

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण / Bid Details  |  |
|--|--|
| बिड बंद होने की तारीख/समय / Bid End Date/Time  | 06-08-2025 17:00:00  |
| बिड खुलने की तारीख/समय / Bid Opening Date/Time   | 06-08-2025 17:30:00  |
| बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)  | 100 (Days)   |
| मंत्रालय/राज्य का नाम / Ministry/State Name  | Delhi  |
| विभाग का नाम / Department Name   | Training And Technical Education Department Delhi  |
| संगठन का नाम / Organisation Name   | N/a  |
| कार्यालय का नाम / Office Name  | Dtte   |
| वस्तु श्रेणी / Item Category   | Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm  |
| अनुबंध अवधि / Contract Period  | 2 Year(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, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC)<br>*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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है / Do you want to show documents uploaded by bidders to all bidders participated in bid? | No   |
| बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या / Minimum number of bids required to disable automatic bid extension  | 3  |

### बिड विवरण/Bid Details

|   |                             |
|---|-----------------------------|
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>        | 7                           |
| 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                      |
| अनुमानित बिड मूल्य /Estimated Bid Value   | 54000                       |
| 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). | 26                  |

(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 :

DD(SD)  
Dtte, Training and Technical Education Department Delhi, N/A,  
(Ddo)

**UIN Number NCTGC2415P**

### 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 | No |
|---|----|

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. 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

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

**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 ATC

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

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

**Number of XX fulltime CA's required and YY professional audit staff:**As per ATC

#### Pre Bid Detail(s)

| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue   |
|---|--------------------------------|
| 21-07-2025 15:00:00                               | DTTE conference room DTTE (HQ) |

#### Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification                   | मूल्य/ Values                   |
|--|---------------------------------|
| <b>कोर / Core</b>                      |                                 |
| Scope of Work                          | 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   |
| Type of Industries/Functions           | Centrally sponsored scheme(CSS) |

| विवरण/ Specification                      | मूल्य/ Values  |
|---|----------------|
| Frequency of Progress Report              | Delivery based |
| MIS Reporting for Financial Audit support | Yes            |
| Frequency of MIS reporting                | Delivery based |
| State                                     | NA             |
| District                                  | NA             |
| <b>एडऑन /Addon(s)</b>                     |                |
| Post Financial Audit Support              | NA             |

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N<br>o. | प्रेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address                                   | संसाधनों की मात्रा<br>/ To be set as<br>1 | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement |
|-------------------|--|---|---|---|
| 1                 | Arvind Kumar   | 110088,DTTE, MUNI MAYA RAM<br>MARG, PITAMPURA | 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

- 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. 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.

##### 4. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 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.

## 5. 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

DDO,DTTE

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.

## 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. 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.

## 8. 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.

## 9. 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---**

**EMPANELMENT OF CHARTERED  
ACCOUNTANT FIRMS FOR AUDITING  
WORKS FOR THE FINANCIAL YEARS  
as per Annexure 'A'**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION(DTTE)  
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.**

## 1) TERMS OF REFERENCE

### 1.1 Background:

The Department of Training and Technical Education, GNCTD, Muni Maya Ram Marg, Pitampura Delhi 110088, is running various state/central sponsored schemes with societies associated with Skill Development Branch, DTTE

### 1.2 SCOPE OF WORK

The chartered accounting firm has to perform the following work for Skill Development Branch, DTTE.

1. Financial Audit Services/ Statutory Audit Services as per table given below:-

**Table**

| F.Y.      | Works to be Completed   |
|-----------|---|
| 2021-2022 | STRIVE-CSS  |
| 2022-2023 | STRIVE-CSS  |
| 2023-2024 | STRIVE-CSS  |
| 2024-2025 | STRIVE-CSS, PMKVY-CSS, SANKALP-CSS, Delhi Skills Mission Society (DSMS) |
| 2025-2026 | STRIVE-CSS, PMKVY-CSS, SANKALP-CSS, Delhi Skills Mission Society (DSMS) |
| 2026-2027 | PMKVY-CSS, Delhi Skills Mission Society (DSMS)                          |

2. Submitting the form 10 B i.e. Audit Report to Income Tax Department along with relevant documents.
3. Selected Chartered Accountants firm shall perform all works related to Statutory Audit /Tax Audit etc.
4. Settlement of all notices for any period i.e. previous and current received from Income Tax Department related to Financial/Statutory/Tax audit Services.
5. Skill Development Branch, DTTE may assign any other work which is related to Financial/Statutory/Tax audit Services related to Income Tax Department, as per requirement.

### 1.3 Time Period & Execution

- 1.3.1 The contract shall be for the financial year and schemes as mentioned in Annexure A. The period of engagement will be up to F.Y. 2026-2027. However, considering satisfactory performance, engagement of the firm may be extended for another two financial years on year to year basis on the same professional fee and terms and conditions. Notwithstanding anything contained herein above, DTTE reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the period.



**1.3.2** The firm should nominate a partner as the nodal officer, who will supervise the entire work assignment on a regular basis and coordinate all the activities. Nodal Officer may be called as and when required by this office.

#### **1.4 Terms & Conditions**

The chartered accounting firm must be CAG empanelled and has to follow the following terms and conditions for execution of work for auditing the accounts of the Skill Development Branch for the financial years as per annexure 'A'.

1. TDS will be deducted from the billing amount as per prevailing rules.
2. Annually 10% of the total amount payable for each financial year shall be withheld for 24 months.
3. Payment for services will be made as and when the CA firm completes the audit works as per Table below:-

| <b>Table</b> |   |
|--------------|---|
| <b>F.Y.</b>  | <b>Works to be Completed</b>  |
| 2021-2022    | STRIVE-CSS  |
| 2022-2023    | STRIVE-CSS  |
| 2023-2024    | STRIVE-CSS  |
| 2024-2025    | STRIVE-CSS, PMKVY-CSS, SANKALP-CSS, Delhi Skills Mission Society (DSMS) |
| 2025-2026    | STRIVE-CSS, PMKVY-CSS, SANKALP-CSS, Delhi Skills Mission Society (DSMS) |
| 2026-2027    | PMKVY-CSS, Delhi Skills Mission Society (DSMS)                          |

4. The rates will be valid for two years from the date of engagement/appointment and same for next two year, if engagement/appointment will be extended.
5. Audit works related to STRIVE-CSS must be completed within two months of issue of work order.
6. Preparation and issuance of Utilization Certificate for funds/GIA received in the bank account of DSMS for the F.Y. 2024-2025, 2025-2026 and 2026-2027 in respect of India Skills Competition.
7. Department of Training & Technical Education reserves the right to accept or reject any or all quotations/bids without assigning any reason.
8. Any dispute is subject to the jurisdiction of Delhi courts only.
9. No black listed firm, either by Govt. of NCT of Delhi or by any Govt. /Govt. undertaking should apply. Such tenders shall be rejected/not considered.

In case of any doubt about the information submitted by the firm, the DTTE shall have the right to make its own assessment, and the decision to consider the same by the DTTE in such a case will be final, and bidders have no right to challenge the same.

### **1.5 Documents required.**

1. The copies of registration certificate of the firm with ICAI.
2. The copy of empanelment with CAG Delhi / New Delhi only.
3. The copies of PAN and GSTN.
4. The firm should have the office in Delhi. Only those firms will be considered for this bid, whose offices are located in Delhi.
5. The experience of firms in Tax / GST matters will be considered. Only those firms that have worked for the last 3 financial years in Central/Delhi Govt./PSUs/Autonomous Bodies will be considered. The copy of work orders issued by such authority to the firms will be considered, where the firms have worked in last three financial years i.e. 2021-22, 2022-23 & 2023-24.
6. The name of partner who will be the nodal officer for this assignment.
7. Undertaking regarding non-black list, either by Govt. of NCT of Delhi or by any Govt./Govt. undertaking on the letterhead of the firm must be attached with the bids.
8. In case of non-submission of any of the above mentioned documents, the bid will be summarily rejected.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRAINING & TECHNICAL EDUCATION(DTTE)  
MUNI MAYA RAM MARG, PITAMPURA, DELHI – 110088.**

**Annexure –A**

| <b>S.N.</b> | <b>Area of Auditing Works</b>       | <b>Auditing works for Financial Years</b> |
|-------------|-------------------------------------|---|
| 1           | Delhi Skills Mission Society (DSMS) | 2024-2025, 2025-2026 and 2026-2027        |
| 2           | STRIVE-CSS                          | 2021-2022, 2022-2023,2023-2024, 2024-2025 |
| 3           | SANKALP-CSS                         | 2024-2025,2025-2026                       |
| 4           | PMKVY-CSS                           | 2024-2025, 2025-2026, 2026-2027           |