



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5787350  
Dated/दिनांक : 06-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-01-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-01-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Uttar Pradesh
Department Name/विभाग का नाम	Sitapur
Organisation Name/संगठन का नाम	Zila Sahakari Bank Ltd. , Sitapur
Office Name/कार्यालय का नाम	Sitapur
क्रेता ईमेल/Buyer Email	buycon12.cdud.up@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Concurrent Audit; Audit Firm, CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	1 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (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>ITC available to buyer/क्रिता के लिए उपलब्ध आईटीसी</b>	Yes
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	300000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

#### **EMD Detail/ईएमडी विवरण**

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

#### **ePBG Detail/ईपीबीजी विवरण**

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

#### **MII Compliance/एमआईआई अनुपालन**

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

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. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their 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.
3. 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.
4. 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.

5. 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.

6. 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.

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

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1736160134.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1736160134)

**Financial Audit Services - Concurrent Audit; Audit Firm, CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Concurrent Audit
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Banking
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Input Tax Credit(ITC)/इनपुट कर क्रेडिट(आईटीसी) and/ तथा Reverse Charge(RCM)/रिवर्स प्रभार (आरसीएम) Details**

ITC on GST/जीएसटी पर इनपुट कर क्रेडिट	ITC on GST Cess/जीएसटी उपकर कर क्रेडिट
100%	NA

## Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Nripendra Tripathi	261001,2 Mall Road Begum Bagh Sitapur	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

#### 2. Generic

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

### 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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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---

## Scope of Work

A description of the envisaged scope is enumerated as under. However, the 'DCCB' reserves its right to change the scope of the 'Tender Document' considering the size and variety of the requirements and the changing business conditions. Based on the contents of the 'Tender Document', the selected Chartered Accountants Firm shall be required to independently arrive at the Methodology, based on acceptable standards and best practices, suitable for the District Cooperative Bank Ltd Sitapur, after taking into consideration the effort estimate for completion of the same and the resource requirements. The 'DCCB' expressly stipulates that the selection of Chartered Accountant Firm under this 'Tender Document' is on the understanding that this 'Tender Document' contains only the principal provisions for the entire assignment and that delivery of the deliverables and the services in connection therewith are a part of the assignment.

The 'Chartered Accountant Firm' shall be required to undertake to perform all such tasks and render requisite services for the successful completion of the entire assignment.

The firm will be responsible as per the scope and timelines outlined below.

- To Conduct Concurrent Audit of the Head Office and 27 Branches of District Cooperative Bank Ltd. Sitapur. After conducting the Concurrent audit, report will be submitted on quarterly basis to the Audit Section of the District Cooperative Bank Ltd. Sitapur Head Office Sitapur.
- Concurrent Audit of Head Office and 27 Branches of District Cooperative Bank Ltd. Sitapur will be conducted. The CA firm shall also conduct the audit and reconciliation of transactions entered with head office by the concerned branch.
- The concurrent auditors are required to verify/examine and report the deviations pertaining to all the transactions of the Head Office and 27 branches concerned branch broadly covering Cash, Deposit, Advances, Housekeeping, Impersonal heads, Remittances, Ancillary Services, Customer service, Complaints, Submission of control returns, Profitability, Computer operations etc.
- The CA firm shall conduct the audit as per the latest guide lines of NABARD and RBI in this regard. The CA firm is also expected to submit detailed point wise concurrent audit syllabus with their technical bid. The audit syllabus should be in line with latest computerized environment in co-operative banking sector.

### 2.3 Time Lines

The empanelment and allocation of branches to the concurrent auditors will be initially for a period of one year only and can be extended up to a maximum period of 3 years subject to satisfactory performance of the auditor and solely at the discretion of the District Cooperative Bank Ltd. Sitapur Those firms, who have already done the concurrent audit of the Bank continuously three years are not eligible to apply again up to a pooling period of at least one year.

### 2.4 Terms and Conditions

The terms and conditions of the work are given in Section 5. DCCB reserves the right to modify them, if required, at the time of issue of order.

The Chartered Accountant Firm may also submit specific suggestions/ recommendations and other detailed steps for enhancing the performance and adequacy of the work.

### Section -3

#### 3. Tender/RFP Submission Procedure

a) The tender methodology adopted is "Two Bid System" i.e. Technical Bid and Financial Bid.

b) The Technical Bid should be placed in a sealed non-window cover super-scribed with "Tender Document No: DCB/STP/2024-25/01 - TECHNICAL BID for Concurrent Audit". The Technical Bid as per Annexure-1 should be organized in proper manner and should be submitted as per the following sequence:

- Table of Contents (List of documents enclosed);
- Earnest Money Deposit (EMD) in the form of Demand Draft of Rs. 50,000/-(Fifty Thousands Only) in favour of District Cooperative Bank Limited, Sitapur payable at Sitapur ;
- Technical proposal Annexure-1;
- All copies of certificates, documentary proofs etc.;
- The Technical offer should be completed in all respects and contain all information asked for. The Technical Offer should not contain any price information.

c) The Financial Bid as per Annexure - 2 should be placed in a sealed non window cover super- scribed with "Tender Document No: DCB/STP/2024-25/01- FINANCIAL BID - for Concurrent Audit". The financial offer should give all relevant price information. Conditional offer shall be liable to be rejected.

d) The Technical and Financial offers must be submitted in separate envelopes. It may be noted that if envelope is found to contain both technical and financial offers together, such offer will summarily be rejected.

e) Both the sealed envelopes containing offers must be addressed to the Bank and put into a main envelope in sealed condition giving full particulars.

The CEO,  
District Cooperative Bank Limited, Head Office,  
Sitapur

f) Offers received after the last date and time specified above will be summarily rejected. All envelopes should be securely sealed and stamped.

g) All the relevant pages of the proposals (except literatures, datasheets and brochures) are to be numbered and signed by authorized signatory on behalf of the CA firm.

h) The number should be a unique running serial number across the entire document.

i) The proposal should be prepared in English. The e-mail address and phone/fax numbers of the bidder should also be indicated on the sealed cover.

j) It may be noted that all queries, clarifications questions etc., relating to this 'Tender Document', technical or otherwise must be raised in Pre Bid Meeting. Bidders should provide their E-mail address in their queries without fail.

k) Bids submitted by FAX or email will not be considered for evaluation.

#### 3.1 Selection Process

All the bids shall be evaluated by the Committee setup for this purpose by the Bank. The evaluation shall be on the basis of Technical Evaluation and Financial Evaluation. Only the financial proposals of Technically Qualified & shortlisted Firms shall be selected.

If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. If the bidder does not accept the correction of the error, his / their bids) will be rejected and the EMD shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

#### **4. Technical Bid**

The Bidder meeting the eligibility criteria as described in the following section will be considered for evaluation.

##### **4.1 Eligibility Criteria**

The Bidder is required to meet the following 'eligibility criteria' and provide adequate documentary evidence for each of the criteria stipulated below:

1. The Bidder should be empaneled with the Comptroller & Auditor General (C&AG) of India.
2. The Bidder should be empaneled with the Reserve Bank Of India (RBI).
3. The Bidder should be registered with the Institute of Chartered Accountants of India (ICAI).
4. The Bidder should have registered office in India, Preferably in Uttar Pradesh Lucknow/Sitapur.
5. The Bidder should have at-least 2 (Two) FCA exclusively with the bidder continuously for more than 10 years.
6. The Bidder should have be a partner who possesses DISA CISA qualifications. The bidders having association with CISA professionals shall be preferred.
7. The Bidder should be a experienced auditing firm and having exposure to concurrent audit, income tax consultancy and representation before taxation authorities and should have been in existence for a period of at least 10 years.
8. The bidder having Statutory Audit or Concurrent Audit Experience relating to Uttar Pradesh Cooperative Bank, District Cooperative Banks and Regional Rural Banks will be preferred.
9. The Bidder should not have been blacklisted by any Government Department/ PSU PSE or Banks in India.
10. The CEO, DCCB Sitapur, reserves the right to reject the tender without assigning any reason.

##### **Supporting Documents for Eligibility Criteria:**

Following supporting documents must be submitted by the bidder along with the technical proposal:

- (a) For S. No. 1 above, the bidder must submit an attested copy of empanelment letter from C & AG.
- (b) For S. No. 2 above, the bidder must submit self attested documentary evidence in support of the empanelment with RBI.
- (c) For S. No. 3,4 and 5 above, the bidder must submit an attested copy of Constitution Certificate of the Institute of Chartered Accountants of India as on 31.03.2023
- (d) For S. No. 6, the bidder must provide the copy of DISA/ CISA certificate in support of the same;
- (e) For S. No. 7 the bidder must submit copies of appointment letters in support;
- (f) For S. No. 8 the bidder must submit copies of appointment letters in support;
- (g) For S. No. 9, the bidder must submit a self declaration in this regard;
- (h) Bidder must submit a detailed statement of facts and profile of the firm along with the 'Tender Document'. Copies of PAN Card, & Service Tax Registration of Firm should also be submitted;



## Annexure-1

### Format for the Technical Proposal

1.	Name of the CA FIRM:	
2.	Date of establishment and constitution	
3.	Location of Head office with Address	
4.	Location(s) of Branch Office and addresses	
5.	Mailing address of the bidder	
6.	Names and designations of the persons authorized to make commitments to the Bank	
7.	Telephone and fax numbers of contact persons	
8.	E-mail addresses of contact persons	
9.	PAN of the firm	
10.	TAN of the firm	
11.	No. of staff in the firm	
12.	Details of DISA & CISA Professional	
13.	Details of Empanelment with C & AG	
14.	Details of Empanelment with Reserve Bank of India.	
15.	Details of Registration with The Institute of Chartered Accountants of India, New Delhi	
16.	Details of experience in Statutory Audit of Banks	
17.	Details of experience in Concurrent Audit of Banks	
18.	Details of Audit assignments executed by the CA Firm in cooperative Sector	
19.	Details of Audit assignments executed by the CA Firm in Rural Sector	
20.	Details of the similar assignments on hand as on date (Name of the Bank/ Branch, time projected for execution of the assignment and documentary proofs from the Bank are to be furnished)	
21.	Details of Number of teams proposed and Team Compositions with reference to the Scope & volume of work and availability of skilled persons with the firm	
22.	Estimated work plan and time schedules for providing services for this assignment. Stipulated period of submission of audit report is not more than 30 days after quarter ending.	
23.	Capability Statement of the Firm (Attach separate sheet)	
24.	Average Turnover of the firm in last 3 years.	
25.	Other details (As required in tender document)	

**Declaration:**

1. We confirm that we are technically eligible for submitting the said proposal as enumerated in the minimum eligibility criteria in the tender document;
2. We confirm that we will abide by all the terms and conditions contained in the 'Tender Document'.
3. We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the 'Tender Document', in short listing of bidders.
4. All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process.
5. We confirm that this response, for the purpose of short- listing, is valid for a period of three months, from the date of expiry of the last date for submission of response to 'Tender Document.'
6. We confirm that we have noted the contents of the 'Tender Document' and have ensured that there is no deviation in filing our response to the "Tender Document' and that the Bank will have the right to disqualify us in case of any such deviations.

**Place:**

**Date:**

**Seal & Signature of CA Firm**

## Financial Bid Format

Annexure-2

The format for the financial bid is given below :

Tender No. DCCB/CA/2023-24/01

Name of CA Firm: .....

Sl.No.	Items of Work	Fees in Rupees (also mention in words) (Inclusive of all Taxes)
1.	Concurrent Audit Fees for Head Office of DCCB (27 Brachs) (per quarter)	
2.	Concurrent Audit Fees for 27 Branches of DCCB (per quarter per branch)	
<b>Total Amount:</b>		

- No other costs (except stated above) like cost of any stationery, travelling, boarding and lodging shall be paid.
- TDS will be deducted from the amount at the rates prevailing as on the date of payment.
- Inclusion of any condition shall make the offer liable for rejection.

Date :

Authorized Signatory