

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-06-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-06-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Electronics And Information Technology
विभाग का नाम/Department Name	Department Of Electronics And Information Technology
संगठन का नाम/Organisation Name	Centre For Development Of Advanced Computing (c-dac)
कार्यालय का नाम/Office Name	Mumbai
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id : Buyer Email id: gem-buy3-mum@cdac.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1 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
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	300000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.
4. 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.
5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

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

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

Financial Bid Format - [1781851654.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per Bid Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per Bid Document

Financial Audit Services - Audit Report; CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial
Type of Industries/Functions	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	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly

विवरण/ Specification	मूल्य/ Values
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Gracy Francis Abreo	400049,C-DAC, Gulmohar Cross Road No. 9, JVPD, Juhu, Mumbai 400049	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. 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.

3. 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.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The bidder should have an office/branch in Mumbai. Documentary proof of the office/branch address must be submitted along with the Technical Bid

5. Buyer Added Bid Specific ATC

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

6. Service & Support

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

7. Service & Support

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

8. 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.

9. 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.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.

4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---

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Non-Compliance of the above will lead to disqualification of bids.

ANNEXURE – A: AUTHORITY LETTER
(on Company Letterhead)

Date:

To,

**Executive Director,
Centre for Development of Advanced Computing (C-DAC),
Gulmohar Cross Road No. 9
Mumbai- 400 049, Maharashtra, INDIA**

Subject: **Authority Letter**

Reference: Tender for supply of.....

Bid No. :dt.....

Dear Sir,

We, M/s_____ (Name of the bidder) having registered office at _____ (address of the bidder) herewith submit our bid against the said tender document.

Mr./Ms. _____ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said RFP

Specimen Signature:

The undersigned is authorized to issue such authorization on behalf of us. For M/s

_____ (Name of the bidder)

Signature and company seal

Name

Designation

Email Mobile

No.

ANNEXURE – B: Additional Terms and Conditions (ATC) - Acceptance Letter
(on Company Letterhead)

Date:

To,

**Executive Director,
Centre for Development of Advanced Computing (C-DAC),
Gulmohar Cross Road No. 9
Mumbai- 400 049, Maharashtra, INDIA**

Sub: Acceptance of Terms & Conditions of the bid.

Gem Bid No: _____ dated _____
Name of Gem Bid / Work: _____

Dear Sir,

I/ We have downloaded / obtained the Gem Bid document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

<http://gem.gov.in/>_____

given in the above mentioned website(s).

- 1) I / We hereby certify that I / we have read the entire terms and conditions of the mentioned Bid document (including all documents like Annexure(s) which form part of the Bid and I / we shall abide hereby the terms / conditions / clauses contained therein.
- 2) The Corrigendum(a) issued from time to time by C-DAC, have also been taken into consideration, while submitting this acceptance letter.
- 3) I / We hereby unconditionally accept the tender conditions of above mentioned Bid Document(s) / Corrigendum(s) in its totality / entirety.
- 4) Liquidated Damages: If the Seller fails to deliver any or all of the Goods/Services within the original/re-fixed Delivery/Time period(s) specified in the Contract, the Purchaser will be entitled to deduct/recover the Liquidated Damages for the delay, (unless covered under Force Majeure conditions prescribed on GeM), @ 0.5% per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.
- 5) In case the tender item cannot be split or divided, etc., the MSE quoting a price within the band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering the spirit of the Policy for enhancing Govt. Procurement from MSEs.
- 6) C-DAC also have reserve right to cancel bid at any stage.

In case any provisions of this Gem Bid are found to be violated, then C-DAC shall, without Prejudice to any other right or remedy, be at liberty to reject this bid.

Yours faithfully,

(Signature of the Bidder, with Official & Seal)

ANNEXURE – C: Bid Security Declaration Form

(on Company Letterhead)

Date: _____

Gem Bid No: _____ dated _____

Name of Gem Bid / Work: _____

To

**Executive Director,
Centre for Development of Advanced Computing (C-DAC) ,
Gulmohar Cross Road No. 9
Mumbai- 400 049, Maharashtra, INDIA**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Authorised Signatory
(Name & Signature)
(Company's Seal)

ANNEXURE D: DECLARATION-LAND BORDER SHARING
(on Company Letterhead)

To,
Executive Director,
Centre for Development of Advanced Computing (C-DAC) ,
Gulmohar Cross Road No. 9
Mumbai- 400 049, Maharashtra, INDIA

Ref: Tender / Bid No. dt.

We have read the clause mentioned in Order (Public Procurement No. 1) No. F.No.6/18/2019-PPD of Public Procurement Division, Department of Expenditure, Ministry of Finance dated 23rd July 2020 and further Order/OMs regarding restrictions on procurement from a bidder of a country which shares a land border with India.

In view of this, we certify that,

a. We are not from a country sharing land border with India and any registration as mentioned in said OM is not applicable to us.

For (Name of Bidder)

Authorised Signatory
(Name & Signature)
(Company's Seal)

ANNEXURE E: NON-BLACKLISTING/DEBARRING LETTER
(on Company Letterhead)

To,

**Executive Director,
Centre for Development of Advanced Computing (C-
DAC) ,
Gulmohar Cross Road No. 9
Mumbai- 400 049, Maharashtra, INDIA**

Ref: Tender / Bid No. dt.

I/we hereby certify that the our firm
namely..... has not been
Blacklisted/debarred by any Central/State Government/Public Undertaking/Institute/C-DAC
nor any criminal case registered / pending against the firm or its owner / partners anywhere
in India (or) against any of its branches (or) partners abroad during the last 3 years. Further,
we confirm the following that we are:

- a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- b) not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- c) not have a conflict of interest in the procurement in question as specified in the bidding document.
- d) comply with the code of integrity as specified in the bidding document.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorised Signatory
(Name & Signature)
(Company's Seal)

ANNEXURE F: Make in India Declaration
(on Company Letterhead)

To,
Executive Director,
Centre for Development of Advanced Computing (C-DAC) ,
Gulmohar Cross Road No. 9
Mumbai- 400 049, Maharashtra, INDIA

Ref: Tender / Bid No. dt.

I _____ S/o, D/o, W/o _____, Resident of _____ do hereby solemnly affirm and declare as under that:

1. I will agree to abide by the terms and conditions of subject tender terms & conditions issued by C-DAC.
2. The information furnished hereinafter is correct to best of my knowledge and belief and I undertake to produce relevant records on demand by C-DAC for the purpose of verifying the Local Content (LC).
3. The LC for all inputs which constitute the said Goods /Services/Works has been verified by me and I am responsible for the correctness of the claims made herewith against the subject tender participation.
4. In the event of the LC of the Goods/Services/Works mentioned herein is found to be incorrect and not meeting the prescribed LC norms, based on the verification by C- DAC (or) appropriate authority, I/my firm will be liable as under clause 9(f) of Public Procurement (Preference to Make in India) Order 2017.
5. I agree to maintain all information regarding my claim for LC in the Company's record for a period of 2 years and shall make this available for verification to any statutory authorities.
6. The details of Local Content claim:
 - a) Goods /Services/Works for which the certificate is produced:
 - b) Percentage of Local Content claimed%
 - c) Type of Supplier (Class-I/Class-II):.....
 - d) Name and contact details of the unit of the manufacturer/Service Station:

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

For and on behalf of _____(Name of firm/entity) Authorized signatory .

ANNEXURE G: UNDERTAKING

(on Company Letterhead)

To,
The Executive Director,
C-DAC, Mumbai

Subject: Acceptance of Contract Duration and Extension Conditions

We, M/s _____, having our registered office at _____, hereby undertake and confirm that we have carefully read and understood the terms and conditions of the bid regarding the contract period.

We hereby agree and undertake that:

1. The contract shall be valid for a total period of Three (3) years, operative one year at a time.
2. Although the GeM contract may indicate the complete three-year period, continuation beyond the initial year shall be solely at the discretion of C-DAC and shall be subject to our satisfactory performance during the preceding year.
3. We understand and accept that C-DAC shall issue a formal continuation/extension letter for each subsequent year only upon satisfactory completion of the previous year.
4. We further understand and agree that C-DAC reserves the right to terminate the contract at any time during the contract period due to unsatisfactory performance or for any other reason, without prejudice to its other rights and remedies.
5. We accept the above conditions unconditionally and shall have no claim whatsoever against C-DAC regarding non-extension or termination of the contract in accordance with the bid conditions.
6. C-DAC reserves the right to terminate the contract at any time on account of unsatisfactory performance or any other reason, without prejudice to its other rights and remedies.

We hereby submit this undertaking as part of our bid and agree to abide by the above terms and conditions.

For M/s _____

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal: _____

ANNEXURE H: PRE-QUALIFICATION CRITERIA

Sr. No.	Eligibility Criteria	Documents to be submitted	Compliance Page No.
1	Authority Letter	Authority Letter on Company letter head as per Annexure A of ATC document.	
2	Acceptance of Additional Terms and Conditions	ATC Acceptance letter on company letter head as per Annexure B of ATC document	
3	Bid Security Declaration	Bid Security Declaration on company letter head as per Annexure C of ATC document.	
4	Declaration of Land Border Sharing	Declaration on company letter head as per Annexure D of ATC document	
5	Non-blacklisting/Debarring	Undertaking of Non-Blacklisting/ Debarring on company letter head as per Annexure E of the ATC document.	
6	MII Declaration	MII Declaration on Bidder letter head as per Annexure F of the ATC document.	
7	Undertaking	Undertaking on the letter head as per the Annexure G attached in the ATC document	
8	Entity type: Partnership firm / LLP of Chartered Accountants	ICAI registration certificate	
9	Professional registration: Valid ICAI membership and firm registration	ICAI registration proof	
10	Experience: At least 10/5 years in internal / statutory audit of Government / PSU / Autonomous bodies (10 Years for Type-1 and 5 years for Others)	Work orders / completion certificates	
11	Peer review: Valid ICAI Peer Review Certificate	Peer review certificate copy	
11	Government / PSU audit exposure: At least 3 similar assignments, at Central Government / Autonomous body /PSU level in the last 6 Years	Experience details in Annexure B	
12	Partners / key personnel: Minimum 5/3 qualified partners / FCAs with relevant experience/ 1 must be with DISA. (5Partners for Type-1, 3Partners for Others)	CVs and qualification proof	
13	Compliance of Terms & Conditions	Compliance of Terms & Conditions as per Annexure I of the ATC document	

14	Compliance of Detailed Scope of work	Compliance of Detailed Scope of work as per Annexure J of the ATC document	
15	Annexure J – Document 1	Vendor Details	
	Annexure J – Document 2	Experience Statement	
	Annexure J – Document 3	Audit Team Composition	
	Annexure J – Document 4	Conflict of Interest Declaration	
	Annexure J – Document 5	Undertakings and Declarations	

ANNEXURE I: COMPLIANCE OF TERMS AND CONDITIONS

(on Company Letterhead)

1. This tender shall be governed by the GeM General Terms and Conditions, the Service Specific Terms and Conditions, and these Additional Terms and Conditions (ATC). In case of any conflict, the order of precedence shall be C-DAC ATC, then service-specific STC, and then GeM GTC.
2. The Internal Auditor shall conduct the assignment in accordance with the Standards on Internal Audit (SIA) issued by the Institute of Chartered Accountants of India (ICAI) and, where applicable, principles of public-sector audit and risk-based assurance followed in Government and autonomous bodies.
3. The scope of work shall include review of internal controls, financial discipline, compliance with law and regulations, governance, risk management, system and process review, bank transactions, fraud-risk indicators, and such other matters as directed by C-DAC within the contractual framework.
4. The Auditor shall also cover: (i) Project grants and utilization; (ii) Compliance with sanction terms of grants received; (iii) Statutory compliances including TDS, GST and allied matters; and (iv) Review of Overheads of the Projects.
5. The Auditor shall use a risk-based approach, maintain audit trail, and place emphasis on materiality, sampling, control testing, and exception-based reporting.
6. All observations shall clearly state condition, criteria, cause, effect/financial implication, and recommendation. Management response shall be obtained and reported.
7. Any serious financial irregularity, suspected fraud, leakage of information, bribery, or any matter of grave nature shall be reported immediately to C-DAC management without waiting for the periodic report.
8. Quarterly audit reports shall be submitted in the prescribed format. Executive summaries shall accompany each report. The Auditor shall also make presentations to the Finance Committee / relevant forum, if required by C-DAC.
9. All documents, data, working papers, records, and extracts received during the course of audit shall remain the property of C-DAC and shall be returned, along with a list of documents received/returned, upon completion or termination of the assignment.
10. The Auditor shall keep all information strictly confidential and shall not disclose the same to any third party without prior written approval of C-DAC except where disclosure is required by law.
11. The Auditor shall not subcontract, assign, or outsource the assignment, in whole or in part, without written approval of C-DAC.
12. The Auditor shall deploy the same core audit personnel throughout the assignment to the extent practicable so as to ensure continuity and consistency.
13. C-DAC reserves the right to reject or seek replacement of any personnel found unsuitable, negligent, or lacking professional conduct.
14. The Auditor shall not have any conflict of interest. No partner, proprietor, director, employee, affiliate, or associate of the firm shall have financial, managerial, or advisory interest in C-DAC or any activity under audit.
15. The selected firm and its partners shall sign declarations of independence, confidentiality, and non-blacklisting in the formats prescribed herein.
16. The scope may be expanded by C-DAC during the currency of the contract for areas connected with the audit objective, without dilution of audit quality. Any such expansion shall be within the overall contractual framework and approved by the competent authority.
17. Delays in report submission, failure to report material irregularities, or breach of confidentiality shall attract penalties and/or termination as set out in this dossier.
18. **Minimum Audit Fees Per Annum shall be Exclusive of GST but inclusive of all**(including Travel and out-of-pocket expenses).

19. **Submission of Internal Audit Report:** The Internal audit shall commence **within 25 days** from the end of the relevant quarter, and the audit report shall be submitted **within 50 days** from the end of the respective quarter.

20. **Contract Period:**

The Contract shall be for a total duration of **Three (3) years**, operative one year at a time. Extension beyond the initial year shall be granted subject to satisfactory performance, at the sole discretion of C-DAC. While the GeM contract shall reflect the complete three-year period, a formal continuation letter for the subsequent year shall be issued only upon satisfactory completion of the preceding year. Further, C-DAC reserves the right to terminate the contract at any time on account of unsatisfactory performance or any other reason, without prejudice to its other rights and remedies.

21. **Location of Firm:**

The Internal Auditor firm (Partnership Firm/LLP of Chartered Accountants) should be located in the same city as the respective C-DAC Centre.

22. **Termination of Tender**

C-DAC reserves the right to accept or reject, in full or in part, any or all the proposal/Tender offered without assigning any reason whatsoever. C-DAC does not bind itself to accept the lowest or any tender and reserves the right to reject all or any Proposal or cancel the Proposal without assigning any reason whatsoever. C-DAC also has the right to re-issue the tender without the applicants having the right to object to such re-issue.

Service Levels, Penalties and Termination

Event / Breach	Penalty / Consequence
Delay in submission of audit report	0.5% of contract value per week of delay, subject to overall contractual cap / as applicable under bid terms
Non-deployment of agreed manpower	Penalty to be imposed for each week of delay / short deployment
Failure to report material irregularity or fraud in time	Immediate escalation; may lead to termination and other action
Breach of confidentiality / leakage of information	Immediate termination and legal / disciplinary action
Repeated breach of SLA	Termination and disqualification / debarment as per applicable rules
Cumulative penalties reaching contractual threshold	Termination of contract

ANNEXURE J: COMPLIANCE OF DETAILED SCOPE OF WORK

(on Company Letterhead)

1. Scope of Internal Audit

- Audit of Vouchers of all Types i.e., Bank receipts and payments, Purchase of Goods and Services, Sale of Goods and Services, Journal entries for other expenses and procurements, Salary and other employee related payments,
- Review of internal financial controls and operational controls.
- Review of compliance with applicable laws, rules, regulations, and contractual obligations.
- Review of bank transactions, reconciliations, cash and cash equivalents, payables, receivables, and fixed assets.
- Review of procurement, stores, payroll, reimbursements, and administrative expenditure.
- Review of governance, risk management, fraud prevention, and process efficiency.
- Review of Financial Status and Financial Performance of the Centre.
- Review of Project grants and utilization.
- Review of Compliance with sanction terms of grants received.
- Review of Statutory compliances (TDS, GST, EPF, ES etc.,).
- Review of Overheads of Projects.

2. Scope of Internal Audit and Deliverables

Area	Key Coverage	Deliverable
Project grants and utilization	Receipt, accounting and utilization	Grant utilization observations
Grant sanction compliance	Conditions, milestones, reporting	Compliance exception note
Statutory compliance	TDS, GST, filings, payments	Compliance checklist
Review of Overhead allocation	Methodology and basis	Allocation review note

3. Quarterly Audit Report Template

Section	Contents
1. Executive Summary	Overall view of significant issues, risk areas, and action points
2. Scope and Coverage	Units, locations, and periods covered
3. Key Observations	Observation, criteria, cause, effect, recommendation
4. Management Responses	Responses received from the auditee
5. Status of Previous Observations	Action taken / pending
6. Conclusion	Overall audit conclusion

4. Grant Utilization and Compliance Template

Project / Grant	Sanction Amount	Utilized	Unutilized	Sanction Conditions Complied	Remarks

5. Statutory Compliance Checklist Template

Law / Requirement	Due Date	Compliance Status	Delay / Interest / Penalty	Remarks
TDS deduction and deposit				
TDS return filing				
GST return filing				
GST payment / reconciliation				
EPF				
Other applicable compliance				

ANNEXURE J – Document 1: VENDOR DETAILS
(on Company Letterhead)

Sr. No.	Particulars	Bidder Response	Page / Annexure Ref.
1	Name of firm		
2	Type of organization		
3	ICAI firm registration no.		
4	PAN / GSTIN		
5	Peer Review Certificate		
6	Years of Existence		
7	Experience in Govt / PSU / Autonomous bodies		
8	No. of partners / FCAs		
9	Proposed Audit Team Composition		
10	Methodology / Approach Note		

For M/s _____

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal: _____

ANNEXURE J – Document 2: EXPERIENCE STATEMENT
(on Company Letterhead)

Experience Statement

Sr. No.	Client / Organization	Nature of Assignment	Period	Value	Remarks
1					
2					
3					
4					
5					
6					

*Note: Relevant Work orders /Completion certificates/Engagement Letter copies
Should be attached with respect to Experience.*

For M/s _____

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal: _____

ANNEXURE J – Document 3: AUDIT TEAM COMPOSITION
(on Company Letterhead)

Audit Team Composition

Name	Designation	Qualification	Experience	Role in Assignment

For M/s _____

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal: _____

ANNEXURE J – Document 4: DECLARATION
(on Company Letterhead)

Conflict of Interest Declaration

We declare that neither the firm nor any partner / employee / associate has any direct or indirect interest that may impair independence in relation to the proposed Internal Audit of C-DAC.

For M/s _____

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal: _____

ANNEXURE J – Document 5: UNDERTAKINGS
(on Company Letterhead)

Undertakings and Declarations

1. We hereby declare that all information furnished in this bid is true, correct, and complete to the best of our knowledge and belief.
2. We confirm that the firm is not blacklisted, debarred, suspended, or otherwise prohibited from doing business by any Government department, PSU, autonomous body, or statutory authority.
3. We declare that there is no conflict of interest and no partner / proprietor / director / employee has any financial, managerial, or advisory interest in C-DAC or in any matter under audit.
4. We undertake to maintain confidentiality of all information and documents received during the assignment.
5. We undertake to immediately report any suspected fraud, material irregularity, bribery, leakage, or serious control failure to C-DAC.
6. We agree to abide by the ATC, STC, GTC, bid conditions, and all amendments issued by C-DAC / GeM.

For M/s _____

Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal: _____