



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5935432  
Dated/दिनांक : 19-02-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	11-03-2025 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	11-03-2025 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	Delhi
Department Name/विभाग का नाम	Training And Technical Education Department Delhi
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Delhi Skill And Entrepreneurship University
क्रैता ईमेल/Buyer Email	buycon14.ttedd.dl@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	3 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	24 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
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

**Bid Details/बिड विवरण**

<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	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>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<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>	2400000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
EMD Amount/ईएमडी राशि	72000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	38

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

Registrar  
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY, Delhi

(Registrar)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	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.

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

**Number of Years of firm/company's existence as per ICAI certificate:**As per Bid Document

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As per Bid Document

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**NA

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**NA

**Number of XX fulltime CA's required and YY professional audit staff:**NA

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
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Parameter 1: No. of years of past experience: As per the details mentioned in the "QCBS based Evaluation Methodology Document". Documentary evidence as mentioned in the QCBS document to be submitted.	30	18	<a href="#">View File</a>
Parameter 2: Past Experience of Similar Services / Performance (In Rs. Lakhs) As per the details mentioned in the "QCBS based Evaluation Methodology Document". Documentary evidence as mentioned in the QCBS document to be submitted.	40	24	<a href="#">View File</a>
Parameter 3: Average Annual Financial Turnover As per the details mentioned in the "QCBS based Evaluation Methodology Document". Documentary evidence as mentioned in the QCBS document to be submitted.	30	18	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

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

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes
Type of Industries/Functio ns	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Fortnightly

Specification	Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Fortnightly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	Yes

**Additional Specification Documents/अतिरिक्त विशिष्ट 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	Anuj Gupta	110077, Delhi Skill and Entrepreneurship University, DSEU Dwarka Campus, Sector-9 Dwarka Delhi-110077	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 36</li> </ul>

**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. 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 Added text based ATC clauses

## **ATC**

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### **Procurement/ Outsourcing of Financial Audit Services for DSEU**

#### **SCOPE OF WORK**

##### **CHARTERED ACCOUNTANT (2025-26, 2026-27 & 2027-28)**

1. Making annual accounts and Preparation of Annual Accounts of the University and of its' Campuses at University level for the financial years 2025-26, 2026-27 & 2027-28.
2. Data Entry of all Vouchers, Receipts & Payments, preparation of vouchers on daily basis through tally system at the DSEU head quarter, after doing all necessary internal checks as per adopted accounting standards and norms under relevant heads in network tally system, secured cloud-based data storage etc.
3. Providing audited Utilization Certificates of University's Grant-In-Aid, Projects, Schemes, Works etc as and when required basis.
4. Bank Reconciliation Statement of all bank accounts of the University and sharing the reports to the Accounts Department of the University on weekly basis.
5. Campus- wise reconciliation of Fees of all the courses of the University.
6. Advisor for financial matters like taxation, payments etc. to the University.
7. Timely filing of returns of TDS, GST etc with the concerned Government Departments within the stipulated time period.
8. Settlement of pending/ outstanding TDS/ GST matters of the University & its' Campuses in consultation with the IT and GST deptt.
9. At the time of Auditing of the University, CA firm shall arrange/ provide extra manpower to deal with the audit queries and to furnish the necessary replies during the entire period of audit.
10. Furnish the replies of the audit paras/ observations of the previous financial years' annual accounts.
11. Sharing and getting verified the data on Tally on weekly basis with the Accounts Department of the University.
12. Apply for PAN/ GST Numbers etc, wherever necessary.
13. Quarterly visit to the Campuses for the verification of the bills, vouchers etc and their necessary checks and further entries into records of the University, if necessary.
14. Meeting in physical mode with the Controller of Finance & Team of the University on fortnightly/ Monthly basis for resolution of issues, if any or discussions of the University financial matters.
15. Preparation and validation of Form-16/ 16A for all employees and vendors of DSEU.
16. Any other matter related to the finance and accounts of the University as per the decision of Competent Authority of University.

#### **A. Turnover:**

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.

#### **B. Purchase preference:**

1. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as

per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate. 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.

### **C. Generic:**

1. EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

EMD & Performance security should be in favour of Beneficiary, wherever it is applicable. Beneficiary: Registrar, Delhi Skill and Entrepreneurship University, Delhi

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. 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.

4. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regard. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

5. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

6. **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

7. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. are 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.

8. 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.

### **D. Service and Support:**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

### **E. Certificates:**

1. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### **F. Forms of EMD and PBG:**

1. Bidders can also submit the EMD with Account Payee Demand Draft in favour of buyer i.e Registrar, Delhi Skill and Entrepreneurship University, Delhi. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

2. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of buyer i.e Registrar, Delhi Skill and Entrepreneurship University, Delhi. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date.

3. Bidders can also submit the EMD with Banker's Cheque in favour of buyer i.e Registrar, Delhi Skill

and Entrepreneurship University, Delhi. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name. Bidder has to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

5. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of buyer i.e Registrar, Delhi Skill and Entrepreneurship University, Delhi. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

6. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of buyer i.e Registrar, Delhi Skill and Entrepreneurship University, Delhi. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

7. Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name. Successful Bidder is to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

8. The EMD & PBG should be made in favour of :

Registrar, Delhi Skill and Entrepreneurship University, Delhi

DSEU SD Account

Account No. 62300100007604

IFSC Code BARB0VJGRAPH ( 0 = zero)

Bank Name: Bank of Baroda

Branch address: Ramphal Chowk Branch, Sector - 10 Dwarka, New Delhi.

**G. Checklist for documents to be submitted by Bidder for consideration of qualification on QCBS method:**

S.No.	Document
1.	Scanned copy / proof of the EMD deposited and original EMD hard copy as per requirement in bid.
2.	GST Registration Certificate.
3.	Valid documentary evidence of CAG empanelment certification
4.	Bid/ Tender document duly signed and stamped.
5.	EMD Exemption: Valid supporting document for the relevant category as per GeM GTC
6.	Bidder Turn Over : 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
7.	Past Experience of Similar Services / Performance: Documentary evidence as per bid requirement to be submitted.
8.	Preference to Make In India products: Certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made.
9.	Bidder financial standing Certificate (FORM-A)



10.	Documentary evidence of AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee
11.	Check list Certificate (FORM-B)

The **FORM-A & B** are enclosed in the following pages.

**H. Mandatory documents for technical bid** Non-submission of following documents shall lead to outright rejection of the bid:

S.No.	Document
1.	Scanned copy / proof of the EMD deposited/ Valid supporting document of EMD Exemption for the relevant category as per GeM GTC. and original EMD hard copy as per requirement in bid.
2.	GST Registration Certificate.
3.	Valid documentary evidence of CAG empanelment certification
4.	Bidder financial standing Certificate (FORM-A)
5.	Documentary evidence of AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee.
6.	Bidder Turn Over: 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
7.	Past Experience of Similar Services / Performance: Documentary evidence as per bid requirement to be submitted.

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3	<b>Parameter 3: Average Annual Financial Turnover</b> As per the details mentioned in the “QCBS based Evaluation Methodology Document”. Documentary evidence as mentioned in the QCBS document to be submitted.	30	18
		<b>100</b>	<b>60</b>

**Detail:**

S.No.	Criteria	Supporting Document Required	Max Marks	Cut-off Marks
1.	<b>Parameter 1: No. of years of past experience:</b> <b>No. of Years of overall experience in “Similar Work pertaining to Financial Audit Services” awarded to the bidder by Central / State Govt Organization / PSU till 31.03.2024:</b>	Work orders/ Completion certificates for same or similar work pertaining to Financial Audit Services, <u>confirming cost, year and period of work/ contract/ project.</u>	30	18
	No. of Years		Marks	
	≥10 Years		30	
	≥ 5 Years but less than 10 Years		24	
	≥ 3 Years but less than 5 Years		18	
	< 3 Years		0	
	The submitted document is not valid/ incomplete		0	
	No supporting document submitted.		0	

S.No.	Criteria	Supporting Document Required	Max Marks	Cut-off Marks
2.	<b>Parameter 2: Past Experience of Similar Services / Performance (In Rs. Lakhs)</b> <b>Past Experience of Similar</b>	Work orders/ Completion certificates for similar Services <u>pertaining to Financial Audit Services” awarded to the bidder by Central / State Govt Organization / PSU , confirming cost, year and period of work/ contract/ project.</u>	40	24

**ar Services: The bidder must have successfully executed/completed similar Services pertaining to Financial Audit Services awarded to the bidder by Central / State Govt Organization / PSU as per scope of work 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.**

Cost of Work	Marks
<p><b>1. Five or more similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or</b></p> <p><b>2. Four or more similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or</b></p> <p><b>3. Three or more similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.</b></p>	40
<p><b>1. Four similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or</b></p> <p><b>2. Three similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or</b></p> <p><b>3. Two similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.</b></p>	32
<p><b>1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or</b></p> <p><b>2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or</b></p> <p><b>3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.</b></p>	24
Document submitted but not complying with any of above criteria	0
No supporting document submitted	0

S.No.	Criteria	Supporting Document Required	Max Marks	Cut-off Marks
3.	<p><b>Parameter 3: Average annual financial turnover</b></p> <p><b>Average Annual Turnover (Rs. In Lakh) for previous latest three financial years, but not prior to FY-2021-22 for which the Bidder's accounts have been audited. 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 to be submitted.</b></p>	<p><b>Audited Financial Statements WITH Certificate from statutory auditors clearly certifying the turnover requirements</b></p> <p><b>OR</b> Certificate clearly certifying the turnover requirements by the valid Chartered Accountant /Cost Accountant.</p>	30	18
	Value (Rs. In Lakh)		Marks	
	≥ 100		30	
	≥ 60 but less than 100		24	
	≥ 24 but less than 60		18	
	< 24		0	
	The submitted document is not valid/ incomplete		0	
	No supporting document submitted		0	

**Note:**

- The cut-off mark indicated in the above table under the heading "QCBS based Technical qualification evaluation methodology" is the minimum qualifying mark to score by a bidder to become technically qualified, subject to compliance of submission of the mandatory documents as required in the bid.
- The bid will be technically qualified if and only if it obtains equal to or more than the minimum qualifying mark (cut-off mark) in each and every criterion and also 60 marks out of 100 in

overall parameters, subject to compliance of submission of the mandatory documents as required in the bid.

3. The overall technical marks scored by a technically qualified bidder shall be taken into account while calculating for overall selection.
4. The weightage of the technical qualification scores would be 60% while the financial bids section will be allotted a weightage of 40%.
5. The bid with the lowest cost will be given a financial score of 100. The Financial score of the other proposals will be computed by employing the formula  $(LOR / OR) * 100$ , where LOR stands for Lowest Offer Rate and OR stands for Offered Rate.
6. The total score, both technical (quality) and financial (cost), shall be obtained by weighing the quality and cost scores and adding them up. The bidder obtaining the highest total combined score in the evaluation of quality and cost will be ranked as H-1 followed by the bidders securing lesser marks as H-2, H-3 etc. The bidder securing the highest combined marks and ranked H-1 shall be recommended for the award of the contract.
7. For example, The University will open Financial bids of only those Agencies whose total Technical Scores are 60 or above out of 100 as well as score on each criterion is equal to or above the individual cut off mark.
8. The Technical Scores (of eligible Agencies only) will then be normalized concerning the highest score obtained by applying the formula:  
 $(\text{Score Obtained} / \text{Highest Score Obtained}) * 100 = \text{say A}$
9. The University will also rate the Agency's Financial offer and normalize with respect to lowest offer by applying the formula:  
 $(\text{Lowest Offer} / \text{Offered Rate}) * 100 = \text{say B}$
10. The University will then convert these normalized values A and B by giving 60% weightage to technical capability (A) and 40% weightage to financial offer (B) by applying the formula:  
 $(A * 60 / 100) + (B * 40 / 100) = \text{say C}$
11. The highest C value obtained by an Agency will be considered for being awarded the contract.
12. The decision of the University in the evaluation of the Tender shall be final. No correspondence will be entertained in this regard.

*(On the letterhead of the Bidder)*

-

**FORM-A**

**Bidder's Financial standing**

No. \_\_\_\_\_ dated \_\_\_\_\_

TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

Bid/ Tender Reference No. \_\_\_\_\_

We declare and undertake that we are not under liquidation, court receivership or similar proceedings and bankrupt as on the date of bidding this Bid/ Tender.

In case, the above declaration is found false at any time of tendering process or after contract is awarded, we may be liable for appropriate action as per GeM/ Govt. provisions including cancellation of our bid and/ or Contract.

Yours faithfully,

Signature:

Authorized signatory/ Name:

Designation:

Seal:

Address:

E-mail ID:

Contact Phone Number:

For and on behalf of M/s \_\_\_\_\_ (Name of Bidder)

**FORM-B**

**Check List Certificate**

No. \_\_\_\_\_ dated \_\_\_\_\_



TO \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Bid/ Tender Reference No. \_\_\_\_\_

S.No.	Document	Yes/ No
1.	Scanned copy / proof of the EMD deposited and original EMD hard copy as per requirement in bid.	
2.	GST Registration Certificate.	
3.	Valid documentary evidence of CAG empanelment certification	
4.	Bid document duly signed and stamped.	
5.	EMD Exemption: Valid supporting document for the relevant category as per Ge M GTC	
6.	Bidder Turn Over : 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	
7.	Past Experience of Similar Services / Performance: Documentary evidence as per bid requirement to be submitted.	
8.	Preference to Make In India products: Certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made.	
9.	Bidder financial standing Certificate (FORM-A)	
10.	Documentary evidence of AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee	
11.	Check list Certificate (FORM-B)	

Signature:

Authorized signatory/ Name:

Designation:

Seal:

Address:

E-mail ID:

Contact Phone Number:

For and on behalf of M/s \_\_\_\_\_ (Name of Bidder)

#### 4. Buyer Added Bid Specific ATC

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

### **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.

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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

