



Govt. Of Assam
Office of the Mission Director: :Jal Jeevan Mission, Assam
Public Health Engineering Department
Hengrabari, Guwahati-36

DATE CORRIGENDUM – 01

This is for general information to all concerned that the bid submission end date against RFP No. 13 of 2025-26 for “Empanelment of Chartered Accountant Firms for Carrying out Monthly Concurrent Audit for Jal Jeevan Mission, Assam”, is hereby extended till 16:00 Hrs. of 17.12.2025 and to be opened at 15:00 Hrs. of 18.12.2025 in anticipation of certain technical clarification in respect of the pre-bid queries received and to facilitate wider participation of bidders.

All other terms & conditions of the RFP along with previous corrigendum if any, shall remain same.

Chief Engineer (PHE), Water, Assam
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati-36

Memo No. JJMA-29/PROC/2025/ 13290 - 95

Date: 26/11/2025

Copy to:-

1. The Mission Director, JJM Assam, for favour of kind information.
2. The Director, Directorate of Information & Public Relation, Last Gate, Dispur with request to publish the above Request for Proposal (RFP) in at least one (1) National daily and two (2) local daily.
3. The Addl. Chief Engineer (PHE), All Zones, for information and necessary action.
4. The Superintending Engineer (PHE), All Circles, for information and necessary action.
5. The Executive Engineer (PHE), All Divisions, for information and necessary action.
6. The P.S. to the Hon'ble Minister, PHED, Govt. of Assam, for kind appraisal of the Hon'ble Minister.

Chief Engineer (PHE), Water, Assam
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati-36


**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM
CUM
ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM
HENGRABARI, GUWAHATI - 781036**

**SHORT NOTICE INVITING REQUEST FOR PROPOSAL
(RFP) NO. 13 of 2025-26**

e-Tenders are invited from the interested and eligible CA Firms for “EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM”. An amount of Rs 80,000.00 (Rupees Eighty Thousand only) is to be submitted as Earnest Money Deposit (EMD) / Bid Security. The tender documents can be downloaded from www.assamtenders.gov.in from 31.10.2025 (10:00 hours).

- a) A pre-bid meeting is scheduled on 14.11.2025 at 16:00 hours. Address for the meeting is O/o Chief Engineer (PHE) Water Assam, Hengrabari, Guwahati-36. The bidders shall e-mail their queries to etenderphe@gmail.com on or before 16:00 Hrs. of 14.11.2025.
- b) The last date of submission of tender document is 27.11.2025 at 16:00 hrs.
- c) The bid will be opened online on the e-procurement portal on 28.11.2025 at 15:00 Hr.

The tender inviting authority reserves the right to accept or reject any bid/ tender, and to cancel/ annul the bidding process and reject all bids at any time prior to contract award.


Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati – 36.


Memo No. JJMA-29/PROC/2025/

11,999-54

Date: 24/10/2025

Copy to:

1. The Mission Director, JJM Assam, for favour of kind information.
2. The Director, Directorate of Information & Public Relation, Last Gate, Dispur with request to publish the above Notice Inviting Tender (RFP) in at least one (1) National daily and two (2) local daily.
3. The Addl. Chief Engineer, PHE, all Zone for information and necessary action.
4. The Executive Engineer (PHE), all Division for information and necessary action.
5. The P.S. to the Hon'ble Minister, PHED, for kind appraisal of the Hon'ble Minister.
6. The P.S to the Spl. Chief Secretary to the Govt. of Assam, PHE Deptt etc., Dispur, Guwahati – 06, for kind appraisal of the Spl. Chief Secretary.


Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati – 36.

Signature Not Verified

Digitally signed by Muhmun Das
Date: 2025.10.30 17:15:33 IST
Location: Assam-AS



**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM
CUM
ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM
HENGRABARI, GUWAHATI - 781036**

REQUEST FOR PROPOSAL (RFP)

RFP No. 13 of 2025-26

**Name of work : EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS
FOR CARRYING OUT MONTHLY CONCURRENT AUDIT
FOR JAL JEEVAN MISSION, ASSAM.**

RFP IS TO BE SUBMITTED ONLINE ON OR BEFORE: 04:00 PM. ON 27.11.2025.

Contact details:

Particulars	E-mail
Chief Engineer (Water), Public Health Engineering Department, GoA.	asphe@rediffmail.com
Website	www.assamtenders.gov.in/

**GOVERNMENT OF ASSAM
OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM
CUM
ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM
HENGRABARI, GUWAHATI - 781036**

**SHORT NOTICE INVITING REQUEST FOR PROPOSAL
(RFP) NO. 13 of 2025-26**

e-Tenders are invited from the interested and eligible CA Firms for “**Empanelment of Chartered Accountant Firms for carrying out monthly Concurrent Audit for Jal Jeevan Mission, Assam**”. An amount of Rs.80,000.00 (Rupees Eighty Thousand only) is to be submitted as Earnest Money Deposit (EMD) / Bid Security. The tender documents can be downloaded from www.assamtenders.gov.in from 31.10.2025 (10:00 hours).

- a) A pre-bid meeting is scheduled on 14.11.2025 at 16:00 hours. Address for the meeting is O/o Chief Engineer (PHE) Water Assam, Hengrabari, Guwahati-36. The bidders shall e-mail their queries to etenderphe@gmail.com on or before 16:00 Hrs. of 14.11.2025.
- b) The last date of submission of tender document is 27.11.2025 at 16:00 hrs.
- c) The bid will be opened online on the e-procurement portal on 28.11.2025 at 15:00 Hr.

The tender inviting authority reserves the right to accept or reject any bid/ tender, and to cancel/ annul the bidding process and reject all bids at any time prior to contract award.

Sd/-
Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati – 36.

Memo No. JJMA-29/PROC/2025/11949-54

Date: 24.10.2025

Copy to:

1. The Mission Director, JJM Assam, for favour of kind information.
2. The Director, Directorate of Information & Public Relation, Last Gate, Dispur with request to publish the above Notice Inviting Tender (RFP) in at least one (1) National daily and two (2) local daily.
3. The Addl. Chief Engineer, PHE, all Zone for information and necessary action.
4. The Executive Engineer (PHE), all Division for information and necessary action.
5. The P.S. to the Hon'ble Minister, PHED, for kind appraisal of the Hon'ble Minister.
6. The P.S to the Spl. Chief Secretary to the Govt. of Assam, PHE Deptt etc., Dispur, Guwahati – 06, for kind appraisal of the Spl. Chief Secretary.

Sd/-
Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati – 36.



GOVERNMENT OF ASSAM

OFFICE OF THE CHIEF ENGINEER PHE (WATER), ASSAM

CUM

ADDITIONAL MISSION DIRECTOR, JAL JEEVAN MISSION, ASSAM

HENGRABARI, GUWAHATI – 781036

Email : asphe@rediffmail.com, etenderphe@gmail.com Website: www.assamtenders.gov.in

DETAIL e-PROCUREMENT NOTICE / REQUEST FOR PROPOSAL (RFP) NO 13 OF 2025-26

e-Tenders are invited from eligible CA Firms for “**e-Tenders are invited from the interested and eligible CA Firms for “EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM”**”. An amount of Rs.80,000.00 (Rupees Eighty Thousand only) is to be submitted as Earnest Money Deposit (EMD) / Bid Security. The tender documents can be downloaded from www.assamtenders.gov.in from 31.10.2025 (10:00 hours).

- A pre-bid meeting is scheduled on 14.11.2025 at 16:00 hours. Address for the meeting is O/o Chief Engineer (PHE) Water Assam, Hengrabari, Guwahati-36. The bidders shall e-mail their queries to etenderphe@gmail.com on or before 16:00 Hrs. of 14.11.2025.
- The last date of submission of tender document is 27.11.2025 at 16:00 hrs.
- The bid will be opened online on the e-procurement portal on 28.11.2025 at 15:00 Hr.

The tender inviting authority reserves the right to accept or reject any bid/ tender, and to cancel/ annul the bidding process and reject all bids at any time prior to contract award. Further details are tabulated below-

Sl. No.	Description of Work	Bid Processing Fees (in Rs) (To be submitted online)	Bid Security (in Rs)
1	2	3	4
1	EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN MISSION, ASSAM	Rs. 2,000.00 (Rupees Two thousand only)	Rs. 80,000.00 (Rupees Eighty Thousand only)

- Bid processing fees of **Rs. 2,000.00 (Rupees Two thousand only)** (Non-refundable) is to be deposited online in the e-procurement portal itself.
- The Bid Security is to be submitted online in the e-procurement portal itself or in the form of Bank Guarantee in favour of Chief Engineer (PHE), Water Assam cum Additional Mission Director, Jal Jeevan Mission Assam, must be uploaded and submitted along with the Technical proposal and Original of the same should be submitted to the Bid Inviting Authority either by registered post or by hand on or before opening of the Technical Bid, failing which the bids shall be summarily rejected. Online deposition process is described at the end of the Bid Document.
- The number mentioned on acknowledgement of online submission of bid by the Bidder shall have

to be mentioned on the envelope containing the requisite document as mentioned in different clauses of the Bid document.

4. The bid documents available through online and bid is to be submitted online through the e-procurement portal www.assamtenders.gov.in only. Bid submitted manually shall not be accepted.
5. Period of availability of the Bid document on website <http://assamtenders.gov.in>: from 10.00 hrs. of 31.10.2025 upto 16.00 hrs of 27.11.2025.
6. Date and Time of starting of the Bid Submission by the bidder: 10.00 hrs of 31.10.2025.
7. Date and time of Closing of Bid submission: 16.00 hrs of 27.11.2025.
8. Date and Time of pre-bid meeting: 16.00 Hr of 14.11.2025.
9. Date and time of opening of Bids: 15.00 Hrs of 28.11.2025.
10. Place of opening of bid: O/o Chief Engineer (PHE), Water, Assam, Hengrabari, Guwahati-36.
11. All other relevant information and the detailed bid document are available on website www.assatenders.gov.in and can be viewed from 10.00 hrs. of 31.10.2025. The undersigned shall not be held liable for any delay in e-procurement system failure, which is beyond his control. Even though the e-procurement system will attempt to notify the bidders about any Bid updates, the undersigned shall not be liable for any information not received by the bidders. It is the Bidder's responsibility to verify the website for latest information related to this Bid.

Sd/-
Chief Engineer (PHE), Water, Assam
Cum
Additional Mission Director, JJM, Assam
Hengrabari, Guwahati – 36

Memo No. JJMA-29/PROC/2025/11954(A)

Date: 24.10.2025

Copy to:

1. The Mission Director, JJM Assam, for favour of kind information.

Sd/-
Chief Engineer (PHE), Water, Assam
Cum
Additional Mission Director, JJM, Assam
Hengrabari, Guwahati – 36

**TERMS OF REFERENCE OF THE
REQUEST FOR PROPOSAL**

RFP No. 13 of 2025-26

FOR

**EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR
CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL
JEEVAN MISSION, ASSAM.**

PART - A

TERMS OF REFERENCE

1. OBJECTIVE OF THE RFP

The objective of the RFP is to empanel 03 (three) Nos. of experienced CA firms to conduct concurrent audit for all the 46 Divisions and Sub Division level and State Mission Management Unit (SMMU) which also includes the Key Resource Center (KRC) under Jal Jeevan Mission, Assam. The work shall be preferably assigned to the selected firms across segregated geographies on the basis of merit.

The primary objective of this exercise is to ascertain the financial position of the various establishments under JJM, Assam and to determine whether the financial management arrangements (including internal control mechanisms) are effectively working with identification of possible areas for improvement to enhance efficiency.

2. SCOPE OF WORK

2.1 Specific areas of coverage of the internal audit will include the following:

Expenditure is incurred against various activities approved in the Annual Implementation Plan (AIP) & Budget from funds released by the Govt. of India and Govt. of Assam. The concurrent auditor is required to exercise tests of accounting records, internal checks and control and other necessary internal audit of the accounts as per general principles. The concurrent audit function shall be carried out quarterly. The responsibilities of the concurrent auditor include:

1. To report on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded and the level of compliance with the prescribed procedures and norms.
2. To check whether all funds have been utilized strictly in accordance with the condition mentioned in the allocation order and relevant financial norms with due attention to economy and efficiency, only for the purpose for which the fund was provided.
3. To check whether generally accepted accounting principles are followed by the offices authorized to incur expenditure from the competent authority.
4. To check whether goods, works and services have been procured in accordance with relevant provision of the procurement Procedure prescribed for the purpose. Proper documents namely purchase orders, tender documents, invoices, vouchers, receipts, pay bills. TA bills etc are maintained and linked to the transactions and retained till the end of the programme.
5. To check whether all necessary supporting documents, records and accounts have been kept in respect of all Project expenditure including expenditure covered by Statement of Expenditure. Clear linkages should exist between the books of accounts and reports presented to the Govt. of India and Govt. of Assam.
6. To check whether expenditures incurred under the programme is strictly in accordance with the financial norms prescribed in the programme guidelines, framework or any other notifications issued from time to time. The expenditure statements / financial statements included in the statement of expenditure of the relevant period represent a true and fair view or implementation and operations of the programme at the end of the financial year and of resources and expenditure for the year ended on that date.

7. To check whether expenditure is incurred against the approved budget allocation. In case the budget allocation is exceeded proper re-appropriate duly approved by the competent authority has been obtained.
8. To reconcile Bank Statement and with Cash Book of different programmes under State Mission Management Unit (SMMU) accounts is regularly carried out on a monthly basis.
9. Verify the accuracy in deduction & deposit of I. Tax at source, GST & Other Statutory dues and timely submission of Quarterly Returns in prescribed forms to the tax authorities as applicable to the Mission.
10. The agencies, during their tenure shall ensure that no pending demand/liability exists against the Division's TAN, GST, or Professional Tax registration on account of late payment, short payment, or incorrect PAN quoting. In the event of any such demand arising, the same shall be immediately brought to the notice of the concerned Division for necessary resolution, and the matter shall also be reported to the State Office for taking immediate corrective action.
11. To ascertain whether expenditure incurred is accurately and regularly as far as possible on real time basis posted in relevant books of Accounts (i.e. Manual Cash Book, IMIS, SMT, FIN Assam, PFMS & etc. records and other subsidiary Books etc.) as well as other relevant books of accounts under different schemes of SMMU by the Mission Directorate as per the Guidelines, Financial Procedures including areas of internal finance control and Tax Act etc. and to guide & assist the concerned officials to rectify the entries/ record which are genuine in nature, as per financial norms & guidelines.
12. Verify if the Receipt and Payment account to be placed before the SMMU level, Jal Jeevan Mission, Assam.
13. To verify & submit list of Fixed Assets, Furniture procured from the Mission fund by the Mission Directorate & all Divisions in a separate Annexure.
14. To verify & submit Major Budget Head Wise utilization statement against Mission Fund by the Mission Directorate & all Divisions in a separate Annexure.
15. To check whether the fund flow arrangements are creating any bottlenecks for implementation and if so the possible remedies.
16. To check whether payments are being made to contractors/ suppliers/ consultants after due verification of the deliverables and within the time limits stipulated in the contract documents by all implementing agencies.
17. Anything else that the auditor considers pertinent.
18. Reconciliation of FIN Assam and IMIS.

2.2 Management Letter with Executive Summary: In addition to the audit report, the auditor will prepare an Executive Summary, which should inter alia include:

1. Comment & observations on the accounting records, systems and controls that were examined during the course of audit.
2. Identify specific deficiencies and areas of weakness in systems & controls and make recommendations for their improvement.
3. Report on the degree of compliance of each of the financial covenants on the financing agreements and give comments, if any, on internal and external matters affecting such

compliance.

4. Communicate matters that have emerged during the audit which might have significant impact on the implementation of the programme.
5. Bring the Mission Director's attention on any other matter that the auditor considers pertinent.

2.3 Reporting & Timing: Reporting would be done in accordance with the ISA standards. Reporting would be done on interim and final audits as given below:

1. **Interim Reporting (4 copies):** The Auditor will provide an interim report (quarterly), for the 1st quarter the report has to be submitted by 31st July, for the 2nd quarter the report has to be submitted by 31st October, for the 3rd quarter the report has to be submitted by 31st January and the 4th quarter report has to be submitted by 30th April to the Mission Directorate, JJM without fail. Secondly, the auditor will provide interim report to the Mission Directorate, JJM within thirty days of the end of the each quarter along with Division wise & consolidated ASA and UCs in GFR format, highlighting findings during the interim audit to enable the programme to take timely action. This will inter alia include an Executive Summary as stated above.
2. **Annual Reporting (4 copies):** The auditor should provide an annual report to the Mission Directorate, JJM within one month of the end of the each financial year covering the issues cited under the scope above and the report should include:
 - a) Programme Financial Statement
 - b) Expenditure by Programme activities
 - The auditor should submit soft copies of the audit report in a pen drive in the .pdf or excel format to the Mission Directorate, JJM
 - Observations made and irregularities noticed (if any) in course of the audit must be intimated to the implementing agency and the Mission Director in writing. The response of the implementing agency/ Mission director shall be considered by the auditor before finalization of the audit report.
 - The auditor should submit a draft copy of their report to the Mission Directorate, JJM before finalization. The MD, JJM will submit its response, if any, within 10 working days of receipt of the draft report. If no response is received by the auditor within the said time, the auditor should finalize the related report and submit the same within a week thereafter to the Mission Directorate, JJM.
 - The auditor shall complete the assignment as per the time schedule to be mentioned in the agreement. A penalty clause will be included in the agreement to safeguard JJM Programme.
3. **Review of the final draft Report:** Final draft report may be reviewed to assess whether auditor delivered all reports and documents specified in the contract, in the desired form and manner within the time period as specified. Assess whether the reports and documents are easily understandable or not; has the auditor specified the exemptions of service quality, such as adequacy, applicability, effectiveness, innovativeness and impartiality; to examine whether auditors are covering the scope of work and achieving the objectives of assignment set forth in the description of service mentioned.

4. **Review:** A review committee consisting of Mission Director, JJM, Assam, Chief Engineer (PHE) Water, FAO, SPS-FM of JJM will review the concurrent audit report submitted by the concurrent auditor and take further remedial measures on the discrepancies pointed out in concurrent audit.

3. PROUREMENT MODALITY

The selection process shall follow the Single Stage - Double Envelope System. Bidders are required to submit their Technical Proposal and Financial Proposal in two separate sealed envelopes. The Technical Proposals shall be evaluated first based on the prescribed Qualification Criteria, and only the Financial Proposals of the technically responsive bidders shall be opened. The results of the technical evaluation shall be published on the official website www.assamtenders.gov.in. The Financial Bids of the technically qualified bidders shall be opened at the office of the Tender Inviting Authority on the date specified in the publication. Technically qualified bidders or their authorized representatives may attend the opening of the Financial Bids. Considering the volume of work, 03 (three) Nos. of agencies will be empaneled on the basis of their financial position as L1, L2 & L3 bidders as per the obtained cumulative rate. Subsequently, the bidders shall be empaneled subject to acceptance of L1 rate and submission of Performance Guarantee. In the event of the lowest quoting bidder denying to accept their own quoted rates, their bid shall be cancelled along with forfeiture of the Earnest Money Deposit and the Department shall reiterate the process with the next ranked bidder (s).

Going by the ICAI guidelines and available procurement rule, the methodology towards procurement of the services shall be as per the Fixed Budget System (FBS) wherein the minimum fees for the assignment has been pre-declared as below.

Item	Qty.	Minimum Prescribed Fees (in Rs.) Per Month Per Office (Excluding GST)
Consolidated Audit Fees	46 Divisions + HQ (including KRC)	7,000.00

As such the bidders are required to quote their intended rates equal to or above the prescribed minimum fees. Financial bids below such minimum fees shall be disqualified and shall not be considered for further evaluation. The lowest rate obtained within the competitive range beyond the Fixed Budget shall be considered as the successful bid.

4. Bid Processing Fee & Earnest Money Deposit (EMD)

4.1 Bid Processing Fee

The bidder has to remit Rs. 2,000/- (Rupees Two thousand only) to be paid online through e-procurement portal.

4.2 Earnest Money Deposit (EMD)

An amount of **Rs. 80,000/- (Rupees Eighty Thousand only)** has been fixed as Earnest Money Deposit (EMD) payable online through e-procurement portal or in the form of Bank Guarantee from any nationalized/ scheduled Bank, pledged in favour of Chief Engineer (PHE), Water, cum Additional Mission Director, Jal Jeevan Mission payable at Guwahati.

- Bidder shall submit EMD along with the bid & non-submission of sufficient EMD shall be one of the primary reasons for rejection of bid.
- EMD of unsuccessful bidder will be discharged/ returned promptly.

- c) The empanelled bidders' EMDs will be released upon the bidder signing the contract and submission of Performance Guarantee / Empanelment Fees.
- d) No interest will be paid for the EMD submitted.

4.3 The EMD will be forfeited, if a bidder:

- a) Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
- b) Withdraws its bid after the opening of bid.

5. PERFORMANCE GUARANTEE

The empanelled CA firm shall have to deposit a Performance Guarantee/Security amounting Rs.2,00,000.00 (Rupees Two Lakh Only) in the form of TDR/FDR/Bank Guarantee or NSC/KVP pledged in favour of the Chief Engineer (Water) PHE cum Additional Mission Director, Jal Jeevan Mission, Assam with a validity of atleast 1 year.

6. QUALIFICATION CRITERIA

1. **CA Firms under active empanelment for Statutory Audit under JJM Assam shall not be considered eligible for participation for the assignment of Concurrent Audit.**

2. The Bidder should have valid Permanent Account Number (PAN) of the Income Tax Department and Goods and Services Tax (GST) Registration Number of the Agency/Firm.

Documentary Proof: Bidder's PAN and GST Certificate

3. The CA firm should be empaneled under C&AG (Major Audit) and must submit the valid CAG Empanelment No. and corresponding certificate for the current Financial Year.

Documentary Proof: Valid CAG Empanelment Certificate.

4. The CA Firm should be registered in the state of Assam for the last 10 years as per ICAI Firm Card clearly stating the particulars of Firm registration and duration as sought.

Documentary Proof: Valid ICAI Firm Card reflecting minimum 10 Years of registration in the State of Assam.

5. The CA Firm should have minimum 3 (three) years of experience in auditing social / public sector program /schemes under any Govt. Department / Undertaking. Such experience to be produced should not be prior to the year 2019.

Documentary Proof: Supply Order / Completion Certificate/ Experience Certificate.

6. The CA firm should have successfully completed atleast one audit assignment under any Government / Externally Aided programs pertaining to Water / Sanitation sector which should not be prior to the year 2019.

Documentary Proof: Completion Certificate/ Experience Certificate.

7. The Bidders should have minimum average of annual turnover over the last three financial years i.e. 2022-23, 2023-24 & 2024-25 amounting to Rs. 20.00 lakhs (Rupees Twenty Lakhs only).

Documentary Proof: CA Certificate with UDIN and Membership No.

8. The CA firm should have a minimum of 10 nos. of well-qualified and sufficiently experienced Chartered Accountants consisting of minimum 6 FCAs and 4 ACAs within their employment.

Documentary Proof: Notarized Affidavit certifying employment of the key personnels supported with ICAI Certificate of Membership and CVs.

9. The bidder should not be debarred or be under any active litigation over the last three years i.e. 2022 and onwards under any Govt. Department / Undertaking.

Documentary Proof: Notarized No Litigation Affidavit.

7. GENERAL TERMS & CONDITIONS

1. Bid without the Bid Processing Fees will not be considered. The Bid processing fees is non-refundable.
2. Bids will be opened at the time, date and place as specified in the notice in presence of the Bidders or their authorized agents who like to be present at the time of opening. Authorization letter from the Bidder should be submitted at the time of opening the bid.
3. The bidders should furnish their full postal address. Letters sent by the department in the address mentioned by the bidders by ordinary post shall be deemed to have been received by the bidders and no complaint about non receipt of letters shall be entertained.
4. Joint Ventures / Consortiums are not allowed.
5. Subcontracting shall not be allowed. In case it comes to the notice of the Mission Directorate that any part/whole of the work has been subletted, Chief Engineer (PHE), Water, cum Additional Mission Director, Jal Jeevan Mission shall cancel the contract of the bidder and forfeit the performance security of the bidder.
6. No additional cost for logistics, travelling, fooding and accommodation will be provided to the bidder for carrying out their scope of work in various location across Assam. The rates in the financial bid shall cover all the afore-mentioned parameters.
7. The period of the empanelment shall be 1 year from the date of signing of Contract Agreement or Chief Engineer (Water) PHE cum Additional Mission Director, JJM, Assam may extend the validity by another 02 (two) years (one year at a time) i.e. for a total of 03 (three) years without any change in rates and terms & conditions. This period may be also shorter if the department arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The decision of Chief Engineer (Water) PHE cum Additional Mission Director, JJM will be final and binding on both the parties.

8. The department or the empaneled firm is entitled to withdraw or cancel the empanelment by serving notice on either side giving 90 (ninety) days' time. Then the Performance security will be returned to the empaneled firm.
9. The empaneled agencies have to undergo all the activities mentioned in their scope of work without any fail every month in their allocated locations.
10. The department may extend the empanelment at the same rates, terms and conditions for further period if the empaneled firms agree upon.
11. The empaneled firm has to undergo all the activities mentioned in their scope of work without any fail in their allocated locations.
12. The Department reserves the right of rejection of all or any bid without assigning any reason thereof.
13. The Department shall have the right to accept any bid in full or in part.
14. In case of any dispute between the empaneled firm and the consignee/Paying authority the dispute shall be referred to the Chief Engineer (PHE) W, Assam, Hengrabari, Guwahati- 781036 to sort out the matter.
15. Canvassing in any form in connection with the bid is strictly prohibited and the bid submitted by the parties supporting with canvassing are liable for rejection.
16. No extra clause/terms & conditions imposed by the Bidders will be entertained by the department.
- 17. It is mandatory for prospective Bidders to submit the following document along with their Bids :**
 - a. Proof of submission of Bid Processing Fees and Earnest Money Deposit.
 - b. Documents pertaining to Clause 5 – Qualification Criteria
 - c. Duly filled up Forms and Annexures as included at Part-B.
18. In addition to uploading the documents as stated in 17, attested scanned copies of the same should be submitted to the office of the Chief Engineer (PHE) Water Assam, before the time of opening the bids, in a sealed cover.
19. Failure on the part of any empaneled bidders to comply with any of the terms & conditions of bid document will attract prohibitory sanctions.
20. Legal jurisdiction shall be exclusively under the Hon'ble Gauhati High Court, Assam.
21. Any document submitted by bidder(s) found to be forged/tempered or misrepresentation of facts shall amount to debarment from future participation in all type of Bidding process of the Department for a period of 03 (three) years including cancelation of bid.
22. The bidder must carefully examine all terms, conditions, and instructions specified in the Bidding Documents. Any failure to submit the required information or to adhere to the instructions may

result in the disqualification or rejection of the bid.

23. The empaneled agencies shall have to enter into a contract with the Employer separately and individually by formal signing of the agreement and this will be effective from the date of award. Empaneled agency shall have to submit Performance Security as mentioned in the Proposal document, at the time of award.
24. The empanelment shall stand cancelled in the event of information found false or incorrect or incomplete at any stage, as prescribed in the Proposal or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
25. In case if the Employer is of the view that the work has not been performed satisfactorily and cannot be performed by the empaneled agency, the Employer at its discretion may terminate the empanelment without any prior notice and in that case the Employer would not be liable to pay any amount on any account to the empaneled agency. Under such situation the Department shall have the liberty to offer to the next ranked bidder or such eligible participating bidder as the case may be.
26. In case of any delay in execution of work assigned, the agency would be liable for penalties in the form of payment deduction / holdback, contract suspension, forfeiture of security, as deemed fit.
27. A Bidder shall not have any conflict of interest as per its definition in the procurement rules. All Bidders found to have conflict of interest shall be disqualified.
28. Notwithstanding anything contained in this Bid document, Chief Engineer (Water), PHE cum Additional Mission Director, JJM Assam reserves the right to accept or reject any Bid, or to annul the bidding process or reject all Bids, at any time without any liability or any obligation for such rejection or annulment, without assigning any reasons thereof.

8. UNSEALED DOCUMENTS

The bids shall be rejected if the hard copies of the documents are not submitted as per **Clause No. 7.17** above.

9. ALTERNATE AND CONDITIONAL BIDS

Alternate and conditional bids shall be rejected.

10. VALIDITY OF BIDS

The offer submitted shall remain valid for a period of 180 (One Eighty) days from the opening of the Bids for acceptance by the Chief Engineer (PHE), Water, Assam and / or the Bid inviting Authority and/or his authorized subordinates.

11. CLARIFICATION OF BIDS

A prospective bidder requiring any clarification of the RFP document may submit their queries on or before the date & time of pre-bid meeting. Chief Engineer (PHE), Water Assam will respond to any request for clarification as per the calendar of the event prior to the deadline for submission of bids. Responses to the queries shall be clarified during the pre-bid meeting.

12. PAYMENT TERMS

- a) No advance payments towards cost of items will be made to the bidder.
- b) Payment towards Quarterly submission of reports and financial statements duly accepted by divisions
 - i. 1st Quarter Report Submission and subsequent acceptance by the department: 20% of total cost
 - ii. 2nd Quarter Report Submission and subsequent acceptance by the department: 20% of total cost
 - iii. 3rd Quarter Report Submission and subsequent acceptance by the department: 20% of total cost
- c) Final report submission with ASA and subsequent acceptance by the department: 40% of total cost
- d) GST will be levied in every release of payment against submission of bill.
- e) The original invoice submitted shall be in the name of the Tender Inviting Authority and the name of the consignee shall be mentioned in it. Payment will be made after the completion of the work.
- f) Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the empaneled bidder at rates as notified from time to time.
- g) Payment shall be made subject to availability of fund.

13. LIQUIDATED DAMAGES:

Liquidated Damages: will be charged for delay in providing the services as per the contract as follows—

- i. Beyond the normal period in providing the services as per the work order, for immediate **next 30 days :@ 0.1 % per day**
 - ii. For the **next 10 days** after initial delay of **30 days: @0.2 % per day**.
 - iii. The work-order shall automatically terminate in case the delay is beyond 40 days and in such cases the Performance Security shall be forfeited.
- a) Non-achievement of targets with respect to the assignment and related to the scope of work as per Clause No. 2, penalty will be charge at the rate upto a maximum of 10% of the awarded value to be imposed either monthly or annually.
 - b) In case of incomplete work, penalty equal to 10% of the value of work order not done will be imposed and the concerned contractor may be de-recognized /debarred from any future works of the Department as deemed fit.
 - c) The decision to impose penalties and finally to **de-recognition/debarment** the defaulting firm will be final and shall be binding on all bidders participating in the bid.

14. DE- RECOGNITION/ DEBARMENT:

- a) Chief Engineer (PHE) Water, Assam shall **de-recognize/ debar** the defaulting bidder for any item for a period up-to **3 (three) years** from the date of issue of De-recognition/Debarment order.
- b) The bidder can be de-recognized/debarred by Chief Engineer (PHE) Water, Assam up-to a period of 3 years in case it is found at the time of evaluation/verification/inspection that the bidder has furnished forged documents/false information along with the bid.
- c) The de-recognition/debarment provisions will apply without prejudice to other penal provisions as per the tender terms & conditions.
- d) The penalties imposed by the Tender Inviting Authority will be published on the website of the Tender Inviting Authority for a period as decided appropriate.

15. FORCE-DE-MAJEOUR CLAUSE:

The contract is subject to Force-de-Majeour clause as applicable under the Law.

16. QUOTATION PRICES AND DISCOUNTS

The intending Bidder shall quote rate in the “Price Bid”. The rates shall be legibly quoted in English only and in figures only, in the Part – II: Financial Bid (Schedule of Items and Price Bid) (template in EXCEL format). If rate is not quoted, then the Bid shall be considered as incomplete and shall be rejected.

The bidders have to quote for all the items mentioned in the proposal, otherwise, there offer shall be disqualified. The proposal must be duly signed on each page by the authorized person of the bidder.

Unconditional discounts, if any, and the methodology for their application shall be quoted in the Rate Schedules.

The prices quoted by the Bidder shall be fixed and shall not be changed for the entire duration of the empanelment.

All duties, taxes, and other levies, except Goods and Services Tax, payable by the Bidder under the Contract shall be included in the rates in Rate Schedule submitted by the Bidder.

12.1 Tie Bidders:

If two or more bidders are ranked in the same position as per the evaluation criteria of this RFP then the ranking/position of the bidders shall be determined as per their average annual turnover for the last 03 (three) financial years. The bidder having highest average annual turnover shall be ranked higher in comparison to the other tied bidders.

This methodology shall be used in every scenario for tie – breaking purposes.

12.2 Abnormally Low and High Rates:

During the Financial Evaluation of the item-wise rates quoted by the bidders, un-justified variations

if found will invite either disqualification or negotiation.

If the obtained lowest rates are found to be abnormally high, the Department will invite the concerned bidders for negotiations and the Department will accept only those negotiated rate which seems to be justified. If the bidder fails to justify/comes in mutual agreement during invitation for negotiation the Department may reject such bids and resort to fresh bidding.

If the obtained lowest rates are found to be below the prescribed minimum fees, then such Financial Bids shall be disqualified and shall not be considered for further evaluation

The decision of the committee in this regard shall be final and conclusive. No claims whatsoever will be entertained in this regard.

17. DETAILED SCRUTINY OF BIDS AND EVALUATION CRITERIA

Bids which have been considered valid on the result of general examination at the time of opening shall be subject to subsequent detailed scrutiny. Notwithstanding the general examination carried out earlier, the receiving authority reserves the right of rejection of any Bid which may be found to be defective during this detailed scrutiny. The Chief Engineer (PHE), Water, Assam reserves the right to waive any non-conformities in any Bid and to reject one or all Bids without assigning any reasons for such rejection.

Any discrepancy or error found in the quoted rates during this detailed scrutiny shall be corrected as mentioned in different clauses of this Bid document.

For the purpose of comparative evaluation of Bid, the Department shall consider such factors as the time of completion, Bidder's past experience, compliance with the specifications, relative quality, and the Bidder's technical & financial capability to perform the work.

A two stage evaluation will be adopted for evaluating the Bids.

- i) Technical evaluation that will be carried out prior to opening of the Financial Bid based on the prescribed Qualification Criteria. Result of the Technical evaluation shall be published in the same web site www.assamtenders.gov.in. Financial Bid of the technically Responsive Bidders shall be opened at the office of the Tender Inviting Authority on a date mentioned in such publication, in presence of the technically qualified bidder or their authorized representative who like to be present.
- ii) For Financial evaluation of the Proposal, auto generated Comparative Statement in the web site www.assamtenders.gov.in on the basis of the price quoted by different technically responsive Bidders in the Financial Bid shall in general be followed. But, in the event of any technical problem in software, the manually prepared Comparative Statement shall be applicable in order to finalize the Bid. During the evaluation of Rate Schedules, where there is a discrepancy between unit rates in figures and in words, the rates in words will govern and the Employer shall correct the same accordingly.
- iii) Even though the Bidder meets the requisite qualifying criteria, they are subject to be disqualified if they have:
 - Made misleading and/or false representations in the forms, statements and attachments submitted along with the Bid in proof of qualification and other requirement, and/or concealed facts / information in regards to these.
 - Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.

18. CRITERIA FOR TECHNICAL EVALUATION

The technical evaluation will be made on the basis of the technical qualification that has been ascertained through the documents submitted by the bidder in response to different clauses of this Bid document. The evaluation shall be purely towards determining Responsive / Non Responsive status and only the responsive ones shall get carried forward.

19. EMPANELMENT PROCEDURE

Considering the volume of work, 03 (three) no. of agencies will be empaneled on the basis of their financial position as L1, L2 & L3 bidders. The L2 & L3 bidders must have to accept the L1 rate against the respective items as the work will be allotted at the L1 rate only. If any of the empaneled agency (i.e. L1, L2 or L3 bidder) fails to execute the assignment on time or expresses their inability to provide required services, such agency shall be terminated from the rate contract agreement with imposition of penalty as applicable and the Department shall have the liberty to offer for empanelment to the rest technically and financially responsive agencies in order of their financial standing subject to acceptance of the L1 rate and deposition of necessary performance guarantee. The Department may embark at such decision as and when encountered, at any stage of the rate contract period.

In case L2 & L3 bidders do not accept the rates of the L1 bidder, they will not be considered for empanelment and other bidders in the ranking (L4, L5...) will be offered to match/accept the rates of the L1 bidder for empanelment under each category separately.

In case 02 (two) or more bidders are ranked in the same position, in order to break the tie the bidder having higher average annual turnover for the last 03 (three) financial years will be considered higher in the ranking.

For financial evaluation of the bids the overall price i.e. summation of all the entities in the BoQ shall be considered.

The fixed rates will be valid for a period of 1 year from the date of issue of the Empanelment Order. The Department may invite fresh RFP as and when necessary and deemed fit even before the expiry of 1 year specified above or extend the validity of the rate contract by another 02 (two) years (one year at a time) i.e. for a total of 03 (three) years without any change in rates and terms & conditions depending on the requirement of the department. The decision of the Department in this regard shall be final and binding.

The Mission Directorate reserves the right to increase the no. of empanelled agencies as per requirement of the assignment and accordingly the work allotment proportion shall be redefined on pro-rata basis.

20. AWARD OF CONTRACT

Work orders will be placed as and when required after approval of the appropriate authority to the 03 (three) empaneled agencies. The empanelment shall be entered in to for price only, without any commitment of work order for minimum quantity of the job to each agency. The department will distribute the work among the L1, L2 & L3 bidders in the ratio of 50:30:20 of the total quantum of

work to be executed in terms of geography. The Dept. reserves the right to re-appropriate the percentage of allotment depending on the performance, delivery of service, etc. No claim in this regard shall be entertained. The performance of the agency in executing similar work shall also be considered while assigning new jobs and the best performing agency may be allotted more quantum of work irrespective of their financial position.

21. SIGNING OF AGREEMENT

The successful bidder shall have to enter in to a contract agreement with the Bid inviting authority.

**Sd/ -
Chief Engineer (PHE), Water, Assam,
Cum
Addl. Mission Director, JJM Assam
Hengrabari, Guwahati – 36.**

PART - B

BIDDING FORMATS (TECHNICAL & ANNEXURES)

FORM TECH 1

Covering Letter *(On the Letter head of the Bidder)*

To,

Date: _____

**The Chief Engineer, PHE (Water) cum
Additional Mission Director, JJM, Assam
PHE CAMPUS, HENGRABARI
GUWAHATI-781036**

**Sub : EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR
CARRYING OUT MONTHLY CONCURRENT AUDIT FOR JAL JEEVAN
MISSION, ASSAM.**

Ref : RFP No. 13 of 2025-26

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the RFP Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection/empanelment.

We understand that Chief Engineer (PHE), Water, cum Additional Mission Director, JJM, Assam reserves the right to reject any application without assigning any reason thereof. We confirm that our Proposal is valid for a period of 180 days from [insert Proposal Due Date]

Yours Faithfully,

(Signature of the Authorized Person)

Date:

Seal:

Bidder Organization Detail**A. Prescribed Format****Status of Firm****PARTNERSHIP**☐**SOLE PROPRIETORSHIP**☐

1.
 - a) Name of the firm (in Capital letters) :
 - b) Address of the Head Office with Telephone No. and E-mail address :
 - c) PAN No. of the firm :
 - d) CAG empanelment no. :
2.

ICAI Registration No.	Region Name	Region Code No.
_____	_____	_____
_____	_____	_____
3.
 - (a) Date of constitution of the firm:
 - (b) Date since when the firm has a full time FCA
4.

Number of audit staff employed full-time with the firm

 - (a) Articles / Audit Clerks :
 - (b) Other audit staff (with knowledge of book Keeping and accountancy) :
 - (c) Other Professional Staff (please specify) :
5.

Whether the firm is engaged in any Internal/concurrent audit or any other Services of any Government Companies / Corporations etc.

If yes, details may be given in Annexure 'D'
6.

Whether the firm is implementing quality control: Policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices (SAP 17)

(If yes, a brief note on the procedure adopted is to be given)
7.

Whether there are any court/ arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its present status)

I, on behalf of the firm, certify that the above statements are true to the best of my knowledge.

Date & Place

Authorized Signatory

Annexure - B**Undertaking**

I/We the sole proprietor/following partners of Chartered Accountants do hereby jointly & severely verify and declare-

- (i) 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 not correct 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;
- (ii) That the firm, proprietor or partners has not been debarred or cautioned by ICAI during the last three years, (If debarred, give details);
- (iii) 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;

Sl. No.	Name of the full time partner/ sole proprietor	Membership Registration No.	PAN No	Dates of payment of the fees for the relevant year A/B *	Signature of full time partner / proprietor
2					

(Seal of the Firm)

***A For membership**

B For issue of certificate of practice

Place:

Date:

Enclosures: pages.

Annexure C

Particulars of Branches

Sl. No.	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region	Whether Included in last Year Application (Yes/No)