

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	24-12-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	24-12-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Urban Development
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	National Institute Of Urban Affairs (niua)
कार्यालय का नाम/Office Name	Delhi Central
वस्तु श्रेणी /Item Category	Financial Audit Services - Internal Audit; 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)	28 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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   Partial   Turn over value - 5 (in lakhs)
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,Bidder Turnover,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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	6
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया जाना है। / 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	700000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है। / Financial Document Indicating Price Breakup Required	Yes

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	14000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/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 :**

Director  
1 Floor, Core 4B India Habitat Centre, Lodhi Road, New Delhi -110003  
(Director Niua)

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

#### **एमआईआई अनुपालन/MII Compliance**

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

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. 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.
3. 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.
4. 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.
5. 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**

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1764743578.pdf](http://1764743578.pdf)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
70	100	70	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 70**

**QCBS Weightage(Technical:Financial):70:30**

**Financial Audit Services - Internal Audit; CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Internal Audit
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Reliability of financial reporting , Internal control of financial , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Internal Control over Financial Reporting
Type of Industries/Functions	Autonomous Body
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents**

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

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Naveen Dangi	110003, National Institute of Urban Affairs 1 & 2 Floor, Core 4B, India Habitat Centre Lodhi Road	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. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

### 3. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 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. 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.
16. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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 नियिदा 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.

---ધ્યાદ/Thank You---



# Request for Proposal (RFP)

for

## Selection of Audit Agency for NIUA

**Published by: NIUA,  
1<sup>st</sup> Floor, Core 4B, India Habitat Centre  
Lodhi Road, New Delhi- 110 003**

Dec 2025

## **Disclaimer**

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to bidders/s, whether verbally or in documentary form by or on behalf of the National Institute of Urban Affairs (NIUA), or any of their representatives, employees or advisors (collectively referred to as “NIUA Representatives”), is provided to Bidder(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

This RFP document is not a contract and is neither an offer nor an invitation by the MoHUA representatives nor the NIUA representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their Bids for shortlisting (“BFS”) pursuant to this RFP document. This RFP document includes statements, which reflect various assumptions and assessments arrived at by NIUA in relation to the assignment. Such assumptions and statements, in this RFP document do not purport to contain all the information that each bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for NIUA representatives to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. The assumptions, assessments, information, and statements contained in this RFP document may not be accurate, adequate, and complete and each bidder should conduct its own enquiries and analyses, and should check the accuracy, reliability and completeness of the assumptions, assessments, information, and statements in this RFP document, and obtain independent advice from appropriate sources.

MoHUA / NIUA representatives make no representation or warranty and shall incur no liability to any person, including any Bidder, under any law, statute, rule or regulation or tort, principles of restitution for unjust enrichment or otherwise for any loss, damages cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP document or otherwise, including the accuracy, reliability or completeness of the RFE document and any assessment, assumption or information contained therein or deemed to form part of this RFP document or arising in any way with qualification of bidders for participation in the bidding process.

The NIUA representatives may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document or cancel this RFP process.

## **Fact Sheet**

**Table 1: Fact Sheet (Schedule of events)**

<b>Sr. No.</b>	<b>Information</b>	<b>Details</b>
1.	Name of the Purchaser	National Institute of Urban Affairs (NIUA)
2.	Place of availability of RFP Document	GeM Portal
3.	Place of submission of Responses	GeM Portal
4.	Is multi-currency allowed	No
5.	Bid Validity days	180 days
6.	Location	1st and 2nd Floor, Core 4B, INDIA HABITAT CENTRE, Lodhi Road Institutional Area, Lodhi Colony, New Delhi, Delhi 110003
7.	E-mail Address to send Pre-bid Queries	<a href="mailto:sharad@niua.org">to: sharad@niua.org</a> , <a href="mailto:pbaweja@niua.org">pbaweja@niua.org</a>
8.	Method of Selection	QCBS (70:30)
9.	Consortium	Not Allowed
10.	Physical submission of bid (in two packets)	Yes (mandatory) along with the submission in GeM
11.	Performance Bank Guarantee	5% of the total work value
12.	Audit Period FY	2025-26 to 2027-28 (Subjected to performance)
13.	Estimated amount of bid (in INR)	INR 7,00,000 (2,33,333 per year (incl. GST) )

## **Glossary**

**Table 2: Definitions**

<b>Sr. No</b>	<b>Terms</b>	<b>Definition</b>
1.	<b>Agency</b>	“Agency/Audit Agency” means a legally established professional firm or an entity that may provide or provides the Services to the Client under the Contract.
2.	<b>Appointing Agency</b>	National Institute of Urban Affairs (NIUA)
3.	<b>Authorized Signatory</b>	The bidder’s representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding contract. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority.
4.	<b>Bid</b>	A consolidated document in response to the RFP which includes various necessary supporting documents and forms as given in Annexures, complete in all respect adhering to the instructions and spirit of RFP.
5.	<b>Bidder</b>	“Bidder” means any / LLP / company responding to the RFP and who has submitted the Bid.
6.	<b>Contract</b>	“The Contract” means the agreement entered between NIUA and the selected bidder(s).
7.	<b>Day</b>	“Day” means a working day as per Government of India (GOI).
8.	<b>QCBS</b>	Quality and Cost Based Selection: A process where NIUA shall select best qualified Agency for allocation of project
9.	<b>RFP</b>	“Request for Proposal” means the Proposal prepared by the Client for the selection of SDA, based on the Standard Procurement Document–RFP.
10.	<b>Services</b>	“Services” means the work to be performed by the Audit Agency pursuant to the Contract. A service is the intangible equivalent of an economic good.
11.	<b>Terms of Reference (TORs)</b>	“TOR” means the Terms of Reference that explains the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the SDA, and expected results and deliverables of the assignment.

## **Section 1: Introduction and Purpose**

### ***1.1 Project Profile & Background information***

#### ***1.1.1 About NIUA***

The National Institute of Urban Affairs (NIUA) is India's leading national think tank on urban planning and development. As a hub for generation and dissemination of cutting-edge research in the urban sector, NIUA seeks to provide innovative solutions to address the challenges of a fast urbanising India, and pave the way for more inclusive and sustainable cities of the future.

For more details, please refer to the link - <https://niua.in/>

### ***1.2 Purpose of the RFP***

Internal Audit for National Institute of Urban Affairs.

## **Section-2 Instruction to Bidders**

### ***2.1 Invitation to Bidders***

Bids are invited from CA firms/Agencies. The interested bidders are required to participate in the RFP through online mode. The mode of evaluation is Quality and Cost based selection (QCBS). The selection process includes Pre-qualification, Technical qualification and financial evaluation of the proposals submitted by the bidders.

## **Section-3 Bid Evaluation**

### ***3.1 Opening of Bid(s)***

NIUA Tender evaluation committee shall conduct the opening of the Bid after the submission deadline.

### ***3.2 Examination of Bids***

**3.2.1** The Bids, received, shall be examined, and evaluated in accordance with the criteria set out in this RFP

**3.2.2** NIUA reserves the right to reject any bid, if:

3.2.2.1 At any time, a material misrepresentation is made or discovered; or

3.2.2.2 The Bidder does not respond promptly and diligently to requests for providing supplementary information (supporting documents/documentary evidence) required for the evaluation of the Bid.

3.2.2.3 It's a conditional bid.

3.2.2.4 A firm quotes NIL charges

3.2.2.5 The bidder does not provide clarifications sought within the prescribed time. In case the Bid is not rejected, NIUA may proceed to evaluate the Bid by construing the particulars requiring clarification to the best of its understanding, and the Bidder shall be debarred from subsequently questioning such interpretation.

- 3.2.2.6 The bid validity given in the received bid is lesser than the period specified.
- 3.2.2.7 The bidder fails to comply with the requirements of this paragraph. The Bidders must:
  - Include all documentation specified in this RFP.
  - Follow the format of this RFP and respond to each element in the order as set out in this RFP.
  - Comply with all requirements as set out within this RFP.
- 3.2.2.8 The bid is submitted after the due date. NIUA shall not be responsible for any delay in the online submission of the proposal.
- 3.2.2.9 It is also mandatory to submit the physical copy of your GeM bid submission.

Based on any or all points mentioned above, the Tender Evaluation Committee reserves the right to reject any or all proposals based on any deviations.

- 3.2.3 To facilitate evaluation of Bids, NIUA, at its sole discretion, may seek clarifications in writing from any Bidder regarding its Bid. Such clarifications shall be provided within the time specified by NIUA for this purpose. Any request for clarifications and all clarifications shall be in writing.
- 3.2.4 NIUA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - 3.2.4.1 Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto; Consult with any participating agency in order to receive clarification or further information.
  - 3.2.4.2 Retain any information and/or evidence submitted to NIUA- by, on behalf of and/or in relation to any participating agency; and/or
  - 3.2.4.3 Independently verify, disqualify, reject and/or accept all submissions or other information and/or evidence submitted by or on behalf of any participating agency.

### **3.3 Bid Validity**

The tenders shall be valid for a period of "180 days", from the date of opening of tenders. The Successful Bidders should extend the price validity till the completion of the order or as requested by the NIUA.

### **3.4 Pre-Qualification Criteria**

The Bidder shall submit following documents as soft copy on the **GeM portal**.

#### **Pre-Eligibility Criteria for the bidders**

- (a) The Bidders should be a Chartered Accountant Firm and Firm should have continuous standing of at least **15 (Fifteen) years** (Enclose firm registration certificate with date of registration). The firm should have a minimum of **two full time FCA Partners**.
- (b) The firm should have PAN & GST registration and must be empaneled with Comptroller and Auditor General of India for the Financial Year 2025-26. (documentary evidence to be submitted).
- (c) Average Turn over in last 03 (three) financial years (2022-23, 2023-24 & 2024-25) shall not be less than Rupees Twenty-Eight Lakhs, also the bidders must have positive net worth. (A self-attested copy of certificate issued by a Chartered Accountant shall be enclosed).
- (d) Firm's head office must be based in Delhi NCR only (Enclose documentary evidence)

***Request for Proposal (RFP): Selection of Audit Agency for NIUA***

(e) The bidder must have completed a minimum of five (5) Internal Audit assignments during the last seven (7) financial years in any Central/State Government, Autonomous Body, Ministries /Departments, Public Sector Undertaking (excluding the Banking and Insurance sector). Further, out of these five audit assignments, at least two (2) must specifically relate to audits of FCRA-funded projects. (Appropriate documentary evidence, such as work orders or completion certificates, should be enclosed to substantiate the claim.)

(f) The firm must submit the declaration in regard to that:

- The Firm is not blacklisted by Central Government/ State Government/ PSU/any other Institutes.
- The Chartered Accountants Firm or any of its partners has not been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949.
- Any of the partners of the firm or their relative is /was a member of NIUA during the current year and immediate past five years i.e. from 1st April, 2020 to till date. during the current year and immediate past five years.

(The declaration to such state as incorporated will be assumed for this purpose.)

### **3.5 Stages of Evaluation**

#### **3.5.1 Stage 1: Pre-qualification Evaluation**

3.5.1.1 The bidder shall require submitting all document mentioned as part of the mandatory qualification criteria as mentioned in the clause 4.14.1, "Mandatory Pre-Qualification Requirement"

3.5.1.2 In absence of mandatory document/s as mentioned above, the bid is liable for rejection.

3.5.1.3 Post evaluation of the mandatory documents the bid shall be evaluated for Pre-qualification criteria.

#### **3.5.2 Stage 2: Technical Evaluation**

##### **Technical Scoring criteria:**

<b>S. No.</b>	<b>Particulars</b>	<b>Maximum Marks</b>
1.	Number of years of existence of the Firm 15 -16 years = 5 marks >16-18 years = 7 marks >18-20 Years = 10 marks >20 Years = 15 marks	15
2.	Number of Full time FCA Partners (i) 00 - 02 = 05 marks (ii) 03 – 05 = 07 marks (iii) Above – 05 = 10 Marks	10
3.	Average Turnover of the Firm for last three Financial Year 2022-23, 2023-24 and 2024-25 (i) =>28 Lakh =<50 Lakhs – 05 Marks (ii) =>50 Lakh =<75 Lakhs - 10 Marks (iii) >75 Lakhs =< 01 Crore – 15 Marks (iv) Above 01 Crore – 20 marks  The Balance Sheets, P/L account and positive net worth certificate should be submitted for FY 2022-23, 2023-24 and 2024-25	20

***Request for Proposal (RFP): Selection of Audit Agency for NIUA***

4.	<p>Work experience of carrying similar assignments of working as Internal Auditor during the last 7 years –</p> <ul style="list-style-type: none"> <li>(i). Minimum Five Assignments –15 marks</li> <li>(ii). Five to Seven assignments – 20 Marks</li> <li>(iii). Eight to ten assignments – 25 Marks</li> <li>(iv). More than ten assignments – 30 marks</li> </ul> <p>Copy of Contract/ Work Order and Completion Certificates from the Client OR Copy of Contract / Work Order and Self- Certificate of Completion certified by the Chartered Accountant and Authorized Signatory on the Letter Head of the Company with relevant information like name of the assignment, date of start, date of completion, contract amount and total payment etc.</p>	30
5.	<p>Presentation/Interview will be called for those bidders who have qualified for the pre eligibility criteria. The Presentation/Interview shall be assessed for the overall competency of the firms, their capacity of understanding the needs, number of partners, the experience, various experience across different fields of audit, association with the institutions of repute/Govt. bodies, achievements, recognition and awards and the sensitivity to provide services to NIUA</p>	25
<b>Total Marks</b>		<b>100</b>

3.5.2.1 The “Technical bid” will be evaluated only for the Bidders who succeed in Stage 1.

3.5.2.2 NIUA Tender Evaluation Committee will review the technical bids of the short-listed bidders to determine whether they are substantially responsive.

3.5.2.3 Bids that are not substantially responsive are liable to be disqualified at NIUA’s discretion.

3.5.2.4 The bidders’ technical solutions proposed in the bid document shall be evaluated as per the requirements and technical evaluation framework mentioned in the RFP.

3.5.2.5 Each Technical Bid will be assigned a technical score out of a maximum of 100 marks.

3.5.2.6 The technical quality of the proposal shall be weighted at **70%**. The evaluation of the technical qualification will follow the procedure outlined in the below table.

3.5.2.7 The technical proposal will be evaluated based on firm’s/agency’s experiences, their understanding, proposed methodology, work plan and experience.

3.5.2.8 The financial proposal will be opened for only those bidders who meet the minimum qualifying **score of 70%** in the evaluation of the technical proposal.

3.5.2.9 The financial proposals of the technically qualified bidders will be opened publicly on a specific date as intimated by NIUA in advance to the qualified bidders.

3.5.2.10 Financial Evaluation will be done as per Stage-3 of the Selection Process, as mentioned below. Financial Proposals will be reviewed to ensure that the information given is correct and complete; to verify if all items of the corresponding Technical Proposal are priced.

**3.5.3 Stage-3: Financial Evaluation and Shortlisting of bidder**

- 3.5.3.1 All the technically qualified Bidders will be notified to participate in the Financial Proposal opening.
- 3.5.3.2 Financial Proposal that are not as per the format (as per annexure XIII) provided in the RFP shall be liable for rejection.
- 3.5.3.3 If there is any discrepancy in the Financial Proposal, it will be dealt as per the following:
  - If, in the Financial Proposal submitted for the proposed services, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), only the total price/cost as quoted in the table in the Financial Proposal Format shall prevail.
  - If there is a discrepancy between words and figures, the amount in words shall prevail.
- 3.5.3.4 The Method of selection will be on Quality (70%) and Cost (30%) Based Selection (QCBS) - 70:30
- 3.5.3.5 The Financial Proposal of only those Audit Agency who qualify technically (Minimum Qualifying Marks: 70%) will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposals are given financial score that are inversely proportionate to their prices. The financial proposal shall be allocated weight of 30%. For working out the combined score, the NIUA will use the following formula:

$$\text{Total score} = 0.7 \times \text{TS} + 0.3 \times \text{FS}$$

$$\text{Where FS} = \{(\text{LEC} / \text{EC}) \times 100\}$$

\*TS stands for technical score

\*EC stands for Evaluated Cost of the financial proposal

\*LEC stands for Lowest Evaluated Cost of the financial proposal.

\*FS stands for financial score of the financial proposal, scores will be rounded up to two decimal places.

- 3.5.3.6 The proposals will be ranked in terms of total scores of each applicant. The proposal with the highest total score will be considered for award of contract and may be called for negotiations, if required. In case more than 1 bidders have the same highest total score, the bidder with the highest technical score will be considered for award of contract.
- 3.5.3.7 If multiple agencies are selected as L1, priority will be given to the agency with the greater number of completed assignments. If the number of assignments is equal, then priority will be given to the agency with a longer duration of existence in years.
- 3.5.3.8 As an example, the following procedure shall be followed. In a particular case of selection, minimum qualifying marks for technical qualifications is 75 and the weightage of the technical bids and financial bids is 70:30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee after evaluation awarded them 75, 80 and 90 marks respectively out of 100. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants.

The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

<b>Bidder</b>	<b>Technical score (TS)</b>	<b>Bid Amount (EC)</b>	<b>Financial Score (FS)</b> (LEC /EC)*100	<b>Total score</b> (0.7x TS+ 0.3 x FS)
A	75	Rs.120	100 / 120 = 83.33	75x0.70 + 83.33x0.30 = 77.49 H3
B	80	<b>Rs.100= LEC</b>	100/100 = 100.00	80x0.70 + 100x0.30 = 86 H2
C	90	Rs.110	100 /110 = 90.91	90x0.70 + 90.91x0.30 = 90.27 H1

Bidder C, therefore, would be declared as winner and recommended for approval, by the Tender Evaluation Committee.

***Please note: If the rates quoted by the agency are found to be frivolously low or include NIL charges for any essential component of the project, i.e., significantly lower than market standards and insufficient to meet the requirements and deliverables outlined in this RFP, the Procuring Authority reserves the right to reject the quotation. Such rates or NIL charges may indicate a lack of understanding of the project scope, compromise on quality, or unsustainable execution.***

## **Award of Contract**

As per GeM.

### **4.1 Scope of Work**

#### **1. Governance, Compliance & Internal Controls**

Evaluate the effectiveness of the organization's governance structure, delegation of financial powers, and alignment with grant conditions.

Examine compliance with:

- a) Grant agreements issued by the Central Government, State Government, National and International Funders
- b) General Financial Rules (GFR 2017) including all amendments.
- c) Applicable tax laws (GST, TDS, FCRA, Income tax etc.)
- d) Procurement rules and internal policies
- e) Assess robustness of internal controls, including authorization, documentation, and segregation of duties, financial reporting, and monitoring controls.

#### **2. Grant Management & Utilization**

- a) Review grant-wise budget allocation, release of funds, instalment-wise utilization, and compliance with utilization guidelines.
- b) Verify that expenditures are incurred strictly in line with approved budgets and permissible cost categories.
- c) Check timely submission of Utilization Certificates (UCs), Financial Reports, Progress Reports, and donor-specific reporting requirements.
- d) Assess grant closure processes, including settlement of advances (if any).

#### **3. Financial Transactions & Accounting**

***Request for Proposal (RFP): Selection of Audit Agency for NIUA***

- a) Examine the correctness, completeness, and timeliness of accounting entries for each project.
- b) Review project-wise books of accounts, asset registers, advances, commitments, and liabilities.
- c) Verify adherence to applicable accounting standards, including grant-in-aid accounting, revenue recognition, and depreciation policies.
- d) Check cash and bank management, including reconciliation of bank accounts, foreign currency transactions, and interest earned on grant funds.

**4. Procurement & Contracting**

- a) Review procurement activities for goods, services, consultancies, and project-based outsourcing.
- b) Check compliance with procurement thresholds, transparency norms, competitive bidding, single-source justification, and documentation.
- c) Evaluate contracts management, including deliverables, milestones, and payments, etc.

**5. Human Resources & Payroll**

- a) Verify recruitment procedures for project staff, contractual employees, Intern and consultants.
- b) Confirm correctness of payroll calculations, statutory deductions, employee benefits etc.
- c) Verify the service book, leave record, pay bill register of CORE Staff and to ensure compliance with GFR rules and regulations.

**6. Overseas & Donor-Funded Expenditure (FCRA)**

- a) Examine expenses funded by international donors, including travel, training and project-specific deliverables.
- b) Review adherence to donor procurement policies, financial guidelines, reporting formats.
- c) Validate exchange rate calculations, forex gains/losses, and compliance with FCRA.

**7. Asset and Inventory Management**

- a) Review purchase, tagging, safeguarding, and usage of project-funded assets such as laptops, Office equipment, software, and furniture etc.
- b) Verify asset registers, physical verification procedures, depreciation, transfer/disposal, and donor-specific asset retention clauses.
- c) Verify the stock register, physical verification procedures and to ensure compliance with GFR guidelines.

**8. Reporting & Recommendations**

- a) Issue quarterly internal audit reports summarizing key findings, risk ratings, deviations, and compliance gaps.
- b) Provide actionable recommendations to strengthen controls, governance, financial discipline, and donor compliance.
- c) Follow-up on previous audit observations to ensure timely rectification.

**Section-5 General terms of the contract**

## **5.1 General Provisions**

### **5.1.1 Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- 5.1.1.1 "Audit Agency" means any firm that will provide the Services to the Authority ("the Client") under the Contract
- 5.1.1.2 "Contract" means the Contract signed by the Parties and all the attached documents, if any
- 5.1.1.3 "Government" means the Government of the Client's country/state
- 5.1.1.4 "Party" means the Client or the Bidder, as the case may be, and "Parties" means both of them.

### **5.1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

### **5.1.3 Language**

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

### **5.1.4 Notices**

- 5.1.4.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed.
- 5.1.4.2 A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address.

### **5.1.5 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Client or the Advisor may be taken or executed by the officials specified in the Contract.

### **5.1.6 Limitation of Liability**

The Contract will require that the aggregate liability of the Selected "Audit Agency" under this Contract, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total fees payable to the Selected Audit Agency" hereunder. The preceding limitation shall not apply to liability arising as a result of the Selected Audit Agency's fraud in performance of the services hereunder.

The Client shall not recover from the Selected "Audit Agency", in contract or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, punitive or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether or not the likelihood of such loss or damage was contemplated.

## **5.2 Commencement, Completion, Modification and Termination of Contract**

### **5.2.1 Effectiveness of Contract**

This Contract shall come into effect from the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

### **5.2.2 Commencement of Services**

The Audit Agency shall begin carrying out the Services not later than 15 days after the Effective Date specified in the RFP or the Contract.

### **5.2.3 Expiration of Contract**

As per GeM.

### **5.2.4 Force Majeure**

#### **5.2.4.1 Definition**

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

#### **5.2.4.2 No Breach of Contract**

The failure of a Party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default, under this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and has informed the other Party as soon as possible about the occurrence of such an event.

#### **5.2.4.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **5.2.4.4 Payments**

After successfully completing the work, once gets verified then the payment will be released with 15 working days.

#### **5.2.4.5 Termination**

NIUA reserves the right to terminate the contract by giving one month’s advance notice to the Agency without assigning any reason. Further, if during the validity period of the contract, the services of the Agency are not found to be satisfactory, NIUA may, at any time, terminate the agreement by giving a notice of one month and also make deductions for such unsatisfactory service, as per the agreement, including the cost incurred by it for getting the work done from any other party, from the bills of the Agency or from the performance bank guarantee, without prejudice to other remedies available to NIUA under the law.

#### **5.2.4.6 Performance Security**

In case of successful bidder, the PBG will require to be submitted @ 5% of the work value, within 15 days of the notification of award. The successful bidder shall furnish performance Guarantee in favour of National Institute of Urban Affairs issued by a Nationalized Bank only located in India, as per format given in Annexure XVI valid up

to 90 days after the date of completion of the contract, failing which EMD will be forfeited & the contract will be cancelled.

This Performance Bank Guarantee shall be retained throughout the tenure of the contract and extended by the successful bidder from time to time as required by NIUA. The Performance Security will be discharged by NIUA and returned to the Bidder not later than 60 days following the date of completion of the Bidder's performance obligations.

In the event of any contract amendment, the Bidder shall, within 1 week of receipt of such an amendment furnish the amendment to Bank Guarantee, rendering the same valid for duration of the contract as amended and for further period of 60 days thereafter.

#### **5.2.4.7 Confidentiality**

Except with the prior written consent of the Client, the Audit Agency and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Audit Agency and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it:

- 5.2.4.8 is or becomes public other than through a breach of this Agreement,
- 5.2.4.9 is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information,
- 5.2.4.10 was known to the receiving party at the time of disclosure or is thereafter created independently,
- 5.2.4.11 is disclosed as necessary to enforce the receiving party's rights under this Agreement, or
- 5.2.4.12 must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 2 years from the date of termination of this Agreement.

#### **5.3 Good Faith and Indemnity**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

#### **5.4 Settlement of Disputes**

Internal Dispute Committee (IDC):

In the event of any disputes arising out of or relating to this Agreement, the parties agree to submit the matter to an Internal Dispute Committee (IDC) for resolution. The IDC shall consist of an odd number of members, either 3 or 5, appointed by each party. Each party shall appoint 1 or 2 members to the IDC, and a common interest person, mutually agreed upon by both parties, will act as the chairman of the committee. The IDC shall convene within 14 days from the date of notification of the dispute. The decision of the IDC shall be final and binding on both parties.

- (a). The Internal Dispute Committee (IDC) will be established if a dispute arises under

this contract. This clause specifies that the committee shall convene within 14 days from the date of notification of the dispute. This means that once either party notifies the other about a dispute, the IDC is required to be formed and meet within this two-week timeframe to address and resolve the issue. This structure ensures that both parties have representation in the dispute resolution process while also providing a neutral chairman to facilitate discussions and decision-making.

### **5.5 Confidentiality**

- 5.5.1 Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Bidders shall not be disclosed to any person not officially concerned with the Empanelment Process. NIUA shall treat all information submitted as part of the Bid in confidence and shall require all those who have access to such material to treat the same in confidence.
- 5.5.2 NIUA shall not divulge any such information unless it is ordered to do so by any authority pursuant to applicable law or order of a competent court or tribunal, which requires its disclosure.

### **5.6 Conflict of Interest**

NIUA requires that the Agency provide professional, objective, and impartial advice and at all times hold paramount the interests of NIUA and/or the city/State for which services are provided, strictly avoid conflicts with other assignments for its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that shall be in conflict with, or that may place it in a position of not being able to carry out the assignment for which it has been engaged.

### **5.7 Integrity Pact**

The pact essentially envisages an agreement between the prospective Bidders and NIUA, committing the persons/ officials of both sides, not to resort to any corrupt practices in an aspect/ stage of the contract. Only those Bidders, who commit themselves to such a Pact with NIUA, would be considered competent to participate in the bidding process. In other words, entering this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- 5.7.1 Promise on the part of the NIUA not to seek or accept any benefit, which is not legally available;
- 5.7.2 NIUA to treat all bidders with equity;
- 5.7.3 Promise on the part of bidders not to offer any benefit to the employees of the NIUA not available legally;
- 5.7.4 Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- 5.7.5 Bidders not to pass any information provided by NIUA as part of business relationship to others and not to commit any offence under PC/ IPC Act,
- 5.7.6 Bidders to disclose the payments to be made by them to agents/ brokers or any other intermediary,

5.7.7 Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

### **5.8 Payment Terms**

- 5.8.1 The Payment shall be made by NIUA within 60 days of submission and acceptance of the Invoice, along with required supporting documents.
- 5.8.2 The agency shall submit the invoice along with work completion certificate. The work completion certificate shall be provided by NIUA after successful delivery of assigned task,
- 5.8.3 The GST shall be paid, extra, as applicable. TDS shall be deducted at source, as per rules.
- 5.8.4 All payments against invoice shall be made in INR through RTGS/NEFT to the account of the concerned agency against the pre-receipted invoices submitted in triplicate, complete in all respects.

### **5.9 Penalty / Liquidated Damages**

If any act or failure by the Agency under the agreement results in failure or inoperability of systems, following corrective actions by NIUA shall be initiated to ensure functionality of its property:

- 5.9.1 Delay on part of the Bidder for reasons solely attributable to the bidder in the performance of its delivery obligations as is directly attributable to them unless an extension of time is agreed upon. NIUA reserves the right either to cancel the order or is liable to impose the penalty (LD) to the Agency @ 0.5% plus GST of the order value for each week or part thereof subject to maximum of 10% plus GST of the order value, as deemed reasonable as Penalty / Liquidated Damage for delay and non-performance.
- 5.9.2 NIUA shall implement all penalty clauses after giving due notice to the Agency.