

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	28-05-2026 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	28-05-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Assam
विभाग का नाम / Department Name	Education Department Assam
संगठन का नाम / Organisation Name	Directorate Of Higher Education
कार्यालय का नाम / Office Name	Rashtriya Uchchar Shiksha Abhiyan Assam
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report, Review of Financial Statements, IT Return; CAG Empaneled Audit or CA Firm, CA Firm, Audit Firm
अनुबंध अवधि / Contract Period	3 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	80000
Payment Timelines	Payments shall be made to the Seller within 10 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
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference

No

1. 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.

2. 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.

3. 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

Financial Audit Services - Audit Report, Review Of Financial Statements, IT Return; CAG Empaneled Audit Or CA Firm, CA Firm, Audit Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Review of Financial Statements , IT Return
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm , CA Firm , Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Purchase & Procurement , Operational & Administrative
Frequency of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Weekly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

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

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

No

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Bitopan Konwar	781019,Pandit Deendayal Upadhyay Path Kahilipara Rashtriya Uchchar Shiksha Abhiyan	Project / Lumpsum Based	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 3

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

1. Generic

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

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. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

4. Buyer Added Bid Specific ATC

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

5. Payment

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

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---

Additional Terms & Conditions (ATC)

Expression of Interest (EOI)

Engagement of Chartered Accountant Firm for Conducting Annual Audit and Handling Statutory Return Filing/Compliance Work of the RUSA Head Office for a Period of Four (4) Financial Years.

1. Purpose of this EOI

This Expression of Interest (EOI) is invited for shortlisting eligible Chartered Accountant (CA) Firms for participation in the subsequent selection process through GeM for engagement of a CA Firm for conducting annual audit and handling statutory return filing/compliance work of the RUSA Head Office.

This EOI is intended only for shortlisting/empanelment of eligible firms. Financial quotations may be obtained separately from technically qualified/shortlisted firms as per applicable procurement norms and GeM provisions.

2. Scope of Engagement

The shortlisted/selected Chartered Accountant (CA) Firm shall provide professional services for:

- Conducting annual audit of accounts of the RUSA Head Office;
- Verification and certification of financial records/statements;
- Preparation and filing of statutory returns;
- Compliance with applicable taxation and statutory provisions;
- Assistance during internal/external audit observations;
- Financial reconciliation and related consultancy support as required by the Buyer.

The detailed Scope of Work (SOW) shall form part of the bid/EOI document.

3. Eligibility Criteria

3.1 Legal Status

The bidder/applicant must be a Chartered Accountant Firm registered with:

- The Institute of Chartered Accountants of India (ICAI); and
- Appropriate statutory authorities, wherever applicable.

The Firm shall possess:

- Valid ICAI Registration Number;
- PAN;
- GST Registration (if applicable).

3.2 Experience Criteria

The bidder/applicant should have:

- Minimum 5 years of experience in audit/accounting/statutory compliance services;
- Experience in handling audit/accounts/statutory compliance work of Government Departments/Autonomous Bodies/Societies/PSUs/Educational Institutions.

The bidder shall upload:

- Work Orders/Engagement Letters; and/or
- Completion Certificates/Client Certificates.

3.3 Financial Criteria

The bidder/applicant should have average annual turnover of not less than Rs. 320000 during the last three financial years from professional/accountancy/audit services.

Supporting documents such as:

- CA-certified turnover certificate; and
- Audited Financial Statements

shall be uploaded.

3.4 Non-Blacklisting

The bidder/applicant:

- Should not be blacklisted/debarred by any Central Government/State Government/PSU/Autonomous Body;
- Should not be insolvent or under liquidation.

A self-declaration regarding non-blacklisting shall be uploaded.

4. Documents to be uploaded by the Bidder

The bidder/applicant shall upload:

1. Covering Letter As per Annexure-1
2. Applicants Date Sheet. In the format given under Annexure-2.
3. Authorization Letter/Power of Attorney (if applicable) as Annexure-4.
4. ICAI Registration Certificate.
5. Declaration with respect to non-blacklisting and debarment in non-judicial stamp paper duly notarized. As per the format given in Annexure-5.
6. PAN Card.

7. GST Registration Certificate.
8. Experience Certificates/Work Orders.
9. Turnover Certificate/Audited Financial Statements.
10. Self–Undertaking for Payment of Statutory Taxes in the prescribed format as Per Deptt. Of Finance as given below in **Annexure A**.
11. Any other document required in the EOI/bid.

Failure to upload required documents may result in rejection of the application.

5. Duration of Engagement

The engagement shall initially be for One (1) Financial Years, subject to:

- Satisfactory performance;
- Continuation of requirement;
- Compliance with contractual obligations.

The Buyer reserves the right to terminate the engagement earlier in case of unsatisfactory performance or breach of conditions.

6. Roles and Responsibilities of the CA Firm

The selected CA Firm shall:

- Conduct annual audit of accounts of RUSA Head Office;
- Verify books of accounts, vouchers, ledgers, bank reconciliation statements, utilization certificates, etc.;
- Assist in preparation/finalization of annual financial statements;
- File statutory returns within prescribed timelines;
- Ensure compliance with Income Tax, GST, TDS, and other applicable laws;
- Respond to audit queries and compliance observations;
- Submit reports/certificates as required by the Buyer.

7. Timely Submission of Reports

The CA Firm shall ensure timely submission of:

- Audit Reports;
- Compliance Reports;
- Statutory Returns;
- Certificates and supporting documents.

Delay attributable to the firm may attract penalty/action as per contract conditions.

8. Deployment and Coordination

The CA Firm shall ensure availability of adequate professional manpower for smooth execution of the assignment.

The firm shall maintain proper coordination with officials of the RUSA Head Office and attend meetings/reviews whenever required.

9. Confidentiality

All financial records, documents, statements, and information obtained during the assignment shall be treated as confidential.

The CA Firm shall not disclose any information to third parties without prior written approval of the Buyer.

10. Payment Terms

Payment shall be released subject to:

- Satisfactory completion of assigned work;
- Submission and acceptance of reports/deliverables;
- Submission of invoice/bill through GeM.

Applicable statutory deductions shall be made as per rules.

11. Performance Monitoring

Performance of the CA Firm shall be reviewed periodically by the Buyer.

Unsatisfactory performance, delay, negligence, or non-compliance may lead to:

- Warning;
- Penalty;
- Termination of contract;
- Debarment action as applicable.

12. Termination Clause

The Buyer reserves the right to terminate the contract:

- For breach of contract;
- Submission of false information;
- Non-performance;
- Violation of statutory obligations;
- Unsatisfactory service.

13. Buyer's Rights

The Buyer reserves the right to:

- Accept or reject any or all EOI responses/applications;
- Seek clarification/documents;

- Modify EOI conditions before closing date;
- Cancel the EOI process without assigning reasons.

14. Jurisdiction

Any dispute arising out of this EOI/contract shall be subject to the jurisdiction of competent courts situated in Assam.

15. Applicability of GeM Terms & Conditions

The engagement shall be governed by:

- GeM General Terms & Conditions (GTC);
- EOI/Bid conditions uploaded on GeM;
- Applicable Government procurement rules and regulations.

In case of conflict, GeM provisions and bid conditions shall prevail.

16. Undertaking by Bidder

By participating in the EOI, the bidder/applicant confirms that:

- All submitted information/documents are genuine and correct;
- The bidder accepts all EOI terms and conditions;
- The bidder agrees to comply with all statutory and contractual obligations.

ANNEXURES

Annexure 1: Covering Letter

Covering letter

[On the letter head of the Applicant]

Kind Attention:

[location, date]

The

<Insert Designation & Address of Eol Inviting Authority>

Sub: **Eol (Refence No.....)for shortlisting of eligible applicants to participate in the RFP process forselection of consultant for <insert the name of the assignment>.**

Sir,

Having read, carefully examined, and understood the “Expression of Interest” document dated _____ issued by <insert Eol Inviting Authority> (“Client”) and all **Annexures** and other documents attached thereto, and all subsequent addenda and clarifications issued pursuant thereto (collectively the “Eol”), we hereby express our interest to participate in the RFP process, if shortlisted in this Eol stage.

We hereby agree and confirm that our Eol Proposal has been prepared strictly in conformity with the instructions in the Eol document (including the forms set forth therein) and that we shall always act in good faith and abide by the terms and conditions of this Eol.

We agree that we have inspected and examined the Eol documents and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the Eol which may affect our Proposal and all queries on other contractual matters have been addressed.

We represent and warrant to Client the information furnished by us is complete, accurate, unconditional, and fairly presented.

We have the necessary capacity and experience to execute the assignment and participate in the RFP, if shortlisted.

We follow all the terms and conditions of the EoI; there is no information, data or documents which have not been disclosed which may prejudicially affect Client's evaluation or decision in relation to pre-qualification shortlisting.

We have all the necessary corporate and statutory approvals and authorizations to participate in this EoI.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director/trustee/partners or key officials nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.

We declare we have not been declared ineligible for corrupt or fraudulent practices in any tendering process.

We undertake that we will intimate Client of any material change in facts, circumstances, status, eligibility, or documentation relating to us during this EoI and till completion of ensuing RFP process.

This Proposal shall be construed, interpreted, and governed, in all respects, by Assam Public Procurement Act'2017, Assam Public Procurement Rule'2020 and the relevant laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this EoI process.

We undertake that we have not been debarred or blacklisted by any government (Central/State) agency or PSU and fulfill all eligibility criteria as stipulated in Para 3.2.4 of this EoI document.

We have provided details, in accordance with the instructions and in the form required by the EoI and have attached the same as appendices to this application.

Yours faithfully,

[Signature and Details of the Applicant/ Authorised Representative]

Annexure 2: Applicant Details

1. Organizational Details	
1.1. Full Name	
1.2. Legal Status (firm/company, etc.)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
2. Details of Authorised Signatory	
2.1 Name	
2.2 Designation	
2.3 Address	
2.4 Contact Details	
<i>(Copy of the document of authorisation to be provided)</i>	
3. Tax Registration Details	
3.1. GST	
3.2. Income Tax	
4. Contact Person for this Proposal	
4.1. Name	
4.2. Address for Courier	
4.3. Office Phone	
4.4. Mobile Phone	
4.5. Fax No.	
4.6. E-mail Address	
5. Certifications, Awards & Accreditations, if any	
5.1.	
5.2.	
5.3.	

Date:
Place:

Signature of the Applicant

Annexure 4: Power of Attorney

Format for Power of Attorney for Signing of Application (On a Stamp Paper of Rs 100/-)

Power of Attorney

We, (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.(name and residential address) who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the EoI for shortlisting of eligible applicants to participate in the RFP process for selection of an agency toi ncluding signing and submission of all documents and providing information to the Client (i.e.) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our EoI response.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the _____ day of _____ 20__

For _____

(Name, Designation and Address)

Accepted

_____ (Signature)

(Name, Title and Address of the Attorney)

Date : _____

Note:

- i. *THE MODE OF EXECUTION OF THE POWER OF ATTORNEY SHOULD BE IN ACCORDANCE WITH THE PROCEDURE, IF ANY, AS LAID DOWN BY THE APPLICABLE LAW AND THE CHARTER DOCUMENTS OF THE EXECUTANTS(S) AND WHEN IT IS SO REQUIRED THE SAME SHOULD BE UNDER COMMON SEAL AFFIXED IN ACCORDANCE WITH THE REQUIRED PROCEDURE.*
- ii. *IN CASE AN AUTHORIZED DIRECTOR OR KEY OFFICIALS OF THE APPLICANT SIGNS THE APPLICATION, A CERTIFIED COPY OF THE APPROPRIATE RESOLUTION/ DOCUMENT CONVEYING SUCH AUTHORITY MAY BE ENCLOSED IN LIEU OF THE POWER OF ATTORNEY.*

iii. IN CASE THE APPLICATION IS EXECUTED OUTSIDE INDIA, THE APPLICANT MUST GET NECESSARY AUTHORIZATION FROM THE CONSULATE OF INDIA. THE APPLICANT SHALL BE REQUIRED TO PAY THE NECESSARY REGISTRATION FEES AT THE OFFICE OF INSPECTOR GENERAL OF STAMPS.

Annexure 5: Affidavit

Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)

We, M/s. (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the _____ (Date of Signing of Application).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) There is no conflict of interest in submitting this Proposal

We further confirm that we are aware that, our Application for Shortlisting of Organisations to participate in the bidding process eligible parties to select most suitable of them to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of EoI evaluation or thereafter during RFP and the agreement period.

Dated thisDay of, 20.....

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person

Scope of Work (SOW)

1. Objective

To engage a Chartered Accountant Firm for conducting annual audit and handling statutory return filing/compliance work of the RUSA Head Office. The selected firm shall conduct audit of accounts for a period of four (4) financial years covered under the engagement.

2. Detailed Scope of Work

A. Annual Audit

The firm shall:

1. Conduct yearly audit of accounts of RUSA Head Office.
2. Verify:
 - Cash Book
 - Ledger Accounts
 - Bank Reconciliation Statements
 - Vouchers and supporting documents
 - Fixed Assets Register
 - Advances and adjustments
3. Examine compliance with:
 - Financial Rules
 - Government Guidelines
 - Scheme Guidelines
4. Prepare:
 - Audit Report
 - Observations/Recommendations
 - Utilization-related certifications, if required
5. Assist in replying to audit observations raised by authorities/agencies.

B. Income Tax Compliance

The firm shall:

1. Prepare and file Income Tax Returns within due dates.
2. Verify TDS deductions and compliance.
3. Reconcile Form 26AS/AIS/TIS, wherever applicable.
4. Provide advisory support on Income Tax matters.

C. GST Compliance

The firm shall:

1. Preparation and filing of GST returns.
2. Reconciliation of GST records.
3. Verification of input tax credit (if applicable).
4. Guidance on GST compliance and statutory obligations.

D. CPF/EPF Compliance

The firm shall:

1. Preparation and filing of CPF/EPF returns.
2. Verification of monthly deductions and deposits.
3. Compliance with applicable labour/statutory provisions.

3. Deliverables

The selected firm shall submit:

1. Annual Audit Report
2. Certified Statements/Reconciliation Reports
3. Filed copies of statutory returns
4. Compliance reports and advisory notes
5. Supporting working papers, if required

4. Timelines

- Audit work shall be completed within timelines prescribed by RUSA.
- Statutory returns shall be filed within due dates prescribed under applicable laws.

5. Reporting & Coordination

The selected firm shall coordinate with designated officials of RUSA Head Office and submit reports/documents to the competent authority.

6. Ownership of Documents

All records, reports, statements, and documents prepared during the engagement shall remain the property of RUSA.