

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-09-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-09-2025 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 Power
विभाग का नाम/Department Name	Rural Electrification Corporation Limited
संगठन का नाम/Organisation Name	Rural Electrification Corporation Limited
कार्यालय का नाम/Office Name	Rec Limited Gurugram
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; Audit Firm, CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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	No
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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
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	50000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

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

ईपीबीजी विवरण /ePBG Detail

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

विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
---	-----

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. 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.
4. 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.
5. 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.
6. 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.
7. 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 Years

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions. 3 Years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: 1

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification 1

Number of XX fulltime CA's required and YY professional audit staff 1

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
No. of completed years of existence from the date of registration (minimum 5 years)	15	5	View file	Yes
Any one qualified ISA/DISA/CISA/CIA partner or Employee	5	5	View file	Yes
No. of CA/ICWA qualified employee/partner	15	3	View file	Yes
No. of semi-qualified employees (CA/ICWA intermediates)	5	1	View file	Yes
Experience of Internal Audit assignment in Central / State Government PSU in last three Years	20	4	View file	Yes
Experience of internal Audit in Bank/NBFC in last three Years	20	4	View file	Yes
Average annual turnover of last three years (minimum ₹ 10 lakh)	20	4	View file	Yes

Total Minimum Passing Technical Marks: 70

Financial Audit Services - Audit Report; Audit Firm, CA Firm (1)

तकनीकी विशिष्टियाँ / Technical Specifications

विवरण/ Specific ation	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	Audit Firm , CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Risk Based Internal Audit , Internal Control over Financial Reporting
Type of Industries/Functions	NBFC

विवरण/ Specification	मूल्य/ Values
Frequency of Progress Report	Once
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Once
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Allan Sebastian	695034,O-5, 4th Floor, TRIDA Building, Saphallyam Complex, Palayam, Thiruvananthapuram, Kerala 695034	1	N/A

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

1. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. Purchase Preference (Centre)

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, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 100% of total value.

3. **Purchase Preference (Centre)**

Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid 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 product or service.

4. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. **Service & Support**

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

6. **Service & Support**

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

7. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

9. **Purchase Preference (State)**

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 / State of Bid inviting authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15 % of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and

contract will be awarded for 100 percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

10. **Buyer Added Bid Specific ATC**

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

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

File Attachment [Click here to view the file.](#)

12. **Generic**

In case the bidder is not able to furnish its audited financial statements on standalone entity basis, the unaudited unconsolidated financial statements of the bidder can be considered acceptable provided the bidder furnishes the following further documents on substantiation of its qualification:

- Copies of the unaudited unconsolidated financial statements of the bidder along with copies of the audited consolidated financial statements of the Holding Company.
- A certificate from the CEO/CFO of the Holding Company as per the format enclosed in the bid documents stating that the unaudited unconsolidated financial statements form part of the consolidated annual report of the company.
- In case where audited results for the last financial year as on the date of Techno Commercial Bid Opening are not available, the financial results certified by a practicing Chartered Accountant shall be considered acceptable. In case, Bidder is not able to submit the Certificate from practicing Chartered Accountant certifying its financial parameters, the audited results of three consecutive financial years preceding the last financial year shall be considered for evaluating the financial parameters. Further, a certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the financial results of the Company are under audit as on the date of Techno-Commercial Bid Opening and the Certificate from the practicing Chartered Accountant certifying the financial parameters is not available.

Note: (i) Other income shall not be considered for arriving at annual turnover.

13. **Generic**

Registration / Empanelment Requirement: Contract shall be awarded to only such sellers , who are registered / empanelled / approved / enlisted with

ICAI/ICWAI

for the required goods / service category on the date of bid opening. Prospective bidders (if not already registered), are advised to get themselves registered with the said registration authority before bid opening date. (It is certified that the registration is granted by the registering agency as per Rule 150 of GFR following a fair, transparent and reasonable procedure.)

14. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Scope of Works for Risk Based Internal Audit (RBIA)

- (1) Examination and evaluation of adequacy and effectiveness of the internal control and risk management system at various operations and activities of the Auditee office like:
 - Processing of loan application and appraisal of state sector projects and documentation thereof
 - Compliance of PDC/PCC conditions
 - Submission of claims of borrowers in ERP
 - TRA / Escrow monitoring
 - Delay in achievement of SCOD
 - Project Monitoring as per PMG guidelines
 - Schemes identified as non starter, non documented or slow progress
 - All contracts entered into and payments made to third party for procurement of goods and services like canteen service, hiring of vehicle, housekeeping services, security services etc.
 - Procurements made from GeM/other than GeM as per procurement guidelines of REC
 - Payment of employee claims related to Medical, TA/DA, Assets invoices, various other reimbursements as per REC Policy and their taxability
 - Pay Register
 - Various revenue expenditure incurred for day to day operations
 - Updated leave records of employee posted at Regional Office, Trivandrum and leave encashments availed by employees
 - Insurance/AMC/disposal of assets and reconciliation of Physical verification Report with Fixed asset Register
- (2) Review of accuracy and reliability of the accounting records and financial reports including:
 - Bank Reconciliation and accounting of all transactions at Regional Office, Trivandrum
 - Trail balance
 - Budget and variances if any
 - Correctness and timeliness of filing of various returns under GST and Income Tax Act
- (3) Checking of both transactions and functioning of specific internal control procedures at the Auditee office.
- (4) Evaluation of adherence to legal and regulatory requirements and approved company policies and procedures.
- (5) Evaluation of effectiveness of existing policies and procedures and give recommendation for improvement.
- (6) Identifying opportunities for cost saving and give recommendations for improving cost efficiencies.

- (7) Examine that resources are acquired economically, used efficiently and safeguarded adequately.
- (8) Suggest measures to add value, improve operational efficiency, risk management and internal control system.
- (9) Review the status of pending observations.
- (10) Compliance of directions of the Audit Committee, if any in respect of significant audit observations are to be ensured.

Note: - Detailed guidelines for conducting Risk Based Internal Audit (RBIA) along with Checklist thereof will be shared at the time of appointment of the audit firm(s).

**Selection Criteria and Major Terms & Conditions for selection of experts i.e
Audit firms for conducting Risk Based Internal Audit (RBIA) of REC Ltd,
Regional Office, Trivandrum for the Financial Year 2025-26**

A. Selection Criteria:

The criteria for selecting qualified audit firms for timely completion of Risk Based Internal Audit of REC Ltd, Regional Office, Trivandrum for FY 2025-26 are as follows-

a) Prerequisite Conditions:

The prerequisite conditions to be fulfilled by Audit Firms for participation in selection process are-

- i. Audit firms should be registered with ICAI/ICWAI.
- ii. The minimum average annual financial turnover of the audit firm during the last three years, ending on 31st March 2025, should be ₹ 10 lakhs.
- iii. Audit firms should have an office at Trivandrum/ Kerala for which bid is submitted for conducting the audit and physical presence of Auditors at the auditee RO is necessary for conducting the audit for reasonable period.
- iv. The audit firm is having minimum 5 year of existence.

Only those bidders who are found to be eligible as per above stipulated criteria shall be considered for evaluation of technical proposal.

b) Evaluation Criteria:

i) Technical Evaluation: The technical proposal would be evaluated first and points would be allotted to the bidders based on the technical parameters as under: -

S. No.	Criteria as on 1 st April of Current Year	Point per criteria	Maximum Points
1	No. of completed years of existence from the date of registration (minimum 5 years)	1 point per completed year	15
2	Any one qualified ISA/DISA/CISA/CIA partner or Employee	Lump sum	5
3	No. of CA/ICWA qualified employee/partner	3 points per qualified employee/partner	15
4	No. of semi-qualified employees (CA/ICWA intermediates)	1 point per semi-qualified assistant	5
5	Experience of Internal Audit assignment in Central / State Government PSU in last three Years	4 points per assignment	20

6	Experience of internal Audit in Bank/NBFC in last three Years	4 points per assignment	20
7	Average annual turnover of last three years (minimum ₹ 10 lakh)	4 points per ₹ 10 lakh average turnover	20
		Total	100

Bids of firms meeting the Pre-qualification Criteria and scoring qualifying marks of **70% of maximum marks** allotted to the Technical Bid, will only be considered for opening of their financial bids.

ii) **Financial Evaluation:** The financial bids of technically qualified firms shall only be opened. The bidder quoting the lowest price (L1 bid) will be recommended for appointment for carrying out Risk Based Internal Audit for FY 2025-26 . In the event of two or more proposals quoting the same lowest price, the bidder with the highest technical score would be recommended for appointment.

iii) The audit firms shall quote an all-inclusive lump sum fee **including all taxes** for the complete assignment of the whole year and no out of pocket expenses such as TA/DA etc shall be payable by REC. The total payment of audit fee to the audit firms would be released by REC Ltd, Regional Office, Trivandrum at the end of the complete assignment of the year after getting confirmation of the same from IA Division, Corporate Office.

B. Estimated Cost:

The estimated cost per each office is considered as ₹ 50,000/- + 18% GST, which comes to ₹ 59,000/- (including GST).

C. Period of Assignment:

The RBIA will be undertaken by the successful bidder covering audit period from 01.04.2025 to 31.03.2026. The audit shall start not later than first week of March, 2026 and to conclude it in time. The audit report shall be submitted latest by 15th April 2026.

D. Payment Terms: The entire payment will be released after successful completion of entire assignment.

E. Cost of Tender Document: NIL

F. Additional Clauses:

i) The RECL reserves the right to conduct audits on the service provider whether by its internal or external auditors, or by external specialists appointed to act on its behalf and to obtain copies of any audit or review reports and findings made on the service provider related with the services performed for the RECL.

ii) RECL shall be at liberty to access all books, records and information relevant (such as audit trail and logs for administrative activities) to the outsourced activity available with the service provider.

iii) REC & Service provider shall allow the Reserve Bank of India or persons authorized by it to access the RECL's documents, records of transactions, and other necessary information given to, stored or processed, in paper and electronic formats by the service provider within a reasonable time.

G. Delay Clause: Deduction of 10% of audit fees, in case of late submission of Audit report than stipulated timeline i.e. 15th April, 2026.

All the terms and conditions as mentioned above are acceptable by the bidder.

.....

[On Auditing Firm's Letter Head]

FORM-I

Technical Proposal

To,
Chief Program Manager,
REC Limited, Regional Office,
O-5, 4th floor, Saphallyam Complex,
Palayam, Thiruvananthapuram,
Kerala-695034.

Sub: Appointment of Audit Firms for conducting Risk Based Internal Audit (RBIA) of
REC Limited, Regional Office, Thiruvananthapuram for the Financial Year 2025-26

Sir,

With reference to your GeM bid. _____ dated _____ for appointment of Audit
Firms for conducting internal audit of REC Ltd, Regional Office, Thiruvananthapuram
for the Financial Year 2025-26, the following details are given below for our
appointment as RBIA.

Sr No.	Particulars	To be filled up	Documents required
1	No of completed years of existence from the date of Registration (minimum 5 years)		Copy of Incorporation Certificate from the institute.
2	No. of qualified ISA/DISA/CISA/CIA partner or employee		Copy of valid qualification certificate
3	No. of qualified staff/ partner (CA/ICWA) (Post qualification experience of at least 1 year)		Copy of CA/ICWA qualification certificate
4	No of semi qualified employees (CA/ICWA intermediates)		Copy of CA/ICWA intermediate qualification certificate
5	Experience of Internal Audit assignment in Central/State Government PSU in last three year. No. of assignments with documentary evidence.		Work order and Completion Certificate Copies of the Respective Central/State Government PSU, proof of final Payment received.
6	Experience of internal Audit in Bank/NBFC in last three years, no. of assignments with documentary evidence.		Work order and Completion Certificate Copies of the Respective Bank/ NBFC and

			proof of final Payment received.
7	Average annual turnover of last three years (minimum Rs.10 lakhs)		Statement of Profit and Loss duly audited stating Membership No. of such auditor.
8	Address of Office and requirement of physical presence of Auditors at REC Regional Office, Trivandrum		Rent agreement/Electricity bill/water bill/ Property tax/ Copy of Incorporation Certificate. Undertaking in the letter head of the firm that Auditors would be physically present for reasonable period for conducting audit at REC Regional Office

#As per the specification of sl. No. 2 and 3, at least 1 should be qualified ISA/DISA/CISA/CIA and 1 should be CA/ICWA qualification.

Further, I hereby certify that:

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

I further confirm that any deviation to any clause of Tender found anywhere in my bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC, Regional Office Thiruvananthapuram.

Checklist-Bidders are requested to tick the checklist as per the required documents.

Srl	Mandatory Documents	Enclosed- Yes/No
1	Copy of the registration certificate with ICAI/ICWAI	
2	Documentary proof for office at Trivandrum/ Kerala and undertaking that auditors would be physically available at Regional Office for conducting audit for reasonable period	
3	Copy of Incorporation Certificate from the Institute	
4	Statement of Profit & Loss duly audited stating Membership No. of such auditor of FY 2024-25	
5	Statement of Profit & Loss duly audited stating Membership No. of such auditor of FY 2023-24	
6	Statement of Profit & Loss duly audited stating Membership No. of such auditor of FY 2022-23	
7	Work order and associated documents of Internal Audit assignment in PSUs for the FY 2024-25	

8	Work order and associated documents of Internal Audit assignment in PSUs for the FY 2023-24	
9	Work order and associated documents of Internal Audit assignment in PSUs for the FY 2022-23	
10	Work order and associated documents of Internal Audit experience in Bank/NBFC in FY 2024-25	
11	Work order and associated documents of Internal Audit experience in Bank/NBFC in FY 2023-24	
12	Work order and associated documents of Internal Audit experience in Bank/NBFC in FY 2022-23	
13	ISA/DISA/CISA/CIA certification document	
14	CA/ICWA qualification certificate from Employee	
15	CA/ICWA intermediate qualification certificate from Employee	
16	Form-I in separate envelop and super scribed the Envelop as Technical Proposal.	
17	Copy of GST registration certificate	
18	Copy of PAN of the firm	

Date:

Place:

Signature.....

Full name.....

Designation.....