

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-07-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-07-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Delhi
विभाग का नाम/Department Name	Education Department Delhi
संगठन का नाम/Organisation Name	Directorate Of Education
कार्यालय का नाम/Office Name	South West
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :anil.kaushal10@gov.in Buyer Email id: buycon1.dbtb.del@gembuyer.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
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)	8 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
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,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

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	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)	200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	2

(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 :**

MD, DBTB

Delhi Bureau of Text Books, 25/2, Institutional Area, Pankha Road, D-Block, Janakpuri, New Delhi - 110058  
(Managing Director)

## UIN Number NCTGC2415P

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

### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. 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.
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

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:**At least three original assignments awarded from the financial year started from 2021-22 in the Statutory Audit of the Annual Accounts in any Central/State Government Funded Educational Institution or Central/State Government Funded Research Institutions or in any State Govt. funded Educational Body/Society/Trust which are based in Delhi.

**Service provider must have a dedicated team of required manpower of XX for the project:**Only Chartered Accountant Firms are exclusively eligible.

**Scope of Work:**[1782719931.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per tender document	100	50	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 50**

**QCBS Weightage(Technical:Financial):60:40**

**Interview Venue:**Delhi Bureau of Text Books, 25/2, Institutional Area, Pankha Road, D-Block, Janakpuri, New Delhi - 110058

**Presentation Venue:**Delhi Bureau of Text Books, 25/2, Institutional Area, Pankha Road, D-Block, Janakpuri, New Delhi - 110058

**Manpower Hiring For Financial Services - Onsite; Chartered Accountant ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CAG Empanelled
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	11 - 15 Years
<b>एडऑन /Addon(s)</b>	

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

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

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Nirmal Kumar Joshi	110058,25/2, Institutional Area, Pankha Road, D-Block, Janak Puri, New Delhi	1	<ul style="list-style-type: none"><li>Number of Months : 12</li></ul>

**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. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.
3. **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---**

**Tender document for Hiring of Chartered Accountant Firm at DBTB**

**BID DOCUMENT**

<b>Bid Details</b>	
Bid End date/time	-----
Bid opening date/time	-----
Bid offer Validity (from end date)	90 (days)
State	Govt. of NCT of Delhi
Department Name	Directorate of Education, Delhi
Organisation Name	Delhi Bureau of Text Books
Office Name	DoE, GNCT of Delhi
Buyer Email	Buycon1.dbtb.del@gembuyer.in
Item Category	Hiring of Services of CAG empanelled Chartered Accountant Firms for Audit
Contract period	1 Year (extendable for further period of one (1) year subject to satisfactory performance)
Minimum Average Annual Turnover of the bidder (for 3 years)	As per Section – I and Section – IV of Tender Document
Years of Past Experience required for same/similar service	5 Years
Past Experience of similar services required	Yes
MSE Exemption for years of Experience and turnover	No
Start-up Exemption for years of Experience and Turnover	No.
Document required from service provider	As per Section -III and Section – V of the Tender Document
Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
Bid to RA enabled	No
Type of Bid	Two Bid System
Time allowed for technical Clarifications during technical evaluation	48 hours
Estimated Bid value	Rs. 2,00,000/- (Inclusive of GST)
EMD Amount	Rs.10,000/- or Bid Security Declaration Form
Evaluation Method	As per Section – IV
Arbitration clause	As per clause 19 of Section- III

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Qwv

Qwv

Qwv

Qwv

Qwv

**DELHI BUREAU OF TEXT BOOKS  
25/2, INSTITUTIONAL AREA, PANKHA ROAD  
"D" BLOCK, JANAKPURI, NEW DELHI-110058**

Email- delhibureauoftextbooks@gmail.com

No. F.Acctts./DBTB/2026-27/

Dated:

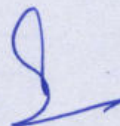
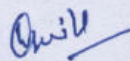
**NOTICE INVITING TENDER**

**Subject: Tender document for Hiring of Chartered Accountant firm for providing Auditing Services at Delhi Bureau of Text Books through GeM Portal only for the financial year 2026-27- Reg.**

1. Delhi Bureau of Text Books (Delhi) is an Autonomous Organization registered under the Societies Registration Act, 1860 in GNCT of Delhi.
2. Delhi Bureau of Text Books invites tenders under Two Bid System, through GeM Portal only, from eligible, experienced, financially sound and registered Agencies/Firms in the prescribed format for Hiring of Chartered Accountant Firm for Providing Work/Services at Delhi Bureau of Text Books through GeM Portal Only for the financial year 2026-27. The eligibility criteria for the agency, procedure and instructions for submission of bid document and selection process are mentioned in this tender document.
3. Before submission of the bid, through GeM portal, interested bidders are advised to go through the tender document carefully and fill in all relevant information and submit complete tender documents through GeM Portal only.
4. For any queries relating to the tender documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by writing email to delhibureauoftextbooks@gmail.com.



SECRETARY(DBTB)



*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**TENDER SCHEDULE**

<b>Name of the Work</b>	Hiring of Chartered Accountant Firm for providing Auditing Services at Delhi Bureau of Text Books through GeM Portal Only.
<b>Bid Submission Start Date</b>	As per GeM
<b>Pre-Bid Meeting Date</b>	As per GeM Venue: CONFERENCE ROOM SECRETARY(DBTB), 25/2, INSTITUTIONAL AREA, PANKHA ROAD "D" BLOCK, JANAKPURI, NEW DELHI-110058
<b>Last Date for Submission of Bid (through GeM portal only)</b>	As per GeM
<b>Technical Bid Opening Date</b>	As per GeM
<b>Date and Time for Presentation before the committee</b>	Will be intimated through email to the eligible bidders.
<b>Financial Bid Opening Date*</b>	As per GeM

*[Handwritten signatures in blue ink]*

**SECTION – I: MINIMUM ELIGIBILITY CRITERIA**

- 1. Minimum Eligibility qualification for evaluation of Technical Score**
- 1.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number.
- 1.2 For FY 2025-26, the CA Firm should be empanelled with the C&AG for PSUs' audit and with the RBI for bank branch audit.
- 1.3 The Firm should have been in continuous operation for at least 10 years after its registration.
- 1.4 The average Annual Turnover of the Firm during the last 3 financial years (i.e. 2022-23, 2023-24 and 2024-25) must be equal to or more than Rupees Forty lakhs (Rs. 40.00 lakhs). Must attach duly audited/certified copy of CA Firm (other than bidding CA firm) as per prescribed annexure – IV or its equivalent.
- 1.5 The Firm should have experience of at least three original assignments awarded from the financial year started from 2021-22 in the Statutory Audit of the Annual Accounts in any Central/State Government Funded Educational Institution or Central/State Government Funded Research Institutions or in any State Govt. funded Educational Body/Society/Trust which are based in Delhi. Must attach documentary evidence where the scope of work has been mentioned.
- 1.6 The Firm should have their registered head office in Delhi, which should be in operation at least 5 five years. Must attach the copy of ICAI registration certificate showing Delhi address as Head office for at least five years to substantiate the claim.
- 1.7 The Chartered Accountant Firm should have Three (03) partners with Minimum Two (02) Full time FCA. Details of the same should be attached.
- 1.8 An Affidavit of INR 100/- duly certified by a Notary in the prescribed Annexure –III regarding blacklisting/non-blacklisting of firm/agency must be uploaded. The said affidavit should be issued within 03 months from the date of issue of tender.
- 1.9 **Production of originals for verification** – The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 1.10 Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letterhead of the company referring page numbers on which documents are placed.
- 1.11 **Earned Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders shall not be considered.
- 1.12 Firm applying for this tender should only be a Chartered Accountant firm. HR firms, Manpower consulting agencies, recruitment firms, or intermediary service providers shall not be eligible to participate in this tender process, either independently or as part of a consortium/joint venture. Any bid submitted by an HR firm shall be treated as non-responsive and is liable to be rejected at any stage of the tender process without further

***Tender document for Hiring of Chartered Accountant Firm at DBTB***

correspondence. Participation is restricted exclusively only to CA Firms.

**SECTION – II: INSTRUCTIONS TO THE BIDDERS**

**2. Minimum Eligibility Criteria**

2.1 Minimum Eligibility Criteria will be as per Section – I.

**3. Scope Work/Services**

3.1 Scope of work/services shall be as per Section – III.

**4. EMD and Performance Security**

4.1 **Earnest Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders shall not be considered.

4.2 **Performance Security** – Successful bidder has to deposit a sum of equivalent to 5% of total annual contract value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of Managing Director, Delhi Bureau of Text Books” payable at DBTB, Delhi. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

**5. Cost of Bidding**

5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

**6. Language of Bid**

6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

**7. Period of Validity of Bids**

7.1 Bids shall remain valid for 90 days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non- responsive.

## ***Tender document for Hiring of Chartered Accountant Firm at DBTB***

- 7.2 In exceptional circumstances, the DBTB may ask the Bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

### **8. Modifications and Withdrawal of Bids**

- 8.1 No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.
- 8.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

### **9. Right to accept or to reject any bid or all bids**

- 9.1 DBTB reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and DBTB shall not bear any monetary liability incurred to the affected Bidder(s). Decision of Delhi Bureau of Text books in this regard shall be final and binding to all.

### **10. Notification of Award**

- 10.1 Prior to the expiry of the validity period of bid, Delhi Bureau of Text books shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.
- 10.2 Before commencement of work, successful bidder has to execute an agreement on a Non-Judicial Stamp paper of Rs. 100/- or above. Cost of the stamp paper will be borne by the bidder.

### **11. Period of Contract**

- 11.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be for a period of One F.Y. 2026-27 and extendable to another year on satisfactory performance.
- 11.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the DBTB in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 11.3 Notwithstanding anything contained herein above, the DBTB reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found

*Tender document for Hiring of Chartered Accountant Firm at DBTB*

unsatisfactory at any time during the contract period.

**12. Termination of Contract**

- 12.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the DBTB Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the DBTB Authority to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation.
- 12.2 The DBTB also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Delhi Bureau of Text books in this regard shall be final and binding.
- 12.3 The DBTB in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

**13. Clarification of Bids**

- 13.1 During evaluation of the bids, the DBTB may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing through GeM shall be sought, offered or permitted.
- 13.2 Any effort by a Bidder to influence the DBTB Authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

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*Chait*

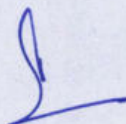
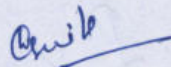
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**SECTION - III: TERMS OF REFERENCE**

**14. Scope of Work/Services**

14.1 The CA firm is required to perform and complete the audit as per the standards of auditing prescribed by the Institute of Chartered Accountants of India (ICAI) and is required to issue report by stating their opinion on the financial statements of the DBTB for FY 2026-27. Additionally, the scope of the work for the auditor shall include, but not limited to, checking and verification of the following:

- a. Statement of Audit objection pointed out in the previous Audit reports and Action Taken report by the Department in compliance done during the period under Audit.
- b. Detailed finding in respect of the finalization of accounts for the year under audit, giving special emphasis on the following points:
  - Checking/Verification of cash on monthly basis at the time of opening and the closing of the month.
  - Checking/Verification of Store/Stock on monthly and quarterly basis.
  - Checking/Verification of loan and investment (FDRs) etc. on monthly and quarterly basis.
  - Checking/Verification of prescribed books and records area maintained efficiently.
  - Checking/Verification of pay and allowances of staff of DBTB are drawn as per recruitment rules.
  - Checking/Verification/checking of Bank investment and Bank reconciliation statement on monthly basis.
  - Checking/Verification/checking of compliance of statutory deductions i.e. TDS/EPF/CPF/Pension and ledger accounts on monthly basis.
  - Examination and verification of securities submitted by the dealers/bidders.
  - Verification of the other assets and liabilities.
  - Examination and verification of the work accounts on the basis on Income Statement during the period.
  - Examination and verification of sales & purchase of Text Books and other materials on monthly basis.
  - Review of income tax provided in the financial statements as per the provisions of the Income Tax Act, 1961
  - To verify the GST returns for the FY 2025-26 with the DBTB records.
  - To review the comments/observations of the internal auditor.
  - The various items of assets and liabilities shown in the balance sheet and expenditure of abnormal nature which are not covered by the sanctions of the Competent Authority should be commented upon by you in the audit report.
  - A report of the case of fire fraud or theft, if any occurred in the Bureau during the period under Audit, be submitted with full details. The report should specially mention, if there is not such case reported in the Bureau during the period under Audit.



## *Tender document for Hiring of Chartered Accountant Firm at DBTB*

- c. Review the process of Physical verification of fixed assets as well as consumable stores and give comment on the auditors' report.
- d. Issue of Utilization Certificate (UC) of various schemes/conferences etc., as per the requirements of DBTB.
- c. Audit of Annual Accounts of the DBTB and submission of its audit report on the Financial Statements. Remark: It may please be noted that the quantum of works mentioned above are tentative, and DBTB which may increase or decrease during the contract period.

### *Note:*

1. *Observation and short coming noticed during the course of the Audit to be complied by Delhi Bureau of Text Books.*
2. *It may please be noted that the quantum of works mentioned above are tentative. The Competent Authority of Delhi Bureau of Text books reserve the right to increase, decrease or did not assign any particular tasks as per its requirement. Any such variation has to be fulfilled by the CA firm with the same terms & condition.*

### **15. Essential Terms & Conditions for completion of the Works**

15.1 The CA firm has to depute sufficient number of staff, both qualified and non-qualified staff, for carrying out the audit of the DBTB and to complete the audit of financial statements and issue the auditors' report within the timelines prescribed by DBTB. The audit will be carried in the office of the DBTB.  
The CA firm shall ensure the timely completion of the audit by covering the complete scope of work discussed above.

15.2 The work will be done at Delhi Bureau of Text books office under supervision of the DBTB Officials.

15.3 UCs/SoEs must be provided within 04 days from the date request. No additional fee shall be paid for correction/re-issue of UCs/SoEs.

### **16. Support and Input to the Firm**

16.1 The DBTB shall provide working space, computer(s)/printers(s), to the selected Firm to perform their work/services. The DBTB will also provide all primary data, records, details, information and explanations, etc., to the CA firm for carrying out the audit for FY 2026-27.

### **17. Payment Terms**

17.1 The payment shall be made on consolidated basis against the services provided by the firm, subject to the following terms and conditions:

- i. The payment will be made after satisfactory completion of service by the firm. No



## *Tender document for Hiring of Chartered Accountant Firm at DBTB*

- price variation would be allowed during the initial contract period.
- ii. Any increase in statutory taxes during the contract period will be borne by the DBTB.
  - iii. TDS under Income Tax and GST will be deducted at applicable rates.

### **18. Penalty**

- 18.1 Delhi Bureau of Text books reserves the right to deduct amount of Rs. 1,000/- or as decided by the Delhi Bureau of Text books against each default from the bill raised by the firm.
- 18.2 Further, unforeseen circumstances will be dealt separately and quantum of penalty will be decided by the Delhi Bureau of Text books. The decision of the Chairperson, Delhi Bureau of Text books, will be final and binding in this regard.
- 18.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof Delhi Bureau of Text books is put to any loss/obligation, monetary or otherwise, the Delhi Bureau of Text books will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

### **19. Arbitration Clause**

- 19.1 Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the Authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Chairman, DBTB.
- 19.2 The award of the sole Arbitrator shall be final and binding on all the parties, The arbitration proceedings shall be governed by Indian Arbitration and conciliation Act 1996 as amended from time to time.
- 19.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the Arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration.
- Arbitration proceeding will be held at Delhi/New Delhi only.

### **20. Indemnity and Secrecy Clause**

- 20.1 The selected firm must indemnify Delhi Bureau of Text books, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.
- 20.2 The selected firm has to pay or compensate the Delhi Bureau of Text books for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.

*Tender document for Hiring of Chartered Accountant Firm at DBTB*

- 20.3 All information given to or made available to the selected CA firm by virtue of this tender which is identified as proprietary or confidential information, will be safeguarded by the selected CA firm and shall not be disclosed to any individual or organization without the prior written approval of the Delhi Bureau of Text books.
21. Any points that have not been specifically addressed/enumerated in this tender document or any points that need clarification at later stage, will be decided by the competent authority of Delhi Bureau of Text books and its decision in this regard shall be final and binding.
22. The latest update CAG Empanelment number is to be mentioned.

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*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**SECTION – IV: BID OPENING - EVALUATION PROCESS AND SELECTION CRITERIA**

**23. Bid Opening - Evaluation Process and Selection Criteria**

23.1 Bid shall be evaluated based on the minimum eligibility criteria and supporting documents attached by the bidders. Bidders are advised to attach all supporting documents.

23.2 No document will be accepted in support of minimum eligibility criteria after the last date of submission of bids.

23.3 Qualified bidder (as per minimum eligibility criteria) will be awarded a Technical Bid Score on the following parameters:

S. No.	Particulars	Marks	Supporting documents are placed at page No.
<b>PART: A</b>			
1.	Number of years of Registration with the Institute of Chartered Accounts of India with minimum 10 Years of existence:  Upto 10 years – 15 marks After that, 01 marks for each additional completed years of registration. (Must attach documentary evidence which substantiate the claim).	20	
2.	No. of Full Time FCAs  Upto 2 FCAs – 2X4 Marks = 8 Marks After that, 01 mark for each additional FCA	10	
3.	Average Annual Turnover during last three (03) financial years i.e., 2022-23, 2023-24 and 2024-25: Must attached duly signed copy of the CA certificate in the format given at Annexure-IV.	15	
	Between Rs. 40 Lakhs to 50 Lakhs – 12 marks		
	More than Rs. 50 lakhs to 75 lakhs – 15 marks		
4.	Original Assignment awarded from the Financial Year started from 2021-22 for Preparation & Finalization of Annual	20	

**Tender document for Hiring of Chartered Accountant Firm at DBTB**

S. No.	Particulars	Marks	Supporting documents are placed at page No.
	Account, Internal Audit/Filing of Statutory Returns etc. in the relevant Institute in the education sector as mentioned in section-I: 05 marks for each original awarded Assignment for similar work during the financial year started from 2021-22. <b>Note: Extended Work order shall not be treated as original Assignment.</b> (Must attach Satisfactory/Work Completion Certificate which substantiate claim.)		
6.	Number of other Contracts (as on last date of submission of tender) ongoing/completed for other works with the Departments/ Offices/Societies, etc. of the Govt. of NCT of Delhi (As mentioned in Section – I). <b>2.5 marks</b> for each running contract. Must attach documentary evidence/work order which substantiate the claim.	5	
	<b>Total Part: [A]</b>	<b>70</b>	
	<b>Part: B</b>		
7.	Presentation before the Committee/Institute Authority (B) Topic: Company profile; Experience of firm in relevant Institute; work plan; and Availability of FCAs/ACAs; details of task handled.	30	
	<b>Grand total[A+B] Technical Bid Score (TBS)</b>	<b>100 marks</b>	

**Note: Presentation:** The bidder will be given 10 minutes' time to present themselves before the Delhi Bureau of Text Books Authority/Committee on the given topic. The presentation should be precise and to the point and all the points/presentation, related to the job as specified in the tender document, should be completed in the prescribed time limit of 10 Minutes.

**23.4 Bidders who achieve minimum 60% of total marks allotted to Part A and Part B will be eligible for financial bid evaluation.** The bids will be received through GeM portal only and will be evaluated through GeM Portal by following QCBS (Qualify and Cost Based Selection) method only.

**23.5 Financial bid evaluation**

- The bidder should be technically eligible to be considered for evaluation of 'Financial Proposal'.
- The financial bids of the shortlisted bidders will be opened in presence of the bidders or their authorized representative(s) who wish to be present.
- The financial bid with lowest quoted bid price for Delhi Bureau of Text books will be given a financial score of 100. All other financial bids of the other bidders shall be given financial score as under:

$$\text{(Lowest bid price quoted by a bidder / Price quoted by concerned bidder) X 100}$$

**23.6 Total Bid Evaluation**

The total score shall be obtained by weighing the technical and financial scores and adding them. The weight given to the technical and financial proposals are:

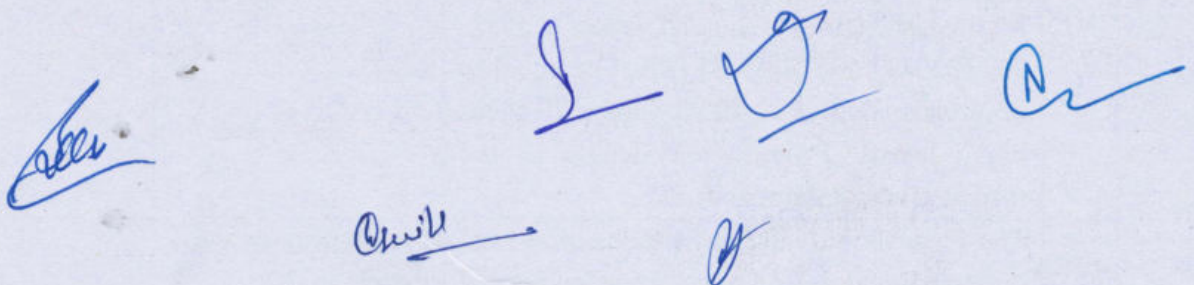
- **Technical Proposal: 60%**
- **Financial Proposal: 40%**

The bid will be awarded to the Highest Mark achiever (H-1) as per the formulae below:

$$\text{Aggregate Marks Calculation} = (\text{Technical Marks} * 60\%) + (\text{Financial Marks} * 40\%)$$

The DBTB will prepare ranking of bidders i.e. H-1, H-2, H-3 on the basis of Aggregate Marks Calculation.

- 22.7 Delhi Bureau of Text books shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. Delhi Bureau of Text books shall correspond only with the successful bidder.

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*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**SECTION – V: PROFORMA FOR TECHNICAL BID/MINIMUM ELIGIBILITY CRITERIA**

Sl. No.	Criterion	Details	The supporting document is placed at Page No.
1	Names & address of Regd. Office of bidding firm/Agency with telephone No./email Id		
	Name, Address, Telephone No. and Email Id of Authorized Person.		
2	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG & RBI Empanelment. (must attach copies of all the registration certificates)	Registered with ICAI, then mentioned Registration Number (Date of Registration No.)	
		PAN of CA Firm	
		GST Registration No.	
		C&AG & RBI Empanelment No.	
3	The CA firm should be in operation for at least 10 years after its registration (provide necessary evidence)	Year of Registration/ starting of operation	
		Nos. of years in operation after registration (in years)	
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. 2022-23, 2023-24 and 2024-25 [Must be equal to or greater than Rs. 40.00 Lakhs (Rupees Forty lakh)]. Provide the details in the format given at Annexure-IV.		
5.	The Firm should have experience of at least three Original assignments awarded started from the Financial year 2021-22 in Preparation & Finalization of Annual Account, Internal Audit/Filing Statutory Return, etc. in any Central/ state Govt.	Please provide the details in the prescribed Annexure-V with all supporting documents	

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

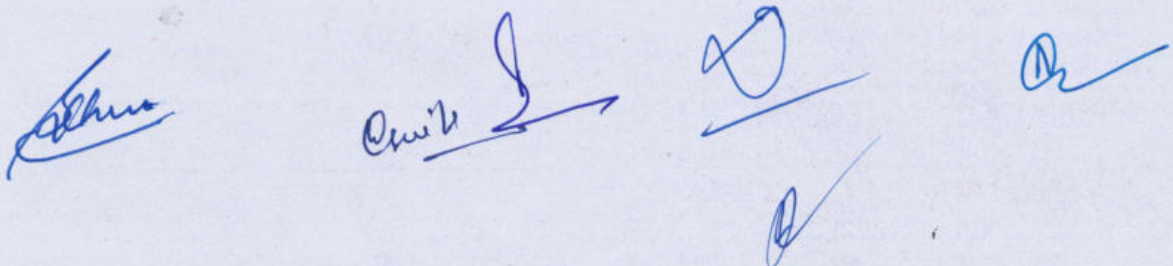
**Tender document for Hiring of Chartered Accountant Firm at DBTB**

Sl. No.	Criterion	Details	The supporting document is placed at Page No.
	Funded Educational Institution or Central/state Govt. Funded Research Institutions or in any Govt. funded Educational Body Must attach documentary evidence where the scope of work has been mentioned.		
6.	Registered head office in Delhi, which should be in operation at least 5 years. Must attached supporting document in this regard.	Yes/No	
7.	The Chartered Accountant Firm should have Minimum Two (02) Full time FCA. Details of the same should be attached.	Yes/No	
8.	Must attach Declaration in the prescribed Annexure – III.	Yes/No	
9	Whether EMD declaration in lieu of EMD in the prescribed Annexure – III	Yes/No	

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by Delhi Bureau of Text books and EMD/SD will be forfeited.

Date : \_\_\_\_\_ Signature.....

SEAL: \_\_\_\_\_ Name and Designation.....



*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**SECTION – VI: PROFORMA FOR FINANCIAL BID DECLARATION  
REGARDING FINANCIAL BID**

Description of Jobs as detailed in Section -III	Payment Term Yearly	Unit-Lump sum per year	Professional Fees consolidate inclusive of GST as per GeM portal
			Rupees (in Figure).....

**Note:** The consolidated rate should be quoted (through GeM Portal Only) in view of the quantum of work/services for mentioned at Section-III and the quoted fee should be all inclusive of GST. No other charges on account of travelling, accommodation, food and other expenses will be paid.

I/We declare that the financial bid has been submitted without any additional/counter condition and it is being submitted strictly as per the conditions of the tender documents and I/We are aware that the financial bid is liable to be rejected if it contains any other condition.

Date :

Signature.....

SEAL:

Name and Designation.....

*Signature*

*Signature*

*Signature*

*Signature*

*Signature*

*Signature*

*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**ANNEXURE – I: LETTER OF UNDERTAKING**

**(Undertaking from Bidder on their Letter Head)**

To

The Secretary,  
Delhi Bureau of Text books  
25/2, Institutional Area, Pankha road,  
D-Block, Janakpuri, New Delhi-110058

Subject: Undertaking for the participation in the Tender Ref No.....

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at Delhi Bureau of Text books, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the Delhi Bureau of Text books. Nor do I/We have any relationship whatsoever with any of them.

Date:

Signature.....

SEAL:

Name and Designation.....

*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**ANNEXURE – II: FORMAT OF BID SECURITY DECLARATION IN LIEU OF EMD**

**(On Bidders Letter head)**

**Format of Bid Security Declaration Form from Bidders In Lieu of EMD**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To

The Secretary,  
Delhi Bureau of Text books  
25/2, Institutional Area, Pankha road,  
D-Block, Janakpuri, New Delhi-110058

I/We, The undersigned, declare that:

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

Declaration.

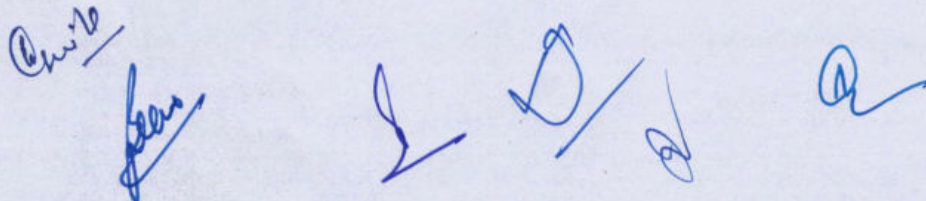
I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

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

Date: \_\_\_\_\_ Signature.....

SEAL: \_\_\_\_\_ Name and Designation.....



**ANNEXURE - III: DECLARATION REGARDING BLACKLISTING /NON-  
BLACKLISTING**

(To be executed on Non-Judicial Stamp paper of Rs. 100/-or above and duly attested by a Public Notary/Executive Magistrate)

**Declaration regarding blacklisting /non-blacklisting from taking part in Govt./PSUs, etc.'s tender**

I / We Proprietor/ Partner(s)/ Director(s) of M/s \_\_\_\_\_ hereby declare that the firm/company namely M/s \_\_\_\_\_ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. Our firm has not been blacklisted in the past by Delhi Bureau of Text Books or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/Central Autonomous Bodies/Central Research Organisation/ PSU/Central Autonomous Body from taking part in such tenders.

OR

I/We Proprietor/Partner(s) of M/s \_\_\_\_\_ hereby declare that the firm/company namely M/s \_\_\_\_\_ was blacklisted or debarred by Delhi Bureau of Text Books or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/ Central Autonomous Bodies/Central Research Organisation/PSU/Central Autonomous Body from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders. Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by Delhi Bureau of Text Books and EMD/SD shall be forfeited.

Signature.....

Name.....

Address of the firm: .....

Date:.....

*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**ANNEXURE – IV: DETAILS OF CA FIRM’S TURNOVER**

[to be submitted on the letterhead of the CA Firm, other than bidding CA firm]

**Details of CA Firm’s Turnover**

Particular	Financial Year			Average
	2022-23	2023-24	2024-25	
Annual Turnover				

Certified copy of Annual Turnover in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets. It is to be certified by an independent CA/CA firm, other than the bidding CA firm.

Details of CA Firm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

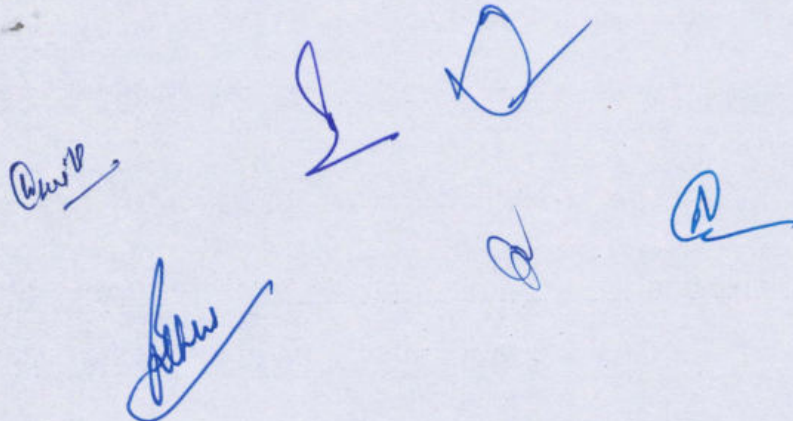
Signature.....

SEAL:

Name and Designation.....

UDIN

Date:

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*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**ANNEXURE – V: FORMAT FOR PROVIDING DETAILS OF EXPERIENCE OF WORKS**

**Format for providing details of experience of works**

S. No.	Name & Address of the Central/ State Government Funded Educational Institutions/Research Institutions/ any Govt. Funded Educational Institute	Number of years of Experience	Reference of page no. on which the Documentary evidence is attached
(1)	(2)	(3)	(4)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note: It may please be noted that only experience shall be considered for which supporting documents are attached. It is mandatory to submit work completion certificate duly attested by the concerned C.A. Firm.

Date:

Signature .....

SEAL:

Name and Designation .....

*[Handwritten signatures and initials in blue ink]*

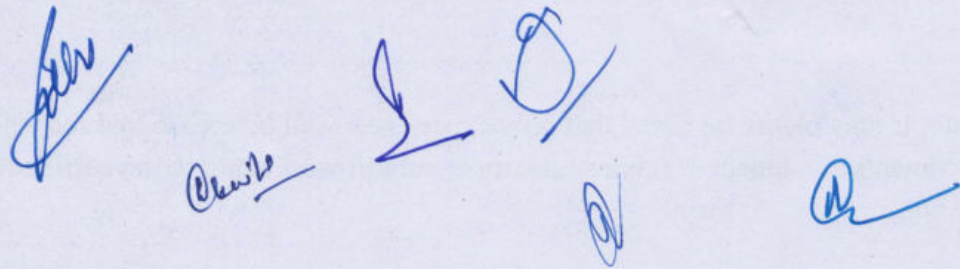
*Tender document for Hiring of Chartered Accountant Firm at DBTB*

**DELHI BUREAU OF TEXT BOOKS**  
**25/2, INSTITUTIONAL AREA, PANKHA ROAD,**  
**"D" BLOCK, JANAKPURI, NEW DELHI-110058**  
Email: delhibureauoftextbooks@gmail.com

A PDF file of tender is being uploaded on GeM Portal as ATC (Additional Terms and conditions) having detailed terms & conditions of tender for hiring of services of Chartered Accountant for the Financial Year 2026-27 on GEM Portal.

The Bid will be considered as per the terms and conditions and specifications as mentioned in the PDF file uploaded in ATC.

SECRETARY (DBTB)

A series of handwritten signatures in blue ink, including a large signature on the left, a signature with 'Chavla' written below it, and several other illegible signatures to the right.