitable changes therein so as to strengthen the same and to achieve generation of proper MIS with minimum efforts to facilitate prompt and proper financial decision-making.

- (e) The compliance of the statutory requirements such as deduction and deposition of tax from various payments, filing of returns and other documents etc. under various Statutory Acts.

**6. Any other matter:**

We request you to bring to the specific attention of the management any serious/important matter/issue affecting C-DAC's interest or leading to loss of revenue for C-DAC.

We would appreciate your timely completion of the audit work assigned to you and under no circumstances will be delay in completion of the assignment, beyond the due date be acceptable.

We also expect you to contribute substantially to be finalization of the accounts as well as in the completion of the audit.

**7. Date of submission of Quarterly Audit Report:**

We would like you to complete the quarterly audit and submit your reports separately for the centre on or before last day of subsequent month of the respective quarters.

**Eligibility Criteria:-**

Category Name	Specification	Title	Reference Value
Financial Audit Services - Audit Report; CA Firm	Core	No. of minimum Partners in Audit Firm	6
		Inception for Audit firm	minimum 5 years
		Work Experience	3 govt. work order in 5 years
		CA Firm Office	Delhi/NCR

**Annexure – A**

**DECLARATION-LAND BORDER SHARING**

**(To Be Signed by the OEM only)**

To,

**Centre for Development of Advanced Computing**

Anusandhan Bhawan, C-56/1

Institutional Area, Sector-62,

**Noida-201307 (U.P.)**

**SUBJECT: DECLARATION-LAND BORDER SHARING**

**Tender Reference No:**

In-line with Department of Expenditure's (DoE) Public Procurement Division Order vide ref.

F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020;

"I/ we have read the clauses pertaining to Department of Expenditure's (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F.No.6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we the bidder < name of the bidder.....> is / are

a) Not from such a country and eligible to be considered for this tender.

OR

b) From such country, has been registered with the competent authority and eligible to be considered for this tender. (Evidence of valid registration by the competent authority shall be attached)

**Yours faithfully,**

**Authorized Signatory.  
(Signature of the Bidder, with official Seal)**

Email Id for correspondence.

Annexure – C

**NON-BLACKLISTING/DEBARRING LETTER**

**(To be given in Company Letter Head)**

To

**Centre for Development of Advanced Computing**

**Anusandhan Bhawan,  
C-56/1 Institutional Area, Sector-  
62, Noida-201309 (U.P.)**

**SUBJECT: NON-BLACKLISTING/DEBARRING LETTER**

**Bid Reference No.**

I/we hereby certify that the our firm namely \_\_\_\_\_ is neither blacklisted/ debarred by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad. Further, we confirm the following that we are:

- a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- c) not have a conflict of interest in the procurement in question as specified in the bidding document.
- d) comply with the code of integrity as specified in the bidding document.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Yours faithfully,**

**Authorized Signatory. (Signature of the Bidder,  
with official Seal) Email Id for correspondence.**

**Annexure – D**

**BID SECURING DECLARATION**

**Centre for Development of Advanced Computing**

Anusandhan Bhawan, C-56/1

Institutional Area, Sector-62,

**Noida-201309 (U.P.)**

**SUBJECT: BID SECURING DECLARATION**

**Tender Reference No.**

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

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)