बिड संख्या/Bid Number: GEM/2026/B/8188245
दिनांक /Dated: 22-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-11-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	12-11-2026 15:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (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	National Internet Exchange Of India (nixi)
कार्यालय का नाम/Office Name	New Delhi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :devesh@nic.in Buyer Email id: hardika@nixi.in
वस्तु श्रेणी /Item Category	Financial Audit Services - AS PER RFP; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes | Partial | Turn over value - 10 (in lakhs)
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes | Partial | Turn over value - 10 (in lakhs)

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	5
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	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

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

लाभार्थी /Beneficiary :

NIXI OFFICE
B-901, 9th Floor, Tower B, World Trade Centre, Nauroji Nagar, New Delhi – 110029
(National Internet Exchange Of India)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1792659365.pdf

Financial Audit Services - AS PER RFP; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	AS PER RFP
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	AS PER RFP
Type of Industries/Functions	AS PER RFP
Frequency of Progress Report	AS PER RFP
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	AS PER RFP
State	NA
District	NA

विवरण/ Specification	मूल्य/ Values
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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Hardika Bajaj	110001,B-901, 9th Floor Tower B, World Trade Centre, Nauroji Nagar, New Delhi-110029	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. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

3. **Buyer Added Bid Specific ATC**

   Buyer Added text based ATC clauses

   NOTE:

   1. NIXI RFP will supersede GeM tender.

   2. The quoted rates should be for one year only in case the quoted amount found for than one year then th e bidder shall be marked as disqualified.

   3. The quoted rates shall be mentioned only in financial bid, if found elsewhere the bidder shall be marked as disqualified.

4. The existing / outgoing statutory auditors, tax auditors and internal auditors shall not be eligible for the bid.

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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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---

National Internet Exchange of India

B-901, 9th Floor, Tower B, World Trade Centre,

Nauroji Nagar, New Delhi – 110 029

Phone: 011-48202000

Request for Proposal for Appointment of Internal Auditors for the FY 2026-27 to FY 2028-29

NATIONAL INTERNET EXCHANGE OF INDIA

Brief introduction

National Internet Exchange of India ("NIXI") was established and registered as a Section 8 Company under the Companies Act as under the Department of Electronics & Information Technology, NATIONAL INTERNET EXCHANGE OF INDIA (NIXI) is registered u/s 12A of the Income Tax Act and claiming the benefits u/s 11 to 13 of the Income Tax Act, 1961. The proceedings for assessment and appeals of NATIONAL INTERNET EXCHANGE OF INDIA (NIXI) for previous years are pending with Assessing officer/CIT(A)/ITAT. The objective of the society is to implement Presently 77 Exchange Points of NATIONAL INTERNET EXCHANGE OF INDIA (NIXI) are operational across the country. The headquarters of the NATIONAL INTERNET EXCHANGE OF INDIA (NIXI) is situated at B-901, 9th Floor, Tower B, World Trade Centre, Nauroji Nagar, New Delhi-110029. Detailed profile of NIXI may please be browsed from URL www.National Internet Exchange of India (NIXI).in.

The books of accounts are being maintained in Tally Prime Edit log at Head Quarter. The books of accounts of NIXI are also being audited by Statutory Auditors.

The financial highlights of NIXI for the F.Y. 2025-26 is as follows:

1. Income : ₹220.41 crore
2. Expenses : ₹ 74.75 crore

NATIONAL INTERNET EXCHANGE OF INDIA

Scope of Work

1) The bidder has to carry out Internal Audit of NIXI for the FY 2026-27 to FY 2028-29.

2) The bidder has to depute audit team at Head Quarter for the audit and it will be headed by Chartered Accountant/Cost Accountant having the audit experience of at least 05 years PQE.

3) The bidder will complete the audit of each location whose books of accounts are being maintained.

4) The audit has to be conducted immediately after end of each quarter i.e. 2nd week of next quarter and audit report will have to be submitted by the end of month in which audit commenced. However, audit for the period from April to September of each FY has to commence within 1st week of October and report will have to be submitted by the end of October of relevant FY. Report for the third quarter will have to be submitted by 15th February of relevant FY & for the fourth quarter of the financial year will have to be submitted by 30th May of the succeeding Financial Year.

5) The objective of the audit is to reduce lapses, gaps etc. in implementation of system and procedure to the barest minimum and ultimately to zero.

6) The bidder has to ensure the compliance of all statutory and regulatory provisions.

7) The bidder has to establish accuracy and authenticity in books of account and related records/documents and system.

8) The bidder has to detect any fraud, defalcations, misappropriations etc. in the books of accounts. In case of any failure noticed, the same may be reported to NIXI on immediate basis.

9) Bidder has to provide its audit report strictly as per the formats provided by NIXI.

10) Bidder has to Verify and verify/ audit the following areas:

A) **Finance & Accounts**

a. Verification of each cash, bank and journal vouchers
b. Check and Verify Bank reconciliation statements
c. Verification of general ledger, vendor ledger and customer ledger
d. Verification of payments, receipts and accounting documents
e. Verify of sundry debtors, creditors, advances and liabilities
f. Verify of revenue statements and invoicing
g. Verification of project income and interest income
h. Verification of statutory compliances (DoT Licenses, TDS, GST, Professional Tax etc.) and prepare reconciliation.
i. Verify the filing of statutory returns
j. Verify of internal financial controls (IFC)

B) **Procurement & Works**

a. Audit of procurement processes (pre-award and post-award)
b. Verification of contracts and tendering procedures
c. Verification of purchase procedures including vendor selection
d. Audit of works contracts including O&M contracts
e. Verification of approval as per Delegation of Powers (DOP)
f. Examination of cost estimates, NIT preparation, and RCE

C) **Human Resources & Establishment**

a. Verify of leave records, LTC records
b. Verification of payroll, employee advances, pay fixation
c. Verification of PF contributions and recoveries
d. Verify of employee master reconciliation between HR and Finance

D) **Land & Building**

a. Verification of title deeds
b. Verify of mutation status of land

E) **Engineering & Projects**

a. Verify of project cost estimates
b. Verification of project approvals and cost control

F) **Information Technology**

a. Audit of ERP modules

b. Evaluation of IT systems and data security

c. Verification of compliance with IT policies

G) **Corporate Social Responsibility (CSR)**

a. Verification of CSR expenditure

b. Verify and certify the impact assessment reports

c. Physical verification of selected CSR projects

H) **Property Plant and Equipment**

a. Verification of asset records

b. Physical verification and reconciliation with books

c. Verification of obsolete items

Note: All the verification activities shall be followed and supported by their Certifications with valid UDINs, if required by management.

11) Bidder has to ensure that there is no leakage of revenue in the books of accounts and also verify each invoice raised to parties for the services provided by NIXI. However, the revenue statement may be reconciled/ reported upon as per the formats provided by the NIXI.

12) Bidder has to verify that all purchases, expenses have been made with the approval of Competent Authority as mentioned in financial Delegation of Power. In case of any shortcomings/violation the same may be reported separately.

13) Bidder will also verify the filing of monthly/quarterly/half yearly/annual returns related to various Tax authorities/Govt. agencies like Income tax, GST, Professional Tax etc. In case of any shortcomings the same may be reported on immediate basis.

14) The bidder shall generate applicable Form No.145-146(erstwhile known as Form 15CA-CB) and provide attestation for that, if required.

15) The Bidder will physically verify the fixed deposits/bank guarantees/cash in hand/stamps/food vouchers etc. and reconcile the same with books of accounts.

16) Bidder has to verify and provide its comments on the ageing analysis of sundry debtors/creditors/advances/outstanding liabilities.

17) Bidder has to verify the recovery of employee's contribution towards Provident Fund and other advances/receivables from the pay bill of employees. Bidder also has to verify the employer contribution towards PF and its remittance to EPFO.

18) Bidder has to verify and certify the compliances w.r.t the relevant labour law compliances.

19) Bidder has to check and verify the full and final settlement of the outgoing personnel if needed.

20) Bidder has to ensure that the internal audit observations in earlier internal audit reports are being complied with.

21) Bidder will provide the necessary suggestion/guidance to the management for strengthen the internal control and also for the improvement in system. Bidder will also provide the necessary guidance on account of matter related to taxation and other statutory compliances as well as accounting policies to the management as and when required.

22) Bidder has to verify that transactions have been recorded as per accounting policies of NIXI and applicable Indian accounting standards. In case any change/ amendment/ addition/ deletion in any policy is required, the same may be communicated to NIXI on immediate basis.

23) Bidder has to settle all its queries/points raised during audit with the concerned staff of respective departments; however unsettled queries/points may be reported to Finance Head. All corrective entries need to be entered in the books of account before submission of final report to NIXI.

24) Any other area/scope consider necessary by NIXI for successful completion of audit including the following:

a. Assist in finalization of accounts and preparation of financials
b. Advise management on taxation and statutory matters
c. Suggest improvements in financial systems and controls
d. Report serious issues immediately to NIXI

NATIONAL INTERNET EXCHANGE OF INDIA

Instruction to Bidders

1. Submission of Bid

The interested bidder meeting the eligibility criteria as defined in the RFP document may submit their bid online in two parts as under:

a. "TECHNICAL BID" consisting of all technical details in "**FORM A"**

b. "FINANCIAL BID" as per GeM format

The complete bid must be submitted online by the due date and time. NIXI may, at its discretion, extend this deadline. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory. Bid once submitted shall not be allowed to be amended/withdrawn.

2. Contract Period

The contract shall be initially valid for a period of one (1) year from the date of commencement of services. Based on satisfactory performance, the contract may be renewed annually at NIXI's sole discretion, for an additional period of two years, on the same terms and conditions.

3. Additional terms & Conditions

1. In addition to professional fees, NIXI will not provide any TA/DA/Conveyance, accommodation charges, out of pocket charges etc.

2. The Audit needs to be completed as per the scope of work mentioned in the RFP. NIXI will not compromise on the quality and timeline of audit and any lapse observed will be viewed seriously.

3. The audit needs to be completed at the premises of NIXI. The audit team will be provided adequate space and systems for completion of the audit.

4. The bidder has to report to the Head of the Finance Department for audit and also interact for its queries.

4. Bid Securing Declaration

The bidders need to submit Bid Securing Declaration in lieu of Bid Security (Earnest Money Deposit) as per **Form C**.

5. Performance Security

The successful bidder has to submit 5% of contract value as Performance Security in the form of ePBG in favour of NIXI within 30 days of acceptance of appointment. The bank guarantee should be valid for the period of 15 months. E-PBG will be released to successful bidder without interest after completion of assignment and acceptance of audit report.

6. Enclosures of the Bid

The documents as desired in **Eligibility Criteria** and **Form A** must be uploaded at GeM with the **Technical bid,** otherwise the bid will be summarily rejected.

7. Currency

All prices should be quoted in Indian Rupees.

8. Clarification regarding RFP

a. The prospective bidders may raise their queries, if any, during the pre-bid meeting.

b. In respect of interpretation/clarification on any matter relating to this RFP document, the decision of NIXI will be final.

9. Validity of Bid

The validity of the proposal will be 120 days from the last date of submission of proposal as specified in the RFP document.

10. Rejection of the proposal

a) The bidder is expected to examine all instructions, formats, terms & conditions and schedule of work in the bid document. Failure to furnish all information required as per RFP document or submission of proposal which is not substantially responsive to the RFP document in every aspect may result in rejection of proposal. In respect of interpretation/clarification and any matter relating to this RFP document, the decision of NIXI will be final.

b) Proposals not submitted in the prescribed format, will be summarily rejected.

c) Proposals submitted without Bid Securing Declaration will be summarily rejected.

d) Proposals not meeting the criteria mentioned in Eligibility of Bidders as per RFP document will be summarily rejected.

e) The professionals will have to submit the entire requisite document as specified in the RFP document, failing which, the proposal is liable to be rejected.

f) The proposals received after specified date & time will not be considered.

11. Opening of Bid

The bids shall be opened at the scheduled date and time at the portal of GeM. The prospective bidders/their authorized representative may attend the bid opening proceedings.

12. Evaluation of Bid

1. Proposals once submitted shall not be allowed to withdraw. Any default after acceptance of proposal by the successful bidder shall be deemed to be non-compliance to the terms of contract and would be liable to cancellation of contract and Performance Security shall be forfeited.

2. NIXI reserves the right to reject any or all of the proposals or accept them in part or to reject lowest proposal without assigning any reason thereof.

3. The proposals will be evaluated on basis of details submitted in "**Form A"** of the RFP document along with requisite documents.

4. The financial bids will be evaluated only of those bidders, who will meet the requirements mentioned in Eligibility Criteria and form "A" of the RFP document.

13. Award of Contract

Contract will be awarded to lowest proposal (L1) of Financial Bid. In case of same L1 rates of more than one bidder (i.e. in the case of tie), the contract will be awarded as per the relevant procedure of GeM.

NATIONAL INTERNET EXCHANGE OF INDIA

PAYMENT TERMS

Payment will be released by NIXI to successful bidder as per following schedule.

a) 30% or one third of contract value on submission & acceptance of April to September audit report of each FY.

b) 30% or one third of contract value on submission & acceptance of October to December audit report of each FY.

c) 40% or one third of contract value on submission & acceptance of January to March audit report for each FY.

d) Payments are subject to deduction of TDS etc. as per rules. NIXI will not be liable to pay interest on account of delay payment etc.

Note: No claim of TA/DA, conveyance, boarding & lodging, reimbursements etc. will be considered by NIXI before, during or after the contract period.

NATIONAL INTERNET EXCHANGE OF INDIA

PENALITIES

Liquidated Damages:

The bidder shall be charged with Liquidated damages @ 1% per week or part thereof for first four weeks of delay in submission of audit report, thereafter @ 2% per week up to maximum of 10% of the total contract value. Subsequently, NIXI retains right to terminate the contract without assigning any reason and no payment shall be released and Performance Security may also be forfeited.

Condone of delay period:

In the event of delay in completion of assignment, which is not attributable to bidder, Competent Authority reserves the right to condone such period of delay, provided bidder has submitted adequate justification in writing. Further, NIXI reserves the right to revise/change the schedule of delivery.

Termination by default:

NIXI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to firm/LLP/body corporate, terminate the contract in whole or part. NIXI also reserves the right to banning its business with the bidder within NIXI and same will also be apprised to the appropriate forums like ICAI/ICMAI etc.

Disputes:

All disputes or differences whatsoever arising between the parties out of or relating to this RFP document shall be settled through arbitration proceedings as per Indian Arbitration Act. In such case, CEO, NIXI will be the Competent Authority for appointment of the Sole Arbitrator.

Force Majeure

If, at any time, during the continuance of the work contract, the performance in whole or in any part by either party of obligation under the work contract shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God,(herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this work contract nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the work contract shall, however be resumed as soon as practicable after such eventuality has come to an end.

NATIONAL INTERNET EXCHANGE OF INDIA

ELIGIBILITY CRITERIA

1. The bidder must have their **registered office** at Delhi. All audit co-ordinations will be done with respective head of the Finance Department. The complete profile of the associate's **must be provided** along with Form "A".

2. The bidder shall have presence of atleast 10 years and must have experience in the field of audit. Further, the bidder must have atleast 2 FCA partners. The experience will be verified from the relevant ICAI/ICMAI certificate.

3. The bidder must have active Peer Reviewed Certificate by ICAI/ICMAI. The same will be verified from the relevant ICAI/ICMAI certificate.

4. The bidder must be C&AG empanelled firm. The same will be verified from the relevant certificate.

5. The bidder must follow all the relevant/recent guidelines of ICAI/ICMAI before submission of the bid.

6. The bidder must have annual average Receipts/Turnover of at least **₹15 lakhs** in the last three financial years (FY 2023-24, 2024-25 and 2025-26). **Copy of Balance Sheet & Profit and loss account of each financial year certified by a different practicing Chartered Accountant must be enclosed.***

   * *The terms & conditions and eligibility Criteria Specified in this RFP document shall supersede the general terms & conditions of the GeM portal to the extent of any inconsistency*

7. Bidder should not be blacklisted from any Government/Ministry/ Department/PSU/Autonomous Body of Central or State Govt along with Form "B" and "D".

8. **Additionally, the following documents (self-attested) are required to be submitted along with proposal**.

   a. GST Registration No.

   b. PAN of bidder.

   c. Copy of Registration with ICAI/ICMAI (the registration certificate shall not be older than 30 days from the date of submission of bid).

9. Bidder must have carried out at least two Internal audit of any Government/Ministry/ Department/PSU/Autonomous Body of Central or State Govt in last three financial years. Documentary evidence like work order, appointment letter etc. needs to be provided.

Note: Necessary supporting documents need to be enclosed. All the supporting shall be recent to the extent possible.

FORM A

Professional Bid Form

1. (a) Name of the Bidder :

   (b) Postal Address :

   (i) Telephone No. :

   (ii) Email :

2. Date of its Establishment :

3. Bidder Profile :

4. Experience of Bidder/Associate Partner:

   (a) No. of Years. :

   (b) On Tally :

5. Turnover of bidder in last three Financial years :
   (Copy of Balance Sheet and P&L A/c must be enclosed with proposal)

6. PAN. (Copy enclosed) :

7. GST No. (Copy enclosed) :

8. Registration no. (Copy enclosed) :

9. Any other information :

I……(designation)……of (Name of the bidder)……hereby declare to accept the Terms & Conditions of the RFP Document for appointment as Consultant for segregation of books of accounts**.**

Authorized Signatory of Bidder/Associate firm of Bidder

OFFICE SEAL

Date:_____

Place: _____

FORM B

DECLARATION

We declare and confirm that (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the NIXI, if NIXI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by NIXI for segregation will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the NIXI. We acknowledge the right of the NIXI, if NIXI finds to the contrary, NIXI is entitled to claim appropriate compensation from us and the decision of NIXI in this regard shall be final.

_____

Authorized Signatory with Seal

(To be submitted/uploaded on Bidder Letter Head)

FORM C

BID SECURING DECLARATION

We, M/s _____, accepting that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, we will be suspended for the period of 12 months from being eligible to submit Bid for contracts with the NATIONAL INTERNET EXCHANGE OF INDIA (in short NIXI).

_____

Authorized Signatory with Seal

FORM -D

CERTIFICATE REGARDING NOT BEING BLACKLISTED

CERTIFICATE REGARDING NOT BEING BLACKLISTED

Declaration on not being blacklisted

(To be submitted on the Letterhead of the Bidder)

To,
National Internet Exchange India [NIXI]. B-901, 9th Floor Tower B,
World Trade Centre, Nauroji Nagar, New Delhi 110029

Dear Sir,

(Place) (Date)

1. We confirm that our company is not blacklisted as on date of bid submission for any fraudulent actions by any Central / State Government organization/ PSUs.

It is hereby further confirmed that we are duly empowered and entitled to act on behalf of our company/ corporation/ firm/ organization including to sign this document as well as such other documents, which may be required in this connection.

Place: Signatures
Date: Authorised Signatory
Name and Title of Signatory:

On behalf of Name of Firm: Address:
Seal/Stamp: