

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-04-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-04-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Jharkhand
विभाग का नाम/Department Name	Agricultureanimal Husbandry And Co-operative Department Jharkhand
संगठन का नाम/Organisation Name	State Agricultural Management And Extension Training Institute Sameti
कार्यालय का नाम/Office Name	Krishi Bhawan 2nd Floor Kanke Road Ranchi Jharkhan
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or 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)	25 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
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),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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	1
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	3 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित बिड मूल्य / Estimated Bid Value	700000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

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

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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
ACCOUNT NO 496410110000088 IFSC CODE BKID0004964 BANK NAME BANK OF INDIA KANKE RAOAD RANCHI
JHARKHAND
(Director Sameti Jharkhand)

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
No. of years of Registration with ICAI	15	05	View File
No. of CA Partners and CA Employee	25	15	View File
No of Assignment of Audit conducted in last Five Years	25	15	View File

Average Turnover of the Audit Firm (last three financial year i.e 2022-23 to 2024-25)	25	10	View File
Head office or Branch Office of Firm in Jharkhand	10	05	View File

Total Minimum Qualifying Marks for Technical Score: 50

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Cash and Bank Balance
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	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	700000

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	Sujit Kumar Singh	834008,2nd Floor, Krishi Bhawan, Kanke Road, Ranchi	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. 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. 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---

**Department of Agriculture, Animal Husbandry & Cooperatives,
Government of
Jharkhand**



**State Agricultural Management & Extension Training Institute
SAMETI, Jharkhand, RANCHI**

Tender Notice

Request for Proposal (RFP) for Statutory audit for FY 2024-25

State Agricultural Management and Extension Training Institute (SAMETI), RANCHI invites proposals/sealed tenders in two-bid formats (Technical and Financial) from interested chartered accountant firms empaneled with C&AG of India meeting all the minimum eligibility criteria given in the Request for Proposal (RFP) for conducting Statutory Audit of schemes/ programmes of ATMA/SAMETI viz. **Agriculture Extension (AE), National Food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil–Oilseeds (NMEO-OS) under centrally sponsored scheme – Krishonnati Yajana and Diploma in Agricultural Extension Services for Input Dealers (DAESI) along with state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25** across all its administrative units functioning in 24 districts including State Nodal Cell/ SAMETI.

The details regarding the request for proposal including all terms and conditions can be downloaded from <https://gem.gov.in>

The proposal duly completed along with all the enclosures should be submitted on <https://gem.gov.in>

**Director SAMETI,
Jharkhand, RANCHI**

Bid Information Sheet

S No	Paticulars	Details
A	NAME OF WORK/BRIEF SCOPE OF WORK/JOB	Request for the Proposal (RFP) for conducting Statutory Audit of schemes/programmes of SAMETI viz. Agriculture Extension (AE), National Food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil–Oilseeds (NMEO-OS) under centrally sponsored scheme – Krishonnati Yojana and Diploma in Agricultural Extension Services for Input Dealers (DAESI) along with state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25 across all its administrative units functioning in 24 districts including State Nodal Cell/ SAMETI.
B	BID No & DATE	
C	Bid Value	Approximately ₹ 7 Lakhs
D	Type of Bidding System and Bid Validity	Two Bid System and validity of bid should be 180 days from the opening of the bid
E	Type of BID/Tender	E-Tender
F	Completion/Contract Period	As mentioned in the Bid Document
G	Bid Processing Fee	Not Applicable
H	Earnest Money Deposit (EMD)	The Bidder is required to submit an EMD of ₹14,000 (INR Fourteen Thousand Only) and would be received through online mode only. Bidders can use the internet banking facility. Refund will be issued to the originated bank account used for the online payment of EMD fees for the bidders who would be not selected. Micro and Small Enterprises of Jharkhand can claim exemption on EMD under clause 11.0 (i) (b) of Jharkhand Procurement Policy, 2014 as amended vide Memo no. 1342 dated 16.07.2019
I	e-Reverse Auction	Applicable
J	Details of Person (s) to be contacted in case of any assistance required	Name: Abhishek Tirkey Designation: Deputy Director (AEM), SAMETI, Ranchi, Jharkhand Contact No.: 7070129443 & email- buyer2.sameti.ranchi@gembuyer.in

Important Dates

S No	Activity	Date (DD-MM-YYYY) and Time (HH:MM)
1	Bid Downloading Start Date	02/04/2026 (10.00 AM)
2	Start date for Submission of Bid	02/04/2026 (10.00 AM)
3	Last date for submission of Online Bid	11/04/2026 (3.00 PM)
4	Date of Opening of Bids	11/04/2026 (3.30 PM)
5	Final Selection	DD/MM/YYYY (HH:MM AM/PM)



DISCLAIMER

- I. Though adequate care has been taken while preparing the Bid document, the bidder(s) shall satisfy themselves that the document is complete in all respect. Intimation regarding any discrepancy shall be given by the prospective bidders to the office of SAMETU immediately. If no intimation is received from any bidder within **5 (Five) days from the date of issuance of BID document**, it shall be considered that the document is complete in all respect and has been received/ acknowledged by the bidder(s).
- II. Directorate of Agriculture reserves the right to modify, amend or supplement this document.
- III. This BID document has been prepared in good faith, and on best endeavour basis. Neither SAMETI nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

A handwritten signature in black ink, consisting of a stylized initial 'S' followed by a long horizontal stroke that tapers to the right.

**Department of Agriculture, Animal Husbandry & Co-operative,
Govt of Jharkhand
State Agricultural Management and Training Institute (SAMETI), Ranchi, Jharkhand
SAMETI Bhawan, Krishi Bhawan Campus, Kanke Road, Ranchi – 834008**

Request for Proposal (RFP)

Tenders are invited in prescribed format from the CAG empaneled/registered Chartered Accountant Firms/LLP (with at least Five full time FCA as partners) having Head Office or Branch Office in Jharkhand, for the engagement for conducting Statutory Audit of Receipts & Payment Accounts, Income & Expenditure Accounts, Balance Sheet, Utilization Certificate and others necessary schedules etc. and related Statements of **24 ATMA districts, SNC (State Nodal Cell) and SAMETI with respect to centrally sponsored schemes viz. Agriculture Extension, National Food Security and Nutrition Mission and National Mission on Edible Oil-Oilseeds under Krishionnati Yojana and the audit work for Diploma in Agriculture Extension for Input Dealers (DAESI) along with the audit work of state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana** in the State of Jharkhand for the **financial year 2024-25** as per Terms & Conditions furnished below. They must have experience of at least five years in preparing/conducting audit in Govt. offices/Projects in Social Sectors.

1. Invitation of Bids

The Bids are invited in two parts as under: -

- a) The Techno Commercial Bid consisting of all technical details along with commercial terms and conditions.
- b) Price or Financial Bid indicating total price for the service / documentation of the system in the Technical Bid.

2. Minimum Eligibility Criteria

Bidding firms must fulfil the following minimum eligibility criteria:

S. No.	Particulars	Minimum Criteria (Required Evidence)
1.	The firm must be empaneled with C & AG for the year 2024-25	Acknowledgment of empanelment
2.	The firm must have been in existence for at least 05 years before the date of advertisement.	Constitution certificate from ICAI
3.	The firm's average annual turnover of the last three financial years (As per income tax department records) must not be less than Rs. 25 lakhs.	Audited copy along with Balance sheets and P & L Accounts.
4.	The firm must have had at least Three full time FCA partners as on date of advertisement and there after	Constitution certificate from ICAI.

5.	The firm should have 10 minimum number of audit assignments of Statutory Audit of Government Departments, schemes and programmes/PSUs. during last five years.	Relevant documents to be submitted
6.	The firm should have either their Head Office or Branch Office in Jharkhand (The proof of establishment office should be provided)	Constitution certificate from ICAI.

- Any firm not meeting/qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.
- Supporting Documents for Eligibility Criteria: The firm must submit required supporting documents to establish the minimum eligibility criteria.
- The firm or any partners of the firm should not be **black-listed** by any PSU or Govt. Co./Institutions/Departments or any other organization in respect of any assignment or behaviour. Any partner/qualified employee of the firm whose name is included in the First or Second Schedule (related to violation) of the Chartered Accountants Act. 1949 will not be considered in the evaluation. **The bidding firm shall provide an affidavit (notarized) indicating that the firm has not been black-listed by any PSU or Govt. Co./Institutions/Departments or any other organization in respect of any assignment or behavior.**

Note - If the audit firms are found technically disqualified then their financial bid will not be opened.

3. REQUEST FOR TENDER DOCUMENT: -

The details regarding the request for proposal including all terms and conditions can be downloaded from the website <https://gem.gov.in>

The bidders are required to submit two types of bids viz. Technical & Financial (SOQ) in formats, prescribed in Annexure-1, Annexure-2, Annexure-3 & Annexure-4 separately.

4. Terms and Conditions: -

1. The details regarding the request for proposal including all terms and conditions can be downloaded from the website <https://gem.gov.in>
2. Any EMD amount received after the fixed date & time will not be considered.
3. In addition, it may be noted that incomplete Technical and/or Financial Bids in any form will be out rightly rejected.
4. The term full-time partner / employee does not include those persons who are:
 - a. Partners in other firms.
 - b. Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice.
5. The Tender must be submitted in the prescribed format given in the attachment (Annexure – 1, Annexure – 2, Annexure – 3, Annexure – 4 and SOQ). Only the E-Tenders in the prescribed format accompanied with all requisite documents would be considered.

6. The firm should have experience of conducting statutory/Internal audit of any **Department/Institution/PSU** of Government of Jharkhand for at least a total of 5 years including at least 2 financial years within last 5 years. Preferably such project should have covered most of the districts of Jharkhand.
7. **All full-time partners should invariably sign the undertaking appended as Annexure – I to the Tender. Similarly, all the full-time CA employees of the firm/organization should sign in the column provided at Annexure-III to the Technical Bid.**
8. Details of experience of the firm/organization for the last 5 years in the following proforma.

Name of the Govt.	Name of the Govt. Department / Project in Agriculture / Social Sector/ PSU	Years of Accounts a)	Fees charged for each of the assignments in each year	Nature of Special Assignment	Name of the Full Time Partner / Employers who supervised the works or signed the financial statements and who is still working in the firm

5. **EMD and SECURITY DEPOSIT:**

1. EMD of ₹14,000 (INR Fourteen Thousand Only) and would be received through online mode only. Bidders can use the internet banking facility. Refund will be issued to the originated bank account used for the online payment of EMD fees for the bidders who would not be selected. Micro and Small Enterprises of Jharkhand can claim exemption EMD relaxation as per 11.0 (i) (b) of Jharkhand Procurement Policy, 2014 as amended vide Memo no. 1342 dated 16.07.2019
2. Successful bidder will have to submit a performance bank guarantee amounting to 5% of the total contract value within 7 days of selection.
3. EMD for unsuccessful bidder (s) as well as the successful bidder will be refunded after completion of tender process or in the event of cancellation of such process.
4. No interest will be payable on EMD and Security Deposit.
5. If the performance of successful bidder is not satisfactory in the audit process in terms of time / norms, the performance bank guarantee may be forfeited by the procuring entity.



6. OPENING AND SCRUTINY:

- a. Technical Bid not accompanied by copies of any/all of the following documents will be rejected :-

i.	The tender documents must be signed only by the Authorized partner of the firm. Copy of letter of authorization for signing E-tender documents with necessary seal and signature shall be submitted
ii.	Every correction in the tender documents shall be attested by the Authorized partner of the firm.
iii.	Documents relevant to the experience requirement of the last five years to be submitted
iv.	The firm should have experience of conducting statutory audit of any Department/Institution/PSU of Government of Jharkhand for at least a total of 5 years including at least 2 financial years within last 5 years.
v.	Details of experience of the firm/organization for the last 5 years.
vi.	If there is previous experience of ATMA audit, the same must be mentioned. (See Annexure-I) and work order of that must be submitted.
vii.	ANNEXURE-1, ANNEXURE-2, ANNEXURE-3, ANNEXURE-4 and ANNEXURE-5 (must be submitted the supporting documents) and Financial Bid must be submitted
viii.	CAG empanelment number along with document must be submitted.
ix.	A tentative plan of work must be submitted (day wise & district wise etc.) (Format attached) (see ANNEXURE-5)
x.	EMD of ₹14,000 (INR Fourteen Thousand Only) and would be received through online mode only. Bidders can use the internet banking facility. Refund will be issued to the originated bank account used for the online payment of EMD fees for the bidders who would be not selected. Micro and Small Enterprises of Jharkhand can claim exemption on EMD as per 11.0 (i) (b) of Jharkhand Procurement Policy, 2014 as amended vide Memo no. 1342 dated 16.07.2019.
xi.	A copy of Constitution Certificates of firm issued by the ICAI containing inter-alia.
xii.	Date of formation of the firm(s)/organization(s) with full-time FCAs.
xiii.	Details of partners / Employees as on 1 st January 2025, date of joining the firm(s)/organization(s), date of becoming FCA their other interest, if any, · A copy of the latest partnership deed in the case of partnership firms. Letter of authorization for signing Tender documents. · A copy of the acknowledgement of the IT return of the firm/organization. · A copy of financial statement of the firm / organization along with schedules for the preceding financial year.

- b. The Financial Bids of only the technically qualified bidders will be opened by the tender committee. Tender Committee will recommend for acceptance or rejection of the tender to the Tender accepting authority. **Financial Bid (SOQ) will contain total fees including GST & others.**

7. PERFORMANCE OF WORK:

The entrusted work for preparing Final Accounts and audit is to be completed within 30 days from the date of placing order. The plan of work for conducting the audit work, details given in the first paragraph of the notice, must be submitted.

8. Penalties for non-compliance, violations and non-performance:

If successful bidder refuses to accept the offer, the Earnest Money Deposit will be forfeited. If the entrusted work is not completed within due time or defective reports are submitted, Security Deposit will be forfeited, and the firm will be black-listed for 3 years

9. Legal terms and Compliances:

- In respect of any dispute arising out of implementation of this Tender, the decision of the Procuring Entity shall be final.
- Tender will remain valid for Six month from the date of execution of the agreement
- For any legal remedies, the Courts at Ranchi shall have the sole jurisdiction.

10. Rights Reserved

The Procuring Entity reserves the right to accept or reject any bid even after opening of Technical Bid or Financial Bid without assigning any reason whatsoever and does not bind itself to accept the lowest tender.

11. Mode of Payment:

- No advance payment will be made.
- Payment will be made within 30 days after submission of the required Final Accounts/Audit Report/ Utilization Certificates of all sections and duly acceptance of the same by the Competent Authority / Authorities.

12. General Conditions:

- The successful bidder will selected on the basis of **OVERALL SCORE** (Technical : Financial = 70: 30), details of which given below:

Technical Evaluation Criteria (In each case documents must be submitted by the bidder)

SI	Particulars	Marks	Maximum marks
i)	No. of years of Registration with ICAI : <ul style="list-style-type: none">Minimum 10 YearsAbove 10 Years up to 25 YearsAbove 25 Years	5 Marks 10 Marks 15 Marks	15 Marks
ii)	No. of CA Partners and CA Employee <ul style="list-style-type: none">Between 5 to 7 nos.Between 7 to 10 nos.Above 10 nos.	15 Marks 20 Marks 25 Marks	25 Marks
iii)	No of Assignment of Audit conducted in last Five Years of State Government/ Department/State or centrally aided project/ PSU (Except bank) <ul style="list-style-type: none">Minimum 10 assignment11 assignment to 20 Assignment20 Assignment and above	15 Marks 20 Marks 25 Marks	25 Marks

iv)	Average Turnover of the Audit Firm (last three financial year i.e 2022-23 to 2024-25) <ul style="list-style-type: none"> • Minimum 25 Lakh and up to 50 Lakh • Above 50 Lakh and up to 75 Lakh • Above 75 Lakh and up to 100 Lakh • Above 100 Lakh 	10 Marks 15 Marks 20 Marks 25 Marks	25 Marks
v)	Head office or Branch Office of Firm in Jharkhand <ul style="list-style-type: none"> • Head Office • Branch Office 	10 Marks 05 Marks	10 Marks
TOTAL TECHNICAL BID SCORE			100 Marks

b.) Technical Bid & Financial Bid both will be considered for calculating the **OVERALL SCORE**. Selection of bidder will be based on **OVERALL SCORE** (Technical: Financial = 70 : 30) as explained below:

- **Technical Score** = [(Bidder score of Technical Bid * 70)/Highest score of Technical Bid]
- **Financial Score** = [(Lowest Financial Bid *30)/(Price of Bidder's Financial Bid)]
- **Overall Score: Technical Score + Financial Score**

Example:

Bidder	Score of Tech. Bid	Price of Fin. Bid	Overall Score
<Company 1>	90	280	$[(90 \times 70) / 90] + [(260 \times 30) / 280] = 97.85$
<Company 2>	80	270	$[(80 \times 70) / 90] + [(260 \times 30) / 270] = 91.10$
<Company 3>	80	260	$[(80 \times 70) / 90] + [(260 \times 30) / 260] = 92.22$

The highest **OVERALL SCORE** will be considered for awarding the contract

- Bidder should quote the rates in **figure as well as in words**.
- Every page of the tender document along with all necessary/required documents must be signed by the authorized representative(s) of the firm.
- Successful bidder will produce all original documents before execution of agreement.
- Final acceptance of E-tender will depend on the recommendation of the Bid Evaluation Committee constituted by the Procuring Entity for this purpose.
- In case two or more bidders obtain the same overall score, the bidder with higher number of years of experience in audit of schemes related Department of Agriculture shall be preferred. It is therefore advisable to submit relevant experience.



13. Scope of Work

- a) Audit of Accounts works to be done for 24 ATMA districts, State Nodal cell (SNC) and SAMETI for centrally sponsored schemes – Agriculture Extension (AE), National food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil - Oilseeds (NMEO-OS), Diploma in Agricultural Extension Services for Input Dealers (DAESI) and state schemes – ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25
- b) Audit work must be completed within 30 days from the date of service order.
- c) The place of the audit work will be mainly at the 24 district head-quarters and SAMETI.
- d) CAG empanelment number along with document must be furnished along with rate quotation
- e) **Audit work must be complied with PFMS & SNA SPARSH Reports of centrally sponsored schemes – Agriculture Extension (AE), National food Security & Nutrition Mission (NFSNM), National Mission on Edible Oil - Oilseeds (NMEO-OS), Diploma in Agricultural Extension Services for Input Dealers (DAESI) and state schemes– ATMA SAMETI Sahay Anudaan and Kisan Samriddhi Yojana for FY 2024-25 of each unit at each level (District/State)**
- f) **Two copies of the audit report of each must be submitted to the Director SAMETI, along with another one copy of each to the concerned office (District) within stipulated time.**
 - (i) Following reports must be submitted
 - (A) Report of individual ATMA district
 - (B) Consolidated report of all districts ie. $[(B) = (A1) + (A2) + (A3) + \dots + (A24)]$
 - (C) Report of SNO/ SNC
 - (D) Report of SAMETI
 - (E) Report of whole ATMA scheme $[(E) = (B) + (C) + (D)]$
 - (ii) Audit report of individual **complete DAESI course for Each batch wise (not financial year wise)**
 - (iii) Consolidated audit report of above DAESI courses
 - (iv) Utilization Certificates of all the above.

14. Total Fees & Others

- a) The Minimum Audit Fee of Rs. 7,00,000/- (Seven Lakhs) (Including GST)
- b) Travelling, fooding and lodging Arrangement to be made by the audit firm on their own.



ANNEXURE - I

DETAILS OF THE FIRM

SL	PARTICULARS	FILLED THE FIRM DETAILS
1	Name of the Firm	
2	Address of the Head Office of the Firm	Office Address: Phone No. : E-Mail : Name of Officer In-Charge : Mobile No. of Officer In-Charge :
3	Branch Office Details (in Jharkhand)	Branch Full Address: Phone No. : E-Mail : Name of Office In-Charge : Mobile No. of Office In-Charge :
4	Firm Income Tax PAN No. (Document must be attached)	
5	Firm GST Registration No. (Document must be attached)	
6	Firm's Registration No. with ICAI (Document must be attached)	
7	Empanelment No. with CAG (Document must be attached)	
8	Date of Establishment of the Firm	
9	Details of Full Time Partner of the Firm <ul style="list-style-type: none">• Name of each Partner• Membership No.• Date of joining of the firm• Whether FCA/ ACA (Attach copy of firm constitution certificate)	

10	Audit Experience of the Firm 1. Number of Assignments in Statutory/ Internal Audit of Government departments, schemes and programmes/ PSU. (Except Bank) (Enclose the copy of the Offer Letter)	
11	Number of Qualified / Semi Qualified Staff (The staff who have qualified CA will be considered as qualified staff)	No. of Qualified Staff : No. of Semi Qualified Staff :
12	Average Turnover of the Firm in last Three years (Profit and Loss account and Balance sheet must be attached)	<u>Turnover in</u> FY 2024-2025 : FY 2023-2024 : FY 2022-2023 : Average :-
13	Whether the Firm has done any audit work of ATMA scheme previously? (Furnish detail)	Year of Engagement :: Name of the office ::
14	EMD Details of Rs. 14000/=	Online Transaction ID



Signature of Authorized Partner

ANNEXURE – 2

Undertaking

We the following partners / others of M/Sdo hereby jointly and severally verify and declare –

- I. That the particulars given are complete and correct and that any of the statements made or the information so furnished in the bid application form is later found to be incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the relevant Act and regulations framed there under.
- II. **That the firm/organization or any of its proprietor or partners has not been debarred or cautioned by ICAI or any other professional body during the last three years.** (if debarred, give details);
- III. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be as practice under the relevant provisions of CA Act.
- IV. That the constitution of the firm/organization as on 1st January of the last available year shown in the tender is same as that in the constitution certificate issued by the ICAI, where applicable.

Sl. No.	Name of the partner	Members hip no	PAN	Signature of partner

(Seal of the Firm/ Organization)

Place :

Date :



ANNEXURE – 3

1. Firm's/Organization's Name

➤ **Details of Full Time Partners of the firm/Organization**

Name of the Partner	Member ship No.	Whether FCA/ACA	Date of Joining the Firm/Org (full time)	Relevant Experience

➤ **Details of Full Time CA Employees**

S I N O	Name	Members hip No.	Whether FCA/ ACA	Date of Joining	Relevant Experience

➤ **Details of other employees**

SI N O.	Name	Educational Qualification	Date of Joining the Firm	Relevant Experience



Annexure-4

Brief of Relevant Experience

Experience of Statutory/ Internal Audit of Government Department/ Scheme, Externally aided project/ PSU etc (Except Bank) during Last Five Years.					
S. No.	Name of the Audit Organization	Type/ Nature of Assignment	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Audit Organization (Pl. Attach a copy of the letter)
1.					
2.					
3.					

Signature

Of the proprietor/sole partner

Date :-

Place :-



ANNEXURE – 5

A tentative plan of work (day wise & district wise etc.)

DAY	NAME OF THE DIST. / SNO / SAMETI	REMARKS
Day-1	<Sameti>	Audit work
Day-2	<SNO>	Audit work
Day-3	<Dsit. Name>	Audit work
Day-X1	<Dsit. Name>	Audit work of SAMETI
Day-X2	<Dsit. Name>	Audit work of SNC
Day-X3	Audit Office	Compiling report and preparation of draft Audit Report
Day-X4	SAMETI Office	Discussion / consultation on Draft Audit Report with SAMETI / SNC
Day-X5	Audit Office	Preparation of final Audit Report
Day-X6	Audit Office	Printing, Binding of Audit Report (3 copies each)
Day-50	SAMETI Office	Submission of Final Audit Report

Form F-1 Format for
Financial Bid

Sl. No.	Name of the Scheme (s)	Area of Audit	Audit fees For 24 ATMA, SAMETI & SNO
1.	Sub Mission on Agricultural Extension (ATMA Scheme)	SNO, SAMETI and 24 ATMA	
2.			
		Total	

Note :-

1. Above Cost will be Including Goods & Service Tax.

Signature
Of the proprietor/sole partner



Technical Evaluation Criteria (In each case documents must be submitted by the bidder)

Sl	Particulars	Marks	Maximum marks
i)	No. of years of Registration with ICAI : <ul style="list-style-type: none"> • Minimum 10 Years • Above 10 Years up to 25 Years • Above 25 Years 	5 Marks 10 Marks 15 Marks	15 Marks
ii)	No. of CA Partners and CA Employee <ul style="list-style-type: none"> • Between 5 to 7 nos. • Between 7 to 10 nos. • Above 10 nos. 	15 Marks 20 Marks 25 Marks	25 Marks
iii)	No of Assignment of Audit conducted in last Five Years of State Government/ Department/State or centrally aided project/ PSU (Except bank) <ul style="list-style-type: none"> • Minimum 10 assignment • 11 assignment to 20 Assignment • 20 Assignment and above 	15 Marks 20 Marks 25 Marks	25 Marks
iv)	Average Turnover of the Audit Firm (last three financial year i.e 2022-23 to 2024-25) <ul style="list-style-type: none"> • Minimum 25 Lakh and up to 50 Lakh • Above 50 Lakh and up to 75 Lakh • Above 75 Lakh and up to 100 Lakh • Above 100 Lakh 	10 Marks 15 Marks 20 Marks 25 Marks	25 Marks
v)	Head office or Branch Office of Firm in Jharkhand <ul style="list-style-type: none"> • Head Office • Branch Office 	10 Marks 05 Marks	10 Marks
TOTAL TECHNICAL BID SCORE			100 Marks