

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-07-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-07-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Agriculture And Farmers Welfare
विभाग का नाम/Department Name	Department Of Agriculture Cooperation And Farmers Welfare
संगठन का नाम/Organisation Name	Nfwpi Society
कार्यालय का नाम/Office Name	New Delhi
वस्तु श्रेणी /Item Category	Financial Audit Services - As per RFP; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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

बिड विवरण/Bid Details	
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	40

(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 :

Treasurer, NFWPIS
NFWPIS, 4th (Half) & 6th Floor, Plant Authority Bhawan (PAB), PUSA, New Delhi-110012
(Krishna Tyagi)

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. 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.
2. 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.
3. 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.
4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1750743111.pdf](#)

Financial Audit Services - As Per RFP; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	As per RFP
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per RFP
Type of Industries/Functions	As per RFP
Frequency of Progress Report	As per RFP
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per RFP
State	NA
District	NA
एडऑन /Addon(s)	

विवरण/ Specification	मूल्य/ Values
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Sunil Meena	110012,National Farmers Welfare Program Implementation Society (NFWPIS) , 4th (Half) & 6th Floor, Plant Authority Bhawan, PUSA, New Delhi	1	N/A

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

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. Service & 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.

3. Service & Support

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

4. Service & Support

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

5. Buyer Added Bid Specific ATC

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

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---

RFP FOR HIRING OF AUDITOR FOR HANDLING THE SECRETARIAL MATTER AND INTERNAL AUDIT

Request for Proposal for selection of CAG Empanelled Company/Agency/firm specialized in carrying out Secretarial Matter and Internal Audit related work w.r.t. National Farmers Welfare Program Implementation Society (NFWPIS) from 4th (Half) & 6th Floor, Plant Authority Bhawan, PUSA, New Delhi.

The National Farmers Welfare Program Implementation Society (NFWPIS), a society under Department of Agriculture and Farmers' Welfare, Government of India invites Technical and Financial Proposals from the Companies/Agency/ Firms empanelled with C&AG of India for carrying out Account and Audit Related Work.

The detailed RFP document containing the background information, eligibility criteria and detailed procedure for submission of proposal can be downloaded from the GeM portal from the date of publishing. The last Date for Submission of Proposal is published on GeM. The pre bid meeting will be held on schedule mentioned on GeM.

The National Farmers Welfare Program Implementation Society (NFWPIS), Department of Agriculture and Farmers' Welfare, reserves the right to accept or reject any application and to annul the process at any time, without any liability and assigning any reason thereof.

Under Secretary (FW/NFWPIS)

National Farmers Welfare Program Implementation Society (NFWPIS)

Request for Proposal for selection of CAG Empanelled Company/Agency/firm specialized in carrying out Secretarial Matter and Internal Audit related work w.r.t. National Farmers Welfare Program Implementation Society (NFWPIS) from 4th (Half) & 6th Floor, Plant Authority Bhawan, PUSA, New Delhi.

1	Tender Title	Request for Proposal for selection of CAG Empanelled Company/Agency/firm specialized in carrying out Secretarial Matter and Internal Audit related work w.r.t. National Farmers Welfare Program Implementation Society (NFWPIS) from 4 th (Half) & 6 th Floor, tower Plant Authority Bhawan, PUSA, New Delhi.
2	Tender Publisher	National Farmers Welfare Program Implementation Society (NFWPIS), a society under Department of Agriculture and Farmers' Welfare
3	Pre-Bid Query submission date	As per GeM
4	Date & time of receipt of Tender Document	as per GeM
5	Date & time of Opening Technical Bid	As per GeM
6	Date & Time of Opening Financial Bid	As per GeM
7	Earnest of Money Deposit & Performance Bank Guarantee	As per GeM
8	Period of Engagement	As per GeM
9	Address of Communication	Sh. Chandan Kumar, National Farmers Welfare Program Implementation Society (NFWPIS), Department of Agriculture & Farmers' Welfare Email ID: us-it@gov.in , nfwpis-agri@gov.in , Tel : 011-23382926, 23070685
10	Availability of Tender Document	The RFP document can be downloaded from the GeM portal.
11	Validity of Proposal	Proposals must remain valid for 180 days after the submission date.
12	Consortium	Not allowed
13	Method of Selection	As per GeM
14	Bid Submission	Bid submission will be online through the GeM portal.
15	Language	The Proposal should be filled by the Bidders in English language only.

(sd/-)
(Chandan Kumar),
Under Secretary to the Govt. of India

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders by National Farmers Welfare Program Implementation Society (NFWPIS), Department of Agriculture and Farmers' Welfare hereinafter referred to as the "NFWPIS", is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

NFWPIS, and their employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

NFWPIS may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

1. Introduction

About National Farmers Welfare Program Implementation Society (NFWPIS)

The National Farmers Welfare Program Implementation Society (NFWPIS) registered under Society registration act, 1860, under the administrative control of Ministry of Agriculture & Farmers Welfare, New Delhi. The office of the NFWPIS is operational at 4th (Half) & 6th Floor, Plant Authority Bhawan (PAB), PUSA, New Delhi-110012.

2. Objective:

The National Farmers Welfare Program Implementation Society (NFWPIS), invites bids from authorized Companies/ Firms or Individuals specialized for carrying out the Secretarial Matter and Internal Audit related work of NFWPIS for FY 2025-26, 2026-27 and 2027-28 of NFWPIS.

Bidders are requested to go through the details of Tender Process, Scope of Works and Terms & Conditions etc. as indicated in this RFP to be followed before quoting their best offer along with the complete details and documents required under this RFP.

3. Terms & Conditions for Hiring CAG-Empanelled Auditor

I. Eligibility Criteria

- i. The auditor must be empanelled with the Comptroller and Auditor General (CAG) of India.
- ii. The firm must have at least one full-time FCA (Fellow Chartered Accountant) partner.
- iii. The auditor must comply with the Companies Act, 2013 and other relevant statutory provisions.
- iv. The firm must have an operational office or branch located in Delhi/NCR.

II. Scope of Work

- i. Prepare the accounting statement of the society as per requirement of management.
- ii. Prepare final account of the society for the relevant Financial Year.
- iii. Conduct internal audit of the transactions of the society and issue necessary advisory to the management for improvement of the accounting system.
- iv. Evaluate Internal control mechanism of the organisation and make recommendations for improvement.

- v. Identify shortfall and gaps in the processes and report the same to the management.
- vi. Conduct financial audits as per the prescribed standards.
- vii. Ensure compliance with accounting and regulatory frameworks.
- viii. Submit reports within the stipulated timeline.
- ix. File Income Tax Return of the society for the relevant Financial Year.
- x. Maintain confidentiality of financial records and findings.
- xi. Provide support in the work related Secretarial Matter and Internal Audit of NFWPIS.

III. Tenure of Appointment

- i. The firm shall be appointed for a **fixed term of three Financial Years i.e. FY 2025-26, 2026-27 and 2027-28.**
- ii. Renewal of the contract shall be subject to **Performance Evaluation.**

IV. Compliance & Reporting

- i. The auditor must adhere to Generally Accepted Accounting Principles (GAAP) and Indian Accounting Standards (Ind AS) as defined by CAG for autonomous bodies
- ii. Any discrepancies or financial irregularities must be reported immediately.

V. Confidentiality & Data Protection

- i. The firm must ensure **confidentiality** of all financial records.
- ii. No financial data shall be disclosed to third parties without prior consent.

VI. Technical Bid:

- i. Bidder must have GST Registration. Evidence should be enclosed.
- ii. The bidder must have Permanent Account Number (PAN) under the Income Tax Act. Evidence should be enclosed.
- iii. Details regarding eligibility criteria as mentioned at SI No. 1.
- iv. Bidder to submit bids with details at **Annexure I & II.**

VII. Financial Bid:

- i. Price quoted should be before tax/GST on a comprehensive basis.
- ii. Amount will be in Indian Rupees only.
- iii. Amount to be written in figures as well as in words.
- iv. No other charges would be payable by the NFWPIS, New Delhi.

- v. Under normal circumstances the rate shall be valid for a period of 90 (Ninety) days from the date of opening of tender.
- vi. Offer rate & GST to be mentioned separately.
- vii. Tender evaluation and Bidder Selection will be carried out as per the specifications mentioned in the Section on 'Evaluation and Selection'.
- viii. Evaluation of tender for deciding L1 (lowest) bidder shall be done on the basis of total lowest value (including GST and/or any other charges applicable) quoted.
- ix. The firm may quote inclusive (all activities as applicable) price for the work mentioned in (II) above for three financial years.

VIII. Fee & Payment

- i. Payment will be released within 15-20 working days from the receipt of the bill completed in all respect and satisfying all conditions.

IX General Terms & Conditions

A. General Terms & Conditions:

- a. The bids submitted by telex / telegram / fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- b. NFWPIS reserve the right to modify and amend any of the above-stipulated condition / criterion depending upon project priorities vis-à-vis urgent commitments.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the NFWPIS. The NFWPIS may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the NFWPIS.
- d. After acknowledgement of the LoA / Acceptance of Contract on GeM by the selected Bidder, a Performance Bank Guarantee of Percentage mentioned in the GeM portal of Total bid value has to be deposited in the form of Bank Guarantee of any nationalized / scheduled bank in the name of Treasurer (NFWPIS) or any other forms as per GeM criteria. The Performance Bank Guarantee shall be valid for a period of two months beyond the duration of Contract as specified in this RFP document.
- e. Original hard copy of EMD / PBG received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and may be collected by the Bidder.

- f. No modification of bids shall be allowed once the bid is submitted.
- g. On Successful Award of the assignment by the NFWPIS based on this RFP, all the information supplied by the Bidder will be treated contractually binding on that Bidder.
- h. Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NFWPIS may award the contract to the next best value Bidder or call for new Proposals from the interested Bidders or invoke the PBG of the most responsive Bidder.
- i. Prices quoted must be firm and shall not be subject to any upward revision on any account what-so-ever throughout the period of the engagement.
- j. Payment: in line with provisions of GeM.
- k. Any publicity by the Bidder containing the name of NFWPIS should be done only with the explicit written permission from NFWPIS.
- l. The Bidders cannot withdraw the Proposal in the interval between the last date for receipt of bids and the expiry of the Proposal validity period specified in the RFP. Such withdrawal may result in the forfeiture of its EMD from the Bidder.
- m. Consortium of any form is not allowed
- n. Subcontracting not allowed.
- o. In the event any provision of the Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.
- p. The selected Bidder must designate a single point of contact (SPOC) along with Phone Number for all the communications related to the shifting, to streamline coordination and decision-making.

B. Compliant Tenders / Completeness of Response

- a. Bidders are advised to study all instructions, forms, terms, requirements, appendices and other information in this RFP document carefully.
- b. Submission of the Bid Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

- c. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected.
- d. Bidders must:
 - i. Comply with all requirements as set out within this RFP,
 - ii. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP,
 - iii. Include all supporting documentations specified in this RFP, and
 - iv. The Proposals must be complete in all respects and indexed. The page numbers must be clearly marked on each page and cross references should be indicated on the Index Page.

C. Bidder's queries & Clarifications

- a. NFWPIS shall invite queries from Bidders as per the details mentioned in the Fact Sheet of this document.
- b. The Bidders will have to ensure that their queries for reach to NFWPIS by email with in 7 days of floating of RFP mentioned in Fact Sheet of this document. The queries should be sent at email mentioned herein. The queries should necessarily be submitted in the following format:

Section / Page No.	Content of RFP requiring clarifications	Change / Clarification Requested	Remarks

- c. NFWPIS shall not be responsible for ensuring that the Bidder's queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the NFWPIS.
- d. The purpose of query clarification is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, NFWPIS reserves the right to hold or re-schedule the Pre-Bid meeting.

D. Responses to Pre-bid Queries and Issue of Corrigendum

- a. The Officer notified by the NFWPIS will endeavour to provide timely response to the queries. However, NFWPIS makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NFWPIS undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for receipt of bids, NFWPIS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all Bidders will be uploaded on the GeM portal.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, NFWPIS may, at its discretion, extend the last date for the receipt of Proposals.

E. Key Requirements of the Bid - Rights to terminate the process:

- a. The NFWPIS may terminate the RFP process at any time and without assigning any reason. The NFWPIS makes no commitment, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by the NFWPIS. The Bidders' participation in this process may result in the NFWPIS selecting the Bidder to engage towards execution of the Contract.

F. Proposal Preparation Costs

The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of Proposal, in providing any additional information required by NFWPIS to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. NFWPIS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

G. Submission of RFP

- a. Not more than one RFP offer will be accepted from any Bidder. If an Individual / Bidder participates in the RFP offer, representing more than one bid by one Organization / Individual under one or different name then such multitude of bid

shall amount to collusive activity and appropriate action should be taken by the NFWPIS under fraud and corrupt practices.

- b. RFP offers have to be submitted through the GeM portal.
- c. The offer should be given in the prescribed format as per this RFP document.
- d. The submission of offer by any Bidder implies that they have read the terms and conditions of the RFP and have made themselves fully aware of the scope and specifications of the requirement. Any addition or omissions in the original offer after opening of the offers will not be entertained.
- e. Bidders to submit the bids with covering letter which may be seen at Appendix-I.

H. Deadline for Submission of the Bids

- a. The bids should be received through the GeM portal before or on scheduled date & time.
- b. NFWPIS reserves the rights to extend the deadline or for making any other change in the Bid document by issuing an amendment online in this regard.

I. Evaluation Process

- a. NFWPIS will constitute a Tender Committee to evaluate the responses of the Bidders.
- b. The Tender Committee constituted by the NFWPIS shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c. The decision of the Tender Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- d. The Tender Committee may ask for meetings with the Bidders to seek clarifications on their Proposals.
- e. The Tender Committee reserves the right to reject any or all Proposals based on any deviations.
- f. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP under the 'Eligibility Criteria', 'Instruction to Bidders' and 'Evaluation and Selection' section.

J. Deciding Award of Contract

- a. The NFWPIS reserves the right to ask for a technical elaboration / clarification in the form of a technical presentation from the Bidder on the already submitted Technical Proposal at any point of time before opening the Financial Proposal. The Bidder shall furnish the required information to NFWPIS and its appointed representative on the date asked for, at no cost to the NFWPIS.
- b. NFWPIS may inform those Bidders whose Proposals did not meet the eligibility criteria or were considered non-responsive, informing that their Financial Proposals will be not opened after completing the selection process NFWPIS shall simultaneously notify those Bidders who qualify for the Evaluation process as described in this Document, informing the date and time set for opening of Financial Proposals. The notification may be sent by mail.
- c. After acceptance of Letter of Acceptance (LOA), Performance Bank Guarantee shall be deposited as specified in this document for signing an Agreement with NFWPIS.
- d. Special Condition for Awarding the Agreement:
 - i. NFWPIS will sign the Agreement with Successful Bidder for a period as mentioned in 'Duration of Contract' in the document.
 - ii. NFWPIS will also have the right to increase or decrease the scope of work as per the mutually agreed terms and conditions between both the parties.

K. Limitation of Liability

The selected Bidder's maximum aggregate liability to the NFWPIS (Client) under or in connection with any Order under this RFP or any collateral contract, whether arising from negligence, breach of contract, tort, breach of statutory duty, indemnity or otherwise shall not in the aggregate exceed the charges paid to selected Bidder for the Services in respect of the Order in question and in respect of this Agreement shall be limited to the total amount of the charges paid to selected Bidder for Services. Nothing in this or Agreement arising out of this tender shall exclude or in any way limit either party's liability to the other for fraud or fraudulent misrepresentation (to the extent such an exclusion is not permitted death or personal injury caused by negligence or that of its employees, directors, partners, agents or subcontractors any liability to the extent that the same may not be excluded or limited as a matter of law. The Client (and any others for whom Services are provided) shall not recover from the selected Bidder, in contract or tort, including indemnification obligations under this contract, under

statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.

L. Termination Clause

NFWPIS may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least seven days sent to the selected Bidder, terminate the Contract in

TECHNICAL BID DOCUMENT

The bidder should quote rates inclusive of all the charges regarding Secretarial Matter and Internal Audit related work, as may be applicable, as per the scope of work outlined in the RFP

1. Name of the Company/ Firm / Agency:
2. Address of the Company/ Firm/ Agency with mobile, landline number & email ID:
3. Registration Number and Year of Registration
4. Official Address:
5. Evidence for GST Registration (to be enclosed): Yes/ No
6. Evidence for Permanent Account Number (to be enclosed): Yes/ No

Declaration:

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement and/or in the documents furnished at any stage, I/we will be blacklisted and that I/we will not be permitted to have any dealing with the Department in future.

Signature of Authorized Signatory with date & seal

Undertaking

1. I, Son / Daughter / Wife of Shri

Proprietor / Director / authorized signatory of....., am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. It is certified that no investigations is pending / legal action contemplated against.....(name of agency) by any government authority to the best of my knowledge and belief.

5. It is certified that the agency has not been blacklisted /security deposit has not been forfeited in case of the agency during the last five years.

6. It is certified that no part of the work will be outsourced to other third parties.

Signature of Authorized Signatory with date & seal