

**कार्यालय आयुक्त, जनजातीय कार्य, सह सचिव, मध्यप्रदेश स्पेशल एण्ड
रेसिडेंशियल एकेडमिक सोसायटी (एमपीसरस), भोपाल**

क्रमांक/2026-27/I/1193420/2026

भोपाल, दिनांक 27-07-2026

निविदा आमंत्रण सूचना

कार्यालय सचिव, मध्यप्रदेश स्पेशल एण्ड रेसिडेंशियल एकेडमिक सोसायटी एमपीसरस, मुख्यालय भोपाल एवं एकलव्य आदर्श आवासीय विद्यालयों के वित्तीय वर्ष 2025-26 एवं 2026-27 के आंतरिक एवं बाह्य लेखा परीक्षण हेतु निविदा आमंत्रित की जाती है, जिसका विवरण निम्नानुसार है:-

कार्य का नाम	EMD राशि	निर्धारित समय अवधि
वित्तीय वर्ष 2025-26 एवं 2026-27 के आंतरिक एवं बाह्य लेखा परीक्षण	₹30,000/-	2 वर्ष

1. इच्छुक फर्म MP Tenders के पोर्टल पर विवरण देख सकते हैं।
2. NIT (निविदा आमंत्रण सूचना) में किसी प्रकार के परिवर्तन सूचना केवल www.mptenders.gov.in पर प्रकाशित की जाएगी।
3. निविदा प्रपत्र की उपलब्धता का विस्तृत विवरण : www.mptenders.gov.in पर देखा जा सकता है।
4. प्रस्ताव जमा करने की प्रक्रिया केवल उपरोक्त पोर्टल पर ऑनलाइन माध्यम से की जाएगी।
5. संशोधन/परिशिष्ट/स्पष्टीकरण/शुद्धि पत्र केवल www.mptenders.gov.in पर प्रकाशित किए जाएंगे।
6. आयुक्त, जनजातीय कार्य विभाग को बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित है।

Digitally signed by
Neelesh Singh Raghuwanshi
Date: 27-07-2026 12:58:03

उपायुक्त, जनजातीय कार्य
सह नोडल अधिकारी
मध्यप्रदेश स्पेशल एण्ड रेसिडेंशियल
एकेडमिक सोसायटी (MPSARAS),
भोपाल

Signature Not Verified

Digitally signed by PRASHANT KUMAR
SHRIVASTAVA
Date: 2026.08.06 16:16:56 IST
Location: Madhya Pradesh-MP



**“Request for Proposal
For
Selection of Chartered Accountant (CA) Firm
for providing Financial, Accounting and
Taxation related consultancy Services to MP-
SARAS, Bhopal**

**Office of the Secretary, Madhya Pradesh Special and
Residential Academic Society**

RFP No:
BID Reference Number:

Office of the Secretary, MPSARAS
Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003
Phone: 0755-2557088 Email: emrs.ctd@mp.gov.in

Disclaimer

The information contained in this Request for Proposal (herein after referred to as 'RFP') document or subsequently provided to Applicants, whether verbally or in documentary form or any other form by or on behalf of the Authority/Client or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority/Client to the prospective Applicants or any other person.

The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this call for proposal. This RFP may include information, which may reflect the assumptions arrived at by the Authority/Client in relation to the programme implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant is therefore encouraged to conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The Authority/Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein. The Authority/Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process. The Authority/Client also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. The Authority/Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority/Client is bound to empanel one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the programme and the Authority/Client reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

Office of the Secretary, MPSARAS
Aadi Bhawan, Arera Hills, Bhopal,
Madhya Pradesh



Email : emrs.ctd@mp.gov.in

Request for Proposal for Selection of Chartered Accountant (CA) Firm for providing Financial, Accounting and Taxation related consultancy Services to MP-SARAS, Bhopal

The Office of the Secretary, Madhya Pradesh Special and Residential Academic Society, Government of Madhya Pradesh invites bids under two stages Bid System (Technical Bid & Financial Bid) for Selection of Chartered Accountant (CA) Firm for providing Financial, Accounting and Taxation related consultancy Services to MP-SARAS from the interested CA firms.

The eligible bidder/s may submit their responses online at given link <https://mptenders.gov.in> in the prescribed format. Subsequent to the submission of the bid and the evaluation of Technical Bids, the bidders qualifying on the technical criteria shall be considered for the Financial Evaluation.

Key Timelines:

Sl. No.	List of Key Events	Important Dates
1	Date of Notification	07/08/2026
2	Last date for receiving Pre-Bid queries	12/08/2026 up to 06:00 PM
3	Date of Pre-bid meeting	12/08/2026 up to 12.00 PM
4	Department response to queries latest by	13/08/2026
5	Last Date for Submission of Bid	03/09/2026 up to 06:00 PM
6	Date of Opening of Technical Bid	04/09/2026 up to 06:00 PM
7	Date of Opening of Financial Bid	TO BE NOTIFIED LATER
8	Bid Processing Fees	Rs. 5,000 (Additional GST/taxes as applicable)
9	Earnest money deposit	Rs.30,000 (Thirty Thousand Rupees only)

Queries if any may be referred:

Office of the Secretary, MPSARAS
Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003
Email: emrs.ctd@mp.gov.in

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Section 1: Letter of Invitation

Letter of Invitation

Dear Bidder/s,

Office of the Secretary, Madhya Pradesh Special and Residential Academic Society, Madhya Pradesh under the Department of Tribal Affairs, Government of Madhya Pradesh invites Technical and Financial Proposals from reputed firms for **“Selection of Chartered Accountant (CA) Firm for providing Financial, Accounting and Taxation related consultancy Services to MP-SARAS, Bhopal.**

Interested organizations are requested to submit the details to the undersigned as per the schedule indicated in the Fact Sheet. The details and proposals need to be strictly submitted online at given link <https://mptenders.gov.in/>. Based on the eligibility criteria as mentioned in the RFP, the applicant organization will be selected.

For any further clarifications, please contact the Office of the Secretary, Madhya Pradesh Special and Residential Academic Society, Madhya Pradesh on Phone Number: 0755-2557088 during official working hours only.

Office of the Secretary, MPSARAS
Aadi Bhawan, Arera Hills,
Bhopal, M.P. 462003
Phone: 0755-2557088
Email: emrs.ctd@mp.gov.in

Section 2: Fact Sheet

S.N.	Item Name	Details
1	Bid Reference Number	 Dated: -.....
2	Project Name	Selection of Chartered Accountant (CA) Firm for providing Financial, Accounting and Taxation related consultancy Services to MP-SARAS, Bhopal
3	Name of issuer of tender	Office of the Secretary, MPSARAS Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003 Email: emrs.ctd@mp.gov.in
4	Date of notification for Invitation of bids:	07/08/2026 AT 10.00 AM
5	Availability of Bid Document and Mode of Bid Submission	The bidders are required to submit the proposal in prescribed format online as mentioned in this RFP.
6	Last date for receiving pre-bid queries	12/08/2026 up to 06:00 P.M
7	Pre-bid meeting	12/08/2026 AT 12.00 PM
8	Department response to queries latest by	13/08/2026
9	Last date and time for receipt of Bids	03/09/2026 up to 06:00 PM
10	Date of Opening of Technical Bids	04/09/2026 up to 06:00 PM
11	Date of Opening of Financial Bids of Technically qualified bidders	To be notified later.
12	Place of Opening of Bids	Office of the Secretary, MPSARAS Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003 Email: emrs.ctd@mp.gov.in
13	Address of communication and bid submission	Office of the Secretary, MPSARAS Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003 Email: emrs.ctd@mp.gov.in
14	Price of bidding document (non-refundable) inclusive of GST	Rs.5,000 should be paid online through e-procurement portal.
15	Earnest Money Deposit (EMD)	Rs 30,000 (In words: Rupees Thirty Thousand only) EMD should be paid online through e-

		procurement portal. https://mptenders.gov.in/
16	Performance Bank Guarantee	3% of the contract value (To be given within 15 days post issuance of Letter of intent)
17	The validity of the Proposal	180 Days
18	Method of selection	Least Cost (L1)
19	Bid Submission	Bidders must submit the proposal as prescribed in this RFP on or before XX/XX/2026 at HH:MM hrs. online at https://mptenders.gov.in/
20	Duration of the Project	2 Years and further extendable for 1 year
21	Nodal Officer for this project and address for communication	Office of the Secretary, MPSARAS Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003 Phone: 0755-2557088 Email: emrs.ctd@mp.gov.in

Section 3:TOR

3.1. Definition

Following terms used in the document will carry the meaning and interpretations as described below:

"Bid" shall mean the Financial Bid/Price Bid/Commercial Bid submitted by the Bidding Company/Shortlisted Bidder along with all documents/credentials/attachments, formats, etc., in response to this RFP Document/Bid Document, in accordance with the terms and conditions hereof.

"Bidder/Shortlisted bidder/ Bidding Company" Bidder means any firm offering the solution(s), service(s) and/or materials required in the RFP call. The word Bidder when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom client MP-SARAS signs the contract for rendering of goods and services. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assigns jointly and severally, as the context may require.

Further, Bidding Company shall refer to such single Company that has submitted the response in accordance with the provisions of this RFP Document.

"Company" shall mean a body corporate incorporated in India under the Companies Act, 1956 or the Companies Act, 2013, as applicable;

"RFP Document/Bidding Document" shall mean the bidding document issued by MP-SARAS including all Formats & Annexures/ Forms etc. and also including all amendments / clarifications thereof;

"MP-SARAS" shall mean Secretary, Madhya Pradesh Special and Residential Academics Society (MP-SARAS) IVth Floor, Aadi Bhawan, Arera Hills, Bhopal-462003

"Selected Bidder or Successful Bidder" shall mean the shortlisted Bidder to whom Letter of Award is issued by MP-SARAS as per the term and conditions of Bid document;

"RFP due date/Last Date of Bid Submission" shall mean the last date and time for submission of

Bid in response to this Bid as specified in RFP Schedule including all amendments/Clarifications thereto;

"Authorized Signatory" shall indicate the employee of the Bidding company who has been authorized through board resolution and/or Power of attorney (if required) to sign and submit the bid as per the bidding document and is fully authorized to take decisions including signing and submission of documents as and when any requirement is raised by MP-SARAS during execution of Contract.

"The Government" means the Government of Madhya Pradesh

"The Deliverable" means all the all the material/services, which the Selected bidder/Service Provider is required to supply and provide to the MP-SARAS under the Contract;

"LOA" means Letter of Award;

"Day" means calendar day;

"Week" means calendar week;

"Month" means calendar month;

"Year" shall mean the Calendar year.

"Online Bid/Bid" means formal offer made in pursuance of this RFP in electronic format.

"Applicable Law" means the Contract shall be interpreted in accordance with the laws of India.

"Client" means the MP-SARAS.

"Commencement/Operational Date" means the date on which the firm deploys the trained and experienced manpower which is within 07 days from the date of Execution/Signing of the Agreement, in accordance with the provisions of this Agreement, and such date shall be the date of Commencement of the Contract Period of the Agreement;

"MP-SARAS Representative" means such person or persons as may be authorized in writing by the MP-SARAS to act on its behalf under the Agreement and shall include any person or persons having MP-SARAS to exercise any rights or perform and fulfil any obligations of the MP-SARAS under the Agreement;

"Contract Period" means 02 years (24 months) period starting on and from the Commencement date.

"Cure Period" means the period specified in the Agreement/RFP for curing any breach or default of any provision of the Agreement by the Party responsible for such breach or default and shall:

- a) Commence from the date on which a notice is delivered by one Party to the other Party asking the latter to cure the breach or default as specified in such notice; and
- b) Not relieve any Party from liability to pay Damages or compensation under the provisions of the Agreement.

"Service Provider" means the firm with whom Contract has been entered for providing the solution under this contract as named in RFP/Technical specifications/scope of work.

"Contract" means the agreement entered between the MP-SARAS and the Service Provider (Successful Bidder), as recorded in the Contract signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein.

"Contract/Bid Price" means the price payable to the Service Provider under the Contract for the full and proper performance of all its contractual obligations.

"Bidder's Representative" means the duly authorized representative of the Service Provider, approved by the Client and responsible for the Service provider's performance under the contract.

"Financial Bid/Price Bid" or the Price Bid means the part of offer that provides price schedule.

"Goods and Services" mean the solution(s), service(s), materials or a combination of them in the context of the RFP and specifications.

"Performance Security" means on receipt of notification of award from the client, the successful bidder shall furnish the security in accordance with the conditions of contract, in the form acceptable to the Client.

"Technically eligible and Technical Bid" means that part of the offer that provides information to facilitate assessment, by MP-SARAS, professional, technical and financial standing of the bidder, conformity to specifications etc.

"Project Plan/Work Plan" means the document to be developed by the Bidder and approved by the Clients, based on the requirements of the Contract and the preliminary project plan included in the Bidder's bid. Should the Project Plan conflict with the Contract in any way; the relevant provisions of the Contract shall prevail in each and every instance.

"Specification" means the functional and technical specifications or statement of work, as the case may be.

"RFP Call or Invitation for Bids" means the detailed notification seeking end to end solution.

"Two Stage Bid/Two Bid System" means the EMD Proof along with Technical Bids and the Financial Bid are submitted separately online only and their evaluation is sequential.

"GOI" or "Government" means the Government of India;

"Good Industry Practice" means the practices, methods, techniques, designs, standards, skills, diligence, efficiency, reliability and prudence which are generally and reasonably expected from a reasonably skilled and experienced operator encouraged in the same type of undertaking as envisaged under this agreement and which would be expected to result

in the performance of its obligations by the Project Developer cum Licensee in accordance with the Agreement, Applicable Laws and Applicable Permits in reliable, safe, economical and efficient manner,

"Rs. or "Rupees" means the lawful currency of the Republic of India;

"Scope of the Project" shall have the meaning set forth in RFP document.

"Service Levels" shall have the meaning as set forth in RFP document.

"State" means the State of Madhya Pradesh and "State Government" means the government of that State of Delhi;

"Taxes" means any Indian taxes including excise duties, custom duties, GST, value added tax, sales tax, local taxes, access and any impost or surcharge of like nature (whether Central, State or local) on the goods, materials, equipment and services incorporated in and forming part of the Project charged, levied or imposed by any Government Instrumentality, but excluding any interest, penalties and other sums in relation thereto imposed on any account whatsoever,

"Termination" means the expiry or termination of this Agreement and the Contract hereunder,

"Termination Notice" means the written communication issued in accordance with this Agreement by one Party to the other Party terminating the Agreement;

3.2. About MPSARAS

Eklavya Model Residential Society (New name is MP-SARAS) started in the year 1997-98 to impart quality education to Tribal Children in remote areas in order to enable them to avail of opportunities in high and professional educational courses and get employment in various sectors. Each school has a capacity of 480 students, catering to students from Class VI to XII.

The schools focus not only on academic education but on the all-round development of the students.

In order to give further impetus to MP-SARAS, it has been decided that by the year 2022, every block with more than 50% Tribal population and at least 20,000 tribal persons, will have an MP-SARAS. Eklavya schools will be on par with Navodaya Vidyalaya and will have special facilities for preserving local art and culture besides providing training in sports and skill development.

MP-SARAS is seeking to hire a Chartered Accountant (CA) firm with focus on regular internal audit of the office(s) to assess, review, recommend and comment in respect of

effectiveness & efficiency of accounting, financing, operation & maintenance functions and procedural compliance at all the schemes and internal department accounts.

The CA firm would be required to ensure prevention, by early detection, of misappropriation, fraud, irregularities, negligence, etc. and establish an effective internal audit and control system thereby achieving the objectives specified in the administration and Operational Plans.

3.3. Scope of Work

An indicative list of services which would be expected to be offered by the selected Chartered Accountant (CA) Firm for providing Internal Audit Services to MP-SARAS are as follows:

1. Review and verification of all payments and receipts of MP-SARAS.
2. Review and verification of all accounting entries/records/vouchers/ledgers including subsidiary ledgers and other necessary documents/reports.
3. Preparation and finalization of Books of Accounts of the Society as per Established Act and Income Tax Act.
4. Verification of the Cash Book and Bank book on fortnightly basis.
5. V. Preparation of quarterly receipt and payment statement to be placed before the Board.
6. Preparation of the Details, Verification of accuracy of TDS deduction, payments and returns filed in prescribed forms with
7. tax authorities, Timely Return Filing of TDS/TCS, GST, EPFO.
8. Filling of Income Tax Return (Including Previous Backlogs).
9. Review and verification of all day-to-day financial transactions.
10. Assistance in formulation and maintaining appropriate internal control system for financial matters in MP-SARAS.
11. Verification of daily report submitted by operators.
12. Suggestion/ advice for the deposit of Advance Tax to avoid penalty.
13. Internal Audit to be done weekly during office hour and to provide assistance on requirement basis.
14. Preparation of Quarterly Internal Audit report for Board meeting.

15. Statutory Compliance like GST, EPF, TDS, TDS etc.
16. Guidance in Monitoring of PFMS Portal.
17. Guidance in preparation of UCs and collection of UCs from various agencies.
18. Guidance in preparation of MP Government PSC Committee answers.
19. Provide necessary suggestions for efficient income tax planning.
20. Provide necessary input/suggestion to routine accounting agency(ies)/ MP-SARAS employees for maintaining/improving internal control procedures.
21. Review, Verify and necessary support to the respective sections/designated person/designated agencies for compliance of various statutory compliances & formalities.
22. Necessary support services to statutory auditors, government auditors including CAG auditors and investigator, as appointed by any government authority.
23. Any other work required to be performed by the Firm for providing Internal Audit Services to MP-SARAS.
24. One personnel, well conversant with the working of Company, be posted on full time basis to assist in the day-to-day working of the MP-SARAS.
25. All work related to Income tax of previous year and current year and appeal related matters.

3.4. Contract Period

The Contract to the Chartered Accountant (CA) Firms for providing Internal Audit Services to MP-SARAS shall be awarded for a period of Two (02) years, which may be extended for One (01) Year depending on the performance of the successful bidder and requirement of MP-SARAS at the sole discretion of Secretary MP-SARAS. However, if the performance of the CA firm is not found to be satisfactory by MP-SARAS, the contract may be terminated earlier by giving termination notice to the firm. The firm shall provide all services specified in Technical Specifications/scope of work and in the bid in accordance with the highest standards of professional competence and integrity. MP-SARAS reserves the right to require the replacement of any staff assigned to work on the site by suitable qualified staff, in the event that the staff concerned is determined to be incompetent or loses the confidence of MP-SARAS.

3.5. Submission of Proposals

- i. The interested firms will submit their proposal online on <https://mptenders.gov.in/> as per the provisions of RFP
- ii. It is mandatory to meet all the pre-qualification criteria mentioned in data sheet.
- iii. The Bidder shall bear all costs associated with the preparation and submission of its proposal whatsoever it may be, and MPSARAS shall not be responsible or be liable to any other costs incurred by the bidder, regardless of the conduct or outcome of the selection process. MPSARAS is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to the Selection, without thereby incurring any liability to the Bidder.
- iv. The Tender Fee/Bid Fee and EMD need to be paid online on the procurement portal <https://mptenders.gov.in/>.
- v. BG shall have to be deposited by the successful bidder at the time of signing of Work Agreement with the Tribal Affairs Department in original issued by any scheduled commercial Bank.
- vi. The Prequalification or Technical Proposal shall not include any financial information. A Prequalification or Technical Proposal containing material financial information shall be declared as non-responsive.
- vii. It is mandatory to meet all the pre-qualification criteria mentioned in “**3.6 Eligibility Criteria(Pre-Qualification)**”
- viii. The Bidder is required to submit a Technical Proposal, as indicated in the Data Sheet and using the Standard Forms.

3.5 Evaluation Process

The Evaluation Committee shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence by bidders may lead to rejection of their bids. The decision of the Evaluation Committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

The Evaluation Committee may ask for meetings or presentation with the Bidders to seek clarifications or confirmations on their bids. The Evaluation Committee reserves the right to reject any or all bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP. The steps for evaluation are as follows:

3.5.1 Pre-Qualification

Evaluation Committee shall validate the “RFP Document fee & Bid Security/Earnest Money Deposit (EMD)” and Each of the Pre-Qualification condition mentioned in Section 3.6 is MANDATORY. In case, the Bidder does not meet any one of the conditions, the bidder shall be disqualified. Bidders would be informed of their

qualification/disqualification based on the Pre-Qualification criteria through email and subsequently, the Bid Security/EMD amount shall be returned to the respective disqualified Bidders after the submission of Performance Bank Guarantee by the successful Bidder. Financial bids for those bidders who don't pre-qualify will not be opened.

3.5.2 Technical Proposal Evaluation

1. Tender Committee will review the technical documents of the submitted documents by the bidder. Bids that are not substantially responsive are liable to be disqualified at MPSARAS's discretion.

3.5.3 Financial Proposal Evaluation

1. The Financial Proposal shall be prepared using the Standard Forms provided as per BOQ. The Financial proposal is inclusive of all the taxes.
2. The Breakup of Financial Proposal for period of 24 months from the Commencement Date for Bidder is given only as per BOQ format.

3.5.3.1 Taxes

- i. The Financial Proposal of the Bidder shall be inclusive of all taxes.
- ii. The TDS and other statutory deductions etc., if applicable, shall be deducted at source from the payment to the Selected Bidder as per the prevailing law in force at the time of execution of contract.
- iii. In the event of increase in any other applicable taxes, levies, duties, fees, etc. whatsoever and other charges during tenure of contract, MPSARAS will reimburse the same on actual.

3.5.4 Award Criteria

- i. The bidder with the least cost (L1) shall be treated as the successful bidder.
- ii. In the event the financial scores are 'tied', the bidders whose Turnover is higher will be awarded if in case Turnover is also the same for both the bidders then bidder with higher experience will be awarded.

3.5.5 Contract Signing

- i. After opening financial bid, Letter of Intent (LOI) will be issued to the selected agency at the earliest.
- ii. In case the bidder does not acknowledge the receipt of LOI within 10 days, TAD will have all rights to select L2 bidder who is ready to match L1 rates and so on.
- iii. After receipt of LOI, the selected bidder has to provide performance security/ Bank Guarantee equal to 3% of total value of the contract within 10 days.
- iv. Within a week from receiving of Performance bank guarantee, contract agreement will be signed between MPSARAS and selected bidder.

3.6 Eligibility Criteria(Pre-Qualification)

Proposals submitted by bidders will be evaluated to assess their eligibility as per the following Pre-qualification criteria:

Sr.	Particulars	Pre – Qualification Criteria	Documents required
1	Legal Entity	The bidder should be a company or a limited liability partnership, - Registered in India under the Companies Act 1956/2013, or a partnership firm registered under the Limited Liability Partnership Act of 2008 or Proprietorship firm etc. - Registered with the Tax Authorities - Should be in operations in India for a minimum of 03 years as on 1st Jan 2026 - Consortium or Joint Venture is not allowed.	- Certificates of incorporation/ registration Certificates - GST Registration - PAN Registration - Gumashtacard.
2	Bidder's empanelment	The Bidder must be empanelled with the Controller & Auditor General of India (C&AG) and eligible for government Audits .	Certificate of CAG with validity .
3	Bidder's Turn Over	The bidder should have average annual professional receipts of Rs. 25 lakhs in the last 3 Financial Years 2022-2023, 2023-2024, 2024-25	Certificate from CA for the last 3 years
4	Bidder's Experience	The bidder should have experience of providing similar services to at least 2 (Two) Govt. authority/Govt. body/Central PSU/State PSU/Govt institution in last 03 Financial Years 2022-2023, 2023-2024, 2024-25	Copies of work orders/ Contract Documents or the client certificate
5	Head Quarter in Madhya Pradesh.	The Bidder should necessarily have a registered Head office/ Headquarter in Madhya Pradesh as on proposal due date.	Copy of ICAI certificate as on 01 st January 2026. Self-declaration on the Bidder's letterhead confirming the registered Head

			office/ Headquarter address in Madhya Pradesh
6	Full Time Partner	The bidder should have at least two full time partners, out of which one should be FCA.	Member status card for each member
7	Not Black Listed Certificate	The Bidder should not have been blacklisted by any of the State or Central Government /PSUs or Donor/ Funding Agencies at the time of bidding.	- Self-certification from the Authorized Signatory on Stamp Paper of Rs. 500 - Company's declarations should be notarized.

Note: It is must for Bidder to qualify in each and every pre-qualification criterion mentioned in this section otherwise their bid will be rejected.

3.8. Instructions to Bidders (ITB)

- The eligible bidder/s are required to submit Technical and Financial Bids in prescribed format on the given link <https://mptenders.gov.in/>.
- Bidders are advised to ensure that submission is made well in advance before the closing time. Late Bids and those Bids which do not comply with the bidding instructions will not be accepted. Bids received in any other manner will be 'INVALIDATED'.
- The Bidders will be screened based on the eligibility criteria and evaluation criteria spelt out in this RFP.
- Only shortlisted Bidders that fulfil the pre-qualifications as described in the RFP will be eligible for technical evaluation. The department reserves the right to select or reject any/all proposals without assigning any reason thereof.
- Any corrigendum including extension of date or change of date for submission of the bids shall be updated on the tender portal only.
- Any attempt to influence the tender finalization or negotiations directly or indirectly on the part of a bidder with the authority to whom he has submitted the tender or the authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to exclusion from consideration.
- Conditional Tenders will not be accepted.**

- **Force majeure:** The terms and conditions hereof shall be subject to Force majeure. The Office of the Secretary, MPSARAS nor the contractor shall be considered in default in the performance of their respective obligations herein above if such performance is prevented or delayed because of acts of god, war, natural calamities, hostilities, revolution, civil, commotion, official strike, epidemic, accident or fire or because of law and order proclamation, regulation or ordinance of any government of any subdivision thereof or Local Authority. The bidder shall be entitled to the benefit of this clause only if he informs in writing of the circumstances amounting to force majeure to The Office of the Secretary, MPSARAS within 24 hours of the happening thereof by fax /e-mail immediately, followed by a confirmatory letter sent by registered post with acknowledgement due.

3.9. Resolution of Disputes

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be resolved by the Parties through mutual consultation, in good faith and using their best endeavours. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them/ their representatives or Officers.

3.10. Amicable Settlement

Performance of the Contract is governed by the terms and conditions of the Contract, however at times dispute may arise about any interpretation of any term & condition of Contract including the scope of work, the clauses of payments etc. In such a situation either party of the contract may send a written notice of dispute to the other party. The party receiving the notice of dispute will consider the Notice and respond to it in writing within 30 days after receipt. In case of disagreement on such point or question the matter may be referred to the Principal Secretary, Government of Madhya Pradesh, Tribal Affairs Department, for decision, whose ruling on the point in question shall be binding to both the parties.

3.11. Resolution of Disputes

In case dispute arising between Office of the Secretary, MPSARAS on behalf of Govt. of Madhya Pradesh and the professional agency, which has not been settled amicably, the professional agency can request the Office of the Secretary, MPSARAS to refer the dispute for Arbitration under Arbitration and Conciliation Act, 1996. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceeding will be held at Bhopal, Madhya Pradesh. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrators shall be borne by both the parties.

3.12. Legal Jurisdictions

All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts in Madhya Pradesh.

3.13. Right to Accept or Reject any bid:

- A. Notwithstanding anything contained in this 'Document', the Authority reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof. The authority reserves the right to reject any proposal if:
 - a. At any time, a material misrepresentation is made or uncovered, or
 - b. Applicant does not provide, within the time specified by the authority, the supplemental information sought by the authority for evaluation of the proposal.
- B. Such misrepresentation/ improper response may lead to the disqualification of the Applicant.
- C. If such disqualification/rejection occurs after the proposals have been opened and the highest-ranking applicant gets disqualified /rejected, then the authority reserves the right to consider the next best applicant, or any other measure as may be deemed fit in the sole discretion of the authority, including annulment of the selection process.

Section 4: Terms and Conditions

4.1. General

- 1. Office of the Secretary, MPSARAS, Bhopal, Madhya Pradesh has right to the demand for change/replacement of the personnel at any point of time. In such cases the replacement of the resource needs to be provided within 30 days of intimation by the department through letter/email.
- 2. The bidder is required to provide replacement for the resource person, based on an assessment and acceptance of replacement profile by the Commissioner, Schedule Caste Development, Bhopal, Madhya Pradesh.
- 3. The department in agreement with the bidder to develop a deliverable acceptance mechanism.
- 4. The department will appoint a nodal officer as a single point of contact to facilitate operations.
- 5. The bidder is required to always maintain an available reserve pool of Human resources and resources that can be tapped for immediate deployment on project. In case of any replacement, the outgoing resource must provide 02 week of handholding support to the fresh incumbent to ensure continuity and smooth knowledge and responsibility transfer. No post should remain vacant at any time.

6. The Selected Bidder will be responsible for any damages done to the property of the Office of the Secretary, MPSARAS by the HR so employed, and shall reimburse/replace or rectify any damage done.
7. Office of the Secretary, MPSARAS shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider Firm.
8. The bidder shall engage additional necessary resources, in case the department requires to augment the team. The remuneration will be based on the rates quoted for the already deployed resources and agreed by the bidder and the department before deployment.
9. The said personnel engaged by the bidder shall be the employee of the bidder and it shall be the duty of the Service Provider firm to pay their remuneration. No sub-contracting to a third party for payroll management will be allowed unless approved by the department in advance.
10. Agency can raise additional bills in case of extension of projects.
11. The initial contract period shall be for 2 (Two) year and shall be extended for another one year if the performance is found satisfactory on need.

4.2. Relating to Submission of Bids:

After getting the bid schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.

1. The completed bid comprising of all the mandatory documents should be strictly submitted online at given link <https://mptenders.gov.in/>.
2. Deadline for Submission of Bids: The completed bid comprising of all the mandatory documents should be strictly submitted online as per the specified time in the fact sheet. Portal shall not permit the bidder to submit the bid after the deadline for submission of bids.
3. The bidder shall pay Bid Processing Fees and EMD should be paid online through e-procurement portal and upload the proof of payment along with the Technical Bid.
4. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract in all respect by the successful bidder.
5. As a guarantee towards due performance (Performance Bank Guarantee) and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to 3% of Contract value towards Security Deposit as performance guarantee by way of demand draft or BG before the signing of the contract.
6. The EMD deposited by successful bidder/agency shall be returned without interest upon submission of performance bank guarantee by successful bidder. If the successful bidder fails to submit performance bank guarantee within 15 (Fifteen) days

after the issue of Letter of Acceptance of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by Office of the Secretary, MPSARAS, Bhopal, Madhya Pradesh

7. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.
8. The bid shall be valid and open for acceptance of the competent authority for a period of 180 Days from the date of opening of the tenders and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.
9. The Department reserves the right to accept or reject any or all bids without assigning any reasons. Office of the Secretary, MPSARAS, Bhopal, Madhya Pradesh, also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
10. Additionally, the bidder will provide following:
 - a. The bidder should assign one officer as Single Point of Contact (SPOC), The Officer should have experience in dealing with Central/State government agencies. The officer shall be required to be present at Office of the Secretary, MPSARAS, Bhopal and Madhya Pradesh office as and when required.
 - b. Bidder should provide its resources with needed hardware/software and high-speed internet needed for carrying out the job responsibilities.
 - c. The Office of the Secretary, MPSARAS M.P. will provide office space free of cost and bidder shall be responsible for providing other required equipment like (Computer system, Laptop etc) for resources.
11. Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid /proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
12. Canvassing in any form is strictly prohibited and the renderers who are found canvassing are liable to have their tenders rejected out rightly.

4.3. Substitution of Experts at Validity Extension:

If any of the experts become unavailable for the extended validity period, the agency shall seek to substitute another expert within a given time. The agency shall provide a written adequate justification and evidence satisfactory to the Office of the Secretary, MPSARAS M.P. together with the substitution request. In such case, a substitute expert shall have equal or better qualifications and experience than those of the originally proposed expert.

4.4. Only One Proposal:

The agency shall submit only one Proposal, no consortium and /or joint venture of any manner is permitted. If an agency, submits or participates in the process of selection through a joint venture or consortium of any manner and/or submit more than one proposal, shall be disqualified and their proposal shall be summarily rejected.

4.5. Clarification and Amendment of RFP

- a) During process of evaluation of Proposals, the Department may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time frame.
- b) Office of the Secretary, MPSARAS, Madhya Pradesh may for any reason, modify the RFP from time to time. The amendment(s) to the RFP would be clearly spelt out through Corrigendum and the bidders may amend their proposal due to such amendments.
- c) Any corrigendum including extension of date or change of date for submission of the bids shall be communicated to bidders through email id: emrs.ctd@mp.gov.in and that shall be deemed to have been seen by the Applicant.
- d) In order to provide, prospective bidders, reasonable time to take the amendment into account in preparing their bid, the department may, at its discretion extend the deadline for submission of bids.

4.6. Right to Accept or Reject Proposal

- a) Office of the Secretary, MPSARAS, Madhya Pradesh reserves the right to annul the RFP process, or to accept or reject tender any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.
- b) If any of the bidders fails to submit a mandatory document, then the proposal submitted will be rejected by the department.

4.7. Contract Performance Guarantee / Security Deposit and Disclaimer

- a) A Contract Performance Guarantee Deposit is intended to secure the performance of the entire contract. The Contract Performance Guarantee is to be submitted at the time of award of work. Performance Guarantee shall be 03% of the value of contract and this amount should be submitted within 15 days of receipt of Letter of Acceptance (LOA) by the successful Applicants.
- b) Performance Bank Guarantee shall be valid for period of 6 months beyond the expiry of the contract or any extended period.
- c) Contract Performance Bank Guarantee shall be released/returned after 30 days of submission of Final Report /Completion of the task.

4.8. Award of work and Agreement

After selection, a Letter of Acceptance (the “LOA”) shall be issued to the selected bidder and the selected bidder shall execute the Agreement within 15 days of receipt of Letter of Acceptance. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

4.9 Intellectual Property Rights of the Project

- a) During the operational phase, the responsibility to maintain the IPR would lie with the Bidder. The Bidder shall transfer all the knowledge base/ documentation, Source Code & IPR to MPSARAS, at the time of completion of the assignment or as and when required by the department in writing. All outputs and deliverables will be the property of MPSARAS. However, any product owned by the Bidder or their standard methodology used for delivery of such products will be free from such binding.

4.10 Change Orders and Contract Amendments

- a) MPSARAS may at any time order the selected Bidder through written Notice to make changes within the general scope of the Contract (addition or removal of resource) or in case of services to be provided by the selected Bidder. The change in scope will be discussed with the resource agency and mutually agreed.
- b) If any such change causes an increase or decrease in the cost of, or the time required for, the selected Bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the selected Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the selected Bidder's receipt of the order from MPSARAS. The rate-card enclosed in the Annexure-5 will be used to calculate the cost of the additional work/ change request.
- c) MPSARAS may request for deployment of resources in phases. Hence the invoice will be on the basis of resources deployed for the project.
- d) This Rate-Card will be fixed and valid for the period of 24 months from the commencement date.
- e) Duration of the project may be extended on need for 1 (One) year on same rates on mutual consent.

4.11 Termination Clause

- i. Termination for Insolvency
 - a. MPSARAS may at any time terminate the Contract by giving a written notice of at least 30 days to the selected Bidder, if the selected Bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to MPSARAS.

ii. Termination for Convenience

- a. MPSARAS, by a written notice of at least 60 days sent to the selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for MPSARAS's convenience, the extent to which performance of the selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.
- b. In such case, MPSARAS will pay for all the pending invoices as well as the work done till that date by the Bidder.
- c. Limitation of Liability- In no event shall either party be liable for consequential, incidental, indirect, or punitive loss, damage or expenses (including loss of profits). The selected Bidder shall not be liable to the other hereunder or in relation hereto (whether in contract, tort, strict liability or otherwise) for more than the value of the fees to be paid (including any amounts invoiced but not yet paid) under this Agreement.

iii. Termination by MPSARAS

- a. The MPSARAS may, by not less than sixty (60) days written notice of termination to the Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
 - i. The Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within sixty (60) days of receipt of such notice of suspension or within such further period as the MPSARAS may have subsequently granted in writing;
 - ii. The Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
 - iii. The Bidder fails to comply with any final decision reached as a result of arbitration proceedings.
 - iv. The Bidder submits to the MPSARAS a statement which has a material effect on the rights, obligations or interests of the MPSARAS and which the Bidder knows to be false;
 - v. Any document, information, data or statement submitted by the Bidder in its Proposals, based on which the Bidder was considered eligible or successful, is found to be false, incorrect or misleading; or
 - vi. As the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days

- b. If the MPSARAS, Government of Madhya Pradesh wishes to terminate the contract for reasons attributable related to the Bidder performance, the MPSARAS will give a rectification notice for 30Days to Bidder in writing with specific observations and instructions.
- c. Payment upon Termination
 - i. Upon termination of this Agreement all pending payments due till the date of the termination of the contract will be made by MPSARAS to the Bidder within 30 days of the contract termination. All terms and conditions in the contract will be referred including but not limited to Penalty Clause mentioned in this RFP.
- d. Suspension
 - i. The MPSARAS may, by written notice of suspension to the Bidder, without any obligation (financial or otherwise) suspend all the payments to the Bidder hereunder if the Bidder shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension
 - 1. shall specify the nature of the breach or failure, and
 - 2. shall provide an opportunity to the Bidder to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Bidder of such notice of suspension.
- e. Cessation of rights and obligations
 - i. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except
 - 1. such rights and obligations as may have accrued on the date of termination or expiration,
 - 2. the obligation of confidentiality set forth in RFP

5.2. Payments to the bidder

- a. The price payable in local currency i.e., Indian Rupees will be done Quarterly basis during the contract period of 24 Months on the basis of satisfactory performance.

- i. The agency total remuneration shall include all taxes. All the entitlements liable to consultants shall be borne by the Bidder and in alignment to EPFO Rules. Bidder will follow a quarterly invoicing process. All the deliverables for the quarter will be mutually agreed upon at the start of the quarter. Payments will be linked to deliverables mutually agreed upon.
- ii. The consolidated quarterly invoice will be generated and submitted on the last working day of the quarter to the MPSARAS. MPSARAS will then pay to Bidder in next 30 days.

5.3. Liability

The liability of the firm is limited to the fees that have been paid to the successful bidder.

5.5. Delivery acceptance procedure and Penalty

- i. The Mission along with Bidder will develop an annual action plan. These plans will be further broken down into quarterly plans and deliverables will be mutually agreed upon. The performance of the Bidder will be reviewed against these mutually agreed deliverables.
- ii. If the auditor fails to submit the report on time despite all required information being provided, the State may deduct 5% from the audit fees for each month of delay in report submission.

5.6. Office Space:

The authority will provide the office space to the Resources deployed. Bidder has to provide the required hardware/software and high-speed internet to its resources to carry out the job.

5.7. Confidentiality obligations

The bidder can disclose the client's name or project for citation / reference purposes. Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising MP-SARAS in relation to matters arising out of, or concerning the Selection Process. MP-SARAS shall treat all information, submitted as part of the RFP, in confidence and shall require all those who have access to such material to treat the same in confidence. MP-SARAS may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or MP-SARAS or as may be required by law or in connection with any legal process.

5.8. Indemnity

The bidder will not be liable for any third-party claims.

5.9. Contract Period

The initial contract period shall be for 2(Two) years shall be extendable for 1(One) year if needed and the performance found satisfactory. The period of the contract may be extended for such duration as agreed between parties. At a time after the successful / satisfactory completion of initial contract & based on the requirement at that time or may be curtailed / terminated before the contract period owing to deficiency in service or substandard quality of the manpower deployed by the selected Company / Firm / Agency. This office, however, reserves right to terminate this initial contract without assigning any reason whatsoever, at any time; after giving one-month notice to the selected service providing Company / Firm / Agency.

5.10. Conduct of Bidder Manpower:

- i. The conduct of Bidder will be in line with best practices throughout the term of the contract. Attendance and punctuality will be minimum expectations from the resources deployed at State Headquarters (Bhopal).
- ii. Any absenteeism (other than for valid reasons (submitted & approved either before or after the leave) will not be acceptable and MPSARAS will have the right to deduct the cost of manpower at the rate of 100% of the per day cost quoted by the Bidder against the said expert for each day beyond the acceptable limit.
- iii. Recourses will be eligible for Holidays as per state govt annual leave calendar.

Annexure 1: List of Mandatory Documents for Technical Proposal:

S.N.	Particular	Format/Process	Remark
01	Covering Letter	As per Annexure-2	Yes/No
02	On stamp paper of Rs 500for not been blacklisted	As per Annexure-3	Yes/No
03	Details of the Applicant Details	As per Annexure-4	Yes/No
04	Auditor / CA certificate for turnover for last 3 years	As per Annexure-5	Yes/No
05	The bidder's experience of providing similar services to Govt. authority/Govt. body/Central PSU/State PSU/Govt institution in last 03 Financial Years 2022- 2023, 2023-2024, 2024-25	As per Annexure-6	Yes/No
06	Power of Attorneyauthorizing the representation to sign.	As per Annexure-8	Yes/No
07	Annexure 10 – Format for Financial proposal	As per Annexure-10	Yes/ No
08	Format for Submission of Pre Bid Queries	As per Annexure 11	Yes/ No
09	Annexure 13 - Format for Performance Security	As per Annexure-13	Yes/No

Annexure 2: Format of Cover letter for bid

(On the letterhead of the organisation)

RFP No.:

To:

Date:

Office of the Secretary, MPSARAS

Aadi Bhawan, Arera Hills, Bhopal, M.P. 462003

Email: emrs.ctd@mp.gov.in

Subject:“Selection of Chartered Accountant (CA) Firm for providing Financial, Accounting and Taxation related consultancy Services to MP-SARAS, Bhopal

Sir/Madam,

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP for **“Selection of Chartered Accountant (CA) Firm for providing Financial, Accounting and Taxation related consultancy Services to MP-SARAS, Bhopal”**Each page of the Technical and Financial Bid has been signed by the Authorized Signatory.

- a) We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the RFP document and that we shall perform all the incidental services.
- b) We agree to abide by our offer for a period of 180 Days from the date fixed for opening of the Technical Bid.
- c) All the information provided in Annexures are true to the best of my knowledge.
- d) We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the bid and we do hereby undertake to provide services as per terms and conditions mentioned in the RFP.
- e) Payment of Rs. 5,000 (Rupees Five thousand only) for the cost of RFP document has been submitted online as prescribed in the RFP document and is part of technical bid. Portal fee if applicable will have to be paid additionally by the bidder.
- f) EMD for an amount equal to Rs.30,000(Rupees Thirty Thousand only) has been submitted online as prescribed in the RFP document and is part of technical bid.
- g) The information contained in this Bid or any part thereof, including its exhibits, schedules, and other document(s) delivered or to be delivered to Office of the Secretary, MPSARAS is true, accurate, and complete.
- h) This Bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead Office of the Secretary, MPSARAS as to any material fact.
- i) It is hereby confirmed that I/We are entitled to act on behalf of our company/firm/society/trust and empowered to sign this document as well as such other documents, which may be required in this connection.

- j) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to our disqualification by the Office of the Secretary, MPSARAS.
- k) We meet the eligibility requirements as stated in this document.
- l) Our proposal shall remain valid for 180 Days from the last date of bid submission deadline.
- m) In competing for (and, if we are empanelled) the Empanelment, we undertake to observe the laws against fraud and corruption, including bribery as per document.
- n) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- o) We undertake, if our Proposal is accepted, we will be entered into a Contract as per the date specified by the Commissioner, Schedule Caste Development.
- p) We understand that the Office of the Secretary, MPSARAS is not bound to accept any Proposal that the Office of the Secretary, MPSARAS Madhya Pradesh receives.

Yours sincerely,

Dated:

(Signature) (In the capacity of) Duly authorized to sign the RFP Response for & on behalf of:

Name of the Authorised Signatory.....

Designation of the Authorised Signatory.....

Name of the Company.....

Address of Company Seal/Stamp of Bidder.....

Annexure 3: Format on Rs 500 stamp paper for not been blacklisted

(On Stamp Paper of Rs. 500 Notarized)

Dated.....

To whom so ever it may be concern

I/We hereby declare that I/We am/are authorized signatory in the Firm/Company/Society/Trust and hereby our Firm/Company/Society/Trust has not been blacklisted by any government (State or central) agency on the date of submission of the bid.

(Signature) Authorized Signatory

Name

Designation.....

Company Name

(With organisation seal)

Annexure 4: Format of ApplicantDetails

1. Name:
 - a) Country of incorporation:
 - b) Address of the corporate headquarters and its branch office(s), in India:
 - c) Date of incorporation and/ or commencement of business:
2. Brief description of the Applicant including details of its main lines of business and proposed role and responsibilities in this Project:
3. Details of individual(s) who will serve as the point of contact/communication for the Applicant:
 - a) Name:
 - b) Designation:
 - c) Company:
 - d) Address:
 - e) Telephone Number:
 - f) E-Mail Address:
 - g) Fax Number:
4. Particulars of the Authorized Signatory of the Applicant:
 - a) Name:
 - b) Designation:
 - c) Address:
 - d) Phone Number.
 - e) Fax Number:

Date: Signature of the Applicant / Authorized Representative

Seal / Stamp of the Firm

Annexure 5: Format for Financial Capability

(On letterhead of CA)

Bidder	Turnover (Rs. in Lakhs)			
	FY 2022-23	FY 2023-24	FY 2024-25	Total
Annual Turnover				
Average Annual Turnover				

Certified by:

(Signature and Seal of Chartered Accountant)

Name of Chartered Accountant:

Membership Number:

Office Address for communication:

Annexure 6: Format of Bidders experience

Bidders experience in providing similar services in the last three financial years

S.N.	Name of Assignment with Duration in Years	Date of Award /Commencement of assignment	Date of Completion of assignment (if applicable)	Name of the Client	Total Contract Value (In INR)	Brief Description of services provided
1.						
2.						
3						
4.						

Note: Copies of work orders/ Contract Documents or the client certificate should be uploaded along with bid documents.

Annexure 8: Format of Power of attorney

(To be provided on stamp paper of Rs.500 required under law duly signed by Bidder for the tender)

Dated: _____

POWER OF ATTORNEY To Whomsoever It May Concern

Know all men by these present that We.....(Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize./Ms.(name).....son/daughter/wife ofand presently residing atwho is presently employed with us and holding the position ofas our true and lawful authorised signatory (hereinafter referred to as the "Authorised Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for "Selection of CA firm for providing Financial , Accounting and Taxation related consultancy Services to MP SARAS Bhopal Madhya Pradesh" The authorised signatory is fully authorized for providing information/ responses to the RFP issued by the Commissioner , CTD representing us in all matters before the Commissioner , Schedule Caste Developmentincluding negotiations with the Commissioner , Schedule Caste Development, signing and execution of all contracts and undertakings consequent to acceptance of our proposal, and generally dealing with the Commissioner , CTD in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Authorised signatory to and in exercise of the powers conferred by this document and that all acts, deeds and things done by our said Authorised Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____ (ORGANISATION NAME),
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS AUTHORISATION ON THE DAY OF _____,
2026.

For _____

(Signature of Principal)

Name.....

Title/ Designation.....

Address.....

.....

(Name, Title and Address of the Principal)

Accepted

(Signature of Attorney)

Name.....

Title/ Designation.....

Address.....

.....

(Name, Title and Address of the Authorised Signator)

Annexure 10: Format of Financial Proposal**Financial Proposal Submission Form (BOQ)**

The Breakup of Financial Proposal for period of 24 months from the Commencement Date for Bidder is given as

(BOQ Format)

Sr.	Services	Total Cost for 2 Years
1	Cost of providing Financial, Accounting and Taxation related consultancy Services to MPSARAS	

Annexure 11: Format for submission of pre-bid queries

S.N.	Section	Sub-section	Reference/ Subject	Clarification sought

Note: Pre-bid queries shall be sent in excel sheet format as well along with covering letter.

Annexure 13 Format for Performance Security

[Date]

To

The Commissioner,

Tribal Affairs Department , Bhopal,

Madhya Pradesh – 462013

Sub: Performance Bank Guarantee

Ref:

Selection of Agency for hiring CA audit firm agency (Bidding Document No: _____ Dated: ____/____/____)

Dear Sir/ Madam,

WHEREAS

M/s. (name of bidder), a company registered under the Companies Act, 1956/2013, having its registered office at (address of the bidder), (hereinafter referred to as “our constituent”, which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated (Herein after, referred to as “Contract”) with you (The Commissioner, Schedule Caste Development, Government of Madhya Pradesh) for referred RFP.

We are aware of the fact that as per the terms of the contract, M/s. (name of bidder) is required to furnish an unconditional and irrevocable bank guarantee of amount 3% of purchase order in favour of the Commissioner , Schedule Caste Development, Government of Madhya Pradesh for an amount <<....>> and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee. Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of amount <<....>>), without any demur.

Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur. This PBG will remain valid for 30 Months.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, virtually empowers you to demand for the payment of the above said amount under this guarantee and we would honor the same without demur.

We hereby expressly waive all our rights to pursue legal remedies against the Commissioner, Schedule Caste Development, Government of Madhya Pradesh and other Concerned Government Departments of Madhya Pradesh.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period.

We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

Any notice by way of demand or otherwise hereunder may be sent by special courier, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been provided to us after the expiry of 48 hours from the time it is posted.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent upon intimation to you.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to amount <<....>>), and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee.

Notwithstanding anything contained herein, our liability under this Performance Bank Guarantee shall not exceed amount INR <<....>>

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the abovementioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in Bhopal (M.P) for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated this Day 2026.

Yours faithfully,
For and on behalf of the
Bank,

(Signature)
Designation
(Address of the Bank)
Note:

This guarantee will attract stamp duty as a security bond.

A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.

***** END OF THE DOCUMENT *****