



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5622626  
Dated/दिनांक : 19-11-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	29-11-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	29-11-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	Ifci Venture Capital Funds Limited
Office Name/कार्यालय का नाम	Nehru Place New Delhi
Item Category/मद केटेगरी	Custom Bid for Services - ----
Similar Category/समान श्रेणी	<ul style="list-style-type: none"><li>Financial Audit Services</li></ul>
Contract Period/अनुबंध अवधि	2 Year(s) 6 Month(s) 15 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	14 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
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,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

<b>Bid Details/बिड विवरण</b>	
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Single Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

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

Required/आवश्यकता	No
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**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. 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.
3. 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.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs 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 the Purchase preference 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 service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

5. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

6. 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**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1731999841.pdf](#)

**Instruction To Bidder:**[1731999847.pdf](#)

**Scope of Work:**[1731999859.pdf](#)

**Payment Terms:**[1731999866.pdf](#)

**GEM Availability Report ( GAR):**[1731999877.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1731999892.pdf](#)

**Any other Documents As per Specific Requirement of Buyer -1:**[1731999903.pdf](#)

**Custom Bid For Services - ---- ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	----
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<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	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Jyoti Singh	110019,IFCI Venture Capital Funds Limited, IFCI Tower, 16th Floor, 61 Nehru Place, New Delhi: 110 019	1	N/A

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

OPTION CLAUSE: 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, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

**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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

**REQUEST FOR PROPOSAL (RFP) FROM FIRM OF CHARTERED  
ACCOUNTANTS FOR  
APPOINTMENT OF INTERNAL AUDITOR ON CONTRACT BASIS**

**Mode of Tender: e-Tendering on GeM Portal**



**IFCI Venture Capital Funds Ltd. Delhi**  
*(A Subsidiary of IFCI Limited, Government of India Undertaking)*  
**CIN: U65993DL1988GOI030284**

**16<sup>th</sup> Floor, IFCI Tower, 61, Nehru Place, New Delhi – 110019**  
**Phone No: 011 – 41732501**  
**Website: [www.ifciventure.com](http://www.ifciventure.com)**  
**Email: [internal.audit@ifciventure.com](mailto:internal.audit@ifciventure.com)**

## **Disclaimer**

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of IFCI Venture, is provided to the Bidder on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only an invitation by IFCI Venture to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder with information to assist in the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and, where necessary, obtain independent advice. IFCI Venture makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. IFCI Venture may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

### **Important Dates Related to Submission of Bids by Eligible Bidders**

<b>Date of Issue of RFP</b>	19/11/2024
<b>Tender Notice No</b>	RFP/ GeM/IFCI Venture- Internal Auditor/2024-25/01
<b>Last date &amp; time for submission of Technical and Financial Bid</b>	29/11/2024 till 01:00 PM
<b>Mode and email address for submission of Technical and Financial Bid</b>	<ol style="list-style-type: none"> <li>1. The bidder shall submit the Technical and Financial Bid as per this RFP document.</li> <li>2. No physical hard copies are required to be submitted.</li> </ol>
<b>Contact Details in case of any query</b>	Ms. Jyoti Gupta, Manager Email: internal.audit@ifciventure.com Landline Number:011-41732501
<b>Date and time of opening of Bids</b>	Eligible bidders shall be notified through Gem portal post evaluation
Please note that, at any point of time in accordance with the general conditions of this RFP document, IFCI Venture may amend the above dates or cancel the RFP process at its sole discretion without assigning any reasons thereof.	



## **A. INTRODUCTION:**

### **a. About The Company:**

IFCI Venture is a Public Financial Institution under sub section 72 of section 2 of the Companies Act, 2013 and a subsidiary of IFCI Limited (a Government Company). At present, IFCI holds 98.60% stake of the equity share capital of IFCI Venture.

IFCI Venture is the pioneer institution in nurturing and providing venture finance to start-ups and growth-oriented businesses in India since 1975. Presently IFCI Venture is managing 4 PE/ VC funds registered under SEBI Alternative Investment Fund (AIF) Regulations, 2012. The official website of the Company is [www.ifciventure.com](http://www.ifciventure.com).

### **b. Invitation for Tender Offers**

- a. IFCI Venture invites bid (Technical cum Financial bid) from eligible, reputed prospective bidders/ Chartered Accountant Firms on GeM portal **for Appointment of Internal Auditor in IFCI Venture Capital Funds Ltd. for financial year 2024-25, 2025-26 & 2026-27 for conducting quarterly audits.**
- b. Prospective bidders are advised to check the pre-qualification criteria before applying for bids.

## **B. MANDATORY ELIGIBILITY CRITERIA FOR SUBMISSION OF BIDS:**

<b>Sl.</b>	<b>Particulars</b>	<b>Eligibility Criteria</b>	<b>Supporting doc to be enclosed</b>
1	<b>Company / Bidder</b>	a. The Bidder shall be a CA firm/ Internal Audit Firm.  b. The firm should be in existence for more than 10 years.  c. The firm shall have a minimum of 10 full-time partners out of which 5 should be Fellow Chartered Accountants.  d. The firm shall have professional staff strength of minimum 15 not including Articled Assistants.	Copy of relevant proof is to be enclosed.  Copy of Incorporation Certificate to be enclosed.  A separate list to be enclosed on the letterhead of the Company.  A separate list to be enclosed on the letterhead of the Company.
3	<b>Registration with Tax Authority</b>	The Bidder should have valid PAN/TAN/GST Numbers.	Copy of certificates required to be enclosed.

4	<b>Experience</b>	Minimum 10 (Ten) years relevant experience of conducting internal audit of such similar Govt. Corporations/ Public Sector Undertakings/ Bank(s) etc.	A tabular format may be used, mentioning the previous years' work orders executed and supporting copies of appointment letters to be furnished.			
			<b>F Y</b>	<b>Name of Clients</b>	<b>Name of Govt. Entity</b>	<b>Copies of appointment letters enclosed (Y/N)</b>
5	<b>Turnover</b>	The minimum annual turnover of Bidder should be Rs. 50 Lakh every year for the last preceding three years i.e. (FY 2021-22, 2022-23 & 2023-24).	a. Copies of Audited Balance Sheet/P&L Account and; b. Copies of Income Tax Return for last preceding three financial years to be enclosed.			
6	<b>Non-Blacklisting</b>	The Company/Bidder should not have been blacklisted by any Govt. Dept. /Organization as on date.	Copy of undertaking in the letter head of the Company signed by authorized signatory to be enclosed.			
7.	<b>Other</b>	Consortium of bidder/agencies shall not be allowed.	Copy of undertaking in the letter head of the company signed by authorized signatory to be enclosed.			
8.	<b>Location</b>	The Bidder should have at least 1 (one) Registered / Corporate office in Delhi/NCR, having a full-fledged establishment.	Copy of address to be mentioned in the letter head of the Company signed by authorized signatory to be enclosed.			
9.	<b>Key personal engagement</b>	The bidder will assign a CA for conducting the quarterly audits at IFCI Venture premises in timely manner.	Confirmation in the letter head of the company.			

Note: All documents submitted by bidders should be attested by the Company's Authorized Signatory.

### **C. SCOPE OF WORK:**

The scope of Internal Audit will be as per the Internal Audit policy of the Company. Internal Auditor must pay particular attention to the following aspects:

- Whether all transactions are properly accounted for, and income / expenditure are booked properly.

- Whether the assets shown in the books physically exist or are identifiable and their condition is satisfactory.
- Whether various policies / checks / controls prescribed are strictly followed / observed.
- Whether the statutory returns are correctly complied with and submitted within the prescribed time etc.

The list of departments of IFCI Venture comes under audit are as under:

- Recovery
- Finance & Accounts & Taxation
- Information Technology
- Human Resources
- Administration
- Legal
- Investments
- SEBI registered Funds

The Internal Audit policy of the Company shall be shared with the selected bidder.

#### **D. FREQUENCY OF AUDIT:**

Frequency of Audit is Quarterly in a particular Financial Year. The Bidder has to submit quarterly fee for the assignment through submission of financial bids as per the RFP.

#### **E. INSTRUCTIONS TO BIDDER(S)**

1. Bidder(s) shall submit their bid (comprising of "Technical cum Financial" bid), online at GEM Portal.
2. Online submission of bids: It is a Single-Stage: 'One-Envelope Bidding Procedure'.
  - Bidders submit bids in one document containing both the price proposal and the technical proposal.
  - Online bids will have to be submitted within the time specified on the website <https://gem.gov.in/> in the following manner-**Technical cum commercial bid: Scanned Copies to be uploaded (.pdf)**: The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis for qualification of bidder(s). Only relevant and to the point information/document should be uploaded. Failure to provide any required information may lead to the rejection of the offer. Bidder(s) must read the tender document very carefully before signing it.
3. Submission of more than one bid is not allowed and shall result in disqualification of the bidder.
4. Validity of bids: Bid submitted by the Bidder(s) shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of bid including extensions, if any.

5. IFCI Venture reserves the right to reject any or all the bids without assigning any reasons thereof.
6. Authorization and Attestation: Bidder(s) must submit an Authorization Letter or valid Power of Attorney on behalf of firm for signing the document.
7. The information furnished shall be complete by itself. Bidder(s) are required to furnish all the details and other documents as required.
8. Any conditional bid received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder(s).
9. Any submission of bid shall be deemed to have been done after careful study and examination of this RFP document and with the full understanding of the implications thereof.
10. In case of any doubt about the meaning of any portion of this RFP or any discrepancies or omission(s) in the scope of work or any other portion of this RFP or any incomplete portion or requires clarification on any aspect, scope of work etc. Bidder(s) shall contact the authority inviting the tender as per date and time mentioned.
11. Bidder(s) are advised to study all the tender documents carefully.
12. Bidder(s) request for clarification shall be with reference to Sections and Clause numbers given in this RFP document.
13. The specifications and terms and conditions shall be deemed to have been accepted by the Bidder(s) in their offer.
14. Non-compliance with any of the requirements and instructions of this RFP document may result in the rejection of the tender.
15. This document has not been filed, registered, or approved in any Court of Competent jurisdiction. Recipient of this document should inform themselves of and observe any applicable legal requirements.
16. This document constitutes no form of commitment on the part of the IFCI Venture. Furthermore, this document confers neither the right nor an expectation on any party to participate in the tendering process.
17. Merely participation in this Tender Document by any party does not confer or constitute any right of association with IFCI Venture.
18. The Agency/Firm shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by IFCI Venture and IFCI Venture will, in no case be responsible or liable for those costs regardless of the conduct or outcome of bidding process.

19. Agency/Firm shall attend the Pre-Bid Meeting (if any such meeting is conducted) as per schedule through its authorized representative at its own cost.
20. Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
21. All information, documents, photos and data coming in the possession of firm as a result of the execution of the job shall all at time remain the property of IFCI Venture. The firm shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the IFCI Venture. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.

## **F. Bid Submission and Evaluation Guidelines**

### Bid Evaluation

1. IFCI Venture reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason whatsoever, and without any requirement of intimating the Bidders of any such change.
2. IFCI Venture's decision with respect to evaluation methodology and short listing of bidders will be final and no claims whatsoever in this respect shall be entertained.
3. To conduct detailed examination, any time during the process of evaluation, IFCI Venture may at its discretion ask for specific clarification/s from a bidder or all bidder's regarding their Bid. The clarification shall be given in writing immediately, but no change in the price shall be sought, offered or permitted.
4. The evaluation (bid-opening) committee constituted for the purpose, may waive any informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
5. Since it is a Single-Stage: 'One-Envelope Bidding Procedure' one proposal/document containing both the price proposal and the technical proposal will be evaluated simultaneously.
6. The bidder who quotes the lowest Total Amount after the Techno Commercial Evaluation may be declared as L1 as per Financial Bid Format.
7. IFCI Venture will award the Contract to successful bidder based on Techno Commercial Evaluation also and has been determined to be qualified to satisfactorily perform the contract.

## **G. GENERAL INSTRUCTIONS**

1. If any false information/document is provided/ submitted and it comes to the knowledge of IFCI Venture, IFCI Venture reserves the right to reject such bid at any

stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder /firm.

2. The Bidder / Firm must download the application form from the website of IFCI Venture and fill up all the relevant information in the prescribed Technical & Financial Bid in Annexure-II&III and other annexures as provided in this RFP.
3. No additional fields to be added to the prescribed application forms.
4. The bidders are required to attach copies of each of the following:
  - i.Registration Certificate
  - ii.Copy of PAN card;
  - iii.GST Registration Number;
  - iv.Any other relevant information.
5. IFCI Venture reserves the right to alter, modify, terms and conditions of the said transaction / Forms & any other documents without assigning any reason at any stage of transaction.
6. IFCI Venture may, at any time, without giving any reasons thereof, change/extend the deadlines/timelines outlined herein below and shall communicate such change/extension on Gem portal.
7. IFCI Venture reserves the right to reject/ accept any bid/ EOI and decide not to go ahead with the proposed transaction at any stage, without assigning any reason. The decision of IFCI Venture in this regard shall be final and conclusive.
8. All conditional and contingent bids shall be summarily disqualified at the sole discretion of IFCI Venture.
9. In case of any doubt regarding the terms and conditions and process of the sale, the decision of IFCI Venture shall be final.
10. All suits or proceedings relating to any dispute or claim arising out of or in the course of performance of these contracts/ transactions shall have jurisdiction situated at New Delhi only.

#### 11. Cost of Bidding:

The bidder shall bear all the costs associated with the preparation and submissions of bid and IFCI Venture will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

#### 12. The IFCI Venture's Right to Accept or Reject Bid or all Bids:

IFCI Venture reserves the right to accept or reject any bid or annul the bidding process and reject all bids at any time prior to award of contract without obligation of assigning any reason or incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground for IFCI Venture's action.

## Annexure-I

### **Tender Acceptance Letter (To be typed & submitted in the Letter Head of the Bidder)**

To  
The Managing Director  
IFCI Venture Capital Funds Limited,  
IFCI Tower, 61 Nehru Place  
NEW Delhi -110019

Dear Sir/Madam,

#### **Sub: Acceptance of Terms & Conditions of Tender No. RFP/ Gem/IFCI Venture/ Internal Auditor/2024-25/01, dated November 18, 2024**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s)- gem.gov.in.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement, and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued (if any) from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We hereby declare that our Company/Organization has not been blacklisted /debarred /Banned or disqualified by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies during a period of last three year.
6. Further, we hereby declare that none of our partners /directors of our Company/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies or has any criminal case against him/her during a period of last three year.
7. I/We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money

deposit /Security deposit or both absolutely.

8. I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

9. I further certify that I am authorized to represent on behalf of my company/firm for the above- mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

10. We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI Venture and in case of such observance at any stage, it shall be treated as null, and void and our tender shall be deemed to be withdrawn.

11. We confirm to have submitted the offer in accordance with tender instructions and as per the aforesaid reference.

12. We accept the offered commercials as per submitted bid for acting as the Internal Auditor of IFCI Venture Capital Funds Ltd. for financial years 2024-25, 2025-26 & 2026-27 for conducting quarterly audits.

Date:  
Signatory  
Place:

Signature of Authorized  
Full Name & Designation:  
Company's Seal



## Annexure-II

**(On the Letter head of the bidder)  
(Format for submission of Technical Bid)**

To,

The Managing Director  
IFCI Venture Capital Funds Limited  
IFCI Tower, 61 Nehru Place  
**New Delhi – 110019**

**Re: Appointment of Internal Auditor for conducting internal audit functions of IFCI Venture vide Tender No. RFP/ Gem/IFCI Venture/ Internal Auditor/2024-25/01, dated November 18, 2024**

Sl.	Particulars	Eligibility Criteria	Supporting doc to be enclosed	Remarks (Y/N)
1	<b>Company Bidder</b>	a) The Bidder shall be a CA firm/ Internal Audit Firm.  b) The firm should be in existence for more than 10 years.  c) The firm shall have a minimum of 10 full-time partners out of which 5 should be Fellow Chartered Accountants.  d) The firm shall have professional staff strength of minimum 15 not including Articled Assistants.	A copy of the relevant proof is enclosed.  A copy of Incorporation Certificate to be enclosed.  A separate list to be enclosed on the letterhead of the Company.  A separate list to be enclosed on the letterhead of the Company.	
3	<b>Registration</b>	The Bidder	Copy of certificates required to be	

	<b>with Tax Authority</b>	should have valid PAN/TAN/GST Numbers.	enclosed.									
4	<b>Experience</b>	Minimum 10 (Ten) years relevant experience of conducting internal audit of such similar Govt. Corporations/ Public Sector Undertakings/ Bank(s) etc.	<p>A tabular format may be used, mentioning the previous years' work orders executed and supporting copies of appointment letters to be furnished.</p> <table border="1"> <thead> <tr> <th>FY</th> <th>Name of Clients</th> <th>Name of Govt. Entity</th> <th>Copies of appointment letters enclosed (Y/N)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	FY	Name of Clients	Name of Govt. Entity	Copies of appointment letters enclosed (Y/N)					
FY	Name of Clients	Name of Govt. Entity	Copies of appointment letters enclosed (Y/N)									
5	<b>Turnover</b>	The minimum annual turnover of Bidder should be Rs. 50 Lakh every year for the last preceding three years i.e. (FY 2021-22, 2022-23 & 2023-24).	<ul style="list-style-type: none"> <li>Copies of Audited Balance Sheet/P&amp;L Account and;</li> <li>Copies of Income Tax Return for last preceding three financial years to be enclosed.</li> </ul>									
6	<b>Non-Blacklisting</b>	The Company/Bidder should not have been blacklisted by any Govt. Dept. /Organization as on date.	Copy of undertaking in the letter head of the Company signed by authorized signatory to be enclosed.									
7.	<b>Other</b>	Consortium of bidder/agencies shall not be allowed.	Copy of undertaking in the letter head of the company signed by authorized signatory to be enclosed.									
8.	<b>Location</b>	The Bidder should have at least 1 (one) Registered / Corporate office in Delhi/NCR having a full-fledged establishment.	Copy of address to be mentioned in the letter head of the Company signed by authorized signatory to be enclosed.									
9.	<b>Key personal</b>	The bidder will assign a CA for	Confirmation in the letter head of the company.									

	<b>engagement</b>	conducting the quarterly audits at IFCI Venture premises in timely manner.		
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**Declaration**

1. All the information provided by me/us here above is correct to the best of my/our knowledge & belief.
2. I/We do not have any conflict of interest with IFCI Venture.
3. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
4. I/We have read all the terms & conditions of bid and the instructions, and these are acceptable to me/us.

Signature:-----

Name & Designation of the Authorized Signatory:-----

Stamp of the Bidder/ Firm:-----

Date:

Place:

**Annexure-III**

**(On the Letter head of the bidder)  
(Format for Financial Bid)**

To,

The Managing Director  
IFCI Venture Capital Funds Limited  
IFCI Tower, 61 Nehru Place  
**New Delhi – 110019**

Dear Sir,

**Re: Appointment of Internal Auditor for conducting internal audit functions of IFCI Venture vide Tender No. RFP/ Gem/IFCI Venture/ Internal Auditor/2024-25/01, dated November 18, 2024**

We \_\_\_\_\_ (name of the firm) is a Chartered Accountants Firm/ Internal Audit Firm in existence since ..... and are pleased to submit our Financial Bid for acting as **Internal Auditor for conducting Internal audit process of IFCI Venture** as per terms of RFP document (**RFP/ Gem/IFCI Venture/ Internal Auditor/2024-25/01, dated November 18, 2024**).

The financial bid from our firm for the assignment is as given below in the table:

<b>Financial Year</b>	<b>Financial Bid (Rs.) (quarterly fee excluding taxes)</b>
FY 2024-25 (Q3 & Q4)	Q3
	Q4
<b>Sub- Total</b>	(Q3+Q4)
FY 2025-26 (Q1, Q2, Q3 & Q4)	Q1
	Q2
	Q3
	Q4
<b>Sub- Total</b>	(Q1+Q2+Q3+Q4)
FY 2026-27 (Q1, Q2, Q3 & Q4)	Q1
	Q2
	Q3
	Q4
<b>Sub- Total</b>	(Q1+Q2+Q3+Q4)

Date:  
Place:

Signature of Authorized Signatory  
Name:  
Designation:

Company Seal:

## Annexure-IV

No Deviation Certificate  
{To be submitted on Bidder's letter head}

To,  
The Managing Director  
IFCI Venture Capital Funds Limited  
IFCI Tower, 61 Nehru Place  
**New Delhi – 110019**

Dear Sir,

**Subject: No Deviation Certificate- Tender No. RFP/ Gem/IFCI Venture/  
Internal Auditor/2024-25/01, dated November 18, 2024**

I/We hereby confirm that I/We have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI Venture and in case of such observance at any stage, it shall be treated as null and void and my/our tender shall be deemed to be withdrawn.

I/We also hereby confirm that I/We have neither set any Terms and Conditions and nor have I/We taken any deviation from the Tender conditions together with other references applicable for the above referred RFP/Tender Specification.

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact, and acceptance to bidding process.

I/We confirm to have submitted offer in accordance with RFP instructions and as per aforesaid reference.

Date:

Signature of authorized person

Place:

Full Name &

Designation:

Company's Seal

**Annexure-V**

**Declaration that the Bidder has not been blacklisted.**

To,  
The Managing Director  
IFCI Venture Capital Funds Limited  
IFCI Tower, 61 Nehru Place  
**New Delhi – 110019**

**Subject: Declaration-Tender No. RFP/ Gem/IFCI Venture/ Internal Auditor/2024-25/01, dated November 18, 2024**

Dear Sir,

I/We confirm that my/our firm/company is not blacklisted in any manner whatsoever by any central Government department, autonomous organizations, Public Sector Undertakings (PSUs) or any other Government Organizations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

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

Date:

Place:

Signatory)

Signature  
(Name of Authorized

Designation  
[Company Seal]



**IFCI VENTURE**

**Undertaking for Custom Bid for Services Creation on GeM**  
**(to be filled by the HoD)**

File number:20106543

Date:18/11/2024

**Subject: Undertaking for Creation of Custom Bid for Services required on GeM**

1. Services required: Appointment of internal auditor for IFCI Venture Capital Funds Ltd. for 2024-25, 2025-26 & 2026-27.
2. Search String Used in the GeM Availability Report & Past Transactions Summary: Internal & Internal Audit
3. GARPTS ID: GEM/GARPTS/13112024/6RCOBCVH29KV
4. Categories which will be selected for sending notification from GeM:  
Category 1: Water Audit  
Category 2: Cyber Security Audit  
Category 3: Financial Audit Services  
Category 4: Energy Audit Service - Lumpsum Based  
Category 5: Energy Audit Service - Per Resource Per Month Based

5. Undertaking:

I acknowledge that the creation of a custom bid for Services is an exceptional process, warranted only when categories are unavailable on GeM for the required services.

I, Managing Director, undertake to the following:

1. Our office/organization has diligently conducted a comprehensive search using the provided search parameters, confirming the absence of relevant categories for services.
2. To the best of our knowledge, our office/organization has provided an accurate and detailed description of the required services in para 1 above.
3. We have meticulously selected the most relevant categories for notification in para 1 above.
4. Our office/organization stands fully prepared to justify the necessity for a custom bid for services to GeM upon request.

(V Anish Babu)  
(Managing Director)

**आईएफसीआई वेंचर कैपिटल फण्ड्स लि०**  
(A Subsidiary of IFCI Ltd.)  
(भारत सरकार का उपक्रम)

आईएफसीआई टावर, 61 नेहरू प्लेस, नई दिल्ली – 110 019

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फैक्स : +91-11-26453348

वेबसाइट : www.ifciventure.com

सी.आई.एन : U65993DL1988G01030284

**IFCI Venture Capital Funds Ltd.**

(A Subsidiary of IFCI Ltd.)  
(A Government of India Undertaking)

IFCI Tower, 61 Nehru Place, New Delhi-110019

Phone : +91-11-41732501, 26453346

Fax : +91-11-26453348

Website : www.ifciventure.com

CIN : U65993DL1988G01030284

