

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-07-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-07-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Education Department Assam
संगठन का नाम/Organisation Name	Directorate Of Non Formal And Adult Education
कार्यालय का नाम/Office Name	Kahilipara Guwahati19
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :directorate-adult@assam.gov.in Buyer Email id: directorate.adultedu@yahoo.com
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	14 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	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)	350000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	6

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

लाभार्थी /Beneficiary :

Director

Directorate of Non Formal and Adult Education, Assam, Jatia, Kahilipara Road, Guwahati- 781019.

(Dr Jayanta Kumar Sarmah)

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	No
---	----

1. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate: 5

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: 5

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: 4

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: 5

Number of XX fulltime CA's required and YY professional audit staff: 4, 5

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Operational & Administrative , Government Service
Frequency of Progress Report	As and when required
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As and when required
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

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	Chinmoyee Talukdar	781019,Jatia, Kahilipara, Guwahati-19	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

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

2. Generic

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

3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

4. Service & Support

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

5. Service & Support

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

6. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All

representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Request for Proposal for Financial Audit Services

For the Appointment of Financial Audit Services for State and District units of State Literacy Mission Authority under the Directorate of Non- formal and Adult Education for the FY 2025-26

2025-26

REQUEST FOR PROPOSAL (RFP)

Directorate of Non- formal and Adult Education, Assam seeks to invite Proposal from the Comptroller & Auditor General of India (C&AG) *empaneled Chartered Accountant (CA) firms those are eligible for major Public Sector Undertakings (PSU) audits for the year 2025-26* for conducting the statutory audit of State and District units of State Literacy Mission Authority under the Directorate of Non- formal and Adult Education for the FY 2025-26

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C. A. firms are given in the following paragraphs.

Terms of Reference (ToR):

Back Ground

The State Literacy Mission Authority was constituted under the aegis of National Literacy Mission Authority in the year 1991 and the original formulation and structure is as follows as depicted in the MHRD web site is given below:

“The National Literacy Mission has decided to rejuvenate the State Literacy Mission Authorities (SLMA) and to make them functional with adequate financial and administrative powers. The State Literacy Mission Authorities are bodies registered under the Societies Registration Act with an SLMA Council, headed by the Chief Minister, and Executive Committee, headed by the Chief Secretary / State Education Secretary. The State Directorate of Adult Education is the secretariat of the SLMA and the Director of the State Directorate of Adult Education is the Member Secretary of the GC/EC, SLMA. NLM has also empowered the SLMAs to approve the projects for Continuing Education with funds placed at their disposal.

The SLMA is a registered body having a properly constituted (a) General Council headed by the Chief Minister/Education Minister as ex-officio President; and (b) Executive Committee headed by the Chief Secretary/Principal Secretary/Education Secretary of the State.

Tasks

- Developing a State Plan for Literacy
- Organising a motivational campaign across the state
- The SLMA will be responsible for disbursement of funds received from the
- NLMA and the State to the implementing agency and management of accounts.
- Overseeing District Plans for Literacy
- Effecting convergence of programmes for incentives, awards and the adult education centre (Lok Shiksha Kendra)
- Ensuring evaluation and placing all information in the public domain on the programme

Objective of audit services:

The objective of the audit is to ensure that the department receives adequate, independent, professional audit assurance that the grant proceeds provided by government are used for purposes intended in line with approved budget and that the annual financial statements are free from material mis-statements and the terms of the credit/ loan agreements of the development partners are complied with in all material respects.

The objective of the audit of the financial statements of State and District Units as well as the Consolidated Financial Statements of the State and District as a whole i.e. Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules and Bank

(126)

Reconciliation Statements is to enable the auditor to express a professional opinion as to whether:-

- the financial statements give a true and fair view of the Financial Position of the individual District Units, State Unit and Consolidated District and State at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31, 2026.
- the funds were utilized for the purposes for which they were provided, and
- Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

Standards: The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition, the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

Terms & Conditions for selection/engagement of Chartered Accountants Firms for Statutory Audit of NILP (ULLAS) under State Literacy Mission Authority, Assam for the F.Y. 2025-26

1. Submission & Evaluation of the Financial Audit Services

- a. The EOI should be submitted as per prescribed format enclosed at Annexure-I with a forwarding letter of concerned CA firm.
- b. Annexure-I and all Sub-Annexure (A1, A2, A3, A4) duly signed with seal of the authorized partner should be submitted in the "TECHINAL BID FOR Request for Proposal(RFP) clearly mentioned the RFP No. & date. (online only)
- c. Annexure-II duly filled financial bid should be submitted separately in the 'FINANCIAL BID FOR Request for Proposal (RFP).
- d. The technical bid should not contain any indication of price offered; else the entire bid will be rejected.

2. Fees Structure

The indicative payable fees for conducting audit of State (1) & District Units (35) is fixed at Rs.3,50,000/-only inclusive of GST.

3. Time Period for Completion of the Audit

The time frame for completion of statutory audit of accounts under NILP (ULLAS) will be maximum of 30 days from the date of issue of work order/ signing of contract.

TECHNICAL BID (TO BE FILLED BY THE BIDDER)

Sl. No	Particulars	Details
1.	Firm Details	Name & Address of the Firm Name & Address of Authorized Partners Contact Details & Email ID of the Authorised Partner (Submit Firm Constitution Certificate as of ICAI in support of the same)
2	PAN Card & GST of the Firm	PAN No. GST NO. (Submit copy of the PAN card and GST RC)
3	The CA Firms has to be empanelled with C&AG of India.	CAG Empanelled no. along with a copy of the Certificate
4	The Annual gross turnover received/ earned by the firm in last three financial years (2022-23, 2023-24 and 2024-25) as per mentioned in the RFP document	Details to be provided as per SUB- ANNEXURE A-2
5	The CA Firm should have at least 5 years' experience in Audit of Annual Accounts of Central/State Govt./ Govt. Autonomous bodies/particularly in Centrally Sponsored Scheme(CSS).	Details to be provided as per SUB- ANNEXURE A-3
6	The CA firm should have at least 4 qualified FCA Partners with relevant experience and engaged in full time Audit work.	Details to be provided as per SUB- ANNEXURE A-4
7	Firms implementing quality control policies and procedures as provided in Statements on Standard Auditing Practices (SAP 17)	Brief description of the Firm Quality Control & Procedures should be provided

I/ We hereby certify that the above particulars are correct. In the event of any information found to be incorrect, be it at any time, SLMA is at liberty to reject the proposal/work awarded to this CA Firm.

Date :

Office seal:

Signature :

Name :

Designation :

FINANCIAL BID (TO BE FILLED BY THE BIDDER)

Name & Address of the Firm:

Sl No.	Description of Service	Figures in Rs.
1.	Financial Audit Services of the Accounts of NILP(ULLAS) for the Financial Year 2025-26	
Total		

(Amount in Words..... only)

Note:

- GST is inclusive of the estimated amount (However, GST should be shown separately at the time of submission of bill.).
- In Case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- The above fee is inclusive of out of pocket expenses including local and outstation travel.

Date :

Office seal:

Signature :

Name :

Designation :

Sub Annexure A-1**Self-Declaration No Blacklisting**

(On the letter head of the CA Firm)

To
The Director
NF and Adult Education, Assam
Jatia, Kahilipara Road, Guwahati-781019, Assam

Sir,

In response to the Request For Proposal (RFP) for selecting Financial Audit Services for NILP(ULLAS) for the Financial Year 2025-26, I/We hereby declare that presently our Chartered Accountant (CA) is having

(123)

unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our CA firm is not Blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our tender if any to the extent accepted may be cancelled.

Thanking You

Yours Faithfully

Date:
Office Seal

Signature:
Name:
Designation:

Sub Annexure A-2

Details of CA Firm's Gross Turn Over

Particulars	Financial Year 2022-23	Financial Year 2023-24	Financial Year 2024-25
Gross Turnover			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date :
Office seal:

Signature:
Name:
Designation:

Sub Annexure A-3

Details of CA Firm's Experience in conducting Statutory Audit of Govt. Organisation/ Office (min. 5 years) including audit of Centrally Sponsored Scheme, GOI

Sl. No	Name of the Organisation	Year of Assignment	Nature of Assignment
1			

(122)

2			
3			
4			
5			
6			
7			

Documentary proof in the support of the above should be attached.

Date :
Office seal:

Signature:
Name:
Designation:

Sub Annexure A-4

Details of CA Firm's Partners

Sl. No.	Name of the Member	Membership No.	Status		No. Of years of Association with CA Firm
			FCA	ACA	

(Furnish the copy of the documentary evidence in support of information provided above)

Details of CA Firm's Staff

Sl. No.	NAME	Designation/ position	Education Qualification
		Semi Qualified (CA intern) Support Staff/Jr. Auditor	

Date :
Office seal:

Signature:
Name:
Designation:

ELIGIBILITY CRITERIA & EVALUATION OF BIDS

1. Eligibility criterion of the firms shall be based on the various criteria as given in the table below.
The technical proposal evaluation shall be based on the following parameters.

Sl. No.	Particulars	Minimum Criteria	Maximum Marks	Evaluation Criteria
1.	Nos. of Full Time Fellow Partners & Associate CA's associated with the firm (as per certificate of ICAI)	4	20	Per FCA Partner =2 marks Per ACA =1.5 marks
2.	Turnover of the Firm (Average of Last Three Financial Years)	Minimum 50 Lakhs	20	50-100 Lakhs =10 marks 1- 1.5 crore =15 marks Above 1.5 Crore=20 marks
3	No. Of Assignments: Experience of Statutory Audit/ Internal Audit of Central or State Govt. Office/ Department & CSS(Excluding the audit of Charitable Institution)	5	20	Minimum 5 = 6 Marks Above 5 = 2 marks for each assignment. (upto 10 marks) 1 Mark for each CSS Assignments (upto 4 marks)
4.	No. of completed years of establishment of the Audit Firm	5	20	5-10 Years = 6 marks 11-15 Years =10 marks 16-20 Years =15 marks Above 20 Years=20 marks
5.	Staff Support	5	10	5 - 10 = 5 marks 11-15 = 7 marks Above 15=10 marks
6	Firm implementing Quality Control Policies & procedures		10	-----
TOTAL			100	

The firm must achieve at least 80% of the marks to qualify on technical parameters for the purpose of the selection for calculation of Financial Score.

Selection Methodology:

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Least Cost process.

First Stage:

1. Only Technical Proposals shall be opened first for all the firms.
2. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Eligibility Criteria & Technical Evaluation section.

3. The technical proposal scoring at least 80 of the marks out of 100 shall be considered as "Qualified on Technical Parameters". A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 80)

Second Stage:

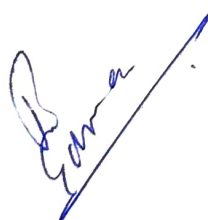
1. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 80 of maximum marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
2. Least Cost Based Selection process shall be followed.

Determining Financial Score:

In the Financial Bid, the lowest Bidder shall be considered. Once the final scores for each proposal have been calculated, they can be ranked from highest to lowest. In the event two or more proposals have the same scores in the final ranking of proposals, the proposal with the highest technical score will be ranked higher and the next highest technical score will be ranked lower. After the final ranking, the highest-ranked bidder will be invited for contract negotiations. The final evaluation results are summarized in an evaluation sheet.

Award of Contract:

On completion of selection process, the firm(s) empanelled shall be awarded the contract of audit by issuing the Letter of Award (LOA).



Director (i/c),
Non-Formal & Adult Education, Assam.
& Member Secretary, SLMA, Assam.
Jatia, Kahilipara Road, Guwahati-19

A