

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-02-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-02-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (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	Marine Products Export Development Authority (mpeda)
कार्यालय का नाम/Office Name	South
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements; CA Firm
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
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	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ 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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	2.50
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	24

(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 :

Secretary
Department of Commerce, Marine Products Export Development Authority (MPEDA), Ministry of Commerce and Industry
(Secretary, Mpeda)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

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. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+ 15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public

Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. 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.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate 5 years or above

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions. 5 years and above

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: 1

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification 1

Number of XX fulltime CA's required and YY professional audit staff: 1

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
30	100	60	View file	Yes

Total Minimum Passing Technical Marks: 60

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
03-02-2026 15:00:00	https://mpeda.webex.com/mpeda/j.php?MTID=m7c6ca06bb14297f9a7e7bf6544eca27a Tuesday, February 3, 2026 3:00 PM (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi Meeting number: 2513 190 7713 Password: gkJUxhmj563

Financial Audit Services - Review Of Financial Statements; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
एडऑन /Addon(s)	
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
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents
परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Roshini Varghese	682036,MPEDA HOUSE PANAMPILLY NAGAR	Project / Lumpsum Based	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. 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.

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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

same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

---धन्यवाद/Thank You---



MPEDA

ACC-AUDT/1/2023-ACC

27.01.2026

E- TENDER

E-Tender through GeM portal for Hiring Services of Chartered Accountant firm as Internal Auditor for Scrutiny of Accounts/ Financial statements of MPEDA for the FY 2025-26& 2026-27, extendable for one year

LAST DATE AND TIME FOR RECEIPT OF QUOTATION/ TENDER	15 day from the date of Publishing Tender
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The Secretary MPEDA reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of Tender documents are available on our official website
<https://mpeda.gov.in/>

Tender /Quotation may be submitted online on <https://gem.gov.in>

ENGAGEMENT OF AUDITOR - Scrutiny of Accounts/ FS of MPEDA- Kochi

The tender issued by Secretary, Marine Products Export Development Authority (MPEDA), Kochi for engaging Chartered Accountant Firms as Auditor to review the Books of Accounts & Financial statements of MPEDA as per enclosed scope of work and related terms and conditions.

- a. Bidders would be required to register on GeM Portal at <https://gem.gov.in/> using a valid Digital Signature Certificate (DSC) and valid email addressed to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- b. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- c. Bidders /Tender can download the bid document from Gem Portal at <https://gem.gov.in/>. Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through <https://gem.gov.in/>.
- d. Interested parties can submit the bids within 15 days of publishing of tender through <https://gem.gov.in/> & Bids submitted through any other means shall be null and void.
- e. The technical bids will be opened online by a Committee of members duly constituted for the purpose at the time and date as specified in Tender document.
- f. The Successful bidder shall submit 2.5 % of the contract value as Performance guarantee within 10 days from the award of contract. The performance guarantee will be released after 60 days from completion of defect liability period (TWO YEAR) without interest. The effect liability period is with effect from submission of final bill and acceptance of MPEDA.
- g. performance guarantee may be drawn in favor of "Secretary MPEDA" shall be sent through Registered post / Speed Post to the address " CAO, 4th Floor, MPEDA building , 27/1162, P.B.No:4272, Panampilly Nagar , Kochi, Kerala 682036.
- h. In case the performance guarantee is not submitted within that time MPEDA shall reject the tender.
- i. The agency shall not use the name of the MPEDA in business dealing with other persons or traders.
- j. Secretary MPEDA reserves the right to accept /reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and the decision of Secretary MPEDA will be final in this regard.

Introduction and Terms of engagement:

The Marine Products Export Development Authority (MPEDA) is a statutory body established in 1972 under the Ministry of Commerce & Industry for the promotion of Marine products export from India. We have been guiding and supporting the seafood industry of the country to produce and process quality seafood and market it.

MPEDA intends to engage Chartered Accountant firm for conducting review/scrutiny of Books of accounts of MPEDA for a period of two year (FY 2025-26 & 2026-27), which may be extended for another period of one year based on satisfactory performance by mutual consent.

Bidders/Firms should note that the following terms and conditions will apply specifically in addition to the Rules and Regulations as applicable to such contracts in the Government of India.

1. **Eligibility and Qualification Criteria:-** The interested Bidders shall have to comply with the following criteria to participate in the tendering process
 - a) Must have its fully functional registered office / branch office in Ernakulam District (Kerala). Self-Attested copy of Registration Certificate issued by Institute of Chartered to be furnished.
 - b) Must be in operation for more than 5 years and having experience in Auditing, Preparation/Verification of Annual Accounts of Central / State Government Agency / Autonomous Bodies/PSU. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished).
 - c) Must be having minimum three Fellow partners as on 1st April,2025 (Self Attested copy of latest Constitution Certificate from Institute to be furnished).
 - d) Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished).
 - e) Must be having minimum Average Annual Income of Rs. 15 Lakh during the last 3 Financial Years i.e. from 2022-23 to 2024-25. (Exemption for MSME/Start-ups as applicable) (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets / IT returns may be furnished).
 - f) Must be having sufficient experienced staff, and at least two Inter qualified / qualified Chartered accountants or Cost accountants must be assigned for conducting the audit.
2. Please note that no counter proposal is acceptable and conditional / late submissions of offers are liable to be rejected.
3. Any action on the part of the tenderer to influence anybody in the said organization will be taken as a disqualification, and the tender submitted by the firm will be rejected.
4. The bidders who satisfy the essential eligibility criteria will only be considered for technical and financial evaluation.
5. The proposals shall be evaluated in LCS basis of Selection from the qualified bidders based on technical evaluation and scoring a minimum of 60 marks. Price excluding tax shall be taken into consideration.

6. Financial bids will be opened in the presence of a committee duly constituted by Secretary, MPEDA.

Award of Contract:

- a) The contract shall be awarded to the firm whose evaluated bid price will be the lowest in the financial bid.
- b) In case two or more qualified firms quote the same lowest price, the firm having more experience in audit of Central / State Government Agency / Autonomous Bodies/PSU will be preferred.

Scope of Work:

Review of accounts and financial statements and give views/report regarding deficiencies if any, along with suggestions for improvement. The firm is responsible to ;

1. Evaluate the accuracy, completeness & fairness of the financial statements including the Balance sheet, Income &Expenditure, Receipts & payments account, annexures etc.
2. Ensure compliance of "Uniform format of Accounts for Central Autonomous bodies (non-Profit Organisation – Issued in 2000)".
3. Scrutiny of ledgers relating to capital & revenue expenditure , Income , Assets & Liabilities etc
4. Verify collection & remittance as applicable under the relevant Act, of statutory dues such as Income tax, TDS, GST, GPF, Professional Tax & other applicable taxes. Check for timely filing of returns with respective authorities, and also report on non-compliance. Scope does not include filing of GST& TDS returns.
5. Scrutinise the Bank reconciliations maintained at Head office, Unit offices & Trade promotion offices outside India.
6. Scrutinise the property and fixed assets register to see whether they are properly maintained & updated in timely manner, and same is reconciled with the financial statements.
7. Scrutiny / checking of Fixed deposits maintained - Physical verification of Fixed Deposit Receipts & ensure correctness of interest calculation & accounting.
8. Any other matter which materially affect the accuracy, completeness & fairness of the financial statements.

Submission of Reports/ Deliverables:

- i. Reports must be submitted on yearly basis within 20 days from the end of the year. An extension up to maximum of 10 days will be given subject to written requests with proper justification.
- ii. Final report with comments on financial statements shall be submitted within 2 months from the end of financial year.
- iii. The above reports must be submitted only to the Secretary MPEDA, and the documents should not be shared with any other person from this organization or outside, mandatorily complying with code of ethics, confidentiality & due diligence to be observed in this regard.

Note: Apart from making observations, Auditors are also encouraged for suggestion for system improvement. Auditors may also verify other transactions/documents/files keeping in view the interest of the organization

Payment & Price Validity:

- i) Payments shall be made on submission of reports, and after approval by Secretary MPEDA
 - a) 100% of the total fee quoted will be paid upon submission of the Final audit report on financial statements.
 - ii. Audit report must be signed by any Chartered Accountant from the firm so appointed
 - iii. The price as quoted shall remain unchanged during the contract period including the extended period. The fees should be quoted inclusive of TA/DA/Boarding/Lodging etc, and no additional payments whatsoever will be entertained.
 - iv. Goods & Service Tax, if any, shall be paid extra at the applicable rate.
 - v. TDS & GST TDS will be deducted.

Applicant's Profile

1. Name of the Applicant:
2. Date of incorporation:
3. Address of Head Office:
4. Local Address:
5. Communication details of contact Official(s)(both Sales and Services):
 - 1) Name :
 - 2) Phone Number :
 - 3) Mobile no./Fax Number :
 - 4) E-mail :
6. Year of commencement of business:
7. GSTIN Registration Number:
8. No of offices nationwide :
9. Copies of audited Profit & Loss statement, Balance sheet & IT returns for the last 3 years must be furnished
10. Details of Key Partners / staff & their expertise in Brief :

Authorized Signatory
(Signature and seal of the authorized signatory)

Date:
Place:

Technical Bid

Name of Work: -Hiring Chartered Accountant firm as Auditor

<u>S.no</u>	<u>Particulars</u>	<u>Marks</u>
1	<u>No. of Years of Registration with ICAI</u> <ul style="list-style-type: none">• Start ups / MSME : 3 Marks• Between 5 to 10 years: 5 Marks• Above 10 years, up to 15 year: 10 Marks• Above 15 years: 15 Marks	15
2	No. of FCA Partners: <ul style="list-style-type: none">• Between 2 to 5 no: 5 Marks• Between 5 to 10 no: 10 Marks• Above 10 No: 15 Marks	15
3	Years of Experience in Conducting audit / finalization of Books of Accounts / Filing of GST annual returns of an entity having turnover more than 50 crore <ul style="list-style-type: none">• Less than 1 year(MSME/start up)- 5 marks• Between 1-3 years -10 marks• Between 4 to 6 years -15 marks• Between 7 to 10 years -20 marks• Above 10 years - 25 marks	25
4	Average Annual Income (Last 3 Financial years) <ul style="list-style-type: none">• Less than 15 lakh (MSME/start up) - 5 marks• Between 15 lakh to 40 lakh : 10 marks• Between Rs.40 Lakh to Rs.75 Lakh : 15 Marks• Above 75 Lakh : 20 Marks	20
5	Firms having experience in Audit of books of Accounts / audit of any central	25

	/ state government agency / Autonomous bodies in the last five financial years Start ups / MSME : 5 Marks 5 marks for each assignment/maximum 25	
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Minimum qualifying marks in Technical bid for evaluation of 60 Marks