

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-04-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-04-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Tribal Affairs
विभाग का नाम/Department Name	Ministry Of Tribal Affairs
संगठन का नाम/Organisation Name	Tribal Co-operative Marketing Federation Of India (trifed)
कार्यालय का नाम/Office Name	Trifed
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework, Review of Financial Statements, As per EOI Document; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	6 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
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 मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	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	2500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	IDBI Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

(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.

लभार्थी /Beneficiary :

Assistant Manager (Audit)

Trifed, Ministry of Tribal Affairs, Tribal Co-operative Marketing Federation of India (TRIFED), Ministry of Tribal Affairs

(Karan Kumar)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.

5. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

APPLICATION FORM FOR APPOINTMENT OF STATUTORY AUDITOR OF TRIFED (F.Y. 2023-24, 2024-25 & 2025-26) - [1775565545.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1775567120.pdf](#)

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Details of Personnel engaged with the Firm	20	8	View File
Experience of the Firm in Audit Assignments	25	10	View File
Number of Years of Partnership or Existence of Firm	25	10	View File
Average Annual Turnover of the Firm during FY 2022-23, 2023-24 and 2024-25	10	4	View File
Average Annual Net Profit of the Firm during FY 2022-23, 2023-24 and 2024-25	10	4	View File
Pan India Audit Coverage potential	10	4	View File

Total Minimum Qualifying Marks for Technical Score: 40

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Financial Reporting Framework, Review Of Financial Statements, As Per EOI Document; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ / Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework , Review of Financial Statements , As per EOI Document
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 , Internal control of financial , Reliability of financial reporting , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Treasury operations , Internal Control over Financial Reporting , As per EOI Document
Type of Industries/ Functions	As per EOI Document , Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Ankur Mishra	110020,Tribal Co-Operative Marketing Development Federation of India Limited (TRIFED), NSIC Business Park, NSIC Estate, Okhla Phase III, Okhla Industrial Area, New Delhi, Delhi 110020	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. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

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

3. **Generic**

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

4. **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.

5. **Service & Support**

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

6. **Service & Support**

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

7. **Service & Support**

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

8. **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.

9. **Payment**

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

10. **Past Project Experience**

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

11. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

TRIFED
payable at
New Delhi

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

12. 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---



**Government of India
Ministry of Tribal Affairs
Tribal Co-operative Marketing Development Federation of India Ltd. (TRIFED)
Head Office New Delhi
(Audit Division)**

**Core No. 011-A, Ground Floor,
MDBP Building, NSIC Business Park,
Okhla Industrial Area Phase - III,
New Delhi – 110020
E-mail: trifedauditdivision@gmail.com**

**EXPRESSION OF INTEREST (EOI)
FOR
APPOINTMENT OF STATUTORY AUDITOR
(F.Y. 2023-24, 2024-25 & 2025-26)
FOR
TRIBAL CO-OPERATIVE MARKETING
DEVELOPMENT FEDERATION OF INDIA
LIMITED
(TRIFED)**

**Index of Expression of Interest (EOI) for Appointment of Statutory Auditor for
Tribal Co-operative Marketing Development Federation of India Limited
(TRIFED)**

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1. Details of Expression of Interest:

S. No.	Particulars	Details
(i)	Date of Publishing on GeM Portal	7 th April, 2026
(ii)	Last date & time of submission of Bids	7 days from the date of publishing i.e., 14 th April, 2026.
(iii)	Date & Time of Opening of Technical Bids	As per the GeM Bid Document.
(iv)	Date & Time of Opening of Financial Bids	As per the GeM Bid Document.
(v)	Address of Submission of Bids	On GeM Portal
(vi)	Fees for Expression of Interest	Nil
(vii)	Contact Details for any Clarification	<p>(a) Naresh Kumar Bhugra (Deputy Manager, Finance) Mob: 9899576707 Mail: nareshbhugra@trifed.nic.in</p> <p>(b) Karan Kumar (Assistant Manager, Audit) Mob: 9971233280 Mail: karan.k@gov.in</p> <p>(c) Ankur Mishra (JCA, Audit) Mob: 8279654805 Mail: ankur.mishra@trifed.nic.in</p> <p>(d) TRIFED Audit Division: trifedauditdivision@gmail.com</p>

Note: Any Corrigendum/ Extension of dates/Clarifications/Responses to bidders' queries in respect of this EOI shall only be posted on GeM portal and no separate notification shall be issued elsewhere.

Disclaimer:

- (i) The information contained in this EOI document or information provided subsequently to auditors whether verbally or in documentary form by or on behalf of TRIFED, is provided to the auditors on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.
- (ii) This EOI document is not an agreement and is not an offer or invitation by Authority to any parties other than the applicants who are qualified to submit the bids ('auditors'). The purpose of this EOI is to provide the auditors with information to assist in the formulation of their proposals. This EOI does not claim to contain all the information each auditor may require. Each auditor should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this EOI and where necessary obtain independent advice. Authority makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this EOI. Authority may in its absolute discretion, but without being under any obligation to do so, update, amend, or supplement the information in this EOI.



2. About TRIFED:

- Tribal Co-operative Marketing Development Federation of India Limited (TRIFED) was registered on 06.08.1987 as a National Level Cooperative Federation under the Multi-State Cooperative Societies Act, 1984 vide Registration no. MSCS Act/CR-2/87 with its principal place and registered office in Delhi and has operations across India.
- TRIFED is functioning under the administrative control of the Ministry of Tribal Affairs, Govt. of India.
- The main objective of TRIFED is to serve the interests of its members in more than one state for the social and economic betterment of its members by conducting its affairs in a professional, democratic, and autonomous manner through self and mutual cooperation for undertaking marketing development of the tribal producer.
- As part of its marketing development activities TRIFED is engaged in marketing tribal handicrafts/handloom and other natural products through the network of “TRIBES INDIA” outlets across India and online through tribesindia.com and other major portals.
- TRIFED is also the nodal agency for the implementation of the Pradhan Mantri Janjatiya Vikas Mission (PMJVM), PM JANMAN, PTP-NER and TRIFOOD Scheme of the Ministry of Tribal Affairs (MOTA) and is engaged in establishing “Van Dhan Vikas Kendra Clusters” for value addition of locally available Forest/Agricultural/Horticulture produces; presently this scheme is operational in 22 States and 2 UTs.
- TRIFED has a chain of 114 Tribes India Outlets across the country through which Retail Operations are governed by using Retail Inventory Software (RIS) which is a server-based SQL software through which data can be extracted through Structured Queries.

3. Purpose of Statutory Audit:

- (i) The purpose of the Statutory Audit is to provide an independent examination of the financial statements of TRIFED and to express an opinion on whether the financial statements present a true and fair view of the financial position and financial performance of TRIFED, in accordance with the applicable accounting standards and statutory provisions.
- (ii) The Statutory Audit shall be conducted in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India (ICAI) and the applicable provisions of the Multi-State Co-operative Societies Act, 2002 and the rules framed thereunder, along with other applicable statutory and regulatory requirements.
- (iii) In this regard, TRIFED invites proposals from eligible Chartered Accountant Firms for conducting the Statutory Audit of TRIFED for the Financial Years 2023–24, 2024–25 and 2025-26, covering the Head Office, Regional Offices, warehouses/godowns, Tribes India outlets, e-commerce operations, and other operational units of TRIFED across the country.

4. Scope of Work:

The Statutory Audit shall be conducted in accordance with:

- The **Multi-State Co-operative Societies Act, 2002 (as amended)** and applicable Rules;
- **Standards on Auditing (SAs)** issued by the Institute of Chartered Accountants of India (ICAI);
- Applicable accounting standards as notified;
- Guidance notes and other pronouncements issued by ICAI.



The Statutory Auditor shall conduct an independent audit of the financial statements of TRIFED and express an opinion on whether the financial statements present a **true and fair view** of the financial position and results of operations of TRIFED.

The scope of work shall broadly include the following:

(i) Audit of Financial Statements

Audit of the following financial statements of TRIFED:

- Balance Sheet
- Income & Expenditure Account
- Receipt & Payment Account (where applicable)
- Cash Flow Statement
- Notes to Accounts
- Significant Accounting Policies for the relevant financial years.

(ii) Examination of Books and Records

Verification and examination of:

- Books of account and accounting records maintained by TRIFED
- Supporting vouchers and documentation
- Bank accounts and bank reconciliation statements
- Fixed assets and inventory records
- Advances, deposits, receivables and payables
- Grants, subsidies and scheme-related funds

(iii) Review of Internal Financial Controls

Evaluation of the adequacy and effectiveness of:

- Internal financial controls
- Accounting systems
- Risk management processes
- Compliance mechanisms relevant to financial reporting.

(iv) Compliance Verification

Verification of compliance with applicable statutory provisions including but not limited to:

- Multi-State Cooperative Societies Act and Rules
- Income Tax Act
- Goods and Services Tax (GST)
- Other applicable statutory laws and regulations.

(v) Verification of Schemes and Grants

Verification that:

- Grants received from Government or other agencies are accounted for properly.
- Funds are utilized for the purposes for which they were sanctioned.
- Utilization Certificates, wherever required, are based on proper records.

(vi) Physical Verification

Review of Physical verification of inventories and fixed assets conducted by the management & Internal Auditors and reconciliation of the same with books of account. The auditor may carry out test checks wherever considered necessary.

(vii) Audit Coverage

The statutory audit shall cover:

- TRIFED Head Office
- All Regional Offices
- Warehouses/Godowns
- Tribes India Retail Outlets
- E-commerce operations
- Any other operational units of TRIFED.

Audit procedures may be carried out on a **test check basis**, depending on materiality and risk assessment.

(viii) Communication with Management

The auditor shall:

- Discuss key audit findings with the management.
- Highlight significant weaknesses in internal control systems.
- Report instances of fraud, irregularities or financial mismanagement, if observed.

(ix) Exit Meeting

The auditor shall conduct an **exit meeting** with the management before finalizing the audit report.

5. Audit Report:

The Statutory Auditor shall issue an **Independent Auditor's Report** on the financial statements of TRIFED in accordance with **Standards on Auditing issued by ICAI**.

The Audit Report shall contain the following components:

(i) Independent Auditor's Opinion

The auditor shall express an opinion on whether the financial statements:

- Give a **true and fair view** of the financial position of TRIFED;
- Are prepared in accordance with applicable accounting standards;
- Comply with relevant statutory provisions.

(ii) Basis for Opinion

The report shall describe:

- Audit procedures performed
- Standards on Auditing followed
- Basis for forming the audit opinion.

(iii) Key Audit Matters (where applicable)

Identification of significant audit matters encountered during the audit.

(iv) Responsibilities of Management

The report shall state that:

- Preparation of financial statements is the responsibility of management.
- Management is responsible for maintaining adequate accounting records and internal controls.

(v) Responsibilities of the Auditor

The auditor shall state that the audit was conducted in accordance with Standards on Auditing issued by ICAI, and describe the auditor's responsibilities.

(vi) Report on Other Legal and Regulatory Requirements

The auditor shall also report on compliance with:

- Multi-State Cooperative Societies Act provisions
- Statutory dues and regulatory compliance
- Any other legal requirements applicable to TRIFED.

(vii) Management Letter

In addition to the audit report, the auditor shall submit a Management Letter highlighting:

- Internal control weaknesses
- Financial management issues
- Non-compliance observations
- Recommendations for improvement.

(viii) Submission of Reports

The Statutory Auditor shall submit the following within 30 days of completion of audit:

- Signed Audit Report
- Consolidated and RO wise Audited Financial Statements
- Management Letter
- Audit Observations Report

6. Rights of the Statutory Auditor

The Statutory Auditor has rights of access to all TRIFED records, information and assets which considers necessary to fulfill the responsibilities. The Statutory Auditor shall have the right of direct access to the Head of the Audit Division, TRIFED.



7. Eligibility Criteria for Statutory Auditor

- (i) The audit firm should be empaneled with the office of the Comptroller & Auditor General of India for the audit period.
- (ii) The CA firm should be in the empaneled list provided by the Central Registrar of Cooperative Societies.
- (iii) The audit firm should have its Head Office in New Delhi
- (iv) The audit firm must have its Branch offices or affiliated or associate CA firms in at least four (4) cities/ states as the Regional Offices of TRIFED
- (v) The audit firm should have adequate experience in conducting statutory/internal/concurrent audits of Government Departments, PSUs, Autonomous Bodies or organizations governed by Statutory Acts.
- (vi) The audit firm should have at least 5 partners, out of which 3 partners must have a minimum of 10 years of audit experience, and the other partners should have 5 years of experience.
- (vii) The Average Annual Turnover (AAT) of the Audit firm shall be at least Rs. 1 crore during the last three preceding financial years (namely, 2022-23, 2023-24 & 2024-25).

Declaration: The Audit Firms while expressing their interest shall be required to submit a declaration on their letterhead that details furnished in this regard are true and correct. Any incorrect information furnished by the applicant shall lead to the rejection of the application.

8. Application Format

The interested firms shall submit their application strictly in the prescribed format as per **Annexure-A**, along with all required supporting documents, in full compliance with the “Instructions for Filling the Application Form” contained in **Annexure-B**.

9. Quotation Format

The interested firms shall submit their quotation strictly in the prescribed format as per **Annexure-C**, in full compliance with the “Instructions for Submission of Financial Quotes” contained in **Annexure-D**.

10. Selection of Statutory Auditor

The selection of a Statutory Auditor will be done on the basis of the evaluation criteria attached in **Annexure - E & Annexure – F**

11. Statutory Audit Fees

The Audit fees shall be released as per the following schedule:

- (i) Audit Fees shall be released after submission of the **Final Statutory Audit Report** and invoice upon completion of the audit assignment or as deemed fit by the Competent Authority.



- (ii) The concerned Regional Offices are responsible to make all necessary arrangements for the audit and to reimburse out-of-pocket expenses incurred by the Audit team, contingent upon the submission of valid bills and invoices, with due intimation to the Head Office.
- (iii) The entitlements of the various facilities like travelling/lodging, food, local conveyance etc. will be regulated as per the extant guidelines of Government of India applicable in TRIFED in accordance with the provisions of 7th CPC and GFR-2017.
- (iv) For partners/proprietors of the firm/ fully qualified Chartered Accountants as per Level 10 of 7th CPC and for other staff as per Level 6 of 7th CPC.
- (v) Any other charges/ entitlements will also be regulated as per para (iii) & (iv) above.

12. Statutory Audit Reporting Format

The statutory auditor shall submit:

- Independent Auditor's Report
- Audited Financial Statements
- Management Letter
- Audit Observations Report.

Reports shall be submitted in both hard copy and soft copy format.

13. Data, Services, and facilities to be provided by TRIFED:

All the documents, access to RIS Software & Tally Software, copies of the agreement, and relevant papers needed for such audit will be provided by TRIFED. The auditor would be given access to all documents correspondence and any other information relating to the activities of TRIFED which is deemed necessary by the auditor for carrying out such audit.

14. Period, Timing, and Coverage of Statutory Audit

The Statutory Audit for Financial Years 2023–24, 2024–25 and 2025–26 shall be undertaken concurrently, considering that all the aforesaid financial years have already concluded.

The selected Statutory Auditor shall deploy adequate and qualified resources to carry out the audits in parallel and shall ensure completion of the audit for FY 2023–24 and FY 2024–25 within a period of four (4) months from the date of issuance of the Letter of Award (LoA), preferably by 01.09.2026, covering all aspects specified under Clause 4: Scope of Statutory Audit.

Further, the Statutory Auditor shall ensure completion of the audit for FY 2025–26 within a period of six (6) months from the date of issuance of the Letter of Award (LoA), preferably by 01.11.2026, covering all aspects specified under Clause 4: Scope of Statutory Audit.

The Auditor shall ensure appropriate manpower planning and resource deployment to meet the above timelines without compromising the quality and comprehensiveness of the audit.

In exceptional circumstances, an extension of the audit timeline may be granted for a maximum period of one (1) month, subject to approval of the Competent Authority, upon submission of a duly justified written request by the Statutory Auditor.

15. Earnest Performance Bank Guarantee (ePBG)

1. All bidders shall furnish an Earnest Performance Bank Guarantee (ePBG) equivalent to 3% of the bid value.
2. EPBG shall be submitted as a Bank Guarantee (BG) from a scheduled commercial bank in favour of TRIFED, New Delhi.
3. EPBG shall remain valid for 60 days beyond the bid validity period.
4. EPBG shall be invoked in case of:
 - a) Withdrawal or modification of bid during validity;
 - b) Non-compliance with TRIFED instructions during bid evaluation;
 - c) Failure to execute the contract after award;
 - d) Submission of false or misleading information in support of the bid.
5. EPBG of unsuccessful bidders shall be released within 30 days of contract award.
6. EPBG of successful bidder shall be released after submission of Performance Security and signing of the contract.

16. Other terms & conditions

- (i) Interested firms of Chartered Accountants which meet the eligibility criteria, may furnish their Expression of Interest in the Application Format along with all the necessary certificates, documents, declarations etc.
- (ii) Any firm not qualifying the eligibility criteria elaborated in clause 7 above with minimum requirements need not apply as their Expression of Interest (EOI) shall be summarily rejected.
- (iii) If in the case at any stage it is brought to the knowledge of TRIFED that any disciplinary action/pending cases are with ICAI/GOI over the firm/partner, the firm may be disqualified. A notarized declaration is required to be submitted by the firm.
- (iv) Expression of Interest with requisite documents should be submitted on the Government e-Marketplace (GeM) Portal.
- (v) The interested firm shall provide a detailed breakup of the fees in the financial quotation, including the professional fees for the audit assignment for each financial year (FY 2023–24, FY 2024–25 and 2025-26). All applicable taxes The quotation shall also clearly specify the total consolidated amount for the entire assignment covering both financial years.
- (vi) In accordance with the Council General Guideline No. 1-CA(7)/03/2016 dated 07.04.2016 issued by the Institute of Chartered Accountants of India (ICAI), the minimum professional fee for the Statutory Audit assignment of TRIFED has been fixed at ₹3,43,000/- (Rupees Three Lakh Forty-Three Thousand only) plus applicable GST per financial year, with total of Rs. 10,29,000/- plus applicable GST for the Audit Period of 3 (Three) Financial Years, i.e., 2023-24, 2024-25, and 2025-26. Bidders are advised to quote their financial proposals accordingly and provide a realistic financial quotation commensurate with the scope of work.
- (vii) Further, quotations that are abnormally low, including those substantially below the Estimated Bid Value (EBV) or below thresholds prescribed under the GeM portal (such as quotations falling



below 20% of the EBV) may be subject to detailed scrutiny. In such cases, the bidder may be required to provide a written justification for the quoted amount. If the justification is found to be unsatisfactory or if the system constraints of the GeM portal do not permit award at such value, TRIFED reserves the right to reject such quotation or take appropriate action in accordance with GeM procedures, without affecting the integrity of the procurement process.

- (viii) TRIFED shall not be liable for non-receipt/late receipt of any of the Applications.
- (ix) There shall be no fees for the application.
- (x) Queries, if any, in this regard may be asked at **trifedauditdivision@gmail.com**
- (xi) TRIFED reserves the right to reject any of the applications without assigning any reason at any time and may call for any other details or additional information from any of the applicants at its own discretion. Non-submission of details sought will render the firm ineligible for the assignment. In this regard, the decision of TRIFED shall be final for all the applicants.
- (xii) The decision of the TRIFED shall be final as regards the criteria to finalize the firm out of the applications so received and the selection of the auditor.
- (xiii) Incomplete applications shall be summarily rejected.
- (xiv) Audit shall be conducted by the appointed CA firm or affiliated/associate CA firm only.
- (xv) The CA firm should possess the capability to conduct statutory audits simultaneously for multiple TRIFED offices and retail outlets across different locations. The list of regional offices to be visited during the course of audit is as follows:

S.No.	Head Office	Office Address
1.	Tribal Co-Operative Marketing Development Federation of India Limited (TRIFED)	NSIC Estate, Okhla Phase III, Okhla Industrial Area, New Delhi, Delhi 110020

S.No.	Regional Office	Office Address
1.	Hyderabad, Andhra Pradesh & Telangana	No.5, First Floor, Chenetha Bhawan, Nampally, Hyderabad – 500001, Telangana
2.	South (Bangalore)	KOKARYA, Business Synergy Center, No. 26, Second Floor, Infantry Road, Bengaluru – 560001, Karnataka
3.	Raipur, Chhattisgarh	Ashirwad Bhawan, Plot No.7 Behind Mata Garage, In Front of Jai Bhole Complex, Pandri, Raipur- 492004, Chhattisgarh
4.	Central Warehouse Unit, Pusa Road, Delhi	TRIFED Godown, Beej Bhawan, NSC, Pusa Complex, Near SBI New Delhi - 110 012
5.	Delhi NCR	TRIFED Godown, Beej Bhawan, NSC, Pusa Complex, Near SBI New Delhi - 110 012
6.	Gangtok, Sikkim	Tribes India Gangtok, 4th floor, Kanchenjunga shopping complex, Lal Market, Gangtok, East Sikkim-737101
7.	Ahmedabad, Gujarat	49, Ground Floor, Shakar Bhawan, Gujcomasol Building, Shrimali Society, Opp. Navrangpura Police Station, Navrangpura, Ahmedabad-380009



8.	NER (Guwahati)	Neramac Building, 04 th Floor near six mile Flyover Panjabari Road, Guwahati-781022
9.	Ranchi, Jharkhand	454-A, Road No.-5, Ashok Nagar, Ranchi-834002
10.	Mumbai, Maharashtra	Plot No.3, Sector-17, Opp. Khanda Colony, Near Panvel, Mumbai – Pune Highway Road, New Panevel [W], Navi Mumbai 410206, Maharashtra
11.	Bhopal, Madhya Pradesh	35, Shyamala Hills, Rajiv Gandhi Bhawan li, Ground Floor, - 4620011, Madhya Pradesh
12.	North (Chandigarh)	Plot No.5, C/O Central Warehousing Corporation Industrial Area Phase - II, Chandigarh- 160002
13.	Bhubaneshwar, Odisha	TRIFED, NCDC Premises, Ground Floor, Alok Bharati Complex, Sahid Nagar, Bhubaneshwar-751007, Odisha
14.	Jaipur, Rajasthan	Room No.406, 4th Floor, Nehru Sahakar Bhawan, Bhawani Singh Road Jaipur , Rajasthan
15.	Uttar Pradesh & Uttarakhand (Dehradun)	Ground Floor, UCRF Silk Park, Prem Nagar, Dehradun – 248 007(Uttarakhand)
16.	West Bengal and Andaman & Nicobar Islands (Kolkata)	Ground Floor, BSNL Telephone Exchange Admin Building, De Block Sec-1, Salt Lake, Kolkata - 700064, West Bengal

- (xvi) The CA firm must provide evidence of any appreciation letters or recognitions received in the last three years for conducting statutory/ internal/ concurrent audits for other organizations.
- (xvii) The CA firm should have prior experience in conducting statutory audits for organizations governed by the Multi-State Co-operative Societies Act.
- (xviii) The auditor shall maintain professional integrity and confidentiality of information obtained during the course of the audit.
- (xix) The auditor shall maintain strict confidentiality of all financial and operational information obtained during the course of the audit.
- (xx) Firms having any conflict of interest with TRIFED are not eligible to participate in the bid.
- (xxi) In case of any dispute or difference arising out of or in connection with any of the terms and conditions of the Assignment, in the first instance, the parties shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996, and any statutory modification or re-enactment thereof shall apply to these arbitration proceedings. Arbitration proceedings shall be held in New Delhi only and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both parties. All arbitral awards shall be in writing and shall state the reasons therefore.
- (xxii) Subject to the arbitration clause as mentioned above, the Courts at New Delhi shall have the exclusive jurisdiction to try any suit in the matter.



APPLICATION FORM

S. No.	Particulars to be furnished by the interested CA Firms	Supporting Documents/ Certificates to be attached
1.	Name of the Firm	Copy of Firm Registration Certificate issued by ICAI
2.	Address of Registered / Head Office	Address proof of the office (ICAI Firm Constitution Certificate / Registration Certificate)
3.	Address of Branch Offices (if any)	Documentary proof indicating branch offices as per ICAI Firm Constitution Certificate
4.	ICAI Firm Registration Number (FRN)	Copy of Firm Constitution Certificate issued by ICAI
5.	ICAI Empanelment Number	Copy of ICAI empanelment details / relevant certificate
6.	Empanelment with Office of the Comptroller & Auditor General (CAG) for the relevant period	Copy of CAG Empanelment Letter / Certificate for the relevant financial years
7.	Empanelment with Office of the Central Registrar of Cooperative Societies (CRCS), Ministry of Cooperation, Government of India	Copy of valid empanelment certificate issued by the Office of CRCS
8.	PAN of the Firm	Copy of PAN Card of the Firm
9.	GST Registration Number of the Firm	Copy of GST Registration Certificate
10.	Date of Constitution of the Firm	Copy of Firm Constitution Certificate issued by ICAI
11.	Details of Personnel engaged with the Firm: (i) Number of Partners (ii) Number of FCA apart from Partners (iii) Number of ACA apart from Partners (iv) Number of Audit / Article Assistants	Self-declaration on the firm's letterhead along with ICAI Firm Constitution Certificate
12.	Experience of the Firm in Audit Assignments: (i). No. of Statutory Audits performed for Government Departments/ PSUs/ Autonomous Bodies/ Organizations governed by MSCS Act (ii). No. of Internal/ Concurrent Audits performed for Government Departments/ Externally Aided Projects/ Autonomous Bodies/ Organizations governed by MSCS Act (iii). No. of Internal/ Concurrent Audits performed for Banks / PSUs / Private companies	List of assignments on firm's letterhead along with copies of work orders / completion certificates / client certificates
13.	Number of Years of Partnership / Existence of Firm	Copy of Firm Constitution Certificate issued by ICAI
14.	Average Annual Turnover of the Firm during FY 2022-23, 2023-24 & 2024-25	Certificate from Chartered Accountant / Audited Financial Statements of the Firm
15.	Average Annual Net Profit of the Firm during FY 2022-23, 2023-24 & 2024-25	Certificate from Chartered Accountant / Audited Financial Statements of the Firm
16.	Details of Branch Offices located in cities where TRIFED Regional Offices exist (for Pan-India Audit Coverage evaluation)	Documentary proof such as ICAI Firm Constitution Certificate / address proof of branch offices

**Instructions for Filling the Application Form**

1. The interested Chartered Accountant firms shall submit their application strictly in the format prescribed in Annexure-A. The format shall not be altered, modified, or rearranged. All fields in the application form must be properly filled.
2. The application form must be duly completed, signed, and stamped by the authorized signatory of the firm.
3. Bidders are advised to carefully read the eligibility criteria, evaluation criteria, and document requirements before filling the application form.
4. The bidders shall ensure that all information provided in the application form is accurate, complete, and supported by appropriate documentary evidence, wherever required.
5. All supporting documents relating to eligibility and evaluation criteria shall be submitted along with the Technical Bid on the GeM portal within the bid submission period.
6. The bidders shall mandatorily submit documentary evidence in respect of, but not limited to, the following:
 - (i). Firm Constitution Certificate issued by ICAI
 - (ii). Empanelment Certificate issued by the the Office of the Comptroller and Auditor General (CAG)
 - (iii). Supporting Document regarding empanelment with the Office of the Central Registrar of Cooperative Societies (CRCS)
 - (iv). PAN and GST Registration Certificate of the firm
 - (v). Documents relating to staff strength, experience, turnover, and net profit
 - (vi). Documentary proof of branch offices, wherever applicable.
7. Bidders are encouraged to ensure that all required supporting documents are uploaded and clearly legible, so that the Evaluation Committee can verify the information furnished in the application form without any ambiguity.
8. Incomplete applications, applications not submitted in the prescribed format, or applications submitted without the required supporting documents may be liable for rejection during technical evaluation.
9. The information furnished in the application form must correspond with the supporting documents submitted. Any discrepancy may lead to rejection of the application.
10. TRIFED reserves the right to seek clarification or verification of documents submitted by the bidders, wherever required during the evaluation process.
11. Bidders are advised to ensure that all required supporting documents are submitted along with the technical bid within the prescribed bid submission period. In case any clarification is sought by TRIFED during the evaluation process, the bidders shall submit the required clarifications and supporting documents within the stipulated time provided through the GeM portal. Documents submitted after the prescribed clarification window or through other modes such as email may not be considered for evaluation, particularly where such documents relate to eligibility criteria required to be established as on the bid closing date.



Format for Submission of Financial Quote

The Financial Quote shall be submitted by the bidder strictly in the following format on the firm's letterhead:

1. Details of the Bidder

- (i) Name of the Firm: _____
(ii) Address: _____
(iii) ICAI Firm Registration Number (FRN): _____
(iv) Contact Person: _____
(v) Contact Details (Mobile & Email): _____

2. Financial Quote for Statutory Audit Assignment

S. No.	Particulars	FY 2023–24 (₹)	FY 2024–25 (₹)	FY 2025–26 (₹)	Total (₹)
1	Professional Fees for Statutory Audit				
2	Applicable GST (to be quoted separately)				
3	Total Professional Fees including GST				

Note: Out-of-pocket expenses shall be reimbursed on actual basis subject to submission of valid supporting documents and in accordance with applicable TRIFED / Government of India norms.

3. Total Consolidated Financial Quote

Total Quote for the Assignment (FY 2023–24, FY 2024–25, and 2025-26) (Inclusive of Professional Fees and GST, excluding reimbursable OPE): ₹ _____ (in figures) / Rupees _____ only (in words)

4. Compliance with ICAI Guidelines

We hereby confirm that:

- (i) The quoted professional fee is in compliance with Council General Guideline No. 1-CA(7)/03/2016 dated 07.04.2016 issued by ICAI.
- (ii) The quoted fee is not less than the prescribed minimum fee of ₹3,43,000/- per financial year plus applicable GST with total of Rs. 10,29,000/- plus applicable GST for the Audit Period of 3 (Three) Financial Years, i.e., 2023-24, 2024-25 and 2025-26.
- (iii) The financial quote is reasonable and commensurate with the scope of work defined in the bid document.



5. Declaration

We hereby declare that:

- (i) The above financial quote has been prepared after considering the complete scope of work, terms & conditions, and timelines specified in the bid document.
- (ii) No additional charges shall be claimed other than those specified above, except reimbursable out-of-pocket expenses as per actuals and applicable norms.
- (iii) The quoted price shall remain firm and valid for the entire duration of the assignment.

Authorized Signatory

Signature with Seal of the Firm: _____

Name: _____

Designation: _____

Date: _____

Place: _____



Instructions for Submission of Financial Quotes

1. The participating bidders shall submit their Financial Quote strictly in the format prescribed in Annexure-C. The format shall not be altered, modified, or rearranged.
2. The Financial Quote shall be submitted on the GeM portal only, in accordance with the prescribed financial bid format, within the stipulated bid submission period.
3. The bidders shall ensure that the financial quotation includes a complete break-up of fees, covering professional Fees for Statutory Audit for FY 2023–24 and FY 2024–25 separately, applicable GST (to be indicated separately), and total consolidated amount for the entire assignment. The bidders shall ensure that the financial quote is inclusive of all costs required for execution of the assignment, except those specifically stated as reimbursable.
4. The bidders shall comply with the Council General Guideline No. 1-CA(7)/03/2016 dated 07.04.2016 issued by ICAI, and accordingly the quoted professional fee shall not be less than ₹3,43,000/- plus applicable GST per financial year, with total of Rs. 10,29,000/- (Rupees Ten Lakh Twenty -Nine Thousand only) plus applicable GST for the Audit Period of 3 (Three) Financial Years, i.e., 2023-24, 2024-25 and 2025-26.
5. The bidders are advised to submit a realistic and reasonable financial quotation commensurate with the scope of work. Quotations that are abnormally low, including those significantly below the Estimated Bid Value (EBV) or below thresholds prescribed on the GeM portal (such as below 20% of the EBV), may be subject to scrutiny and may be rejected or not considered for award, or may attract system-imposed restrictions under applicable GeM provisions.
6. The financial quote shall be firm and final, and no escalation in price shall be permitted during the tenure of the assignment.
7. Conditional financial quotes or quotes with hidden costs, qualifications, or deviations from the prescribed format shall be liable for rejection.
8. The bidders shall ensure that the financial quote submitted on the GeM portal is consistent with the details provided in Annexure-C. In case of any discrepancy, the quote submitted on GeM shall prevail.
9. Any arithmetical errors, inconsistencies, or incomplete financial information may render the bid liable for rejection.
10. The bidders shall note that only those participating bidders who qualify in technical evaluation shall be considered for financial evaluation.
11. TRIFED reserves the right to seek clarification or justification in respect of the financial quote, wherever required during evaluation.
12. The decision of TRIFED regarding evaluation of financial bids, determination of reasonableness of rates, and final selection shall be final and binding on all participating bidders.



Technical Evaluation Matrix for Evaluation and Scoring

S. No.	Particulars	Details to be furnished by the Bidder	Marks	Cut- off Score															
1.	Brief Profile of the Firm [Mandatory Requirement: Firm Constitution Certificate issued by ICAI as on the date of EoI]	(i) Name of Audit Firm: (ii) Address of H.O: (iii) Address of Branch (iv) Contact Nos.: (v) PAN of Firm.: (vi) GST No. of Firm.: (vii) Date of Incorporation of Firm.: (viii) Firm Registration No. [FRN] with ICAI. :	NA	NA															
2.	Firm Empanelment with O/o CAG and O/o CRCS for the FY 2023-24 & 2024-25	Empanelment No. Letter reference no..	NA	NA															
3.	Details of Personnel engaged with the firm: Criteria for Marks Allocation	(i) No. of Partners: (ii) No. of FCA's apart from Partners: (iii) No. of ACA's apart from Partners: (iv) No. of Audit/Article Assistants:	20	8															
	<table border="1"> <thead> <tr> <th>Case</th> <th>Condition</th> <th>Maximum Marks</th> </tr> </thead> <tbody> <tr> <td>No. of Partners</td> <td>1 mark for each, subject to max. 5 marks</td> <td>5</td> </tr> <tr> <td>No. of FCA's apart from partners</td> <td>1 mark for each, subject to max. 5 marks</td> <td>5</td> </tr> <tr> <td>No. of ACA's apart from partners</td> <td>1 mark for each, subject to max. 5 marks</td> <td>5</td> </tr> <tr> <td>No. of Audit/Article Assistants</td> <td>1 mark for each, subject to max. 5 marks</td> <td>5</td> </tr> </tbody> </table>	Case	Condition	Maximum Marks	No. of Partners	1 mark for each, subject to max. 5 marks	5	No. of FCA's apart from partners	1 mark for each, subject to max. 5 marks	5	No. of ACA's apart from partners	1 mark for each, subject to max. 5 marks	5	No. of Audit/Article Assistants	1 mark for each, subject to max. 5 marks	5			
Case	Condition	Maximum Marks																	
No. of Partners	1 mark for each, subject to max. 5 marks	5																	
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No. of ACA's apart from partners	1 mark for each, subject to max. 5 marks	5																	
No. of Audit/Article Assistants	1 mark for each, subject to max. 5 marks	5																	
4.	Experience in Internal/Concurrent/Statutory Audit Assignments Criteria for Marks Allocation	(i) No. of Statutory assignments of Government departments/ Externally Aided Govt. Projects undertaken/ organizations governed by MSCS Act: (ii) No. of Internal / Concurrent Audit Assignments of Government Departments/ Externally Aided Govt. Projects undertaken/ organizations governed by MSCS Act: (iii) No. of Other Internal/ Concurrent Audit assignments of Banks/ PSUs /Private Sectors undertaken/ organizations governed by MSCS Act:	25	10															
	<table border="1"> <thead> <tr> <th>Case</th> <th>Condition</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>No. of Statutory Audits performed for Government Departments/ PSUs/ Autonomous Bodies/ Organizations governed by MSCS Act</td> <td>1 mark for each assignment subject to max. 10 marks</td> <td>10 Marks</td> </tr> <tr> <td>No. of Internal/ Concurrent Audits performed for Government Departments/ Externally Aided Projects/ Autonomous Bodies/ Organizations governed by MSCS Act</td> <td>1 mark for each assignment subject to max. 10 marks</td> <td>10 Marks</td> </tr> <tr> <td>No. of Internal/ Concurrent Audits performed for Banks / PSUs / Private companies</td> <td>1 mark for each assignment subject to max. 5 marks</td> <td>5 Marks</td> </tr> </tbody> </table>	Case	Condition	Marks	No. of Statutory Audits performed for Government Departments/ PSUs/ Autonomous Bodies/ Organizations governed by MSCS Act	1 mark for each assignment subject to max. 10 marks	10 Marks	No. of Internal/ Concurrent Audits performed for Government Departments/ Externally Aided Projects/ Autonomous Bodies/ Organizations governed by MSCS Act	1 mark for each assignment subject to max. 10 marks	10 Marks	No. of Internal/ Concurrent Audits performed for Banks / PSUs / Private companies	1 mark for each assignment subject to max. 5 marks	5 Marks						
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5.	No. of Years of completed since incorporation Criteria for Marks Allocation: (i) 1 Mark for each completed year of incorporation subject to a maximum of 25 marks for above 25 years of partnership (ii) The marks should be allotted from the year since when the firm has been incorporated.	No. of yrs. completed since incorporation:	25	10								
6.	Average Annual Turnover (AAT) of the firm during the last three Financial years (in lakhs) i.e. FY 2022-23, 2023-24 & 2024-25 Criteria for Marks Allocation <table border="1" data-bbox="156 734 715 875"> <thead> <tr> <th>Average Annual Turnover (AAT)</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than Rs. 40 lakhs</td> <td>1 Marks</td> </tr> <tr> <td>Rs. 40 lakhs to Rs. 1 crore</td> <td>4 Marks</td> </tr> <tr> <td>Above Rs. 1 crore</td> <td>10 Marks</td> </tr> </tbody> </table>	Average Annual Turnover (AAT)	Marks	Less than Rs. 40 lakhs	1 Marks	Rs. 40 lakhs to Rs. 1 crore	4 Marks	Above Rs. 1 crore	10 Marks	Average Annual Turnover (AAT) of the firm (i) FY 2022-23: (ii) FY 2023-24: (iii) FY 2024-25: (iv) Average Annual Turnover:	10	4
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7.	Average Annual Net Profit of the firm during the last three Financial years (in lakhs) i.e. FY 2022-23, 2023-24 & 2024-25 Criteria for Marks Allocation <table border="1" data-bbox="156 1070 715 1205"> <thead> <tr> <th>Average Annual Net Profit</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>Less than Rs. 20 lakhs</td> <td>1 Marks</td> </tr> <tr> <td>Rs. 20 lakhs to Rs. 50 lakhs</td> <td>4 Marks</td> </tr> <tr> <td>Above Rs. 50 Lakhs</td> <td>10 Marks</td> </tr> </tbody> </table>	Average Annual Net Profit	Marks	Less than Rs. 20 lakhs	1 Marks	Rs. 20 lakhs to Rs. 50 lakhs	4 Marks	Above Rs. 50 Lakhs	10 Marks	Average Annual Net Profit of the firm (i) FY 2022-23: (ii) FY 2023-24: (iii) FY 2024-25: (iv) Average Annual Net Profit:	10	4
Average Annual Net Profit	Marks											
Less than Rs. 20 lakhs	1 Marks											
Rs. 20 lakhs to Rs. 50 lakhs	4 Marks											
Above Rs. 50 Lakhs	10 Marks											
8	Pan-India Audit Coverage, i.e., No. of locations where the bidder's Head Office / Branch Office and TRIFED Regional Offices co-exist. Criteria for Marks Allocation 1 mark shall be awarded for each such city, subject to maximum 10 marks. Documentary proof such as ICAI Firm Constitution Certificate / Branch Office details must be submitted.	No. of locations where the bidder's Head Office / Branch Office and TRIFED Regional Offices co-exist:	10	4								
Total			100	40								

Since the method of Selection for Statutory Auditors will be on the basis of Quality-cum-cost Based Selection (QCBS), the technical proposals will be allotted a weightage of 70% (Seventy percent) while the financial proposals will be allotted a weight age of 30% (Thirty percent) in order to arrive at a composite score which means maximum 70 marks (100 x 70%) of the technical proposal can be considered to arrive at a composite score.

***TRIFED reserves all rights in case of tie situation or any other situation occurring during whole bidding process.**

QCBS Evaluation Formula

1. Selection Methodology

The selection of the Statutory Auditor shall be carried out on the basis of Quality-cum-Cost Based Selection (QCBS) method. Under this method:

- i. Technical Proposal shall carry a weightage of 70% (Seventy Percent).
- ii. Financial Proposal shall carry a weightage of 30% (Thirty Percent).

Only those bidders who secure the minimum qualifying marks in the technical evaluation shall be considered for financial evaluation.

2. Technical Score

The technical proposals submitted by the participating bidders shall be evaluated by the Evaluation Committee in accordance with the Technical Evaluation Matrix provided in Annexure-E. The Technical Score (T) shall represent the marks awarded to each participating bidder by the Evaluation Committee during technical evaluation, as updated on the GeM portal after completion of the technical evaluation process.

For the purpose of final ranking under the QCBS methodology, the technical scores shall be normalized as per the standard evaluation methodology followed on the GeM portal. The Normalized Technical Score (NT) shall be calculated using the following formula:

$$NT = \frac{T}{T_{max}} \times 100$$

Where:

NT = Normalized Technical Score

T = Technical marks obtained by the participating bidder (as updated on the GeM portal after technical evaluation)

T_{max} = Highest technical marks obtained among all participating bidders

3. Financial Score

Financial proposals of the technically qualified participating bidders shall be opened on the GeM portal. The participating bidder quoting the lowest financial price shall be assigned a Normalized Financial Score of 100, and the financial scores of other participating bidders shall be calculated inversely proportional to their quoted prices.

The **Normalized Financial Score (NF)** shall be calculated as follows:

$$NF = \frac{F_{min}}{F} \times 100$$

Where:

NF = Normalized Financial Score

F = Financial quote of the participating bidder

F_{min} = Lowest financial quote among all participating bidders

4. Calculation of Total Normalized Score

For the purpose of final ranking of participating bidders, the Total Normalized Score (TS) shall be calculated by applying the prescribed weightage to the normalized technical and financial scores.

The formula shall be as follows:

$$TS=(NT\times 0.70)+(NF\times 0.30)$$

Where:

TS = Total Normalized Score

NT = Normalized Technical Score

NF = Normalized Financial Score

The above normalization methodology is applied in accordance with the standard evaluation methodology adopted on the GeM portal for QCBS-based procurement.

5. Final Ranking of Participating Bidders

The participating bidders shall be ranked based on their Total Normalized Score (TS). The participating bidder obtaining the highest Total Normalized Score shall be ranked H-1, followed by bidders ranked H-2, H-3, and so on. The bidder ranked H-1 shall normally be considered for award of the assignment, subject to fulfilment of all bid conditions and approval of the Competent Authority.

6. Tie-Breaking Criteria

In the event that two or more bidders obtain the same combined score, the bidder securing higher technical marks shall be ranked higher.

7. Determination of Most Advantageous Bid

The bidder securing the highest Total Normalized Score (TS) shall be considered as the Most Advantageous Bidder (H-1) and shall be recommended for award of the contract, subject to approval of the Competent Authority.

8. Final Authority

TRIFED reserves the right to accept or reject any bid, or to annul the bidding process at any stage without assigning any reason, in accordance with applicable procurement rules. In case of any unforeseen situation during the evaluation process, the decision of TRIFED shall be final and binding on all bidders.