

**Bid Document/ बिड दस्तावेज़**

| Bid Details/बिड विवरण  |   |
|--|---|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 30-07-2024 10:00:00   |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 30-07-2024 10:30:00   |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 180 (Days)  |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Social Justice And Empowerment  |
| Department Name/विभाग का नाम   | Department Of Empowerment Of Persons With Disabilities  |
| Organisation Name/संगठन का नाम   | N/a   |
| Office Name/कार्यालय का नाम  | National Institute For The Empowerment Of Persons With Intellectual Disabilities (divyangjan), Manovikasnagar, Secunderabad - 500009  |
| Item Category/मद केटगरी  | Manpower Hiring for Financial Services - Onsite; Internal Audit   |
| Contract Period/अनुबंध अवधि  | 1 Year(s)   |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट   | No  |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट   | No  |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Experience Criteria<br>*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 |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No  |
| Type of Bid/बिड का प्रकार  | Two Packet Bid  |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days  |
| Evaluation Method/मूल्यांकन पद्धति   | Total value wise evaluation   |

**EMD Detail/ईएमडी विवरण**

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

**ePBG Detail/ईपीबीजी विवरण**

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

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

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.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**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:**

Internal Auditor, preferably a person who have retired from Audit Departments at the level of Senior Audit Officer and above and having 03 years experience in audit of autonomous bodies and knowledge of Government of India rules and regulations in finance, establishment and purchase.

Scope of Work:[1720497597.pdf](#)

## Manpower Hiring For Financial Services - Onsite; Internal Audit ( 1 )

### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification  | Values   |
|--|--|
| <b>Core</b>  |  |
| Deployment Location                                      | Onsite   |
| Type of Professional/Resources required                  | Internal Audit   |
| Certifications of Professional/Resources required        | Certified internal auditor (ICAI) , CAG ENPANELMENT CERTIFICATE FOR 202425 |
| Qualification of Professional/Resources required         | CA   |
| Total Experience of Professionals / Resources (In years) | 0 - 3 Years  |
| <b>Addon(s)/एडऑन</b>                                     |  |

### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता  | Number of manpower deployed | Additional Requirement/अतिरिक्त आवश्यकता                              |
|----------------|---|--|-----------------------------|---|
| 1              | GURRUM HARIBABU   | 500009,Director, NIEPID (Formerly NIMH), MANOVIKASNAGAR, BOWENPALLY, SECUNDERABAD - 500009 | 1                           | <ul style="list-style-type: none"><li>Number of Months : 12</li></ul> |

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

#### 1. Buyer Added Bid Specific ATC

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

#### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

**1. Audit of the transactions of the Institute and its Regional Centres located at Noida, Kolkata and Navi Mumbai and Composite Regional Centres located at Nellore, Davangere and**

**Rajnandgaon from 01.04.2024. Kindly quoted the price accordingly.**

**2. The CA should submit valid empanelment with CAG certificate 2024-25.**

**3. The Person who have retired from Audit Departments at the level of Senior Audit Officer may also participate.**

**4. The agencies should have office in Hyderabad (Submit the proof of local address)**

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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.

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 within 4 days of bid publication on GeM. 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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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 कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

Website: [www.niepid.nic.in](http://www.niepid.nic.in)  
Email : [nimh.director@gmail.com](mailto:nimh.director@gmail.com)

Telephone: 27751741 – 45  
Fax: (040) 27750198

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS  
WITH INTELLECTUAL DISABILITIES (Divyangjan)**  
(Formerly National Institute for the Mentally Handicapped)  
(Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Government of India)  
**Manovikasnagar P.O., Secunderabad 500 009**



**ENGAGEMENT OF INTERNAL AUDITOR**

The Institute intends to engage the services of an Internal Auditor, preferably a person who have retired from Audit Departments at the level of Senior Audit Officer and above and having 03 years experience in audit of autonomous bodies and knowledge of Government of India rules and regulations in finance, establishment and purchase. The period of engagement is initially for one year and extendable for another 2 years on mutual agreement.

Chartered Accountants, fulfilling the following conditions may also apply.

- (a) Annual CAG empanelled agencies shall be eligible. Proof of empanelment for the year 2024-25 needs to be attached. The CA should submit valid empanelment with CAG certificate 2024-25.
- (b) Agencies who have just completed 3 years tenure with Institute as Internal Auditors, shall not be eligible.
- (c) The agencies should have office in Hyderabad (Submit the proof of local address)

The scope of audit and other details may be obtained from the Institute's website ([www.niepid.nic.in](http://www.niepid.nic.in)). Last date for submission of application along with the fees quoted for audit is 30.07.2024. The firms should be submit the bid through GeM.

Director, NIEPID

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH  
INTELLECTUAL DISABILITIES (DIVYANGJAN), SECUNDERABAD**

**ENGAGEMENT OF INTERNAL AUDITOR**

**Scope of the Internal Audit**

Audit of the transactions of the Institute and its Regional Centres located at Noida, Kolkata and Navi Mumbai and Composite Regional Centres located at Nellore, Davangere and Rajnandgaon from 01.04.2024 in the following areas:

- (a) Audit of all receipts and payments from propriety angle.
- (b) Check to ensure proper and regular maintenance of various registers and records.
- (c) Systematize periodical physical verification of cash, stores, FDRs and other assets and continued existence and use of assets created by the beneficiaries.
- (d) Check the existence and their adoption of various systems, procedures and practices for purchases, sanctions and disbursements of subsidies, etc.
- (e) Check correct and complete classification of various receipts and payments and help timely compilation of accounts, monthly, quarterly, half-yearly and annually.
- (f) Attend the Audit Committee Meetings for clearance of old outstanding paras in the previous Inspection Reports, etc.
- (g) Extend audit consultancy services in the matters of establishment, accounts and other resource management.
- (h) Preparation of quarterly/annual/periodical TDS returns.
- (i) Filing of Income tax return of the Institute along with the audit report.
- (j) Filing of GST returns of the Institute.
- (k) The audit of Regional Centres located at Noida, Kolkata and Navi Mumbai and Composite Regional Centres located at Nellore, Davangere and Rajnandgaon needs to be done on quarterly basis. The travel expenditure for visit of these centres will be borne by the Institute as per the norms of the Institute.
- (l) Any other as assigned by the authorities of the Institute

**Period of Report**

The report of audit needs to be submitted on monthly basis. In addition, specific report needs to be furnished as assigned by the Institute.

**Fees**

The Fees for conduct of audit may be quoted per year by the interested agencies/persons. The payment of fees will be made on quarterly basis on submission of the reports.

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Manovikasnagar P.O., Secunderabad 500 009



**APPLICATION FOR ENGAGEMENT OF INTERNAL AUDITOR - INDIVIDUAL**

1. Name of the person/agency :
  
2. Age/year of establishment :
  
3. Address :
  
4. Educational qualifications :
  
5. Present Occupation :
  
6. Office from which retired :
  
7. Audit Experience :
  
8. Experience in internal audit :

\* In case of firm, the details on the year of establishment, Status firm, profile of staff, type of audit undertaken, experience, current list of clients, ICAI Registration No., valid CAG Empanelment No., may please be furnished. Documentary evidence in respect of the above needs to attached.