

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	16-08-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	16-08-2025 16:30:00
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 Commerce And Industry
विभाग का नाम / Department Name	Department Of Commerce
संगठन का नाम / Organisation Name	Marine Products Export Development Authority (mpeda)
कार्यालय का नाम / Office Name	South
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	4 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
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), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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 (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	100000
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
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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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

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 firm/company's existence as per ICAI certificate**5**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**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**10**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**2**Number of XX fulltime CA's required and YY professional audit staff**2**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
As per Bid	100	60	View file	Yes

Total Minimum Passing Technical Marks: 60

Financial Audit Services - Review Of Financial Statements, Audit Report; CAG Empaneled Audit Or CA Firm (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report
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 , Internal control of financial , Investigating fraud , Reliability of financial reporting , Compliance with law & regulations , Bank Transactions , Internal Control over Financial Reporting , Compliance with contracts
Type of Industries/Funct ions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Cash and Bank Balance , Receivables
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly

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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Kasi Sivaramakrishna	533003,Door No. 70-1A-6/1, Vasireddy Vari Street, Beside Municipal Corporation High School, Ramanayyapeta	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. 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 कार्यवाई 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---



NATIONAL CENTRE FOR SUSTAINABLE AQUACULTURE

(Registered under the A.P. Societies Registration Act 2001. (Act 35 of 2001) with Registered No. 456/2006)

ISO 9001 : 2015

(MPEDA, Ministry of Commerce and Industry, Govt. of India)

Ref: NaCSA/HQ/ACC/1/2025-26

Date: 01.08.2025

E- TENDER

E-Tender through GEM portal for Hiring Services of CA Firm as Statutory Auditor for the FY 2024-2025 extendable to another two years.

LAST DATE AND TIME FOR RECEIPT OF QUOTATION/ TENDER	15 days from the date of Publishing Tender
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The CEO NaCSA reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of Tender documents are available on our official web site <https://nacsampeda.org.in>

Tender /Quotation may be submitted online on <https://gem.gov.in>

Chief Executive Officer

EMPANNELMENT OF STATUTORY AUDITOR – NaCSA- KAKINADA

Introduction

National Centre for Sustainable Aquaculture (NaCSA) is a society registered under Societies registration act 35 of 2001 and functions under the administrative control of The Marine Products Export Development Authority (Ministry of Commerce & Industry, Govt. of India). It is an extension agency of MPEDA, Govt. of India and constituted with the objective of Not-for-Profit and for providing technical assistance to the aqua farmers and acts as a catalyst for growth of India's aquaculture export.

NaCSA intends to empanel Chartered Accountant firm as statutory auditor to **Conduct Statutory audit / Certification of Books of Accounts / Filing of IT returns of NaCSA & TDS** related works initially for the Financial Year 2024-25 and further extendable for another two Financial Years under the same terms and conditions including the annual contract rate quoted and agreed by the CA firm /Statutory Auditor vide the Quotation/Tender Submitted on the E-Tender Notice issued herewith.

This tender issued by CEO, National Centre for Sustainable Aquaculture (NaCSA), Head office situated at Kakinada for engaging Chartered Accountant firm as statutory auditor for certify books of accounts and filing of Income tax returns and related works as per the enclosed scope of work and related terms and conditions.

- a. Bidders would be required to register on GeM Portal at <https://gem.gov.in/> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- b. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- c. Bidders /Tenderers can download the bid document from Gem Portal at <https://gem.gov.in/>. Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through <https://gem.gov.in/>.
- d. Interested parties can submit the bids within 15 days of publishing of tender through <https://gem.gov.in/> & Bids submitted through any other means shall be null and void.
- e. The bids will be opened online by a Committee of members duly constituted for the purpose at the time and date as specified in Tender document.
- f. Data and information provided by NaCSA shall not be divulged to third parties during the contract period.
- g. CEO NaCSA reserves the right to accept /reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and the decision of CEO NaCSA shall be final in this regard.

Introduction and Terms of engagement:

Bidders/Firms should note that the following terms and conditions will apply specifically in addition to the Rules and Regulations as applicable to such contracts in the Government of India.

1. **Eligibility and Qualification Criteria:** - The interested Bidders shall have to comply with the following criteria to participate in the tendering process.
 - a) Must have its fully functional / branch office in Andhra Pradesh state having at least two registered fellow members (FCA) as partners & at least 10 supporting staff (includes article ship trainees). (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants & self-certified details of staffs working in the concerned office to be furnished)
 - b) The Firm must have been empaneled with C&AG of India for relevant audit year
 - c) Must be in operation for more than three years' experience in dealing with GST, TDS & Income tax related matters of Central/State Government Agency/Autonomous Bodies/PSU. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such PSUs along with proof of claim to be furnished)
 - d) Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
 - e) Must be having minimum Average Annual Income of Rs.4 Lakhs during the last 3 Financial Years i.e. from 2021-22 to 2023-24. Not applicable for MSME/Startups. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets / IT returns may be furnished)
 - f) Sufficient experienced staff must be deputed for the work, which shall include at least 2 qualified/ semi-qualified Chartered Accountants or Cost Accountants (Inter passed).
2. Please note that no counter proposal is acceptable and conditional/ late submissions of offers are liable to be rejected.
3. Any action on the part of the tenderer to influence anybody in this organization will be a disqualification, and the tender submitted by the firm shall be rejected.
4. If the agency gives any false statement or misrepresentation related to the above information, the firm will not be considered.
5. The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation. The Financial Proposals shall be opened only of those Firms who will qualify in the technical evaluation. For financial evaluation, price excluding tax shall be taken in to consideration.

Award of Contract:

The selection will be made on the basis of LCBS evaluation.

- a) The bidder shall submit their financial quote in the format given in Appendix I
- b) The contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.

- c) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
- d) In case, two or more technically qualified firms quote the same lowest price and have same technical score automatic selection of GeM will be resorted to.
- e) Any legal dispute arising out of this will be subject to the jurisdiction of courts in Kakinada only.

Scope of Work of Statutory Auditor during the contract period:

- (i) The audit firm/ auditor, shall
 - (a) Conduct statutory audit on the accounts of NaCSA, for the financial year 2024-25 and it shall be extendable for the Financial Years 2025-26 and 2026-27
 - (b) Finalize and submit the annual audit reports duly complying the accounts of NaCSA;
 - (c) Prepare, finalize and file Income Tax returns and forms, on behalf NaCSA, before the stipulated due dates
- (ii) The audit firm/ auditor, shall complete the audit and submit the audit report as per the requirement and standards prescribed by
 - (a) The Andhra Pradesh Societies Registration Act 35 of 2001 and relevant rules;
 - (b) Section 12A of the Income Tax Act 1961 and relevant rules;
 - (c) The Institute of Chartered Accountants of India and the Government of India.
- (iii) The audit firm/ auditor, shall
 - (a) Check the maintenance of books of accounts and allied records;
 - (b) Check the bank reconciliation statements;
 - (c) Check the AOC wise, cost centre-wise and account head wise expenditures;
 - (d) Verify the Bank Book Journal and Vouchers of Imprest Cash, etc;
 - (e) Verify the cash and credit sales with receipt issued as well as pay-in-slips as also advices of Bank regarding the realization of cheques;
 - (f) Verify the salary/ consultancy payments, P.F, I.T., Professional Tax, TDS, GST, etc. and verification of submission of various return to the competent authority in time;
 - (g) Verify all financial information completely, promptly and after the necessary authorization was recorded;
 - (h) Scrutinize the general ledger and verification of Income & Expenditure statement, Balance sheet and other schedules;
 - (i) Examine the accounting information from the books of accounts & records, bank balances and financial transactions of NaCSA;
 - (j) Check the compliance of various taxes/ statutory requirements;
 - (k) Check all statutory records and see that accounting is done in accordance with all the decisions taken at Executive Committee/ Governing Body;
 - (l) File certification of Annual Return and Reconciliation Statement in accordance to the GST Act & Rules.
 - (m) Provide IT & GST replies against notices issued by respective Departments;
 - (n) Support in providing replies to any notice, queries or Audit paras, relating to Income tax, GST, EPF, Gratuity, CAG or any other statutory bodies within reasonable time frame.
 - (o) Appear before the concerned authorities & departments like Income Tax, GST, Executive Committee/ General Body of NaCSA, etc;
 - (p) Determine the financial position of NaCSA with an accurate result & fair representation to submit to management for hassle free decision;
 - (q) To give executive summary incorporating all points' matters; which are of very important in nature; and
 - (r) Advise the Management of NaCSA on Income Tax and GST matters.

- (iv) The audit firm/ auditor, shall not sub-contract the work, either in full or part, to any other party.

Process of Audit:

- (a) Auditor's field personnel will segregate the audit observations and discuss the same with the concerned section in charge for having an in depth understanding of the issue and prepare the draft audit report accordingly.
- (b) The draft audit report will be discussed by the senior level personnel of the audit firm with the CEO NaCSA or the representative of the NaCSA. If the auditor is satisfied the para will be dropped or otherwise the para and its financial impact could be considered and incorporated in the Audit Report.
- (c) All the document receipt during the course of audit should be returned after completion of the audit and it shall be your responsibility to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.
- (d) In case any serious financial irregularity and Points relating to grave deficiencies, if found the same may be communicated to the CEO NaCSA immediately without waiting for the time of submission of the report.
- (e) As per the requirements of the NaCSA, the auditors will also be asked to give presentation on finding in the Audit Reports to the Executive Committee or to the Governing Body.
- (f) The audit shall be conducted by a Chartered Accountant of the firm, partner or in employment and shall be supervised by the signing Partner. The signing partner for this audit shall be a holding fellow membership of ICAI.

Price for the Services:

- (a) The price/ rate quoted shall be in Indian Rupees only.
- (b) The service provider will not be entitled for any expenses like conveyance, lodging/ boarding charges, etc. incurred while carrying out the audit other than the audit fee which quoted in the financial bid.
- (c) The price quoted for the services shall be fixed for the total contract duration of initial one year and shall not change based on market price fluctuations until the contract obligations are fully completed.

Payment Terms:

- (a) The payment will be made after successful completion of the work i.e. upon completing the annual audit and furnishing the audit report along with invoice. All payments are subject to deduction as per the laws prevailing from time to time.
- (b) Interim payment or advance will not be provided. Hence the firm shall ensure availability of adequate money for supply of services at the office of the tender inviting authority.

Time shall be the essence of the contract and hence bidder shall adhere to the service rendering period specified in the information to the bidder. Under no circumstances the firm shall be entitled for price variation, cost escalation or compensation and/or intermittent expenses during the contract period.

Applicant's Profile

1. Name of the Applicant:
2. Date of incorporation:
3. Address of Head Office:
4. Local Address:
5. Communication details of contact Official(s)(both Sales and Services):
 - 1) Name :
 - 2) Phone Number :
 - 3) Mobile no./Fax Number :
 - 4) E-mail :
6. Year of commencement of business:
7. GSTIN Registration Number:
8. No of offices nationwide:
9. Copies of audited Profit & Loss statement, Balance sheet & IT returns for the last 3 years must be furnished.
10. Details of Key Partners / staff & their expertise in Brief:

Authorized Signatory
(Signature and seal of the authorized signatory)

Date :
Place:

NATIONAL CENTRE FOR SUSTAINABLE AQUACULTURE

Annexure I

TECHNICAL BID

**NAME OF WORK: -EMPANELMENT OF CA FIRM AS STATUTORY AUDITOR FOR THE
FINANCIAL YEAR FROM 2024-25 EXTENDABLE TO ANOTHER TWO YEARS**

S.no	Particulars	Marks
1	<u>No. of Years of Registration with ICAI</u> <ul style="list-style-type: none">• Start ups / MSME : 3 Marks• Between 5 to 10 years: 5 Marks• Above 10 years, up to 15 year: 7 Marks• Above 15 years: 10 M	10
2	No. of FCA Partners: <ul style="list-style-type: none">• Between 2 to 6 no: 8 Marks• Between 7 to 10 no. 12 Marks• Above 10 No. 15 Marks	15
3	Years of Experience in Conducting Internal audit / finalization of Books of Accounts / Filing of GST annual returns of an entity having turnover more than 5 Cores <ul style="list-style-type: none">• Less than 1 year (MSME/Start up) – 10 marks• Between 1 to 3 years - 15 marks• Between 4 to 6 – 20 marks• Above six -25 marks	25
4	Average Annual Income (Last 3 Financial years) <ul style="list-style-type: none">• Less than 04 lakh (MSME/Start up) : 05 Marks• Between 04 Lakhs to Rs.10 Lakhs : 10 Marks• Between Rs.10 Lakhs to Rs.30 Lakhs : 15 Marks• Above 30 Lakhs, Upt to Rs.50 Lakhs : 20 Marks• Above Rs.50 Lakhs : 25 Marks	25
5	Firms having experience in Certification of books of Accounts / audit of any central / state government agency / Autonomous bodies for at least 3 years in the last five financial years (5 Marks each for each assignment)	25
Total Marks		100

Minimum qualifying marks in Technical bid for evaluation of 60 Marks

Appendix I

Format for submission of Financial Bid

Quote for annual professional fee for statutory audit work	
Particulars	Amount Rs.
Annual Professional fee for Statutory Audit work	Rs.
GST	Rs.
Total Amount	Rs.

Grand Total [in words]

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Note: The Quotations for drafting replies & attending the hearing / appearing before the dept may be given separately as these are not routine in nature & same will not be considered for evaluation of financial bid.

Signature of Partner
With Name and Firm seal