

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-12-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-12-2025 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 Commerce And Industry
विभाग का नाम/Department Name	Department Of Commerce
संगठन का नाम/Organisation Name	Tea Board
कार्यालय का नाम/Office Name	Guwahati
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit of financial transections of Offices; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,Additional Doc 1 (Requested in ATC)</p> <p>*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</p>

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्स्टेंशन 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	500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### 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).	14

(a).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 :

Tea Board India NE Zonal office Guwahati  
Guwahati, Department of Commerce, Tea Board, Ministry of Commerce and Industry  
(Tea Board Imprest Account)

**UIN Number NCTGC2415P**

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

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.
6. 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.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
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The bidder shall be experience in Internal Audit	30	18	<a href="#">View File</a>
Qualifications and Experience of Key Personnel Minimum 5 partners	10	6	<a href="#">View File</a>
The bidder shall submit for having worked or working in the relevant field for Govt Autonomous audits Government customers PSUs PSBs any other Government organizations	30	18	<a href="#">View File</a>
Availability of dedicated audit team Audit Team	10	6	<a href="#">View File</a>
The bidder shall submit a brief write up regarding understanding the project and the plan of action execution	20	12	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

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

#### Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
29-12-2025 11:00:00	Tea Board N.E. Zonal Office Housefed Complex 5th & 6th Floor, Central Block Beltola-Basistha Road, Dispur, Guwahati – 781006, Assam

#### Financial Audit Services - Audit Of Financial Transections Of Offices; CA Firm ( 1 )

##### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Audit of financial transections of Offices
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with law & regulations , Internal control of financial , Compliance with contracts , Review system & processes , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Autonomos Body under administrative control of Govt of India
Frequency of Progress Report	As per BID Document

विवरण/ Specification	मूल्य/ Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per BID Document
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

#### केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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#### अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Abhishek Gupta	781006,Tea Board North East Zonal office, Housefed complex, central block,5th floor,Dispur, beltola basistha road, Guwahati 781006	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</li> </ul>

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

##### 1. Generic

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

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

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

##### 3. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

As per Bid document  
.

#### 4. **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.

#### 5. **Generic**

**Consortium:** In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

#### 6. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

#### 7. **Generic**

**WORLD BANK TERMS AND CONDITIONS:** Special Terms and Conditions as defined by world bank at [click here](#) will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.

#### 8. **Purchase Preference (Centre)**

Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 local suppliers as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document 50%. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

#### 9. **Purchase Preference (Centre)**

Preference to Make In India products (For bids less than 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost

accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

#### **10. Purchase Preference (Centre)**

Preference to Make In India products (for bids greater than 200 Crore) (can also be used in Bids less than 200 Crore but only after exemption by competent authority as defined in Deptt of Expenditure OM dated 28.5.2020): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

#### **11. Purchase Preference (Centre)**

Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

#### **12. Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

#### **13. Service & Support**

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

#### **14. Service & Support**

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

#### **15. Service & Support**

The Service Provider is required to have at least 40 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

#### **16. Service & Support**

The Service Provider must own 30% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.

## 17. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 18. **Purchase Preference (State)**

**Bid reserved for MSE from the State of Bid Inviting Authority:** Procurement under this bid is reserved for purchase from Micro and Small Enterprises from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal. If the bidder wants to avail themselves of the reservation benefit, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible to participate in this bid. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility based on documentary evidence submitted, while evaluating the bid. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

## 19. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc. Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 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.

**---धन्यवाद/Thank You---**





Tea Board N.E. Zonal Office  
Housefed Complex 5<sup>th</sup> & 6<sup>th</sup> Floor, Central  
Block Beltola-Basistha Road, Dispur,  
Guwahati – 781006, Assam

**REQUESTFORPROPOSAL**

**For**

**Selection and appointment of CA Firm/ CMA Firm for work related for internal audit of  
NEZO and other offices in NE region under NEZO, Guwahati.**

**Ref No:3(80)/ZON/GAU/Internal Audit/2025-26**

**ADDRESSED TO**  
**The Executive Director,**

**Tea Board N.E. Zonal Office  
Housefed Complex 5<sup>th</sup> & 6<sup>th</sup> Floor,  
Central Block Beltola-Basistha Road,  
Dispur, Guwahati – 781006, Assam**

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**Section-1**  
**Bid Schedule and Address**

<b>Sl.No.</b>	<b>Description</b>	<b>Detailed Information</b>
1	Name of the Project	Selection and appointment of CA Firm/ CMA Firm for work related to internal audit of NEZO and other offices in NE region under NEZO, Guwahati.
2	RFP Reference Number	
3	Date of publishing	As per GeM Document
4	Pre-Bid meeting	29 <sup>th</sup> Dec 2025 at 11:30 AM Venue: Tea Board NEZO, Conference Room (6 <sup>th</sup> Floor), Housefed Complex 5th & 6th Floor, Dispur, Guwahati - 781006, Assam
5	Last date and time for Bid Submission	As per GeM Document
6	Address of Bid Submission	The Executive Director, Tea Board NEZO, Housefed Complex 5th & 6th Floor, Dispur, Guwahati - 781006, Assam.
7	Date and Time of Opening of Bid	As per GeM Document
8	Date and time of Commercial Bid Opening	Date & time will be communicated to the eligible bidders
9	Bid Related Queries	Shri D. M. Kakati ADTD, Tea Board, Guwahati, email.: dmkakati@yahoo.com
10	Bid Security/EMD	As per GeM (No EMD for Bid value of 5 Lakh)

**Submission of EMD**

**EARNEST MONEY DEPOSIT (EMD)**

Not applicable

## Section-2

### **About Tea Board:**

Tea is one of the industries, which by an Act of Parliament comes under the control of the Union Govt. The genesis of the Tea Board India dates back to 1903 when the Indian Tea Cess Bill was passed. The Bill provided for levying a cess on tea exports - the proceeds of which were to be used for the promotion of Indian tea both within and outside India. The present Tea Board set up under section 4 of the Tea Act 1953 was constituted on 1st April 1954. It has succeeded the Central Tea Board and the Indian Tea Licensing Committee which functioned respectively under the Central Tea Board Act, 1949 and the Indian Tea Control Act, 1938 which were repealed. The activities of the two previous bodies had been confined largely to regulation of tea cultivation and export of tea as required by the International Tea Agreement then in force, and promotion of tea Consumption.

### **1. Major Activities of Tea Board:**

The Board consists of a Chairman and 30 members appointed by Government of India representing different sections of the Tea industry.

#### **Administrative Set-up:**

The Head Office of the Board is located in Kolkata. The Deputy Chairman is the Chief Executive Officer of the Board.

### **2. Objective of RFP:**

The scope of the RFP is to invite electronic bids for selection and appointment of CA Firm/ CMA Firm for work related for internal audit of NEZO and other offices in NE region under NEZO, Guwahati.

In this connection, Board would like to invite proposal from practicing firms/companies for internal audit of NEZO and other offices in NE region under NEZO, Guwahati.

The selected firm/company shall carry internal audit of NEZO and other offices in NE region under NEZO, Guwahati. At present, the details of the offices under NEZO are provided below (Subject to addition or deletion in the below mentioned list).

Sl. No.	Office Name	Frequency
1	ZO Guwahati	Monthly
2	RO Jorhat	Quarterly
3	RO Silchar	Quarterly
4	RO Tezpur	Quarterly
5	RO Agartala	Quarterly
6	RO Itanagar	Quarterly
7	RO Dibrugarh	Quarterly
8	RO Tinsukia	Quarterly
9	RO Golaghat	Quarterly
10	RO Sivasagar	Quarterly
11	SRO Lakhimpur	Quarterly
12	SRO Udaguri	Quarterly
13	SRO Sonari	Quarterly

The engagement of the firm shall be for a period of **One (01) years** from the date of actual commencement of work accepting the terms and conditions or till the contract is terminated by Tea Board, whichever is earlier. The contract, however, may further be renewed for a period of another one year and so on subject to satisfaction of Tea Board regarding the performance, rate, etc. of the firm.

### **3. Extent of Proposal:**

Prospective applicant should note that any proposal submitted in response to this RFP and all associated amendments or clarifications submitted during evaluation electronically, would form part of any subsequent agreement to be signed for the services relating to the project.

### **4. Due Diligence**

The Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The bid shall be deemed to have been submitted after careful study and examination of this RFP document. The bid should be precise, complete and in the prescribed format as per there requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP will be at the bidders' risk and may result in rejection of the bid. Also the grounds for rejection of bid should not be questioned after the final declaration of the successful Bidder. The bidder is requested to carefully examine the RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, bidder should seek necessary clarifications by e-mail as mentioned in Section-1 of this document.

### **5. Ownership of this RFP**

The content of this RFP is a copy right material of Tea Board. No part or material of this RFP document should be published in paper or electronic media without prior written permission from Tea Board.

### **6. Brief Scope of Work**

The Internal Auditor shall conduct internal audit of the Tea Board at NEZO, Guwahati and other offices in the North Eastern Region under the administrative control of NEZO, covering the following areas:

#### **(a) Financial Audit**

- Verification of Cash Book, Bank Book and Bank Reconciliation Statements.
- Scrutiny of vouchers, bills, sanctions and approvals.
- Review of budget allocation and expenditure vis-à-vis sanctioned provisions.
- Review of applications received through the Service Plus portal in accordance with Tea Board Scheme Guidelines.
- Review of year-end accounting and reconciliation with Trial Balance.
- Review of Utilisation Certificates and outcome reporting.

- Detection and reporting of leakages, irregularities, excess or inadmissible payments.

**(b) Compliance Audit**

- Verification of compliance with Tea Board Scheme Guidelines.
- Compliance with GFR 2017, FR & SR, DFPR and CVC guidelines.
- Compliance with GeM procurement procedures and related instructions.

**(c) Procurement & Contract Audit**

- Audit of tenders, GeM procurements and direct purchases.
- Review of contracts, AMCs and related payments.
- Review of monthly Imprest Accounts.

**(d) Personal Claims**

- Audit of personal claims including TA/LTC, Medical Bills, honorarium and other admissible claims.

**(e) Statutory Compliance**

- Review of GST compliance including registration, returns, ITC and tax payments.
- Verification of TDS/TCS compliance under the Income Tax Act.
- Review of EPF/ESI/Professional Tax compliances, wherever applicable.
- Verification of timely filing of statutory returns and challans.

**(f) Assets & Stores**

- Physical verification of fixed assets.
- Review of Asset Register and depreciation records.
- Verification of stores, consumables and inventory records.
- Review of disposal of obsolete/unserviceable assets.
- Verification of compliance with inventory management procedures.

**(g) Reporting**

- Submission of Quarterly Internal Audit Reports.
- Reporting of audit observations with financial implications.
- Follow-up of previous audit paras and compliance status.
- Coordination with Statutory Auditors and C&AG audit teams.
- Assistance in preparation of replies to audit paras.
- Support during inspections and reviews conducted by authorities.

**(h) Composition of audit team/assistance to be provided**

- The audit team should have minimum two members one Sr Audit Officer and other Junior Audit officer/Trainee Audit Officer.
- The cost of travel, accommodation, and food shall be borne by the firm, and the bid amount shall be inclusive of all such expenses.
- Tea Board shall provide necessary assistance, including tea, drinking water, internet connectivity, office space, and stationery such as pens, paper, and pencils. The audit firm shall arrange its own computer/laptop for carrying out the audit work. Printing facilities and printer paper shall be provided by Tea Board upon request.

**(i) Value of the BID**

- **Rs 5,00,000.00 (Rupees Five Lakhs Only) Exclusive of GST.**

## **7. Minimum Eligibility Criteria of Service Provider:**

<b>Sl. No.</b>	<b>Minimum Eligibility Criteria</b>	<b>Supporting Document</b>
1	The Entity should be a registered CA/CMA/CA firm/CMA firm from ICAI/ICMAI. The Entity should have valid PAN issued by Income tax Department.	<ol style="list-style-type: none"> <li>1. Certificate issued by the concerned Institute ICAI/ICMAI.</li> <li>2. Should have undergone certificate course in GST (In case of firm at least one Partner).</li> <li>3. The Entity/Firm should have GST No.</li> <li>4. Name(s) and other details of the authorized signatory(ies) that are authorized to execute the contract &amp; other documents.</li> <li>5. Copy of valid PAN issued by Income-Tax Department.</li> <li>6. The Entity/Firm should have an active GeM registration</li> </ol>
2	The Entity/Firm should have Minimum 3 <b>years' experience</b> in Internal Audit ( <i>Experience of Government / PSU / Autonomous Bodies preferred</i> )	Details should be submitted along with supporting documents as mentioned at Annexure-4.
3	The applicant must be a profitable CA firm/ CMA firm in last 3 Financial years.	Copies of audited Financial Statement for last 3 financial years, viz. 2022-23 2023-24 and 2024-25 along with copies of filed IT return.
5	The firm has never been blacklisted/ barred/ disqualified/ suspended by any State/ Central Govt. / UT Administration/ Semi Government Organization/ PSU or any Company.	Self-Certification/declaration.
7	The service provider must have at least main office/branch office in Guwahati.	Relevant supporting document

**Note:**

- Supporting documents requested should be arranged/numbered in the same order as mentioned above.
- Failure to meet any of the criteria will disqualify the applicant and it will be eliminated from further process.

## **8. Submission of Bid:**

The Bidder shall bear all costs associated with the preparation and submission of its bid and Board will, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

The RFP document can be downloaded from GeM portal. The bidders shall have to submit the bid response electronically in GeM portal. The technical BID and Financial BID shall be uploaded separately in the respective spaces of the GeM portal.

The Financial BID as per the Commercial Template (Annexure-5) shall be uploaded in the specific section of GeM.

All the documents to be submitted/ uploaded electronically shall be signed as per the norms/process of e-procurement portal. All the pages of Bid document shall have to be signed and uploaded in the portal.

## **9. Bid Evaluation Process:**

1. Bids/Proposals shall be reviewed by a Committee constituted by Tea Board NEZO (Evaluation Committee) with Board's officials and experts from relevant fields, if necessary.
2. The Proposed Evaluation Committee shall evaluate the responses to the BID and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
3. The decision of the BID Evaluation Committee / Technical Committee in the evaluation of responses to the BID shall be final. No correspondence shall be entertained outside the process of evaluation with the Committee.
4. Though it is not mandatory, perspective BIDDERs are advised to attend the Pre-BID meeting to seek for any clarification that will be required while submitting the BID and on methodology of the execution of the work.
5. The BID Evaluation Committee / Technical Committee reserve the right to reject any or all proposals on the basis of any deviations.
6. Each of the responses shall be evaluated as per the criterions and requirements specified in this BID.

### **Technical Evaluation:**

1. The technical proposal shall be evaluated only for those bidders who fulfill the minimum eligibility criteria as given under **SI. No. 7 of Section 2 (Minimum**

**Eligibility Criteria)** in this document. Failure to meet any of these criteria specified will disqualify the bidder and shall be eliminated from further process.

2. The selection of the agency shall be based on the evaluation of the technical & financial bids by the Evaluation Committee. For evaluation, a Combined Quality Cum Cost Based System (QCBS) evaluation method shall be followed, wherein a weighted composite success score shall be calculated based on separate evaluations of the Technical Bid (70% weightage) and the Financial Bid (30% weightage).
3. Technical evaluation shall be of 100 marks consisting of two stages and the minimum qualifying score would be 60 in each stage. Bidders failing to attain the minimum technical qualifying score in any stage shall be rejected.

<b>Stage</b>	<b>Details</b>	<b>Total Marks</b>
Stage1	Technical specification evaluation.	70
Stage2	The approached document should be uploaded electronically as well as a hard copy to be provided along with the technical bid. A presentation on the approach may be required to be given, if felt necessary by the Board.	30
<b>Total</b>		<b>100</b>

**Stage1:**

The **TECHNICAL SPECIFICATIONS** for the RFP are given in **Annexure-6**, bidders are requested to give their response to each of the items. Points shall be awarded against each parameters mentioned in the **Technical Evaluation Matrix (Annexure-6)**.

**Stage2:**

The bidders shall then be evaluated for stage 2 and if require may be asked to make a presentation on the approached document before the committee.

The marks secured under stage 1 and stage 2 shall be added to arrive at the technical evaluation score. The proposal securing the highest combined score (equal to or above the minimum qualifying score of 60) will be ranked as H1, second highest as H2 and third highest as H3 and so on. No further discussion/interaction shall be granted to the bidders who have been technically disqualified.

### **Commercial Bid Opening/Evaluation:**

The commercial proposal of the technically qualified firms shall be opened. Among the technically qualified bidders, the lowest financial bid would be accorded a score of 100 and other technically qualified proposals would be assigned financial score in inverse proportion to the lowest financial bid.

For example, if the lowest bid price is Rs. 1000/-, the lowest bidder shall get a score of 1000. If the second lowest bid is 1500, the bidder shall get a score of  $(1000/1500) \times 100 = 66.67$ . The scores shall be calculated upto 2 decimal points. The composite final score shall be calculated from the technical and financial scores as shown in the illustrative example below.

#### **Example:**

Bidders R1, R2 and R3 with technical bid marks of 90, 85 and 80 respectively, have been shortlisted for consideration of their commercial bids. The commercial bids of the 3 bidder are as follows:

R1=Rs. 2000/-, R2= Rs.1500/- and R3=Rs. 1000/- The composite final score will be calculated in the following manner in percentage terms:

<b>Bidder</b>	<b>Technical marks(out of 100)</b>	<b>Weighted technical score (col. 2 x70%)</b>	<b>Financial Bid quote(in Rs.)</b>	<b>Proportionate Financial score (%) (lowest quote/bidder's quote) x 100</b>	<b>Weighted Financial score(col. 5 x 30%)</b>	<b>Final combined score (S=col. 3 +col.6)</b>
1	2	3	4	5	6	7
R1	90	63	2000	50	15	78
R2	85	59.50	1500	66.67	20	79.50
R3	80	56	1000	100	30	86

The bidder attaining the highest maximum combined evaluated score (Technical and Financial Score) would be selected. In the aforesaid example since bidder R3 has the highest combined final score, the work order shall be given to bidder R3. In case the highest combined score is the same for more than one bidder, the bidder with the lower financial bid score shall be awarded the contract. The decision of the committee shall be final and binding.

### **10. Signing of the Agreement:**

1. The proposal is liable to be rejected if complete information is not given therein. Please note that conditions given in the proposal documents shall govern the Agreement. It may be noted carefully that till such time the Agreement is executed

Embodying the agreed conditions, the conditions given in the proposal document shall govern the bidder.

2. The terms and conditions of the Agreement to be issued to the selected applicant should be accepted and return back to the Board in affirmative under the signature of the Head of the organisation.
3. The individual signing the Agreement must write his name in BLOCK LETTERS under his signature.
4. A Person signing the tender form or any documents forming part of the Agreement on behalf of another shall be deemed to warranty that he has authority to bind each other and if on inquiry it appears that the person so signing has no authority to do so, the Board may, without prejudice to other civil and criminal remedies, cancel the agreement and hold the signatory liable for all costs and damages.

#### **11. Payment terms:**

1. The selected bidder shall clearly quote the commercials in INR in the corresponding annexure (**Annexure-5**).
2. The payment shall be made quarterly by Tea Board after receipt of proper invoice from the firm and after satisfactory and timely performance of the tasks mentioned in the RFP subject to the penalty.
3. A penalty shall be imposed in case of delayed
4. Submission of Bid Security/EMD :

NA

## **12. Submission of Performance Security:**

- (i) To ensure due performance of the contract, Performance Security is to be submitted by the successful bidder. Performance Security should be for an amount of 10% of the contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a scheduled commercial bank in prescribed proforma (**Annexure-7**) or online payment in an acceptable form safeguarding the purchaser's interest in all respects.
- (ii) The Performance Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the successful bidder including warranty obligations. If the Agreement is renewed, the bidder shall have the bank guarantee extended accordingly i.e. extended period plus (2) two months. The bank guarantee shall be released after 2 months of satisfactory completion of all the works against the agreement and after deductions of any liability against the Agreement.

Performance security amount in full or part may be forfeited in the following cases:

- a. When the terms and conditions of the Agreement is breached.
- b. When the bidder fails to make complete system satisfactorily.
- c. When the Agreement is being terminated due to non-performance of the bidder.

Notice with reasonable time shall be given in case of forfeiting of security deposit. The decision of the Board in this regard shall be final.

## **13. Liquidated Damage**

In case of any delay in rendering the service as mentioned in the scope of work, 0.5% per week(or part thereof)of the prices of any service which the contractor has failed to deliver within the delivery period specified in the contract subject to a maximum of 10% of the value of the service delayed, excluding taxes and duties.

## **14. Other Terms and Conditions:**

1. The Agreement shall remain in force from the date of entering into the Agreement but can be suspended/ cancelled at any time and at any stage by Tea Board during the validity of the Agreement without assigning any reason. No claim or damage on account of such cancellation/suspension of the Agreement shall be entertained.
2. The company shall depute a senior CA/CMA of the firm as a Nodal Officer who shall act as a single point of contact for all activities regarding this project.
3. Bidder should specify only a single solution which is cost-effective and meets Board's requirement and should not include any alternatives.
4. The Bidder shall bear all costs associated with the preparation and submission of its proposal, attending Pre-Bid meeting, etc. Tea Board shall provide no reimbursement

for such costs.

5. Any effort by the applicant to influence the Board or any officer of the Board on any matter relating to the proposal, its evaluation, comparison, selection may result in the rejection of their proposal.
6. In the event that the L1 bidder refuses to carry out the assigned work, the Earnest Money Deposit (EMD) shall be forfeited, and the work shall be offered to the L2 bidder at the price quoted by the L1 bidder. If the L2 bidder refuses to undertake the work at the L1 price, the work shall be offered to the L3 bidder on the same terms. In case none of the bidders agree to execute the work at the L1 price, the bid shall be cancelled and a fresh bid shall be invited.

#### **15. Force Majeure**

If any time, during the continuance of this Agreement, the performance in whole or in part by either party or any obligation under Agreement shall be prevented or delayed by reason of any war, or hostility, fires, floods, explosions, epidemics, quarantine restrictions, or act of God (herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this Agreement nor shall either party have any such claim for damages against the other in respect of such non- performance or delay in performance, and deliveries under the Agreement shall be resumed as soon after such event may come to an end or cease to exist, and the decision of the Board as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this Agreement/ is prevented or delayed by reason of any such event for a period exceeding 60days the Board may, at its option terminate the Agreement.

#### **16. Arbitration**

In the event of any question, dispute or difference arising under this Agreement or in connection there-with except as to matter the decision of which is specifically provided under this Agreement, the same shall be referred to the Executive Director, Tea Board, NE Zonal Office for appointment of arbitrator. The appointment of arbitrator should be as per mutual agreement between the parties as per the Arbitration and Conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such the Executive Director, Tea Board shall appoint another person to act as arbitrator in accordance with terms of the Agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.

The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Indian Arbitration and Conciliation Act 1996 and the Rules made there-under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The venue of the arbitration proceeding shall be at Guwahati and the language shall be

English.

## **17. Rejection/Termination of Agreement**

The Board has right to reject/cancel the Agreement if the services are not found to meet the specifications laid out or are not as per the terms of the BID /work order. No charges will be paid for the defective/unsatisfactory work. This can be done at any stage of the work.

In case it is found that the service is not as per requirement/standards, timelines, or the frequency of corrective measures required is high, then Board retains the right to terminate the Agreement with the selected company and in such case, the applicant will not be entitled to claim any damages from Tea Board or make any claim for fees in respect of such unsatisfactory/ substandard services.

## **18. Pre-Bid Meeting:**

1. Tea Board shall organize a pre-bid meeting as per the schedule at its Zonal Office, Guwahati. The purpose of this meeting is to clarify doubts, issues and respond to questions on any matter that may be raised at that stage. The responses shall be confined to issues related to technical requirements only. Responses to all the clarifications, doubts, queries received by e-mails and response to queries raised during the pre-bid meeting shall be posted GeM portal. Any modification to the RFP document that may become necessary after the pre-bid meeting shall be prepared by Board as an addendum. The addendum shall be posted at GeM portal.
2. Prospective applicant may attend the pre-bid meeting with not more than two(2) representatives.

## **19. Waiver of Minor Irregularities:**

Board reserves the right to waive minor irregularities in proposals provided such action is in the best interest of Board. Where Board may waive minor irregularities, such waiver shall in no way modify the RFP requirements or excuse the applicant from full compliance with the RFP specifications and other contract/license requirements if the applicant is selected.

## **20. Modification/Withdrawal of Proposals:**

A submitted proposal shall not be allowed to be modified at any cost after closer of the submission date. However, a submitted proposal may be withdrawn by the applicant by submitting a signed written request for its withdrawal to Board but in such a case the earnest money shall be forfeited.

## **21. Non-Disclosure:**

The contents of the proposal and all the project outputs should not be disclosed to any party unless applicant and Tea Board mutually agree in writing to the same. Applicant will not use the contents of this proposal to bid for any other contract.

**22. Clarification:**

Request for clarification should be mailed by an official authorized by the applicant to dmkakati@yahoo.com and finpayguwahati@gmail.com only in the format given below:

Sl. No.	Section	PageNo	ClauseNo	Description in RFP	Clarification sought	Additional Remark (ifany)

All e-mail communications should mention the subject as “Selection and appointment of CA/CMA/CA Firm/ CMA Firm/ Private Limited Company/ Corporate body/e-governance firm having consortium with Chartered Accountant (CA) firms for work related for internal audit of NEZO and other offices in NE region under NEZO, Guwahati”.

**23. Non-Disclosure Agreement (NDA) for Information and Data security:**

Along with the performance guarantee, the selected applicant will have to sign the Non-Disclosure agreement on a stamp paper as per the format given in **Annexure-8** and should be duly notarized. The empanelment will be legalized only on the Agreement being awarded by Tea Board to the applicant along with the submission of Bank Guarantee and the NDA submitted by the successful bidder/applicant.

## **Annexure-1**

### **PROPOSAL COVERING LETTER** (A copy to be enclosed with the proposal)

Date:.....

To,  
The Executive Director,  
Tea Board NEZO, Housefed Complex,  
5th & 6th Floor, Central Block Beltola-Basistha Road,  
Dispur, Guwahati – 781006,

Madam,

We..... (Name of the bidder) hereby submits our proposal in response to notice inviting tender date..... and tender document no and confirm that:

1. All information provided in this proposal and in the attachments is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bid is 180 days from the last date of submission of the proposal.
4. We are quoting for all the services mentioned in the tender.
5. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. We are submitting our proposal duly completed in all respect in electronic form with all required annexure/documents.

Yours sincerely,

Full name of signatory with stamp Designation  
Name of the bidder (firm, etc.) with seal and signature

**Application Format**

(To be submitted in firm's letterhead)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information to be filled by the applicant firm</b>
1	Name of the Bidder/applicant firm	
	Status of firm	
	Registered address of the firm	
	Year of establishment	
	Head of the firm along with his designation, address, contact details and e-mail ID.	
	Name, address, phone no. and e-mail of contact person handling this proposal	
	Website of the firm	
	Name and address of the Authorized Signatory along with his designation	
	Email & contact no. of Authorized Signatory	
2.	EMD	Submitted/Not submitted
3.	Detailed proposal of the organization	To be enclosed along with the application format

**Place:****Date:****Seal & Signature****NAME DESIGNATION ONBEHALF OF  
THE APPLICANT**

**Declaration regarding Acceptance of Terms and Conditions of Contract &cleantrack record**  
(On the Letter head of the firm)

Ref. No.

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

To,

The Executive Director,  
Tea Board NEZO, Housefed Complex,  
5th & 6th Floor, Central Block Beltola-Basistha Road,  
Dispur, Guwahati – 781006,

Sir,

We have carefully gone through the Terms & Conditions contained in the bid Document within the stipulated timeline. We do hereby accept the terms and conditions of the contract as listed in the bid document. Further we do declare that we have not been blacklisted for supply of any items or services by Tea Board India or by any other Department of Government of India.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours truly,

Signature of the Authorized Signatory

Seal of the Entity

**ExperienceFormat**

(To be submitted in the letter head of the applicant)

I/we also enclosed photocopies of certificates of our experience viz. performance certificate of the concerned organizations, duly self-certified along with the name, designation, e-mail ID & contact details of the nodal person in the concerned organisation.

S. No.	Name and address of the Organization for which the work has been/ is being done	Nodal person's name, designation, e-mail ID and contact no.of the concerned organisation	Nature of Assignment	Work Order No.and Date,if any	Work Order Value (Rs.),If separately indicated	Date of Completion of Assignment,if applicable

Seal&amp;Signature

Place:

Date:

NAMEDESIGNATIONONBEHALFOF

**Commercial Template**

(To be submitted in company's letterhead)

<b>Particulars of work</b>	<b>Professional Fees on monthly basis (excluding GST)*</b>	
	Monthly Rate in INR (In Figures)	Monthly Rate in INR (In words)

**Notes:**

- a. Applicable taxes to be paid extra on the above quoted fee.
- b. Statutory Deductions like TDS etc. shall be made by Tea Board India as per statutory rate and norms, wherever applicable.

Place:

Signature: \_\_\_\_\_

Date:

Name and Designation: \_\_\_\_\_

Company's Seal: \_\_\_\_\_

## Annexure-6

The following matrix shall be used for Technical Evaluation of the bid responses.

<b>TECHNICALEVULATIONMATRIX</b>			
<p>The bidder has to score a minimum of 60% marks in each stage of the technical evaluation. In case, a bidder fails to score 60% marks in any stage of the technical evaluation, the technical proposal of that bidder would be rejected and consequently the commercial quote shall not be opened.</p>			
Sl. No.	Evaluation Parameter	Maximum Score	Supporting Document to be submitted
Stage-1			
1.	<p>The bidder shall be experience in Internal Audit:</p> <p>1.1) Experience <math>\geq</math> 10 years : 30            1.2) Experience <math>\geq</math> 7 years : 25            1.3) Experience <math>\geq</math> 5 years : 20            1.4) Experience <math>\geq</math> 3 years : 15            1.5) Less than 3 years : 0</p>	30	Experience to be supported by work orders / completion certificates. (Sum total experience of all internal audit).
2	<p>Qualifications &amp; Experience of Key Personnel (Minimum 5 partners )</p> <p>2.1)CA / CMA with <math>\geq</math> 10 years experience : 10 (at least 2 CAs/ 2CMAs)            2.2)CA / CMA with 5 <math>&lt;</math> 10 years experience: 5 (at least 3 CAs/ 3CMAs)            2.3)CA / CMA Less than 5 years experience: 0</p>	10	Proof of work done from engaging authority/body/ agency/ organization as per Annexure-4
3.	<p>The bidder shall submit for having worked/working in the relevant field for Govt / Autonomous audits /Government customers/PSUs/PSBs/any other Government organizations:</p> <p>3.1 ) Governments audit /Autonomous body audit/ PSU <math>\geq</math> 5 Assignment : 20 (2 mark per assignment , maximum upto 20 Mark)            3.2) Governments audit /Autonomous body audit/ PSUP: 0 <math>&lt;</math> 5 Assignment :0 Mark            3.3)Others Assignment : <math>\geq</math>10 (1 mark per assignment, maximum mark upto 10)            3.4)Others Assignment :<math>&lt;</math>10 Assignment :0 Mark</p>	30	Proof of work done from engaging government authority as per Annexure-4

4.	Availability of dedicated audit team Audit Team (Qualified staff, articles, assistants)  10≥ 5 staff : 10 3>5 staff : 3 1>3 staff : 1	10	Experience certificate duly certified by all partner
	Total(Stage-1)	80	

#### TECHNICAL EVALUATION MATRIX

The bidder has to score a minimum of 60% marks in each stage of the technical evaluation. In case, a bidder fails to score 60% marks in any stage of the technical evaluation, the technical proposal of that bidder would be rejected and consequently the commercial quotes shall not be opened.

#### Stage-2

1	The bidder shall submit a brief write up regarding understanding the project and the plan of action/execution.  Marks shall be awarded by Technical Evaluation Committee depending on the write up and presentation to be given by the bidder, If required.	20	Brief write-up
	Total of Technical Evaluation	100	

**BANK GUARANTEE TEMPLATE**

THIS DEED OF GUARANTEE MADE THIS ..... DAY OF between the Tea Board of India (A body corporate under the Ministry of Commerce & Industry, Govt. of India), having its Head Quarter at 14 B.T.M Sarani, Kolkata (hereinafter called the "BOARD") (which expression shall unless excluded by or repugnant to the context include its successors and assignees) of one part and ..... (hereinafter called the "Company" giving performance guarantee) (Which expression shall unless excluded by or repugnant to the context include its successors and assignees) of the other part.

WHEREAS THE BOARD accepted the tender of ..... (hereinafter called the Company) to provide service on statutory obligations as per the Agreement.....  
Dated ..... (hereinafter referred to as the said Agreement)

AND WHEREAS, the said Agreement provides that the company shall furnish Bank Guarantee to the extent of 5 % of the contract value as and by way of security for the due observance and performance of terms and conditions of the Agreement.

AND WHEREAS at the request of the company, the Bank giving performance guarantee has agreed to furnish this guarantee.

NOW THIS DEED WITNESSES AS FOLLOWS:

1. In consideration of the premises, the bank giving performance guarantee hereby undertakes and agrees to pay on demand to Tea Board 10% of the contract value.
2. The bank giving performance guarantee shall pay to the Board on demand the sum under clause above without demur and without requiring the Board to invoke any legal remedy that maybe available to it. It is agreed and further declared that the Board shall be the sole judge of and in case bank were to commit breach or breaches, if any, of the terms and conditions of the said Agreement and the extent of losses, damages, cost, charges, expenses caused to or suffered by or that may be caused to or suffered by the Board from time to time shall be final and binding on the bank giving performance guarantee.

Secondly, the right of Tea Board to recover from the bank giving performance guarantee any amount under this guarantee merely on demand shall not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the bank with regard to their liability in question or the proceedings pending before any tribunal, arbitrator with regard thereto or in connection therewith and thirdly the bank giving performance guarantee shall immediately pay the amount of guarantee to Tea Board on demand and it shall not be open to the bank to know the reasons of or to investigate or to go into the merits of the demands or to question whatsoever. Bank giving performance guarantee agrees that it shall not be open to them to require proof of the reliability of the bank to pay the amount before paying the sum demanded under this Guarantee clause above.

3. The guaranteee is in addition to and not in substitution for any other guarantee executed by the bank giving performance guarantee in favour of Tea Board on behalf of the bank.

4. The bank and the Board will be at liberty to vary and modify the terms and conditions of the Agreement without affecting this guarantee, notice of which modifications to the bank giving performance guarantee hereby waived.

5. This guarantee shall not be affected by any change in the constitution of the bank giving performance guarantee or of the company nor shall the guaranteee be affected by any amalgamation or absorption with any other body corporate and this guarantee will be available to or enforceable by such body corporate.

6. The neglect or forbearance of the Board in enforcing any payments of money, the payment thereof is intended to be hereby secured or the giving of time by Tea Board for the payment thereof shall in no way release the bank giving performance guarantee from its liability under this deed.

7. This guarantee is irrevocable except with the written consent of the Tea Board.

8. This guarantee shall come into force from the date hereof and shall remain valid till ..... but if the period of the Agreement is, for any reason, extended and upon such extension if the company failed to furnish fresh or renewed guarantee for the extended period plus two (2) months, the bank giving performance guarantee shall pay to Tea Board 10% of the contract value immediately on the demand of Tea Board.

The liability of the Guarantor under this Guarantee shall not exceed ..... (the "Guarantee Amount").

This Guarantee shall be valid upto ..... (the "Expiry Date of Contract").

Notwithstanding anything to the contrary contained herein, no obligation of the Guarantor to pay any amount under this Guarantee shall arise prior to the fulfilment of the following conditions precedent:

(a) written claim/demand(s) in terms of this Guarantee of an aggregate amount less than or equal to the Guaranteed Amounts is/are made by the Beneficiary hereunder; and

(b) such written claim/demand(s) is/are delivered to the Guarantor on or before the Claim Expiry Date at the ..... (branch addressed of the bank giving guarantee)

#### IN WITNESS WHEREOF

For and on Behalf of the Bank giving performance guarantee have signed this Deed on the day and year above written.

#### WITNESS:

1.

2.

Signed by for and on behalf of the Bank  
giving performance guarantee

Date:

SIGNATURE & SEAL OF  
TENDERER Address:  
NAME:  
DESIGNATION ON BEHALF OF

## **ANNEXURE-8**

### **NON DISCLOSURE AGREEMENT**

(To be taken on Rupees 100 Non Judicial Stamp Paper)

This Agreement is made on this ----- day of -----, 2026 ("Effective Date") between **TEA BOARD India** (A body corporate under the Ministry of Commerce & Industry, Govt. of India) **having its Headquarter at 14, BTM, Sarani, Kolkata (hereinafter called the "Board")** (which expression shall unless excluded by or repugnant to the context or meaning thereof shall mean and include its successors and assignees) of the one part.

AND

The ..... (hereinafter called the company which expression shall, unless repugnant to the contract/ license include its successors and assignees) of the other part.

The term "Disclosing Party" refers to the party disclosing the confidential information to the other party to this Agreement and the term "Receiving Party" means the party to this Agreement which is receiving the confidential information from the Disclosing Party.

Tea Board and the company shall hereinafter be jointly referred to as the "Parties" and individually as a "Party".

NOWTHEREFORE

In consideration of the mutual protection of information herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

#### **Article 1: PURPOSE**

The purpose of this Agreement is to maintain confidentiality of the various Confidential Information, which is provided or exchanged between Board and the company to perform the respective promises in furtherance of this Agreement (hereinafter called "Purpose") set forth in below:

#### **Article 2: DEFINITION**

For purposes of this Agreement, "Confidential Information" means the terms and conditions, and with respect to either party, any and all information in written, representational, electronic, verbal or other form relating directly or indirectly to the Purpose (including, but not limited to, information identified as confidential or pertaining to, pricing, marketing plans or strategy, volumes, services rendered, customers and suppliers lists, financial or technical or service matters or data, employee/agent/ consultant/officer/director related personal or sensitive data and any information which might reasonably be presumed to be proprietary or confidential in nature) excluding any such information which (i) is known to the public (through no act or omission of the Receiving Party in violation of this Agreement); (ii) is lawfully acquired by the Receiving Party from an independent source having no obligation to maintain the confidentiality of such information; (iii) was known to the Receiving Party prior to its disclosure under this Agreement; (iv) was or is independently developed by the Receiving Party without breach of this Agreement; or (v) is required to be disclosed by

governmental or judicial order, in which case Receiving Party shall give the Disclosing Party prompt written notice, where possible, and use reasonable effort to ensure that such disclosure is accorded confidential treatment and also to enable the Disclosing Party to seek a protective order or other appropriate remedy at Disclosing Party's sole costs.

Confidential Information disclosed orally shall only be considered Confidential Information if: (i) identified as confidential, proprietary or the like at the time of disclosure, and (ii) confirmed in writing within Seven (7) days of disclosure.

### **Article 3: NO LICENSES**

This Agreement does not obligate either party to disclose any particular proprietary information; to purchase, sell, license, transfer, or otherwise dispose of any technology, services, or products; or to enter into any other form of business, contract or arrangement. Furthermore, nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by one party on the other party any rights, license or authority in or to the Confidential Information disclosed under this Agreement.

### **Article 4: DISCLOSURE**

Receiving Party agrees and undertakes that it shall not, without first obtaining the written consent of the Disclosing Party, disclose or make available to any person, reproduce or transmit in any manner, or use (directly or indirectly) for its own benefit or the benefit of others, any Confidential Information save and except both parties may disclose any Confidential Information to their Affiliates, directors, officers, employees or advisors of their own or of Affiliates on a "need to know" basis to enable them to evaluate such Confidential Information in connection with the negotiation of the possible business relationship; provided that such persons have been informed of, and agree to be bound by obligations which are at least as strict as the recipient's obligations hereunder. For the purpose of this Agreement, Affiliates shall mean, with respect to any party, any other person directly or indirectly Controlling, Controlled by, or under direct or indirect common Control with, such party. "Control", "Controlled" or "Controlling" shall mean, with respect to any person, any circumstance in which such person is controlled by another person by virtue of the latter person controlling the composition of the Board of Directors or owning the largest or controlling percentage of the voting securities of such person or by way of contractual relationship or otherwise.

The Receiving Party shall use the same degree of care and protection to protect the Confidential Information received by it from the Disclosing Party as it uses to protect its own Confidential Information of a like nature, and in no event such degree of care and protection shall be of less than a reasonable degree of care.

The Disclosing Party shall not be in any way responsible for any decisions or commitments made by Receiving Party in relying on the Disclosing Party's Confidential Information.

### **Article 5: RETURN OR DESTRUCTION OF CONFIDENTIAL INFORMATION**

The parties agree that upon termination/expiry of this Agreement or at any time during its currency, at the request of the Disclosing Party, the Receiving Party shall promptly deliver to the Disclosing Party the Confidential Information and copies thereof in its possession or under its direct or indirect control, and shall destroy all memoranda, notes and other writings

prepared by the Receiving Party or its Affiliates or directors, officers, employees or advisors based on the Confidential Information and promptly certify such destruction, if otherwise permissible under the rules framed by the Govt. regarding retention of records as framed from time to time.

#### **Article6:INDEPENDENTDEVELOPMENTANDRESIDUALS**

Both parties acknowledge that the Confidential Information coming to the knowledge of the other may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of the parties, which afford them certain competitive and strategic advantage. Accordingly, nothing in this Agreement shall prohibit the Receiving Party from developing or having developed for its products, concepts, systems or techniques that are similar to or compete with the products, concepts, systems or techniques contemplated by or embodied in the Confidential Information provided that the Receiving Party does not violate any of its obligations under this Agreement in connection with such development.

#### **Article7:NON-WAIVER**

No failure or delay by either party in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.

#### **Article8:GOVERNINGLAW**

This Agreement shall be governed exclusively by the laws of India and jurisdiction shall be vested exclusively in the courts at Kolkata in India.

#### **Article9:NON-ASSIGNMENT**

This Agreement shall not be amended, modified, assigned or transferred by either party without the prior written consent of the other party.

#### **Article10:TERM**

This Agreement shall remain valid from the date of execution till the termination or expiry of this Agreement, whichever is earlier. The obligations of each Party hereunder shall continue and be binding irrespective of whether the termination / expiry of the Agreement for a period of one year after the termination/ expiry of this Agreement.

#### **Article11:INTELLECTUALPROPERTYRIGHTS**

Neither Party shall use or permit the use of the other Party's names, logos, trademarks or other identifying data, or otherwise discuss or make reference to such other Party or infringe Patent, Copyrights, in any notices to third Parties, any promotional or marketing material or in any press release or other public announcement or advertisement, however characterized, without such other Party's prior written consent.

#### **Article12: GENERAL**

Nothing in this Agreement is intended to confer any rights/ remedies under or by reason of this Agreement on any third party.

This Agreement and the confidentiality obligations of the Parties under this Agreement supersedes all prior discussions and writings with respect to the Confidential Information and constitutes the entire Agreement between the parties with respect to the subject matter hereof. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement.

Any breach of any provision of this Agreement by a party hereto shall not affect the other party's non-disclosure and non-use obligations under this Agreement.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement by their duly authorized representatives as of the Effective Date written above.

Firm/Company

By: .....Name:  
.....  
Title: .....  
Date: .....

TeaBoard

By: .....  
Name: .....  
Title: .....  
Date: .....

## Special Terms and Conditions

# Procurement for World Bank Financed Projects from Government e-Marketplace (GeM)



1.	<b>Applicability</b>	These terms will be applicable to all the procurement fully or partly financed from the Loan/Credit/Grant extended by the World Bank to Projects in India using IPF (Investment Project Financing) or PforR (Program for Results) financing instrument. In case of any inconsistencies between General terms and conditions on GeM (GTC) and these Special Terms and Conditions (STC), STC will take the precedence.
2.	<b>Eligibility of the Bidders/Suppliers</b>	The individual and firms debarred and suspended by the World Bank Group would not be eligible to receive any contract award fully or partly financed from the Loan/Credit/Grant extended by the World Bank. Additionally, in case of IPF Projects the Purchaser will also comply with conflict of interest requirements as listed in World Bank Procurement Guidelines or Procurement Regulations.
3.	<b>Thresholds</b>	<p>In case of IPF Projects, the use of GeM will be allowed in lieu of Shopping/RFQ method as per following details:</p> <ul style="list-style-type: none"> <li>up to Rs. 50,000 in catalogue mode (viz. any available item could be selected by Purchaser without further competition), provided selected Item/Supplier meet the requisite quality, specification and delivery period.</li> <li>up to Rs. 30,00,000 from the Supplier having lowest price amongst at least three Suppliers of the goods or services being purchased, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM may be used by the Purchaser.</li> <li>up to Rs. equivalent of US\$ 100,000 (unless a higher threshold is agreed by the World Bank) from the Supplier having lowest price and meeting the requisite quality, specification and delivery period after mandatorily obtaining bids from at least three Suppliers of the goods or services being purchased, using online bidding or reverse auction tool provided on GeM.</li> </ul> <p>In case of PforR Projects, the use of GeM is allowed as per the rules/regulations of the Government of India/relevant state government, subject to the thresholds for excluded activities defined in legal agreement for respective Project.</p>
4.	<b>Preferences</b>	In case of IPF Projects, no special preference will be accorded to any bidder either for price or for other terms and conditions. This includes purchase preferences, price preferences, reservation, relaxation or exemptions for bid security (EMD) or performance security etc.
5.	<b>Fraud and Corruption</b>	In case of IPF Projects, the Purchasers, bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and their personnel will comply with paragraph 1.16 of Procurement Guidelines or Annex IV of Procurement Regulations as the case may be. In case of PforR Projects, provisions of Guidelines on Preventing and Combating Fraud and Corruption in Program-for-Results Financing will be applicable.
6.	<b>No Obligation</b>	It is not mandatory for the Purchaser to procure through GeM portal, Goods and Services that are available on GeM and if required, normal Shopping/RFQ method may be used. Where situation warrants, the Purchaser reserves the right to annul the procurement process on GeM at any time prior to Contract Award, without thereby incurring any liability to the Suppliers available on the GeM.

7.	<b>Dispute Resolution</b>	<p>In the event of any dispute or difference arising under the contract placed through GeM, the sole arbitrator to be nominated by the Primary Buyer, shall not be a serving Government Servant.</p>
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