

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-06-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-06-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम/Department Name	Department Of Health And Family Welfare
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Lokopriya Gopinath Bordoloi Regional Institute Of Mental Health,tezpur,assam
क्रेता ईमेल/Buyer Email	buyer27.dhfw.as@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, Statutory Audit and certification of annual accounts of LGBRIMH, Tezpur and its day care centre for the FY 24-25; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित बिड मूल्य /Estimated Bid Value	120000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

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

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	3

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

लाभार्थी /Beneficiary :

Director LGBRIMH
Lokopriya Gopinath Bordoloi Regional Institute Of Mental Health, tezpur, assam, Department of Health and Family Welfare, N/A, Ministry of Health and Family Welfare
(Director Lgbrimh)

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference

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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

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.:Minimum 5 years

Number of XX fulltime CA's required and YY professional audit staff:Minimum 1 member of the firm should be FCA

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
18-06-2025 16:00:00	MS conference room, Administrative building, LGBRIMH, Tezpur, Assam

Financial Audit Services - Audit Report, Statutory Audit And Certification Of Annual Accounts Of LGBRIMH, Tezpur And Its Day Care Centre For The FY 24-25; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Statutory Audit and certification of annual accounts of LGBRIMH, Tezpur and its day care centre for the FY 24-25
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Bank Transactions , Statutory Audit and certification of annual accounts of LGBRIMH, Tezpur and its day care centre for the FY 24-25
Type of Industries/Functions	Autonomous Body under MOHFW, GOI
Frequency of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Weekly
State	NA

विवरण/ Specification	मूल्य/ Values
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Kushal Kr Tamuli	784001,Mental Hospital Road, Kalibari, Tezpur	1	N/A

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

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
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.

3. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

5. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. **Certificates**

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.

7. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

8. Forms of EMD and PBG

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

Director LGBRIMH
payable at
Tezpur Assam

. 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.

9. Forms of EMD and PBG

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

Director LGBRIMH, Tezpur, Assam
A/C (Name of the Seller). 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.

10. Buyer Added Bid Specific ATC

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

11. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

An office of the service provider must be located in Tezpur Sonitpur Assam. Documentary evidence must be enclosed along with the bid documents.

अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller 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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in

accordance with the laws.

---धन्यवाद/Thank You---



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान

तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH
(An Autonomous body under Ministry of Health and Family Welfare,
Govt. of India)

Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

LGB Regional Institute of Mental Health (LGBRIMH), Tezpur, invites bids from **Chartered Accountant firm empanelled with the Comptroller and Auditor General of India (CAG)** for the Audit and Certification of Annual Account of LGBRIMH, Tezpur and its Day Care Centre for the F/Y 2024-25. Interested firms are requested to submit their quotations as per the terms and conditions outlined below:-

Terms and Conditions:

1. Eligibility Criteria

- The Chartered Accountant Firm must be empanelled with the Comptroller and Auditor General of India (CAG) for conducting Audit for the Financial Year 2024-25.
- A copy of the empanelment certificate must be enclosed with the quotation.
- The firm must have a minimum of 5 years of experience in auditing accounts of autonomous bodies/PSUs/government institutes.
- The firm should have a valid registration with the institute of Chartered Accountants of India (ICAI).
- PAN Card and GST Registration Certificate in the name of the firm.
- The firm should not have been blacklisted (undertaking to be submitted).
- No person in the firm should be related to any employee of this institute (Declaration to be submitted).

2. Scope of work

- Audit and Certification of the Annual Accounts of LGBRIMH, Tezpur and its Day Care Centre for the Financial Year 2024-25 as per the applicable accounting standard and guidelines issued by the Ministry of Health and Family Welfare, Govt. of India.
- Verification of financial statements, including balance sheets, income and expenditure accounts, receipts and payment accounts.
- Submission of audit reports including observations, recommendations and compliance with statutory requirements.
- Coordination with LGBRIMH officials for clarifications and document verification during the audit process.

3. Submission Requirements:

- The firm must submit a detailed profile, including:
 - Address of the firm with telephone No., Mobile No., Fax No., and Email ID.
 - Copy of PAN Card and GST Registration Number.
 - Proof of empanelment with CAG for conducting Audit for the Financial Year 2024-25.
 - Details of similar assignments undertaken for GOI institutes in the last 5 years.

4. Financial:

- Fee should be quoted inclusive of all expenses such as travel, accommodation, and other incidental costs. The institute will not provide any additional reimbursement for TA/DA/ accommodation or other expenses.
- The quoted fees should be valid for the entire duration of the assignment.

5. Selection Process

- The Selection will be based on the Lowest Quotation (L1) principle, subject to the firm meeting all eligibility criteria.
- LGBRIMH reserves the right to accept or reject any or all quotations without assigning any reason.
- In case of a tie in the financial bid, preference will be given to the firm with more experience in auditing GOI institutes.
- The successful bidder shall execute an agreement for the fulfillment of the contract on Rs.100/- non judicial stamp paper within 10 days from the date of acceptance of the bid. The incidental expenses of execution of agreement should be borne by the successful bidder.
- The firm should submit all the necessary documents as stated.

6. Payment Terms

- Payment will be made after successful completion of the audit, submission of the audit report, and acceptance by LGBRIMH authorities.
- No advance payment will be made.
- Payment will be subject to TDS and other statutory deductions as per GOI norms.

7. Timeline

- The audit should be completed within 30 days from the date of issuance of the work order.

- The final audit report must be submitted in both hard and soft copies to LGBRIMH, Tezpur within the said timeline.

8. Jurisdiction

- Any legal dispute arising out of this bid will be subject to the jurisdiction of the courts in Tezpur, Assam.

9. Confidentiality

- The selected firm must maintain strict confidentiality of all financial and operational data of LGBRIMH and its Day Care Centre. Disclosure of any information to third parties without prior written consent from LGBRIMH will result in termination of the contract and legal action.

10. Termination Clause:

- LGBRIMH reserves the right to terminate the contract at any stage if the performance of the firm is found unsatisfactory or if the firm fails to come with the terms and conditions of this bid.

11. Standard Compliance:

- The audit must comply with the guidelines issued by the ministry of Health and Family welfare, Govt. of India, and the Comptroller and Auditor General of India.
- The firm must adhere to the provisions of the General Financial Rules (GFR) 2017 and other applicable GOI regulations.

12. Pre Bid Meeting

- Pre-bid meeting will be held in MS conference room of administrative building (ground floor), LGBRIMH, Tezpur on **13.06.2025 at 11.00 AM** to clarify any queries by the bidders.
- The prospective bidders are requested to send their queries prior to at least 1 day in advance before scheduled pre-bid meeting on e-mail: mail@lgbrimh.gov.in enclosed format in Schedule –I.
- Non- attendance of pre bid meeting will not be cause for disqualification of the bidder and it shall be presumed that the bidder does not require any clarification. No clarification shall be entertained after the pre-bid meeting day.

Schedule I

(Format for queries/clarifications for the Pre Bid Meeting)

Bidders requiring specific points clarification may communicate with the institute during the specific period using the following format

Bid No.....

Name of the bidder:.....

Contact no. & Address of the Bidder:.....

.....

Name of the persons (maximum two) authorized to attend the Pre Bid Meeting:

Sl.No.	Particulars/Schedule	Para No.	Query

Signature:

Name of the Authorized Signatory:

Note: All the queries/clarifications for the Pre Bid Meeting are to be sent through e-mail to mail@lgbrimh.gov.in within the specific time and date as mentioned in the bid

Schedule II
Applicant’s Profile

(Relevant Supporting documents (duly signed by authorized signatories) to be enclosed with the quotation, where applicable)

Sl.No.	Particulars	To be filled/submitted by the bidder
1.	Name of the firm:	
2.	Certificate of empanelled with CAG for conducting audit for the F/Y 2024-25 : (copy to be submitted)	
3.	Firm Registration No. with ICAI: (Copy to be submitted)	
4.	PAN Card No.: (Copy to be enclosed)	
5.	GST Reg. No: (Copy to be enclosed)	
6.	Minimum of 5 years of experience certificates in auditing accounts of autonomous bodies/PSUs/government institutes :	
7.	Declaration that the firm has not been blacklisted. (Undertaking to be submitted)	
8.	An undertaking that no person of the firm is related to any employee of this institute.	

(N.B- The bidder may submit additional sheets if required)

Date:

Place:

Signature with seal of the firm

Schedule III

Checklist:

1. Certificate of empanelled with Comptroller and Auditor General of India (CAG) for conducting Audit for the F/Y 2024-25.
2. Valid Firm Registration No. with ICAI (Institute of Chartered Accountants of India).
3. PAN Card and GST Registration in the name of the firm.
4. Minimum of 5 years Experience Certificates in auditing accounts of autonomous bodies/PSUs/government institutes.
5. Declaration that the firm has not been blacklisted. (Undertaking to be submitted)
6. An undertaking that no person of the firm is related to any employee of this institute.