

Date: 10.08.2025

Website: www.cgmpfed.org, Email address: mfpfed.cg@nic.in

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1 DISCLAIMER

- 1.1 Though adequate care has been taken while preparing this RFP document (hereafter referred as e-RFP document, RFP document, or tender) the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within seven days from the date of notification of RFP document/ Issue of the RFP document, it shall be considered that the RFP document is complete in all respects.
- 1.2 The information contained in this tender whether subsequently provided to the bidders, ("Bidder/s") verbally or in documentary form by Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPFED) (henceforth referred to as "CGMFPFED" or Authority or Licensor in this document) is provided to Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.
- 1.3 Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPFED) reserves the right to modify, amend or supplement this RFP document.
- 1.4 While this RFP document has been prepared in good faith, neither CGMFPFED nor their employees or advisors or consultants make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document, even if any loss or damage is caused by any act or omission on their part.
- 1.5 The issue of this RFP document does not imply that CGMFPFED is bound to select a Bidder or to appoint the selected bidder (as defined hereinafter), and CGMFPFED reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever and annul the tender process.
- 1.6 The Bidder shall bear all its costs associated with or relating to the preparation and submission of its price bid including but not limited to preparation, copying, postage, uploading delivery fees, expenses associated with any demonstrations or presentations which may be required by CGMFPFED or any other costs incurred in connection with or relating to its price bid. All such costs and expenses will remain with the Bidder, and CGMFPFED shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the selection process.
- 1.7 The CGMFPFED accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- 1.8 The CGMFPFED and its employees or advisors or consultants make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy,

correctness, reliability or completeness of the tender and any assessment, assumption, statement or information contained therein or deemed to form part of this tender or arising in any way in this selection process.

- 1.9** The CGMFPFED also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this tender.
- 1.10** The CGMFPFED may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender.

2 NOTICE INVITING TENDER

2.1 Managing Director, Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPED) invite bids through open e-tender from reputed agencies, whose eligibility criteria defined in this document. **“Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026”**

2.2 Duration of the Assignment: The duration of this agreement shall be One Year from the date of issuance of Letter of Award (LoA)/Work Order (WO).

2.3 Award of Work:

S. No	Particulars	Detail
(a)	Method of Selection	Least Cost Based Selection (LCBS)
(b)	Lump Sum Financial Offer	The Bidder offering lowest rate (L1), post completion and qualified in the technical evaluation shall be eligible for opening of the Financial Proposal for selection as Statutory Auditor for Financial Year 2025-2026. The second lowest bidder (L2) shall keep in reserve if L1 bidder fails to acknowledge the LoA. In that case the L2 bidder will be asked to match the rate quoted by lowest bidder (L1) and acknowledge the LoA as Appointment of Statutory Auditor for Financial Year 2025 – 2026.
(c)	Important Instruction with respect to Financial Bid	Minimum fees for the said assignment is INR 30,000/- + taxes as applicable for the Financial Year 2025-2026. Fees quoted by CA firm should not be less than the minimum Audit Fee mentioned above. Financial Bids of bidders quoting lower than the minimum audit fee mentioned above shall be summarily rejected /disqualified. Bidder shall also consider the cost associated in travelling, lodging and boarding to NWFP marts, namely Raipur, Bilaspur, Durg, Kanker, Jagdalpur and Sarguja.

2.4 RFP document along with Technical and Financial Bid Form giving submission requirements etc., can be seen and downloaded from Federation's website www.cgmfpfed.org and e-Procurement portal <https://cgmfpfedtenders.abcprocure.com> only.

2.5 Bids are to be submitted online in the prescribed Formats as mentioned in Bid Form of this document. Financial Bid can be submitted online only.

2.6 The Bidder shall upload certified photocopies of all documents required as per the eligibility criteria and as mentioned in Annexure I – Technical Bid Form. Bids will be accepted up to 2:00 PM on the date specified in the Bid Schedule or as indicated on the online bid portal. The technical bid will be opened online in this office at 2:10 PM on the same date, as specified in the Bid Schedule or as indicated on the online bid portal.

2.7 Decision of the Managing Director of the Federation to declare any of the Bidder to have or have not qualified in technical bid shall be final and binding on the Bidder. Intimation of decision of the competent authority shall be conveyed to the Bidders.

2.8 Conflict of Interest: A Bidder shall not have a conflict of interest that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the EMD or Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the CGMFPPFED, including consideration of such Bidder's proposal (the "Damages"), without prejudice to any other right or remedy that may be available to CGMFPPFED under the RFP Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

- (i) such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- (ii) such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other's' information about, or to influence the Bid of either or each other; or
- (iii) such Bidder or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the work.
- (iv) Consultants, agencies or institutions (individuals or organisations) who have a business or family relation with officials of the Client directly or indirectly; and
- (v) practices prohibited under the anti- corruption policy of the Government of India. The bidders are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Client as this would amount to their disqualification and breach of contract.

2.9 Fraud and Corruption: CGMFPPFED requires that bidders to observe the highest standard of ethics during the selection process and in the entire duration of work and any extension, thereof.

- (i) In pursuance of this policy, the CGMFPPFED defines, for the purposes of this provision, the terms set forth below as follows:
 - (a) “**corrupt practice**” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any party in the Service Provider selection process or in contract execution;
 - (b) “**fraudulent practice**” means a representation or omission of facts in order to influence a selection process or the execution of a contract;
 - (c) “**collusive practices**” means a scheme or arrangement between two or more bidders, designed to influence the action of any party

in a Service Provider selection process or the execution of a contract;

- (d) **“coercive practices”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a Service Provider selection process, or affect the execution of a contract; and
 - (ii) CGMFPFED will reject a proposal for award if it determines that the Bidder recommended for award has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question;
 - (iii) CGMFPFED will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, such party or successor from participation in Client-financed activities if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, an Client-financed contract; and
 - (iv) CGMFPFED will have the right to require that, in Bidder selection documentation and in contracts financed by the Client, a provision be included requiring bidders to permit the Client or its representative to inspect their accounts and records and other documents relating to Bidder selection and to the performance of the contract and to have them audited by auditors appointed by the Client.
- 2.10** CGMFPFED shall receive Bids (e-tender) pursuant to this ‘RFP Document’, in accordance with the terms and conditions set forth herein and as modified, altered, amended and clarified from time to time by CGMFPFED in writing through Corrigendum or otherwise. Bidders shall submit bids in accordance with these terms and conditions on or before the last date specified in this document for this purpose.
- 2.11** CGMFPFED has adopted “Single Stage - Two Envelope” Bidding Process to select a suitable Bidder for **“Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026”**.
- 2.12** The bidder may submit the duly filled up RFP documents online on or before the prescribed date and time mentioned in the tender schedule or in the online portal and the same may be opened as per the scheduled time in the presence of the representatives of the bidding firm who may desire to attend the proceeding in the Office of Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited (CGMFPFED), "Van Dhan Bhawan", Sector-24, Nava Raipur Atal Nagar (Chhattisgarh).
- 2.13 Due diligence by Bidders**
- Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this tender should be full and complete in all respects. Failure to furnish all information required in the RFP document not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the bidder's Tender.

2.14 Downloading RFP Documents

RFP document can be downloaded free of cost from the website of **www.cgmfpfed.org** up to the scheduled date and time.

2.15 Cost of The Tender

The cost of the RFP document (non-refundable) is INR 1,000/- (Rupees One Thousand) plus 18% GST to be deposited online.

2.16 Earnest Money Deposit (EMD)

- a) Earnest Money Deposit (EMD) of INR 50,000/- (Rupees Fifty Thousand) to be deposited online by the Bidder as EMD/Bid Security.
- b) The Bidder will have to make the online payment of Earnest Money Deposit through payment gateway service provider in any of the following ways -
- c) Credit Card/Debit Card (VISA/Master/Maestro Cards) - The Bidder after selecting the option of the Credit Card/Debit Card (VISA/Master/Maestro Cards) make the online payment, as per the instructions of payment mentioned in the payment gateway.
- d) Net Banking - Bidder can make the payment only from the bank account having net banking facility. The list of banks for net banking will appear in the payment gateway and Bidder should select his bank from that list and make the payment as per the instructions given in the payment gateway.
- e) RTGS/NEFT - Bidder can make the payment as per the instructions and details provided below.
- f) The Bids of the Bidders who fail to submit the bid security on or before the specified date and time shall be summarily rejected. The payment receipt of the RFP document cost and bid security shall be submitted online at the time of bid submission. The Bids of the Bidders who fail to submit the Cost of RFP document on or before the specified date and time shall be summarily rejected.
- g) Earnest money of the unsuccessful bidders shall be returned within 15 days after the award of contract or expiry of bid validity, whichever is earlier. The EMD of the unsuccessful bidder will be returned only to the Bank Account mentioned in Form 1 or as mentioned in the tender portal. No interest in EMD will be paid in any circumstances.
- h) However, in case of two packet or two stage bidding, the Earnest Money Deposit of unsuccessful bidders during first stage i.e. technical evaluation should be returned within 15 days of declaration of result of the first stage itself i.e. technical evaluation. Earnest money of successful bidder (L1) shall be returned within 15 days after receiving Performance Security. If the successful bidder (L1) fails to comply with the said stipulation, the EMD amount shall be forfeited at CGMFPFED sole discretion, automatically without any notice to the bidder.
- i) CGMFPFED will not be responsible for any interest loss or depreciation that may happen thereto while in its possession nor be liable to pay any interest thereon.
- j) The EMD will be forfeited at the discretion of CGMFPFED on account of

one or more of the following reasons:

- The Bidder withdraws its Proposal/bid during the period of proposal validity.
- Bidder does not respond to requests for clarification of its proposal and delay in the response thereof.
- In case of a successful Bidder, the said Bidder fails to sign the Agreement in time or unable to submit the Performance Bank Guarantee.
- In case it is found that the bidder/s has furnished misleading/wrong or fraudulent information/documents or information furnished by them is not found to be true, the Earnest Money /Performance Bank Guarantee/Performance Security of the bidder/s will be forfeited.

- 2.17** The **Performance Guarantee/Security Deposit**: The Bidder shall submit Performance Guarantee/Security Deposit of INR 25,000/- (Rupees Twenty Five Thousand). The Bank Guarantee must be valid for one year or as specified by the MD, CGMFPFED. If the security deposit is not submitted within the specified time frame, the Letter of Award will be cancelled, the EMD will be forfeited, and the tenderer may be blacklisted from future transactions with the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Ltd. for a maximum period of 3 (three) years. No interest shall be paid by the Chhattisgarh State Minor Forest Produce (T&D) Co-operative Federation Ltd. on such security deposits. The Performance Guarantee/Security Deposit will be released post successfully completion of the services of the Statutory Auditor.
- 2.18** CGMFPFED shall not be responsible for delay in online submission of tender due to any reason. For this, bidders are to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.
- 2.19** The CGMFPFED reserves the complete right to cancel the bid process and reject any or all of the Bids and annul the tender process without assigning any reasons.
- 2.20** No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.

3 BID SCHEDULE

S.No.	Particular	Description		
1.	Date of Issue of NIT	10/08/2025		
2.	Earnest Money Deposit	INR 50,000/- (Rupees Fifty Thousand) to be deposited online		
3.	Tender Document Fees	INR 1000/- (Rupees One Thousand Only) plus 18% GST to be deposited online		
4.	Performance Guarantee/Security Deposit	INR 25,000/- (Rupees Twenty Five Thousand)		
5.	Contact Detail of Concerned Official for Residential Unit related query and Site Visit	CA Shashank Sahu, Manager Accounts Contact Number: +91 9425551341		
6.	Bid Schedule (Round of Bidding Process)	1st (First)	2nd (Second)	3rd (Third)
(a)	Bid Downloading Start Date	14/08/2025	22/09/2025	21/10/2025
(b)	Online Bid Submission Start Date	01/09/2025 at 11.00 AM	29/09/2025 at 11.00 AM	24/10/2025 at 11.00 AM
(c)	Online Bid Submission Last Date	09/09/2025 at 3.00 PM	08/10/2025 at 3.00 PM	30/10/2025 at 3.00 PM
(d)	Date of Online Opening of Technical Bid	09/09/2025 at 3.10 PM	08/10/2025 at 3.10 PM	30/10/2025 at 3.10 PM
7.	Date & Time of opening of Financial Bid	To be informed to the Technical Qualified Bidder		
8.	Validity of Bid	180 Days from the bid due date		

4 TERMS OF REFERENCE

4.1 Background

- 4.1.1 Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited, Raipur (here in after called Federation) is incorporated under Chhattisgarh co-operative Act, 1960 with reg. no. 225. Federation is appointed as agent by State Government for collection and marketing of minor forest produces (here in after called MFP's) and object of Federation is ensuring socio-economic development of tribal and forest dwellers.
- 4.1.2 Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited is an Apex organization with three tier co-operative structure comprising of a state level Apex body (i.e., Federation), 31 District Unions and 902 Primary M.F.P Co-operative Societies.
- 4.1.3 Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited through District Unions and Primary Society fulfils the responsibility of agent. All Societies having own statutory status by virtue of provision of Chhattisgarh co-operative Act, 1960, having own members, managing committee and separate books of accounts. Collection of all MFP's are executed at primary society level, storage and sale of all MFP's are concluded at District Union level. Marketing of MFP's are done by Federation through online tender / auction. The total income earned, and expenses incurred at all 3 levels are incorporated at Federation level to prepare its financial statements.
- 4.1.4 Estimated sale value for Financial Year 2025-26 is Rs. 1000 cr. $\pm$ 20% with total number of vouchers around 7000 $\pm$ 10% at Federation.
- 4.1.5 For more details, please visit our website: www.cgmfpfed.org

4.2 Objective

- 4.2.1 The objective of statutory audit of Federation is to comply with the provisions of Chhattisgarh Co-operative Act, 1960 and audit by an external independent agency is to ensure through the auditor's professional opinion on the financial position of the Federation.

4.3 Scope of Work

- 4.3.1 The Audit will be carried out in accordance with the provision of Chhattisgarh Co-operative Act, 1960, Rules there under, notifications, circular, guidance etc. issued by the Registrar, Generally Accepted Auditing principles and will include tests and controls, as the auditors feel necessary under the circumstances with 100% vouching.
- 4.3.2 The Statutory Auditor will have to carry out Audit at State Level as well as Mart Level by deploying its team/employees at these locations for accomplishing the task. The Marts are established at the six Forest headquarters in the State, namely, Raipur, Bilaspur, Durg, Kanker, Jagdalpur and Sarguja.
- 4.3.3 **Audit Report:**
- 4.3.4 After completion of the assignment, the Auditors will submit the Audit Report as per the provision of Chhattisgarh Co-operative Act / Rules there under / notification / circulars etc., issued by Registrar for reporting. During the course of audit if any financial irregularity, fraudulent payment found which is / are

made against the provisions of Co-operative Act / Rules there under, by-law of the Federation, order of Registrar etc. by the auditor in that case special audit report quantifying the amount of loss to Federation to be given by Auditor along with the above report without any additional fee.

4.4 Report and Timelines:

- 4.4.1 The CA firm have to submit the audit report as per Chhattisgarh Cooperative Act, 1960, and rules there under only
- 4.4.2 CGMFPPED shall not reimburse any expenses incurred in TA/ DA, the selected bidder/statutory auditor has to consider the cost associated in TA/DA in the Financial Proposal
- 4.4.3 Payment of Audit Fee /Professional Fee will be made only after satisfactory and timely completion of audit and submission of Report.
- 4.4.4 For above assignment minimum Audit Fee is Rs. 30,000/-. Fees quoted by CA firm should not be less than the minimum Audit Fee mentioned above. Financial Bids of bidders quoting lower than the minimum audit fee mentioned above shall be summarily rejected /disqualified.
- 4.4.5 The Audit Report should be submitted within timelines as decided by CGMFPPED regarding which letter will be provided/issued separately by CGMFPPED after issuance of LoA/work order.
- 4.4.6 The Audit Report along with all the annexure, statements, certificates and Bank Reconciliation must be submitted in 5 hard copies.

4.5 Payment Terms

- 4.5.1 No advance payment shall be released to the selected bidder/statutory auditor by Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPED). The payment shall be released post completion and acceptance of the services of the Statutory Auditor.

5 INSTRUCTIONS TO THE BIDDER

5.1 Online Proposal/Bid Submission

- 5.1.1 The bidder is responsible for registration of the e-procurement portal <https://cgmfpfedtenders.abcprocure.com> at their own cost. The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website. Bidders should have valid class II/class III Digital Signature Certificate (DSC) obtained from certifying Authorities.
- 5.1.2 The Bidder shall provide all the information sought under this RFP document. CGMFPFED would evaluate only those Bidders that are received in the specified forms/formats/annexure/appendices and complete in all respects and with the submission date and time. The Bidders shall be submitted online only.
- 5.1.3 Bidders should note the Bid Due Date i.e., last date of submission of the bid, as specified in the Tender/Bid schedule, for submission of Bidders. Except as specifically provided in this Document, no supplementary material will be entertained by Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPFED), and that evaluation will be carried out only on the basis of documents submitted online by the closing time of the Tender due date. Bidders may be asked to provide additional material information or documents or technical presentations subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

5.2 While Submitting the Bid, It May Be Noted That:

- 5.2.1 In case, the day of bid submission is declared Holiday by Government of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
- 5.2.2 Ambiguous bids will be out rightly rejected
- 5.2.3 CGMFPFED will NOT be responsible for any delay on the part of the vendor in submission of the Tender bids.
- 5.2.4 The bids can be submitted online only on the portal mentioned in this RFP document.
- 5.2.5 The bids submitted by telegram/fax/E-mail/courier/speed post/hand delivery shall NOT be considered. No correspondence will be entertained on this matter.
- 5.2.6 Conditional Bidders shall not be accepted on any ground and shall be rejected straightaway.
- 5.2.7 Bidder should know that the bid shall get disqualified if bidders give price details in Technical Bid.
- 5.2.8 When deemed necessary, CGMFPFED may seek clarifications on any aspect of their bid from the bidder. However, that would not entitle the agency to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their quote has been accepted.
- 5.2.9 No enquiry shall be made by the bidder during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder. However, the Committee/its authorized representative and office of CGMFPFED can make any enquiry/seek clarification from the bidders, which

the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

5.2.10 Technical bid shall comprise the documents/ Annexure I (Technical bid form) asked to be uploaded along with the technical bid. Financial/price bid shall not be included in technical bid. If done so, same shall be rejected without any notice.

5.2.11 The bidder shall upload the information as per the formats given in Annexure I – Technical Bid Form and Annexure II – Financial Bid Form to this RFP document.

5.3 The Mode of Tender is Online and shall be Two Bid/Stages System:

5.3.1 Under this process, the Bid shall be invited and examined under two stages:

a. Technical bid – documents submitted as per Annexure I – Technical Bid Form

b. Financial Bid – price mentioned as per Annexure II – Financial Bid Form

5.3.2 Eligibility of the Bidder will be first examined based on the details submitted under the Technical Bid with respect to basic eligibility and technical qualification evaluation criteria for technical bid stipulated in this RFP document. The Financial Bid under the second stage shall be opened of only those shortlisted Bidders whose Technical Bids are responsive for the eligibility.

The bidder has to technically qualify in terms of the basic minimum eligibility criteria for which the documents asked are required to be uploaded and to be produced if demanded. The bidders who technically qualify under the evaluation criteria will only be eligible for financial bid opening. The Bidders offering the lowest rate (L1) in the bid subject to satisfying the terms and condition shall be consider as selected bidder for award of the work.

5.4 The Bidder shall submit the Proposals Online as Described Below:

5.4.1 The Technical bid shall not include any financial information relating to the financial bid. In case, financial bid is given/uploaded with technical bid documents; the bid shall be summarily rejected.

5.4.2 The proposal submitted should have all pages numbered. It should also have an index giving page wise information of documents. Proposal that are incomplete or not in prescribed format will be summarily rejected.

5.4.3 The Bidder is allowed to submit only one proposal against this RFP Document

5.4.4 Documents in support of eligibility must be enclosed with the Bid. Offers without satisfying eligibility conditions will be out rightly rejected and no correspondence in this regard will be entertained.

5.4.5 Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the selection process will be given and that CGMFPPFD decisions are without any right of appeal whatsoever.

5.4.6 Any entity which has been barred by any agency of the Central Government, any State Government, any Statutory bodies, or any public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either

by itself or through its Associate.

- 5.4.7 The CGMFPFED shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to Tender or the Selection Process, including any error or mistake therein or in any information or data given by the CGMFPFED.

6 ELIGIBILITY CRITERIA

6.1 Eligibility of Bidders

- 6.1.1 The CA Firm must be empanelled with Registrar Co-operative Societies Chhattisgarh, Raipur (Without which the application of the firm would not be considered), for audit of financial year 2025-26 and having Head / Branch office in Raipur District as per ICAI constitution certificate. Attach ICAI constitution Certificate.
- 6.1.2 The applicant Firm must have minimum 5 years of work experience as Statutory Auditor.
- 6.1.3 The applicant Firms average Annual Net Receipts from Chartered Accountant related work must be minimum INR 50 Lakhs (Rupees Fifty Lacs Only) in last 3 financial years. The Bidder must upload scanned copies of the Audited Financial Statements and Turnover Certificate issued by a Chartered Accountant, including the UDIN number, along with the Technical Bid, and
- 6.1.4 The applicant Firm must have experience of minimum 2 Statutory Audit in hand or completed work with / undertaken in any Government Department / Government owned or controlled undertakings (e.g., Co-operative societies, Companies, etc.,) / PSU's having minimum net sale value / receipts of Rs. 300 crores per year per organization in last 5 financial years (FY 2019-20 to 2023-24).
- 6.1.5 Any CA firm not qualifying above minimum criteria's need not to apply as their proposal shall be summarily rejected.

6.2 Other Terms and Condition

- 6.2.1 Person or persons signing the tender form shall state in what capacity he or she or they are signing the tender form e.g. as sole proprietor of the firm concerned or as Managing Director or Director or Secretary of Limited Company. In the case of partnership firm the names of all the partners should be recorded and the tender form should be signed by all the partners or their duly constituted attorney having authority to bind all partners in all matters pertaining to the contract as recorded in the power of attorney or in the partnership deed. True copy of the Registered "Partnership Deed" should be uploaded along with the tender form failing which the tender shall be liable to be rejected. It shall be obligatory on the part of every partner of the firm, which enters into agreement to fulfill the terms and conditions of the agreement during the currency of the contract thereof, notwithstanding the dissolution of the partnership in the mean time, In the case of a limited company, the tender form shall be signed by a person empowered to do so by the company, copy of Certificate of Incorporation/MoA/AoA of the company and the letter authorizing the person signing the tender documents shall be uploaded to the tender form failing which the tender shall be liable to be rejected. In the case of Hindu undivided family, the names of the family members should be uploaded with the tender form and 'Karta' who can bind the family should sign the tender form.
- 6.2.2 The bids submitted online should be signed electronically with a Digital Certificate to establish the identity of the Bidder participating in the bidding process. The Bidder can obtain the Digital Certificate as per the instructions provided under this document.

- 6.2.3 In order to participate in the tender, the Bidder is required to get registered on the e- Procurement portal (<https://cgmfppedtenders.abcprocure.com>) only after online registration of the Bidder, the Bidder shall be allowed to participate in the Bidders floated by the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited using the e-Procurement System. The Instructions for participating in the tender process is available on e-Procurement portal <https://cgmfppedtenders.abcprocure.com>.
- 6.2.4 The Bidders will have to submit (Upload Scan Copies/fill) his/her offer/credentials online as required in the RFP document under relevant envelopes.
- 6.2.5 The Bidders may refer User Manual for Bidders available online to perform their online activities.
- 6.2.6 The CGMFPPFED reserves the complete right to cancel the bid process and reject any or all of the Bids and annul the tender process without assigning any reasons.
- 6.2.7 Conditional offer other than the terms and conditions laid down under this RFP document shall not be accepted.
- 6.2.8 For the interpretation of the tender conditions, the decision of the Managing Director Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPFED) will be final. In case of any clarification, the bidder/Bidder may contact the Office of the Managing Director Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPFED)
- 6.2.9 The amendments in this tender notice are possible. The amendments will be available on Federation's website www.cgmfpfed.org and e-Procurement portal <https://cgmfppedtenders.abcprocure.com> only. The Bidder should regularly view the above website and portal till the opening of financial bid so that he can take the appropriate action according to the amendments.
- 6.2.10 The entity/Bidders shall also be required to submit stamped notarized undertaking regarding non-banning/blacklisting from CGMFPPFED/ any other Organization (100% owned by Govt.), Central and State Government Ministries/Departments, applicable for all Ministries have not banned/ debarred/blacklisted business with the applicant or with/ of its holding or subsidiary companies in case their financials are resorted to for the purpose of evaluation of eligibility as per Clause 6 above as on the date of tender submission. The bidder should submit affidavit and undertaking to this effect in as per Form 3 of this RFP document.
- 6.2.11 In case the successful bidder (L1) fails to accept the terms and conditions of the Work Order/LOA, then such Bidder shall be banned for doing business with CGMFPPFED for a maximum period of 3 (three) years for such a default and EMD/Performance security deposited by the bidder will be forfeited. The decision of CGMFPPFED in such case shall be final.
- 6.2.12 In case, at a subsequent date, the successful bidder/ selected agency is found to have been banned for business as given above, CGMFPPFED shall be at liberty to and have full rights to cancel /Work Order/LOA/Agreement and forfeit the Security Deposited by the Bidder/bidder.
- 6.2.13 If there is any misrepresentation of facts by the bidder in their bid submission, the same will be considered as “fraudulent practice” and the bid submission

of such bidders will be summarily rejected and also further action shall be taken as per terms of contract or other applicable laws/ rules.

- 6.2.14 In case of mismatch in financial data in the submitted documents i. e. in the Statutory Auditor certified documents and data in Audited Financial Statement, the data from audited financial statement sheets shall prevail.

7 SUBMISSION OF BIDS

- 7.1** For participation in e-tendering process, the Bidder(s) has to be registered on e- tendering portal <https://cgmfpfedtenders.abcprocure.com>
- 7.2** The Bid should be furnished details in the format provided at Annexure I – Technical Bid Form, clearly providing the details for fulfilling eligibility criteria. The RFP documents shall be signed by the Bidder's Authorized Signatory of the bidder as token of acceptance.
- 7.2.1** The bid shall be submitted by the bidder in two parts comprising of **Technical Bid** and **Financial Bid**. The Annexure I – Technical Bid Form shall include the details for fulfilling eligibility criteria as laid down in this RFP document. The Annexure II – Financial Bid shall include the financial offer of the Bidder in the manner prescribed in this document. Both the Technical Bid and Financial Bid shall be submitted by the Bidder on or before the same due date and time as mentioned in the RFP document. The offer of Bidder, who does not fulfill the eligibility criteria, shall be summarily rejected. The Bidder shall enclose with their Bid an undertaking stating that all the necessary supporting documents, including audited accounts and financial statements, certificate(s) from their statutory auditors have been provided.
- 7.3 Technical Bid:**
- 7.3.1** The Bidder shall, on or before the date and time given in the 'Notice Inviting Tender' (NIT), upload their bid (technical and financial) on e-tendering portal www.cgmfpfed.org The Bidder shall ensure that a receipt is obtained for the submission of their tender. Such receipt is being issued free of cost. The Bidder shall upload scanned copies of the documents as mentioned in Form 5 – Documents to be uploaded in the Annexure I – Technical Bid Form of this document.
- 7.4 Financial Bid:**
- The selection of the Bidder, subject to meeting the eligibility criteria and technical qualifications, will be based on the **Lowest Bidder (L1)** quoting the **lump sum fees** for the services as specified in **Section 4: Terms of Reference** of this document.

S. No	Particulars	Lump sum Financial Fees (excluding GST and other applicable taxes)
(a)	Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026	INR _____ (in figure) Rupees _____ (in words)

- 7.4.1** If there is a discrepancy between words and figures, the amount mentioned in words shall prevail. Please read carefully "Evaluation of Bids" section of this Tender Document before quoting Bid Variable.
- 7.4.2** Bidders have to submit separate Annexure I – Technical Bid Form and Annexure II – Financial Bid Form for the Tender.

7.5 It shall be deemed that by submitting a Bid, the Bidder has:

- a) made a complete and careful examination of the bidding documents.
- b) received all available relevant information from CGMFPFED.
- c) accepted the risk of inadequacy, error or mistake in the information provided in the bidding documents or furnished by or on behalf of CGMFPFED relating to any of the matters referred to in RFP document;
- d) satisfied itself about all matters, things and information necessary and required for submitting the Bid, execution of the Agreement and performance of all of its obligations there under;
- e) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the bidding documents or ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss/ profits, etc., from CGMFPFED or a ground for termination of the Agreement by the Authority;
- f) acknowledged that they do not have a conflict of interest with bidding process; and
- g) agreed to be bound by the undertakings provided by them under and in terms hereof

7.6 CGMFPFED shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP document or the Bidding Process, including any error or mistake therein or in any information or data given by CGMFPFED.**7.7 Amendment of RFP document**

- a) At any time prior to the Bid due date, CGMFPFED may for any reason, modify the RFP document by the issuance of Addendum/ Corrigendum.
- b) The Bidders are requested to be in touch with e-tendering web portal i.e. www.cgmfpfed.org all updates of the RFP document such as addendum/ corrigendum, replies to queries, postponement of Bid schedules etc. No claims or compensation shall be entertained on account of the Bidder having not read/ noticed the updates, etc.
- c) In order to provide the Bidders a reasonable time for taking an Addendum into account or for any other reason, CGMFPFED may, in its sole discretion, extend the Bid submission Date.

7.8 Preparation and Submission of Bids:

- a) Format and Signing of Bid: The Bidder shall provide all the information sought under this RFP document as per the format mentioned in the Annexure I and Annexure II
- b) The Bid and its copy shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page in blue ink. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialed by the person(s) who is (are) authorized to sign the Bid.
- c) The Bidder shall have to submit their Bids (Technical Bid & Financial Bid)

online only in electronic format with digital signatures and after uploading the mandatory scanned documents towards cost of RFP document, Bid Security and other documents as required in the RFP document. The RFP document Cost and Bid Security must be submitted online only.

- d) The Bidders have to produce the original documents as and when required by CGMFPFED. The failure of the Bidder to furnish the said original documents will empower CGMFPFED to summarily reject their Bid.
- e) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
- f) **The Bidders should carefully note the following instructions:**
 - The Bidders should ensure that the complete RFP document has been downloaded.
 - The printout of RFP documents should be taken on an 'A4' size good quality paper. The printout should be same as available on website. The print should be legible and indelible.
 - In case of any correction/ addition/ alteration/ omission in the RFP document, as made available by CGMFPFED, is observed at any stage, the Bid shall be treated as non-responsive and shall be rejected out-rightly.

7.9 Notwithstanding anything contained in this RFP document, CGMFPFED reserves the right to accept or reject any Bid offer or all bids and to annul the Bidding Process without assigning any reasons.

7.10 Bidder will not be considered if they make any false or misleading representations in statements/ attachments. If any submission is found false or misleading even at later stage (i. e. after the award of Tender) then also, CGMFPFED may annul the award. Further, the Applicant may be blacklisted for a maximum period of 3 years for participation in any future tenders of CGMFPFED. In such a case CGMFPFED shall forfeit the EMD, Performance Security Deposit deposited by the Bidder.

7.11 Bidders shall not be allowed to modified or withdrawn the bids submitted by the bidder after the date of submission. Withdrawal of tender during the interval between the date of tender submission and expiration of the tender validity period would result in forfeiture of the EMD.

7.12 Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising CGMFPFED in relation to or matters arising out of or concerning the Bidding Process. CGMFPFED shall treat all information, submitted as part of Bid, in confidence and shall require all those who have access to such material to treat the same in confidence. CGMFPFED may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or CGMFPFED or as may be required by law or in connection with any legal process.

7.13 Instructions for the Submission of the Online Tender

Note: The following steps need to be carried out for online submission of the Tender. Detailed instructions for each of the steps are given in the Bidder's Manual on the Home Page of <https://cgmfpfedtenders.abcprocure.com>

1. Sequence of steps for online tender submission:

Step 1 – To obtain Digital Signature Certificate (DSC):

The DSC is issued by an approved certifying authority, authorized by the Controller of Certifying Authorities (CCA), Government of India. The individual may obtain information required for issuance of a Class II / Class III DSC from the Controller of Certifying Authorities (www.cca.gov.in). The Bidder will have to obtain DSC from <https://cgmfpfedtenders.abcprocure.com> or any other CCA approved agency.

DSC is issued upon receipt of mandatory identity proofs and verification letters attested by a Gazetted Officer. Only upon the receipt of the required documents, a DSC can be issued.

Important Note: The offers submitted online should be signed electronically with a DSC to establish the identity of the Bidder. In case, during the process of a particular tender, the user loses his/her DSC (eg. due to virus attack, hardware problem, operating system problem etc.) he may not be able to submit the offer online. Hence the users are advised to back up the certificate and keep the copies at safe places under proper security to be used in case of emergencies.

In case of online tendering, the DSC issued to the authorized user of a firm and used for electronic tendering will be considered equivalent to no-objection certificate / power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the DSC as per Indian *IT Act 2000*. Unless the certificate is revoked, it shall be assumed to represent adequate authority of the user to submit tender on behalf of the firm for the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-op. Federation Limited as per *Information Technology Act 2000*. The DSC of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firm to inform the Certifying Authority or Sub-Certifying Authority, if the authorized user changes, and apply for a fresh Digital Signature Certificate and issue a fresh '**authorization certificate**' for the new user.

The same procedure holds true for the authorized users in a Private / Public company. In this case, the authorization certificate will have to be signed by the directors of the company.

Step 2 – Online registration of intending bidder:

In order to participate in the bid, the bidder is required to be registered on the e-Procurement portal (<https://cgmfpfedtenders.abcprocure.com>). Only after online registration of the bidder, the bidder shall be allowed to participate in the bids floated by the C.G.M.F.P. Federation using the e-Procurement System.

The following Registration Fee will be charged by the Service Provider (i.e. e-Procurement Technologies Limited) from the bidder:

Sl.	Description	Charges	Service Tax @ 18%	Total Amount
1.	Online Registration (Valid for One Year)	Rs. 500/-	Rs. 90/-	Rs. 590/-

Documents required for Registration with the e-Procurement portal

- i. **In case of Renewal** – No documents required for renewal of registration on the e-procurement portal.
- ii. **In case of New Registration** – The following documents required along with online registration form:-

A. Individual or Proprietorship Firm –

Any one ID Proof and One Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

B. Partnership Firm –

Any one ID Proof and One Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

- (i) **Partnership Deed** details which have to be attested by partners with their company seal.

C. Private Limited Company –

- i. **Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

- i. **Any one of the Organization proofs issued by Government** (Attested by authorized signatory of Organization along with organization seal)

- Certificate of Incorporation
- Articles of Incorporation
- Memorandum of Association

D. Hindu Undivided Family (H.U.F) –

Any one ID Proof and One Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

E. Others –

- Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

Any other relevant documents

The scanned copies of all required documents as above and payment proof of required fees for New Registration and payment proof of required fees for renewal are required to be submitted by the intending Bidder to e-Procurement Technologies Limited (abcProcure). After verification of the above documents the e-Procurement Technologies Limited (abcProcure) will register the Bidder and inform by the e-mail accordingly.

After obtaining the Digital Signature Certificate successfully installed on their system, the Bidder have to be online registered through “**New Bidder Registration**” page of the e-Procurement portal (<https://cgmfppedtenders.abcprocure.com>) and mapped their Digital Signature Certificate.

After online registration your registration will be approved by the Service Provider and intimate the same to the Bidder. The Bidder will be informed about the Bidder's Code, login Id & password. The login Id and password will be required for online tender preparation and the Bidder's Code will be used for making EMD payment through RTGS / NEFT mode, if opted for.

Step 3 – Online bid preparation Technical Bid Envelope (Folder)

- Details of Bidder
- Technical Capacity of the Bidder
- Financial Capacity of the Bidder
- Cost of RFP document
- Documents to be uploaded

Financial Bid Envelope (Folder)

- Financial Bid Form

Step 4 – Payment of EMD/Bid Security

EMD/Bid Security can be paid online through Net banking/Debit Card/Credit Card/RTGS/NEFT mode. In case RTGS/NEFT mode is opted for the detailed procedure is given under this document. It is understood that the tenderer is aware of the payment cycle and other technical requirements/payment process under each of the payment mode describe under this document. It is tenderer's responsibility to see that the amount of EMD/Bid Security is credited to Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPFD).

Step 5 – Final submission of the bid.**1. Other Information:****7.14 Set-up of Machine:**

In order to operate on the e-Procurement System, following minimum operating system and hardware is required.

- Windows XP with service pack 3
- Windows vista / windows 7
- Browser Internet Explorer 7, 8 or 9
- Minimum bandwidth 512 kbps
- Minimum RAM 2 GB

7.15 Procedure of payment of Cost of RFP document through RTGS / NEFT mode:

Since RTGS / NEFT payments are settled by RBI in batches, intended **Cost of RFP document** amount is required to be paid at least one day in advance of online bid submission by following procedure:

- A.** Please mention the following details while making the RTGS / NEFT payment from your Bank:

- (i) Beneficiary account number – This will be in the following format:

<CGMF+ Bidder Code>

For example, in case your Bidder Code is ABC66215, the beneficiary account number will be **CGMFABC66215**.

- (ii) Beneficiary bank branch - **ICICI Bank, CMS, Mumbai**

- (iii) Beneficiary IFSC code - **ICIC0000104**

- B.** After completing the online bid preparation formalities, select RTGS / NEFT payment option at the **Cost of RFP document** payment screen. Upon doing

so, you shall be able to view the funds already remitted by you through NEFT / RTGS as available balance in beneficiary account. Bidder should note that available balance against their name in ICICI Bank is not **Cost of RFP document** amount available with Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPED).

- C. Please proceed to deposit the **Cost of RFP document** from available balance. Upon doing so, the required amount to be paid for the **Cost of RFP document**, shall get appropriately deducted from the amount remitted and payment of **Cost of RFP document** shall be confirmed & receipt will be generated in real time.
- D. In case there is excess remittance i.e., money not transferred for use as **Cost of RFP document**, the refund of the same can be claimed by the bidder simultaneously. On submitting refund request, the amount would be transferred in the bank account opted by you by next working day.
- E. In case, bidder wants to utilize the excess fund (i.e., the remaining available balance) for participating in next round of bid by Federation under e-Procurement portal, they may do so instead of taking refund.

Please feel free to get in touch with our e-procurement support team / ICICI Bank support team in case any clarification is required.

7.16 Submission of Online Bids:

Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd (CGMFPPED) will not be responsible for any failure on part of the bidder in submission of the Bid and/or the etc. before scheduled time and date, for any reason whatsoever, including, inter-alia, non-credit of said amounts of **Cost of RFP document** and therefore no claims shall be entertained on these grounds.

Under this online payment system for e-Bidding, the bids will not be submitted / received by Chhattisgarh State Minor Forest Produce (T&D) Cooperative Fed. Ltd unless the **Cost of RFP document** is received/credited before scheduled time and date. Hence, bidder shall remit the said amount well in advance. It is clarified that the Bids will not be considered for opening if **Cost of RFP document** is not received/ credited before schedule time and date, for any reason whatsoever.

The bidder is advised to submit his / her bid as well as pay the Cost of RFP document amount well before the cut-off time and date to avoid any inconvenience on account of any problem e.g., system slow down or network problem.

7.17 Helpline:

For any assistance regarding Registration on e-Procurement portal, DSC, online tender form submission and other points of e-tendering process, please contact our service provider :-

e-Procurement Technologies., Ahmedabad on following contact details

Phone No & Landline Number +91-9099090830 / +91-6353217080

Email ID support@abcprocure.com

For Registration Support and Cell Number +91-9099090830 / +91-6353217080

Email ID info@abcprocure.com

For Technical support +91-785900609, +91 6352931755
+91 7859800621, +91 9510813528

Email ID support@abcprocure.com

For Digital Signature and Cell Number +91-9099090830 / +91-6353217080

For any assistance regarding banking transactions, please contact ICICI Bank, Civil Lines, Raipur at Following numbers

For Banking Support and Cell Number +91 7021046757, +91 9099090830

8 EVALUATION OF BIDS

8.1 Tender Opening:

Bids for “**Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026.**” shall be opened online separately by the authorized official of CGMFPFED on due date and time of tender opening. The Bid security amount will be checked. Technical bids of those bidders who have not submitted bid security and/ or cost of RFP document shall not be opened. Tender which is accompanied by an unacceptable or fraudulent bid security shall be considered as non-compliant and shall be rejected. The technical bids of all the bidders shall be opened in the presence of bidders or their representatives who choose to attend on date & time as mentioned in the RFP document or as per the addendum/corrigendum. If such nominated date for opening of Tender is subsequently declared as a Public Holiday by CGMFPFED, the next official working day shall be deemed as the date of opening of Technical Bids. The Tender of any Bidder who has not complied with one or more of the foregoing instructions may not be considered. The details will be read out for the information of representative of Bidders, present at the time of opening of Tender.

- 8.1.1 Evaluation of Proposals will be done by an authorized official of CGMFPFED. The official shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP document. The decision of the officials shall be final and binding on all the Bidders
- 8.1.2 On opening of the Tender, it will be checked if they contain Technical, and Financial Bids. Technical bids of the Bidders not containing financial bids shall not be opened. CGMFPFED shall prepare a record of opening of the Technical, and Financial Bids which shall include, the name of bidder and whether there is a withdrawal, substitution or modification; alternative proposals, and presence or absence of a Bid security and cost of RFP documents. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a bidder’s signature on the record shall not invalidate the contents and effect of the record. The Bidders name, details of the Bid security and such other details as CGMFPFED or their authorized representative, at their discretion, may consider appropriate will be announced at the time of tender opening. The sealed financial bids (submitted online) will be opened on a subsequent date after evaluation of technical bids. Financial bids of only those Bidders, whose submissions are found substantially responsive and technically compliant, will be opened. The time of opening of financial bids shall be informed separately to only those bidders who have qualified during technical evaluation stages and bidder(s) can be present to witness opening of Financial Bids.
- 8.1.3 To facilitate evaluation of Bids, CGMFPFED may, at its sole discretion, seek clarifications in writing from any Bidder regarding their Bid.
- 8.1.4 Even though any bidder may satisfy the above requirement, he would be liable to disqualification if he has:
- 8.1.5 Made misleading or false representation or deliberately suppressed the information in the form, statements and enclosures required in the eligibility criteria

document.

- 8.1.6 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

8.2 Financial Bids Opening and Evaluation:

- 8.2.1 CGMFPPED shall open Financial Bids of all Bidders who found technically eligible and qualified and have submitted substantially responsive Technical Bidders, in the presence of Bidder's representatives who choose to attend at the address, date and time informed/ specified by CGMFPPED.

- 8.2.2 The financial bid of the bidders shall be opened one by one, by reading out: the name of the Bidders and whether there is a modification; the Tender Price(s), offer bid and any other details as CGMFPPED may consider appropriate. Only Financial Bid read out and recorded during the opening of financial bids/ Bidders shall be considered for evaluation. No bid shall be rejected at the opening of Price Bidders. The Bidder's representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Bidders.

- 8.2.3 The Technically eligible bidder, who adheres to the Terms of Reference as mentioned in section-4 of this document and quoted lowest financial fees i.e financial quote (L1) for the respective tender i.e **Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026.** (in INR) excluding all Taxes, shall be treated as the lowest bidder (L1). In case two or more bids are of the same rates then Bidder whose turnover is higher will be selected. However, MD, CGMFPPED decision shall be binding and final.

8.3 Selection of Bidder who qualifies the Technical and Financial Criteria:

- 8.3.1 The award will be made on the basis of **L-1 (Lowest)** i.e. the bidder quoted lowest lump sum financial offer/fees in the Financial Bid.

- 8.3.2 Consequent upon selection of Bidder who qualifies the Eligibility & Financial Criteria, Letter of Acceptance (LOA) shall be issued, in duplicate by CGMFPPED to the Selected Bidder. Evaluation of Technical bid will be scrutinized by Bid/Tender Evaluation Committee constituted by the Competent Authority before opening of financial bid. Financial bid of successful bidders who has qualified technical bid, will be opened and put up to Bid Evaluation Committee.

- 8.3.3 One copy thereof shall be returned to CGMFPPED within **seven (7)** days of date of issue of LOA, duly signed with stamp as a token of unconditional acceptance and acknowledgement.

- 8.3.4 In the event of the duplicate copy of the LOA, duly signed by the selected bidder as a token of unconditional acceptance of the LOA, not being received by the stipulated date by CGMFPPED may, unless it consents to extension of time for submission thereof, cancel the LOA and forfeit the bid security of such bidder as damages on the account of failure of the selected bidder to unconditionally accept the terms of LOA.

Annexure I - Technical Bid Form

Form 1– Tender Form**(Technical Bid)**

CHHATTISGARH STATE MINOR FOREST PRODUCE (T&D) CO-OP. FED. LTD.
"VAN DHAN BHAWAN " SEC-24, NAVA RAIPUR ATAL NAGAR, PIN CODE -492018
(C.G)

Annexure I

Subject:- Technical Bid for Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026

1. Tender Notification Number: MFP/Fed/Audit/2025/I, Raipur		Dated:
1. Date of opening of Bid		Round 1: Round 2: Round 3:
1.	Status of Tenderer (Select)	Drop Down Menu (INDIVIDUAL, PROPRIETORSHIP FIRM, PARTNERSHIP FIRM, COMPANY, HUF, OTHERS)
2.	(a) Proprietor's Name (In case of Proprietorship Firm) / Name of Karta (In case of HUF)	
	(b) Father's Name / Husband's Name	
3.	Address for Correspondence	
	(a) House No.	
	(b) Street / Location	
	(c) Area / Landmark	
	(d) City	
	(e) District Name	
	(f) State	Selection from Drop down menu (List provided by Federation)
	(g) Pin Code	
4.	Contact No. 1 (Provide STD Code also in case of Landline No.)	
5.	Alternate Contact Nos. (Mobile No.)	
	(a) Contact No. 2	
	(b) Contact No. 3	
6.	Fax No. (Provide STD Code also)	
7.	Alternate E-mail Id	Should be valid E-mail Id
8.	Income Tax P.A.N. (Scanned Copy to be Uploaded)	

9.	Goods and Services Tax Identification Number (GSTIN) (Scanned Copy of certificate of Goods and Services Tax Identification Number to be Up-loaded)		
10	Date of Establishment (DD/MM/YY)		
11	Financial capacity i.e., The minimum Average Annual Turnover during the last three financial years as per Turnover Certificate (as per clause ref 6.2 of the RFP document)/ (Scanned Copy of CA certificate Turnover certificate having UDIN to be uploaded)		
	Particulars	Turnover in Rs	
	FY 2021-22		
	FY 2022-23		
	FY 2023-24		
	Average Annual turnover for previous three Financial Year		
12.	Tenderer's Bank Details for Transactions by Federation		
	(a) Type of Account	Drop Down Menu (Saving Bank A/c /Current A/c / Cash Credit A/c / Over Draft A/c)	
	(b) Account Number		
	(c) Name of Bank and Branch		
	(d) IFSC Code		
13.	Name of the person signing the tender		
14.	Capacity in which the person is signing the tender (Condition 6.4.1 of the RFP Document)		

I / We hereby submit a Technical Bid for Appointment of Statutory Auditor for Financial Year 2025 – 2026 as per terms & conditions of the above-mentioned notification of Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited., Raipur which are acceptable to me/us. I / We are aware that while evaluating the bid, if any, of the items mentioned above are not found meeting the requirement of the tender notice, the bid will not be accepted.

Form 2 – Cost of RFP document and EMD

Cost of Tender and, EMD for **Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026** as per clause 2.15 and 2.16 of the RFP document

S.No	Particulars	EMD plus Cost of RFP document (In Rs)
1	Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026 as per clause 2.15 and 2.16 of this document	51,180/-

Form 3 – Undertaking and Letter of Acceptance

(To be given in 100 Rs. Non-Judicial Stamp Paper and uploaded online)

To
Managing Director
Chhattisgarh State Minor Forest Produce (T&D) Cooperative Federation Ltd.
(CGMFPPED)
Van Dhan Bhawan, Sector 24, Nava Raipur Atal Nagar,
District – Raipur, Chhattisgarh

Sub: **Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026.**

Dear Sir,

1. I say that I am the authorized signatory of _____ (insert name of company) (hereinafter referred to as “Bidder”) and I am duly authorized by the Board of Directors of the Bidder to swear and depose this Affidavit and undertaking on behalf of the bidder.
2. I say that I have submitted information with respect to our eligibility for the captioned project “Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026, and I further state that all the said information submitted by us is accurate, true and correct and is based on our records available with us.
3. We do hereby undertake and confirm that we have not banned /blacklist /debarred /rescinded /terminated by CGMFPPED or any Government Agencies/Departments/Ministries (State and Central Govt) during the last three years as on the date of submission.
4. I say that, we hereby also authorize and request any bank, authority, person or firm to furnish any information, which may be requested by CGMFPPED to verify our credentials/information provided by us under this Bid and as may be deemed necessary by CGMFPPED.
5. I say that if any point of time including the agreement/LoA period, in case CGMFPPED requests any further/additional information regarding our financial and/or technical capabilities, or any other relevant information, we shall promptly and immediately make available such information accurately and correctly to the satisfaction of Authority.
6. I say and compiled that, we have downloaded/ read the complete set of RFP documents/ addendum/ corrigendum and clarifications up to the date of opening of bids on the e-tendering portal of CGMFPPED, we also confirm our unconditional acceptance for the same and have considered these in the submission of our financial bid. We/ I hereby complied with all the terms and conditions of the RFP document.
7. We do hereby undertake, acknowledge and understand that furnishing of any false or misleading information by us in our Bid shall entitle us to be disqualified from the tendering process and cancellation of the award of work/LoA/Agreement post declared as successful bidder and forfeit the Security Deposit, Performance

Guarantee deposited by us. The costs and risks for such disqualification shall be entirely borne by us.

Date: (Signature of the Authorized signatory)
(Name and designation of the of the Authorized Signatory)

Place: Name and seal of Bidder

Form 4 – Documents to be Uploaded.

1.	Scanned copy of Aadhaar Card of Managing Director of the Company and in case of Partnership firm Aadhaar Card of at least two of Partners required, in case of Hindu Undivided Family (HUF) Aadhaar Card of Karta and one adult family member is to be enclosed (Mandatory)
2.	Scanned copy of PAN Card (Mandatory)
3.	Scanned copy of certificate of Goods and Services Tax Identification Number (GSTIN) (Mandatory)
4.	Scanned copy of list of family members in case of H.U.F. (if applicable)
5.	Scanned copy of Partnership Deed (if applicable)
6.	Scanned copy of Certificate of Company Incorporation and List of Latest Directors of Company along with DIN, In case of Limited company Memorandum of Association (MoA) and Article of Association (AoA), (if applicable)
7.	Scanned copy of Power of Attorney /Board Resolution/ letter of Authority for bid submission (If applicable)
8.	Undertaking and letter of Acceptance as per Form 3 (To be given in 100 Rs. Non-Judicial Stamp Paper (Mandatory)
9.	The following documents to be uploaded in one single PDF (As per Clause 7 of the RFP document)- Mandatory. a. Form 5 – Proposal covering letter to be uploaded. b. Form 6 – Power of Attorney (if Applicable) c. Form 7 – Description of Financial Eligibility of the Bidder - o CA certified copy of Financial Statement and CA certified Turnover Certificate (having UDIN) of the Bidder of the previous three years FY 2021-22, FY 2022-23 and 2023-24 (Mandatory) - o Scanned Copy of Income Tax Return for FY 2021-22, FY 2022-23 and 2023-24 (Mandatory)
10.	Scanned copy of the complete RFP document including Addendum/ Corrigendum (if any) and replies to queries duly signed and stamped on each page by authorized representative of the Bidder as a token of acceptance of terms and conditions set out therein (Mandatory)
11.	Any other relevant Document and technical information, if any

Form 5 – Proposal Covering Letter

(To be submitted duly signed by the Bidder or Authorized Signatory on Letter Head)

To
Managing Director
Chhattisgarh State Minor Forest Produce (T&D) Cooperative Federation Ltd.
(CGMFPPED)
Vandhan Bhawan, Sector 24, Nava Raipur, Atal Nagar,
District – Raipur, Chhattisgarh

Sub: **Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026**

Sir,

1. With reference to your **RFP document** dated _____, I/we, having examined the RFP documents and understood their contents, hereby submit my/our Bid for the aforesaid Tender. The Bid is unconditional and unqualified.
2. I/ We acknowledge that the CGMFPPED will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the agency for the aforesaid Tender “**Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026**”, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
3. I/ We shall make available to the Authority for any additional information it may find necessary or require to supplement or authenticate the Bid and accept all the terms and condition laid down in the RFP document.
4. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason.
5. I/ We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract or work by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/ We declare that:
 - (a) I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I/ We do not have any conflict of interest in accordance with the RFP document.
 - (c) I/ We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (d) I/ We hereby certify that we have taken steps to ensure that in conformity

with the provisions of this document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and

- (e) The undertakings given by us along with the Application in response to the RFP document for the work “**Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026**” were true and correct as on the date of making the Application and are also true and correct as on the Bid Due Date and I/we shall continue to abide by them.
7. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Tender, without incurring any liability to the Bidders, in accordance with clause 2.19, clause 6.2.6 and clause 7.9 of this document.
 8. I/ We believe that we satisfy(s) the Technical & Financial Capacity criteria and meet(s) the requirements as specified in the RFP document.
 9. I/ We certify that in regard to matters other than security and integrity of the country, we or any of our/ their Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Tender or which relates to a grave offence that outrages the moral sense of the community.
 10. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our directors/ managers/ employees.
 11. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned work and the terms and implementation thereof.
 13. In the event of my/ our being declared as the Selected Bidder, I/We agree to fulfill the desired objective of the said work as stated under this RFP document.
 14. I/ We have studied all the Bidding Documents carefully and shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of the work.
 15. I/ We have online submitted Bid Security of INR 50,000/- (Rupees Fifty Thousand Only) to the Authority in accordance with the RFP document.
 16. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Tender is not awarded to me/us or our Bid is not opened or rejected.
 17. I/ We adhere to the Financial Bid for “**Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026**” in INR (Indian National Rupees) excluding of GST and other applicable taxes.

18. I/ We shall keep this offer valid for 180 (one hundred and eighty) days from the Bid Due Date specified in the RFP document.
19. In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP document.

Yours faithfully,

Signature _____

Name of the Authorized Signatory with seal _____

Name of the Bidder _____

Address: _____

Telephone No: _____

Place: _____

Dated: _____

Form 6 – Power of attorney

(Original copy as part of Technical Proposal on stamp paper of value required under law duly signed by Bidder for the RFP) – If Applicable

Know all men by these presents, We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr./ Ms. (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for **“Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026”** (the Premise), including but not limited to signing and submission of all forms/bids and other documents and writings, participate in bid meetings and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Tender and/ or upon award thereof to us and/or till the entering into of the Agreement with the Federation.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For.....

(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Accepted

Notarised

Note: -

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*

- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *It should be on non-judicial stamp paper of Rs.100/- duly notarized with supported by copy of Board of Resolution passed for this purpose only in case of company*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Appostille certificate.*

Form 7 – Description of Financial Eligibility of the Bidder

We have verified the relevant statutory and other records of M/s _____ (Name of Bidder), and certify that the cumulative gross turnover of M/s _____ (Name of the Bidder) in the last three completed financial years is Rs. _____ (Rupees _____)

Year wise detail of Annual Gross Turnover is as under:

S. No	Year	Turnover
1.	FY 2021-22	
2.	FY 2022-23	
3.	FY 2023-24	
	Average Turnover	

Name & address of Bidder's Bankers:

Signature and Seal of the Statutory Auditor clearly

Indicating their membership number

UDIN Number

Note: Turnover as brought out in the audited annual financial results is to be indicated in above table and certified by the statutory auditor of the Bidders.

Enclosed copy of Audited Financial Statement and Income Tax Return for the Last Three Years (Financial Year 2021-22, FY 2022-23 and 2023-24)

Annexure II – Financial Bid Form

Financial Bid is to be submitted ONLINE ONLY, in the prescribed format shared on the e-tendering portal (On Company Letterhead)

I/We, the undersigned, is/are pleased to provide our Financial Proposal/Bid in respect to “**Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026**”, in accordance with your Request for Proposal dated _____ (Round _____) and our Technical Proposal/Bid.

1. Having gone through the RFP and having fully understood the Section 4: Terms of Reference and other terms and conditions set out in the RFP. Our Lump sum Financial Fees (excluding GST and other applicable taxes) is detailed below.

S. No	Particulars	Lump sum Financial Fees (excluding GST and other applicable taxes)
(a)	Request for Proposal for Appointment of Statutory Auditor for Financial Year 2025 – 2026	INR _____ (in figure) Rupees _____ (in words)

2. If there is a discrepancy between words and figures, the amount mentioned in words shall prevail.

Date
Place

Yours Sincerely
(Signature of the Authorized signatory)
(Name and designation of the of the Authorized Signatory)
Name and seal of Bidder Address

Annexure III – Format for Performance Bank Guarantee.

The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated

(To be issued by a Bank _____)

This Deed of Guarantee executed at _____ by _____
(Name of the Bank) having its Head/Registered office at _____
_____ (hereinafter referred to as “the Guarantor”) which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns;

In favour of The Managing Director, Chhattisgarh State Minor Forest Produce (Trading & Development) Cooperative Federation Ltd. (CGMFPPED) <Name of the State> and (hereinafter called “the Federation” which expression shall unless it be repugnant to the subject or context thereof include its heirs, executors, administrators, successors, and assigns); Whereas M/s _____ a company formed under _____ (specify the applicable law) and having its registered office at _____ has been, consequent to conduct and completion of a competitive bidding process in accordance with the letter of requirements document No. _____ dated __/__/2025 issued by the Federation and selected M/s _____ (hereinafter referred to as The Bidder/Supplier) for the Agreement by the Federation as more specifically defined in the aforementioned Document including statement of work and the Agreement executed between the Federation and Bidder .

The Agreement requires the Bidder to furnish an unconditional and irrevocable Bank Guarantee for an amount of Rs. _____/-(Rupees _____ only) , payable at Raipur Branch of Bank, by way of security for guaranteeing the due and faithful compliance of its obligations under the Agreement.

Whereas, the Bidder approached the Guarantor, and the Guarantor has agreed to provide a Guarantee being these presents:

Now this Deed witnessed that in consideration of the premises, we, _____ Bank hereby Guarantee as follows:

The Bidder shall undertake the assignment, in accordance with the terms and subject to the conditions of the Agreement, and fulfil its obligations there under We, the Guarantor, shall, without demur, pay to the Federation an amount not exceeding Rs. _____ (Rupees _____ only) within 7 (seven) days of receipt of a written demand therefore from the Federation stating that The Bidder has failed to fulfil its obligations. The above payment shall be made by us without any reference to the Bidder or any other person and irrespective of whether the claim of the Federation is disputed by the Bidder or not.

The Guarantee shall come into effect from (Start Date) and shall continue to be in full force and effect till the earlier of its expiry at 1700 hours Indian Standard Time on (Expiry Date) (both dates inclusive) or till the receipt of a claim, from the Federation,

The Federation under this Guarantee, which is one month after the expiry of performance guarantee, whichever is earlier. Any demand received by the Guarantor from the Federation prior to the Expiry Date shall survive the expiry of this Guarantee till such time that all the moneys payable under this Guarantee by the Guarantor to the Federation In order to give effect to this Guarantee, the Federation shall be entitled to treat the Guarantor as the principal debtor and the obligations of the Guarantor shall not be affected by any variations in the terms and conditions of the Agreement or other documents by the Federation or by the extension of time of performance granted to The Bidder or any postponement for any time of the power exercisable by the Federation against The Bidder or forebear or enforce any of the terms and conditions of the Agreement and we shall not be relieved from our obligations under this Guarantee on account of any such variation, extension, forbearance or omission on the part of the Federation or any indulgence by the Federation to The Bidder to give such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

This Guarantee shall be irrevocable and shall remain in full force and effect until all our Obligations under this guarantee are duly discharged. The Guarantor has power to issue this guarantee and the undersigned is duly authorized to execute this Guarantee pursuant to the power granted under. In witness, whereof the Guarantor has set its hands hereunto on the day, month and year first here-in-above written. Signed and Delivered by Bank by the hand of Shri _____ its _____ and authorised officer.

Authorised Signatory _____ Bank