बिड संख्या/Bid Number: GEM/2025/B/6424014
दिनांक /Dated: 02-08-2025

# बिड दस्तावेज़ / Bid Document

| बिड विवरण/Bid Details | |
|---|---|
| **बिड बंद होने की तारीख/समय /Bid End Date/Time** | 12-08-2025 14:00:00 |
| **बिड खुलने की तारीख/समय /Bid Opening Date/Time** | 12-08-2025 14:30:00 |
| **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 Science And Technology |
| **विभाग का नाम/Department Name** | Department Of Biotechnology (dbt) |
| **संगठन का नाम/Organisation Name** | Biotechnology Industry Research Assistance Council (birac) |
| **कार्यालय का नाम/Office Name** | North |
| **वस्तु श्रेणी /Item Category** | Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm |
| **अनुबंध अवधि /Contract Period** | 1 Year(s) |
| **बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)** | 1 Lakh (s) |
| **उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service** | 3 Year (s) |
| **इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required** | Yes |
| **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)<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 |

| बिड विवरण/Bid Details | |
|---|---|
| **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 (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in) |
| **बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension** | 1 |
| **दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended** | 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** | 354000 |
| **मूल्यांकन पद्धति/Evaluation Method** | Total value wise evaluation |
| **मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required** | Yes |

### ईएमडी विवरण/EMD Detail

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

### ईपीबीजी विवरण /ePBG Detail

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

### विभाजन/Splitting

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

### एमआईआई अनुपालन/MII Compliance

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

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.

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

**Number of Years of firm/company’sexistence as per ICAI certificate:**5 years

**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.:**5 years

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**05 [Five]

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**DISA/CISA qualification is desirable but not mandatory

**Number of XX fulltime CA’s required and YY professional audit staff:**03 [Three] and 03 [Three]

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

| Parameter Name | Max Marks | Cutoff Marks | Qualification Methodology Document |
|---|---|---|---|
| Minimum 01 internal audit assignments in PSUs or CPSEs during the FY 2023-24 (Firm having maximum number will be awarded highest marks. Comparative marking shall be done for other firms) | 33 | 25 | View File |

| | | | |
|---|---|---|---|
| Minimum 01 Statutory audit assignments in PSUs or CPSEs during the FY 2023-24 (Firm having maximum number will be awarded highest marks. Comparative marking shall be done for other firms) | 33 | 25 | View File |
| Presentation | 34 | 25 | View File |

**Total Minimum Qualifying Marks for Technical Score:** 75

**QCBS Weightage(Technical:Financial):**50:50

**Presentation Venue:**BIRAC Office
5th Floor, NSIC Business Park, NSIC Bhawan,
Okhla Industrial Estate, New Delhi – 110020

**Pre Bid Detail(s)**

| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue |
|---|---|
| 06-08-2025 15:00:00 | BIRAC Office<br>5th Floor, NSIC Business Park, NSIC Bhawan,<br>Okhla Industrial Estate, New Delhi – 110020 |

## Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm ( 1 )

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| **कोर / Core** | |
| Scope of Work | Review of Financial Statements , Financial Reporting Framework , Audit report |
| Type of Financial Audit Partner | 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 , Compliance with law & regulations , Compliance with contracts , Review system & processes , Treasury operations , Bank Transactions |
| Type of Industries/Functions | Purchase & Procurement , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance |
| Frequency of Progress Report | Quarterly, 04 Quarters for the current financial year |
| MIS Reporting for Financial Audit support | Yes |

| विवरण/ Specification | मूल्य/ Values |
|---|---|
| Frequency of MIS reporting | Quarterly |
| State | NA |
| District | NA |
| **एडऑन /Addon(s)** | |
| Post Financial Audit Support | Yes |

### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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

| क्र.सं./S.No. | परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address | संसाधनों की मात्रा / To be set as 1 | अतिरिक्त आवश्यकता /Additional Requirement |
|---|---|---|---|---|
| 1 | Ritesh Kumar Jaiswal | 110020,5th Floor, NSIC Business Park, NSIC Bhawan, Okhla Industrial Estate, New Delhi - 110020 | 1 | • Number of Months for which Post Audit Support is required : 3 |

## 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. **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. **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.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. The bidder must be a Chartered Accountant Firm / LLP / registered with the ICAI - Self attested documentary evidence is to be submitted.

2. The bidder must have carried out internal or statutory audits for any PSU or Government Institution in any of the last 3 financial years (ending March 2025) - Self-attested Copy of the work order or letter of successful completion from the client is to be submitted.

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6. **Buyer Added Bid Specific Scope Of Work(SOW)**

Text Clause(s)

## Internal Audit Scope and Expectations: FY 2025-26

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Broad Scope:

To assist and advise the Management with an independent and objective opinion on internal control and governance which will ensure effective and efficient operations by following professionally acceptable Auditing Standards and objective examination, evaluation on the adequacy of the process as a contribution to the proper, economic, efficient and effective use of resources.

The scope of work shall include the following: -

- Quarterly Internal Audit of financial transactions, payment, receipts & Journal Vouchers, availability of audit trail, credit Note, General ledger Review.
- Projects Review: Sanctions, Disbursement and expenditure incurred on projects, and Utilization certificates submitted to DBT under all program.
- Contracts Review: Procurement process pre award, execution, management and closure.
- HR & Payroll review: Attendance management, Salary processing , HR compliances, Advance to Employee etc.
- Review of Budgeting and Management information system, Taxation, statutory compliance.
- Review of Loan Recovery and Royalty, Benefit sharing process.
- Review of Information Technology General Controls, Antivirus controls ,Modification of access (Transfer /Role change) & management thereof.

- Review of Internal control, adherence to policy, segregation of duties, risk management.
- Implementation, ascertaining compliance with Manual of Finance & Accounts and annual review of the Manual.
- Review of Annual Financial Statements All required physical & financial reconciliation, Closing of Accounts, General Ledger Review, compliance, statutory guideline, revenue recognition, Fixed assets verification process, related party transactions.
- Submission of Internal Audit Report.
- Meeting with Director – Finance every quarter.
- Providing requisite applicable updates to finance and accounts section with respect to statutory compliance.
- Submission of Internal Audit observation along with recommendations for corrective action after completion of every quarter’s audit, for all programs implemented by BIRAC.
- Completion of internal audit for the quarter before end of next quarter.

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. **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.

9. **Generic**

   **WORLD BANK TERMS AND CONDITIONS:** Special Terms and Conditions as defined by world bank at click here will also be applicable. APPLICABLE ONLY IN CASE OF WORLD BANK FUNDED PROJECTS.

10. **Buyer Added Bid Specific SLA**

    Text Clause(s)

    The initial contract will be for a duration of 01 year and can be further extended upto 2 years on mutually agreed terms and conditions.

    The Payment shall be made on Quarterly basis after successful completion of the services.

## 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. 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.
16. 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, conditons 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.

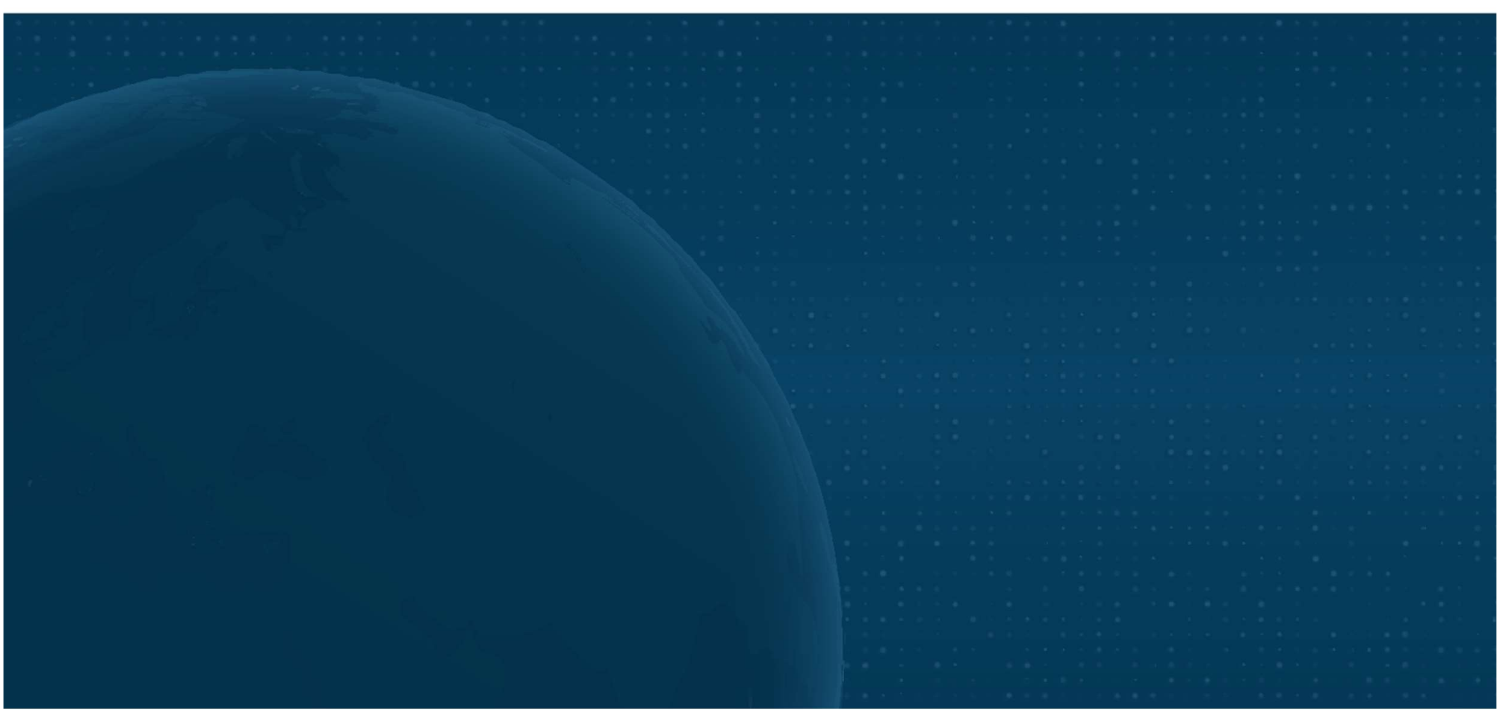
**---धन्यवाद/Thank You---**

THE WORLD BANK
IBRD • IDA

GeM
Government
e Marketplace
Efficient • Transparent • Inclusive

Special Terms and Conditions

# Procurement for World Bank Financed Projects from Government e-Marketplace (GeM)



Special Terms and Conditions related to procurement from GeM for World Bank financed Projects

| | | |
|---|---|---|
| 1. | **Applicability** | These terms will be applicable to all the procurement fully or partly financed from the Loan/Credit/Grant extended by the World Bank to Projects in India using IPF (Investment Project Financing) or PforR (Program for Results) financing instrument. In case of any inconsistencies between General terms and conditions on GeM (GTC) and these Special Terms and Conditions (STC), STC will take the precedence. |
| 2. | **Eligibility of the Bidders/Suppliers** | The individual and firms debarred and suspended by the World Bank Group would not be eligible to receive any contract award fully or partly financed from the Loan/Credit/Grant extended by the World Bank. Additionally, in case of IPF Projects the Purchaser will also comply with conflict of interest requirements as listed in World Bank Procurement Guidelines or Procurement Regulations. |
| 3. | **Thresholds** | In case of IPF Projects, the use of GeM will be allowed in lieu of Shopping/RFQ method as per following details:<br>• up to Rs. 50,000 in catalogue mode (viz. any available item could be selected by Purchaser without further competition), provided selected Item/Supplier meet the requisite quality, specification and delivery period.<br>• up to Rs. 30,00,000 from the Supplier having lowest price amongst at least three Suppliers of the goods or services being purchased, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM may be used by the Purchaser.<br>• up to Rs. equivalent of US$ 100,000 (unless a higher threshold is agreed by the World Bank) from the Supplier having lowest price and meeting the requisite quality, specification and delivery period after mandatorily obtaining bids from at least three Suppliers of the goods or services being purchased, using online bidding or reverse auction tool provided on GeM.<br>In case of PforR Projects, the use of GeM is allowed as per the rules/regulations of the Government of India/relevant state government, subject to the thresholds for excluded activities defined in legal agreement for respective Project. |
| 4. | **Preferences** | In case of IPF Projects, no special preference will be accorded to any bidder either for price or for other terms and conditions. This includes purchase preferences, price preferences, reservation, relaxation or exemptions for bid security (EMD) or performance security etc. |
| 5. | **Fraud and Corruption** | In case of IPF Projects, the Purchasers, bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and their personnel will comply with paragraph 1.16 of Procurement Guidelines or Annex IV of Procurement Regulations as the case may be. In case of PforR Projects, provisions of Guidelines on Preventing and Combatting Fraud and Corruption in Program-for-Results Financing will be applicable. |
| 6. | **No Obligation** | It is not mandatory for the Purchaser to procure through GeM portal, Goods and Services that are available on GeM and if required, normal Shopping/RFQ method may be used. Where situation warrants, the Purchaser reserves the right to annul the procurement process on GeM at any time prior to Contract Award, without thereby incurring any liability to the Suppliers available on the GeM. |

| | | |
|---|---|---|
| 7. | **Dispute Resolution** | In the event of any dispute or difference arising under the contract placed through GeM, the sole arbitrator to be nominated by the Primary Buyer, shall not be a serving Government Servant. |

**Annexure B**

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

| S.No. | Technical Qualification Parameters | Max Marks | Cut-off Marks |
|---|---|---|---|
| 1. | Minimum 01 internal audit assignments in PSUs/CPSEs during the FY 2023-24 **(Firm having maximum number will be awarded highest marks. Comparative marking shall be done for other firms)** | 33 | 25 |
| 2. | Minimum 01 Statutory audit assignments in PSUs/CPSEs during the FY 2023-24 **(Firm having maximum number will be awarded highest marks. Comparative marking shall be done for other firms)** | 33 | 25 |
| 3 | Presentation | 34 | 25 |