

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-03-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-03-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Uttar Pradesh
विभाग का नाम/Department Name	Minorities Welfare Department Uttar Pradesh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Lko
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Audit report, As per NIT; 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)	36 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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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 मेन् 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	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	900000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	10000

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).	13

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Director
Minority Welfare Department, 822 Indira Bhavan Lucknow
(Director, Minority Welfare Department)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.

2. 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.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. 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
As Per QCBS Doc	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Review Of Financial Statements, Audit Report, As Per NIT; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report , As per NIT
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	As Per NIT
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Compliance with contracts , Internal Control over Financial Reporting , Treasury operations , Bank Transactions , Review system & processes , As per NIT
Type of Industries/Functions	Operational & Administrative , As Per NIT
Frequency of Progress Report	As Per NIT
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As Per NIT
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Sarthak Srivastava	226001,620, Indira Bhawan	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 1

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

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

2. **Buyer Added Bid Specific ATC**

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

3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Director, Minority Welfare Department, UP
payable at
Lucknow

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

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. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

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 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---

Notice Inviting Tender (NIT)

Hiring of CA Firm Through GeM Portal for PMJVK Scheme, Minority Welfare Directorate, Govt of UP

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1. GeM Bid Notice

Minority Welfare Department UP

The Director, Minority Welfare Department UP invites GeM Bids under two packet BID system from firms/Proprietorship having experience of providing Chartered Accountant services in reputed organizations, preferably in the Government or public sector

Critical Details

Parameter	Details
Type of Tender	Two Packet BID System
Tender Document Fee	NIL
Quantity Required	One
Mode of Submission	Online (only through GeM portal)

2. Terms and Conditions of Bid

2.1. Estimated Bid Value :

The estimated tender value is approximately **Rs. 9,00,000/-**. (Rs Nine Lakh Only), for one year.

2.2. Period of Contract :

The Chartered Accountant firm will be required to provide the desired services initially for a period of **one year**, which may be renewed for another one-year period as per GeM terms based on satisfactory performance and requirements on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of the contract. The Director, Minority Welfare Department UP, however, reserves the right to terminate the contract by serving 30 day's notice in writing.

2.3. Last Date of Submission:

The last date of uploading the bid is stipulated on the GeM portal.

2.4. Eligibility Criteria : The following eligibility criteria must be met by all bidders:

- 2.4.1. The bidder should have successfully completed 3 similar CA service contracts in the last 5 financial years in one or more central or state government/central or state semi-government/central or state autonomous bodies/PSUs or reputed organizations equal to or higher than the tender value.
- 2.4.2. The agency must be registered with statutory bodies such as Income Tax, Goods and Services Tax (GST), among others as per turnover eligibility.
- 2.4.3. The Firm should have been in operation for at least 3 years after its registration.
- 2.4.4. The Firm should have at least one Chartered Accountant employed/Partner (Full time) with the firm.
- 2.4.5. The firm must have achieved an average annual turnover of **Rs 50 lakh** during the last three financial years.
- 2.4.6. The average annual turnover of bidders must be duly certified by an appropriate chartered accountant/auditor or any other prescribed authority.
- 2.4.7. The selected Chartered Accountant firm shall ensure the availability of a dedicated personnel in Lucknow and shall establish local presence.
- 2.4.8. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN), Goods and Service Tax Registration (A copy of the certificate to be submitted), and Firm Registration Number.

2.4.9. On the date of submission of tender, the bidder should not have been indicted for any criminal, fraudulent, or anti-competition activity and not been blacklisted by any government departments.

2.4.10. The bidder has to produce all original documents for verification before awarding of contract (on the date fixed by Minority Welfare Department UP).

2.5. Documents to be Uploaded

2.5.1. Bidder firms which fulfill the above eligibility conditions may upload the technical bid along with scanned copies of the following documents, failing which their bids may be rejected.

2.5.2. Copy of audited accounts statement of annual turnover for last three financial years

2.5.3. Scanned copy of EMD, if applicable.

2.5.4. GST registration certificate

2.5.5. Udyog Aadhar certificate, if applicable

2.5.6. PAN of the CA Firm/Proprietorship

2.5.7. Satisfactory work completion report from previous service buyers in support of eligibility conditions.

2.5.8. Declaration as per format of Annexures

2.5.9. Firm registration certificate/Number

2.5.10. ICAI Registration Member Certificate of one partner/proprietor

3. Additional Terms and Conditions

3.1. Evaluation of Bid

- 3.1.1. Bidders are required to upload their bid as per bid specification uploaded on GeM Portal. In addition, documents mentioned in the eligibility criteria should be uploaded to the GeM portal
- 3.1.2. The Competent Authority, i.e., the Director, Minority Welfare Department UP, reserves the right to annul any or all bids without assigning any reason.
- 3.1.3. After the opening of the bid, the attached documents will be checked. The evaluation of the tender will be done on the basis of the documents submitted. This is applicable to all bidders.
- 3.1.4. The bid of any bidder which has not met the eligibility criteria will be summarily rejected, and bids which do not comply with bid instruction and any conditions of the tender terms and conditions may also be rejected.
- 3.1.5. All bidders that fulfill the eligibility criteria, bid instruction, and tender terms and conditions will be qualified.
- 3.1.6. The lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder as per GeM guidelines. In case of multiple L1 (lowest 1) bidders, the auto-selection system of GeM will be followed to finalize the service provider agency.
- 3.1.7. Bids which are incomplete or conditional in any form shall be rejected.
- 3.1.8. A formal contract shall be executed/entered into with the successful bidder.

3.2. Contract Termination

- 3.2.1. The Director, Minority Welfare Department UP, reserves the right to prematurely terminate the contract at any time after giving 30 day's notice to the firm/proprietorship. If the firm/proprietorship desires to terminate the contract during its period of pendency, they shall have to give a notice of 30 day's to the Department.

3.3. Payment Terms

- 3.3.1. Payment shall be made on a monthly basis (12 equal Instalment of Tender Value) on production of invoice. Applicable TDS will be deducted from the invoice value.

4. Scope of Work

The Chartered Accountant firm shall provide the following services:

- 4.1.1. Establishing an accounting system for the projects.
- 4.1.2. Auditing fund utilization and identifying irregularities.
- 4.1.3. Auditing of all the projects present on the portal and recommending the steps to be taken accordingly.
- 4.1.4. Preparation of year-wise accounts of the SNA account from the year of its opening under the Pradhan Mantri Jan Vikas Karyakram scheme for 5 Years.
- 4.1.5. Reconciliation of all the financial aspects of legacy projects from 2008-09 till present.
- 4.1.6. Reconciliation of SNA account from the date of initiation till present e.g how much amount has been deposited by the implementing agencies, how much amount spent time to time and it's corresponding matching from PFMS account.
- 4.1.7. Project-wise reconciliation and preparation of accounts of the sanctioned limit and expenditure for Implementing Agencies.
- 4.1.8. Preparation of project-wise account, QPR and utilization certificates.
- 4.1.9. Utilisation certificate reconciliation of all the projects present on the PMJVK portal and providing the list of the projects whose utilisation certificate is pending according to the PMJVK portal.
- 4.1.10. Reconciliation of project data from the portal of the Ministry of Minority Affairs, Government of India.
- 4.1.11. Reevaluating the project cost in case units dropped or any cases may arise accordingly..
- 4.1.12. Ensuring financial management, audit, and transparency under the scheme.
- 4.1.13. Taking care of all the Financial aspects regarding SNA-sparsh..
- 4.1.14. Checking all the bills forwarded by the agencies , checking the mother sanction and recommending the Financial aspects related to SNA sparsh accordingly
- 4.1.15. Assessing and analysing the financial demands raised by the agencies and recommending it's approval accordingly.
- 4.1.16. Helping in using the financial management in judicious manner and recommending the priority areas where more financial stress is to be given..
- 4.1.17. Other financial tasks related to the scheme/department as required.

5. General Conditions of Contract

- 5.1.1. The CA firm/Proprietorship should engage/should be registered in India.
- 5.1.2. Manpower engaged should be trained for providing services according to the scope of work.
- 5.1.3. The rate quoted shall be responsive and should be inclusive of all statutory obligations such as applicable taxes, etc. Offers of prospective bidders which do not meet these statutory obligations are subject to rejection.
- 5.1.4. The CA firm shall comply with provisions under Income Tax and GST law, whichever applicable. All other statutory payments will be the liabilities of the contractor, applicable from time to time.
- 5.1.5. The CA firm shall not engage any subcontractor or transfer the contract to another person/people/entity without prior permission of the competent authorities at DIRECTOR MINORITY WELFARE UP.
- 5.1.6. Performance Bank Guarantee will be 5% of the contract value.
- 5.1.7. The performance bank guarantee shall be returned to the CA firm on the expiry of the contract period on furnishing usual clearance/No Demand Certificate, subject to conditions that the CA firm has indemnified the first Party for all payments to the staff.
- 5.1.8. The contract shall come into force from the date of agreement signed by both parties. In case the contractor fails to execute the job after signing the agreement deed or leaves the job before completion of the period of contract at their own accord, Director, Minority Welfare Department UP shall have the right to forfeit the performance bank guarantee deposited by the agency.
- 5.1.9. Director, Minority Welfare Department UP shall have the full power to terminate the tender process at any stage without assigning any reason thereof.

5.1 Force Majeure

- 5.1.1. At any time during the currency of the contract, either bidder may be subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God, etc., which may prevent either party from discharging their obligation. The affected party shall promptly notify the other party about the happening of such an event. Neither party shall be entitled to terminate the contract in respect of such performance of their obligations.
- 5.1.2. The obligations under the contract shall be resumed as soon as practicable after the event has ended or ceased to exist. If the performance of any obligation under the contract is prevented or delayed beyond a mutually agreed period (if any) or

fifteen (15) days, whichever is longer, either party may, at its option, terminate the contract.

6. Penalty Clause

The CA firm shall be responsible for timely submission of returns and notice responses. Any penalty or interest for delay in submission of response shall be borne by the CA firm if the failure is on the part of the bidder/firm.

7. Termination Clause

During the period of agreement, if it is found that the agency is not providing proper services, charging fraudulently, indulging in corrupt practices, disclosing DIRECTOR MINORITY WELFARE UP's confidential information, or engaging in other unprofessional behavior, the entire performance bank guarantee deposited with DIRECTOR MINORITY WELFARE UP or part thereof shall be forfeited in favor of the Director-Minority Welfare UP, and the agreement will be terminated after giving 30 days' notice.

8. Jurisdiction

The contract shall be governed by and construed according to the law in force in India. The bidder shall submit to the jurisdiction of the courts situated at Lucknow for the purpose of any actions or proceedings arising out of the contract. The courts at Lucknow only will have the jurisdiction to hear and decide such actions and proceedings.

Forms and Declarations

Form 1

Technical Bid Format

S. No.	Information Required	
1	Name of the Company/Firm	
2	Name of Owner/Partners/Directors	
3	Date of Establishment	
4	Full Particulars of Office & Registered Office	
Address		
Telephone		
Fax		
Email		
5	Full Particulars of Bankers	
Name of the Bank		
Address of the Bank		
Account Number		
IFSC Code		
6	Registration Details, ,	
PAN		
GST Registration No.		
ICAI Registration No.		

Form 2:

Tender Acceptance Letter

[To be submitted on company letterhead with date and signature]

The bidder must certify that they have read and accept all terms and conditions contained in the tender documents, have not been blacklisted, and that all information provided is true and correct.

To:

The Director,
Minority Welfare Department
822, Indira Bhavan Lucknow.

Subject: Acceptance of Terms & Conditions of Tender

Tender Reference No.

Name of Work: Hiring of CA Firm through GeM portal

Sir/Ma'am,

I/We have downloaded/obtained the tender document(s) for the above mentioned "Work" from the GeM site(s) namely: <https://gem.gov.in> as per your advertisement, given in the above mentioned website(s)

(1) I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexures/scope of works) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.

(2) The corrigendum (s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.

(3) I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum (s) in its totality/entirely.

(4) I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.

(5) I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights.

Yours faithfully

(Signature of the Bidder, with Office Seal)

Form 3:

Financial Capacity Statement

Tender/Bid Title: Hiring of Chartered Accountant Firm for PMJVK

Bid No.: _____

Firm Name: _____

Address: _____

1. Financial Strength Details

Sl. No.	Financial Year	Annual Turnover (₹)	Net Profit (₹)	CA Certified (Yes/No)
1	2022-23			
2	2023-24			
3	2024-25			

2. Average Annual Turnover

Average Turnover of Last 3 Years: ₹ _____

3. Net Worth Certificate

Firm's Net Worth (as on the last financial year): ₹ _____

(CA Certificate to be attached)

(Signature, name and designation of the authorized signatory for and on behalf of _____)

Note: Attach Annual Financial Statements for all three years, endorsed by a registered chartered accountant.

Form 4:

Experience Certificate for Similar Work

Bidders must provide details of at least 3 similar CA service contracts completed in the last 5 financial years, including:

- Name of work/project and client name
- Category of client
- Number of outsourced resources
- Start and completion dates
- Annualized value of the project
- Documentary evidence to authenticate experience

Note: Projects which were completed prior to 5 years from the date of publication of tender will not be considered for evaluation.

Certification from Authorized Signatory for the Firm

This is to certify that the information contained above is correct as per the accounts of the applicant and/or the clients

(Signature, name and designation of the authorized signatory for and on behalf of _____)

Date

Name and seal of the applicant

Form 5:

Declaration of Non-Blacklisting

(To be submitted on the Letterhead)

The bidder must declare on company letterhead that their company has not been blacklisted by any State/UT or Central Government in India in the last three years.

To,

The Director,
Minority Welfare Department
822, Indira Bhavan Lucknow.

Subject: Self Declaration of not been blacklisted in response to the Tender for Hiring of Chartered Accountant through GeM.

Sir/Ma'am,

We confirm that our company, M/s. _____, is not blacklisted in any manner whatsoever by any of the State/UT and/or Central Government in India in last three years on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Further it is confirmed that there is no legal incapacity that will bar the Bidder from entering into a Contract or Agreement or to undertake the specified Scope of Work

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.

Form 6: Undertaking on GST

The bidder must affirm:

- That they are registered under GST and compliant with GST provisions
- In case of non-compliance of GST provisions and blockage of any input credit, they shall be responsible to indemnify DIRECTOR MINORITY WELFARE UP
- That all input credits shall be passed on to Directorate of Minority Welfare, Lucknow.

Important Notes:

- Bidders must quote bidding amount (with positive number) up to two decimal place only.
- Bids with NIL, BLANK, N.A., ZERO, or Negative Amount quoted will be rejected outright
- If a bidder submits the tender at a rate of 30% (i.e., less than Rs. 6,30,000/-) or more below the estimated cost, the bidder shall provide a written assurance (an affidavit for this purpose shall be provided) that the entire work will be completed at the quoted rate and that there will be no compromise in the quality of work or with the stipulated terms and conditions.

Form 7: Undertaking on tender If placed below the estimated rate

AFFIDAVIT

(To be executed on Stamp Paper)

I/We, _____ (Name), son/daughter/authorized representative of _____, authorized signatory of the firm/company _____, having office address at _____, do hereby solemnly affirm and declare as under:

That I/we have submitted our bid against Tender No. _____ dated _____.

That the rate quoted by me/us in the bid is 30% or more less than the estimated cost.

That I/we fully assure that the work shall be completed within the stipulated time period at the quoted rates, in accordance with all terms and conditions of the tender.

That no compromise shall be made with the quality of work, and all standards and technical specifications shall be strictly followed.

That no claim for escalation of rates or any additional payment shall be made in future.

That if any deficiency is found in the work or any violation of tender conditions occurs at any stage, the action taken by the department shall be acceptable to me/us.

That I/we declare that the above statements are true and correct, and nothing has been concealed.

Place: _____

Date: _____

QCBS (Quality and Cost Based Selection) Method

इस निविदा का मूल्यांकन QCBS (Quality and Cost Based Selection) पद्धति के अनुसार किया जाएगा। इसमें Technical Bid और Financial Bid दोनों का मूल्यांकन किया जाएगा।

Evaluation Weightage

Technical Proposal : 70%

Financial Proposal : 30%

2. Technical Evaluation Criteria

Minimum qualifying marks: 70

Sl No	Criteria	Maximum Marks	
1	CA Firm का अनुभव (Audit / Govt Scheme)	20	
	From date of establishment 1-15 Years 5 Points 16-30 Years 10 Points 31-40 Years 15 Points >41 Years 20 Points		
2	Govt Projects / Scheme Experience includes internal audit	20	
	Statutory audit, balance sheet preparation and other similar work 1-5 assignments 5 Points 6-10 Assignments 10 Points 11-15 Assignments 15 Points > 15 Assignments 20 Points		
3	Team Strength (CA / Qualified Staff)	20	
	6 or more FCA's with 10 Years and above experience 1 or more ACA's 5 or more Paid CA's/CMA's 15 or more CA Article & Paid Assistans		20 Points
	3-5 FCA's with 10 Years and above experience 1 or more ACA's 3-4 Paid CA's/CMA's 10 -14 CA Article & Paid Assistans		10 Points
	1-2 FCA's with 10 Years and above experience 1 ACA's 1-2 Paid CA's/CMA's 1-9 CA Article & Paid Assistans		5 Points
4	Firm Turnover(Average) पिछले 3 वर्ष	20	
	01-40 Lakhs 5 Points 40-75 Lakhs 10 Points 75-100 Lakhs 15 Points > 100 Lakhs 20 Points		
5	Similar Work Experience (attached Documents)	10	
6	Presentation / Work Plan (Attached Presentation & Work Plan)	10	
	Total	100	

3. Financial Evaluation

Financial Bid केवल उन फर्मों की खोली जाएगी जो Technical Evaluation में qualify होंगी।

सबसे कम वित्तीय बोली को 100 Financial Marks दिए जाएंगे और अन्य को निम्न Formula से अंक दिए जाएंगे:

Financial Score = (Lowest Bid / Bidder Bid) × 100

4. Final Score Calculation

Final Score = (Technical Score × 0.70) + (Financial Score × 0.30)

जिस बोलीदाता का Final Combined Score सबसे अधिक होगा उसे सफल बोलीदाता घोषित किया जाएगा।

5. Final Selection

Highest Combined Score वाला bidder Selected Bidder (L1) माना जाएगा।

यह प्रक्रिया **Government e Marketplace (GeM) Portal के नियमों के अनुसार की जाएगी।