

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-10-2025 21:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-10-2025 21:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Mines
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Jawaharlal Nehru Aluminium Research Development And Design Centre (jnarddc)
कार्यालय का नाम/Office Name	West
वस्तु श्रेणी /Item Category	Custom Bid for Services - ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR INCENTIVE SCHEME
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Financial Advisory Services Financial Audit Services Manpower Hiring for Financial Services
अनुबंध अवधि /Contract Period	6 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	200 Lakh (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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
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	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	20000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	IDBI Bank
ईएमडी राशि/EMD Amount	600000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	IDBI Bank
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ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	74

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी / Beneficiary :

Senior Administrative Officer

West, NA, Jawaharlal Nehru Aluminium Research Development and Design Centre (JNARDDC), Ministry of Mines
(R. Srinivasan)

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

एमआईआई अनुपालन / MII Compliance

एमआईआई अनुपालन / MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years (ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता / Excel Upload Required :

BIFURCATION FOR THE PRICE FOR STAGE WISE - [1760014348.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1760014419.pdf](#)

Instruction To Bidder:[1760014434.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1760014438.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1760014585.pdf](#)

GEM Availability Report (GAR):[1760014655.pdf](#)

Scope of Work:[1760014685.pdf](#)

Payment Terms:[1760014693.pdf](#)

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
TECHNICAL MARKS CRITERIA	100	50	View File

Total Minimum Qualifying Marks for Technical Score: 50

QCBS Weightage(Technical:Financial):20:80

Interview Venue: JNARDDC NAGPUR

Presentation Venue: JNARDDC NAGPUR

Designation of CA : DIRECTOR

Office of CA : JNARDDC NAGPUR

CA approval document link : [View file](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
17-10-2025 11:00:00	JNARDDC NAGPUR

Custom Bid For Services - ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR INCENTIVE SCHEME (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR INCENTIVE SCHEME
Regulatory/ Statutory Compliance of Service	YES

विवरण/ Specification	मूल्य/ Values
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Lalit Mohan	440023,Opp Wadi Police Station Amarawati Road	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. 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.

3. 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.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

JNARDDC
payable at
Nagpur

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

JNARDDC
Account No.
041104000192392
IFSC Code
IBKL0000041
Bank Name
IDBI Bank
Branch address
Civil Lines, Nagpur

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

JNARDDC
payable at
Nagpur

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

JNARDDC
Account No.
041104000192392
IFSC Code
IBKL0000041
Bank Name
IDBI Bank
Branch address
Civil Lines, Nagpur

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

8. Buyer Added Bid Specific Scope Of Work(SOW)

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

9. Buyer Added Bid Specific ATC

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

10. 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.

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

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

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

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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---

**Jawaharlal Nehru Aluminium Research Development and Design
Centre**

**(Autonomous body under the Ministry of Mines, Government of
India)**

Wadi, NAGPUR

Request for Proposal (RFP)

for

Engagement of Professional Expertise (CA Firm)

for

**Efficient Management of Incentive Scheme for
Critical Minerals Recycling**

by JNARDDC as Project Management Agency (PMA)



सत्यमेव जयते

October 2025

JNARDDC

Request for Proposal (RFP)

1. Jawaharlal Nehru Aluminium Research Development and Design Centre (JNARDDC), an autonomous body under the Ministry of Mines, Government of India invites bid from reputed Chartered Accountant (CA) firms having proven expertise across the financial and business advisory, internal audit, statutory audit, corporate governance, & international taxation and regulatory services to provide professional expertise for evaluating the applicants credentials received under the “Incentive Scheme for Critical Mineral Recycling” in India.
2. JNARDDC as Project Management Agency (PMA) intends to engage Chartered Accountant firms to provide professional expertise for undertaking independent verification, certification, and audit compliance support at all stages for all applicant and beneficiary firms under the ‘Incentive Scheme for Critical Mineral Recycling’ in India.
3. Bids are invited in two bid system in accordance with the Terms of Reference specified in this RFP through online mode only on the GeM Portal for Selection of Chartered Accountant firms for the aforementioned assignment.
4. Interested applicants are requested to submit their online bid through GeM portal only.

Physical bids shall not be accepted.

Lalit Mohan
(Secretary, Purchase)

Email: purchase@jnarddc.gov.in / purchasejnarddc@gmail.com

1 Introduction

Under the “Incentive Scheme for Critical Mineral Recycling,” JNARDDC intends to engage a reputed Chartered Accountant firm to provide professional expertise to support the process of distribution of incentive amounts to applicant and beneficiary firms. The appointed firm will independently verify eligibility, evaluate DPR, and provide audit compliance support across all stages of fund disbursement and utilization by beneficiary. The purpose of this engagement is to ensure that government incentives are distributed in a fair, transparent, and compliant manner, in line with the scheme guidelines and applicable financial regulations. (Scheme details are available at <https://mines.gov.in/webportal/content/scheme>).

2 Scope of Work

The engaged firms shall provide professional expertise services for independent verification, certification, and compliance support across all stages of the Incentive Scheme for Critical Mineral Recycling, including but not limited to the activities listed below, and any other work necessary for the smooth operation and implementation of the Scheme as per the Guidelines and directions of the Project Management Agency / Ministry of Mines.

Application / Acknowledgement Stage

- Verify Global Manufacturing Revenue (GMR) of applicant, including consolidation with parent/subsidiary/SPV entities.
- Review and certify audited financial statements (last 3 FYs), including turnover, PBT, PAT, and net worth.
- Verify and certify shareholding patterns, partner contributions (LLPs), and beneficial ownership (as per Companies Act / SBO rules).
- Review funds received from Government agencies and certify disclosure.
- Verify and certify credit/default status (CIBIL, RBI wilful defaulters, SEBI debarments).
- Confirm entity type compliance (Company, LLP, Partnership, Proprietorship, JV) including MoA/AoA, agreements, registration documents.
- Certify application undertakings: no double-claim, truthful information, proposed capacity & investment.
- Verify Board Resolutions / Self-declarations authorizing scheme participation.
- KYC/AML Verification: Include due diligence of promoters/beneficial owners against RBI, SEBI, MCA, and international sanction/AML lists (FATF/OFAC where applicable).
- Cross-verification with MCA21 / ROC: Independent check of company filings, CIN, and compliance status.

- Tax Compliance Verification: Ensure GST/PAN/ITR filings are current and consistent with submitted financials.

Eligibility Stage

- Certify compliance with minimum investment thresholds (₹100 Cr for Group A / ₹25 Cr for Group B).
- Certify break-up of eligible vs. non-eligible investments (CapEx vs. excluded items like land/building/consumables).
- Verify funding adequacy: promoter equity, investor commitments, sanction letters from banks/FIs, pledging status.
- Certify expenditure on IPR, ToT, patents with supporting purchase agreements.
- Certify associated utilities expenditure against CPWD caps.
- Maintain Beneficial Owner ceiling control register to track cumulative incentive limits (₹50 Cr / ₹25 Cr).
- Verify regulatory authorisations and clearances: EPR registration (CPCB), CTE/CTO, and other statutory approvals.
- Verify land ownership/lease deeds.
- Certify raw material sourcing agreements.
- CapEx Project Plan Validation: Review project DPRs and implementation schedules to check alignment with claimed investments.
- Insurance Verification: Confirm whether plant/machinery/assets are insured (adds credibility to claimed investments).

Disbursement Stage (CapEx & OpEx)

- Assist JNARDDC in audits / verification at the entity's location (all-across India)
- Certify actual capital expenditure incurred with invoices, payment proofs, and bank extracts.
- Certify capitalisation of assets in books of account with supporting ledgers.
- Issue utilisation certificates confirming incentive funds applied to eligible purposes only.
- Certify net sales of recovered critical minerals, reconciling:
 - Books of account,
 - GST returns,
 - E-way bills / sales invoices.
- Certify achievement of incremental sales thresholds (Year-2 and Year-5 milestones).
- Certify associated utilities expenditure (within prescribed limits).
- Certify eligible R&D/process development expenditure booked under CapEx.
- Verify clearances validity (CTO/ EPR, etc.) at time of disbursement.
- Certify execution of undertakings & integrity pacts.

- Asset Verification: Physical verification of major CapEx assets (not just invoices) on a sample/mandatory basis.
- Working Capital Utilisation: Certify that incentive funds are not diverted for unrelated working capital or debt repayment.
- Foreign Exchange Transactions: Certify forex payments for imported machinery/equipment against invoices, BoE (Bill of Entry), and bank outward remittances.

Ceiling & Compliance

- Maintain and certify aggregate incentive ceiling control:
 - Per Applicant ceiling,
 - Per Beneficial Owner ceiling across subsidiaries/SPVs.
- Verify and certify Related Party Transactions (RPTs):
 - International → compliance with Form 3CEB filings,
 - Domestic → compliance with arm's length pricing under Companies Act & IT Act.
- Verify no double-claim of CapEx/sales under any other Govt. scheme.
- Issue reconciliation statements in case of excess disbursement, to enable recovery with interest (3-year SBI MCLR/base rate).
- Tax Deducted at Source (TDS/GST): Verify compliance in all disbursement claims.
- Cross-Scheme Database Check: Explicit responsibility to verify non-duplication through inter-scheme databases (PLI, FAME, other MoM/ MeitY/ MoP schemes).
- Contingent Liabilities & Guarantees: Check if any liabilities exist that may affect eligibility or incentive recovery.

Ongoing Compliance & Monitoring

- Assist JNARDDC in yearly audits / verification at the entity's location (all-across India)
- Certify Quarterly Review Reports (QRRs): financials, sales, utilisation, variances.
- Certify changes in shareholding pattern or SBO (merger, acquisition, transfer of interest) and report implications for eligibility/ceilings.
- Certify management undertakings and indemnity bonds.
- Support PMA in monitoring integrity pact compliance and ongoing declarations.
- Annual Statutory Certification: Require the firm to issue an annual certificate summarising financial and compliance status of beneficiaries.
- Event-based Reporting: Obligation to report any red flags (fraud, wilful default, false claims) to PMA/MoM within a specified timeline.

- Change in Law/Guidelines: Firm must adapt certifications to any new directions issued by MoM/PMA.

Registers & Trackers to be Maintained

- Incentive Ceiling Register (per Applicant & per BO).
- Investment & Sales Verification Register.
- RPT Register (domestic & international).
- Claims Acceptance Checklist (CapEx & OpEx).
- Double-Claim Prevention Register.
- Recovery & Refund Register (excess disbursements)
- Foreign Currency Expenditure Tracker (for imported equipment and services).
- ESG/CSR Tracker (if the scheme encourages sustainability).
- Risk & Red Flag Register (suspicious claims, delayed filings, regulatory violations).

3 General Terms & Conditions of RFP

Conditions in this Scope of Work / RFP document override other GTC / STC / ATC clauses of the GeM Portal.

Online Submission of tender

The tender shall be submitted online on e-gem portal in two parts, viz., technical bid and price bid. The desired documents in support of the eligibility criteria/ tender conditions should be signed, scanned and uploaded online in pdf format:

Legal Entity for bidder:

- 3.2.1 The Applicant should be a Partnership Firm or a Limited Liability Partnership registered under the LLP Act, 2008. Bidder should submit all relevant documents for their legal entity GST Registration, PAN card, Firm Card issued by ICAI, if applicable.
- 3.2.2 Consortium and joint venture (JV) bid will not be accepted. Only Partnership Firm and LLP are eligible to apply.
- 3.2.3 Bidder submitting more than one proposal will be summarily rejected.
- 3.2.4 Conditional bids will not be accepted.

Duration of the Consulting Agency's engagement

The Chartered Accountant firm will be engaged for a period of 06 Financial Years (FY 2025-26 to FY 2030-31).

Bidding price

- 3.4.1 The bidder has to quote the price in Indian currency inclusive of GST. Bidder will not disclose the bidding price with other documents.

- 3.4.2 This bid is being invited based on an estimated scope of **40 entities** expected to reach the disbursement stage. Participating CA firms are required to quote a total consolidated amount (inclusive of GST) for providing services to 40 entities.
- 3.4.3 The consolidated quote for 40 entities (assuming full progression through all stages) will be used for comparative evaluation.
- 3.4.4 However, the actual number of entities may increase or decrease based on their eligibility as determined during verification at various stages of the scheme (Application, Eligibility, and Disbursement stages).
- 3.4.5 Payments shall be made proportionately based on the actual number of entities serviced at each stage (Application, Eligibility, and Disbursement), at the quoted per-entity rate for the respective stage, as derived from the total quoted amount. Payment will be released only upon successful completion of the defined deliverables for each entity at the respective stage.
- 3.4.6 No minimum volume is guaranteed, and payment will be strictly linked to actual deliverables completed at each stage.
- 3.4.7 The Bidder shall fully familiarize themselves about the rates applicable in GST. All such taxes must be inclusive in the financial bid.
- 3.4.8 Out of Pocket Expenses (Travelling, lodging and boarding) bill be reimbursed by JNARDDC separately on the submission of actual bills. Only Economy class by Air / AC 2 Tier in rail and AC Bus fare / Taxi Fare will be reimbursed
- 3.4.9 The Financial e-Bid through GEM portal. Bidder will not disclose bidding price in any other document except financial bid and excel sheet . If found bid will be rejected.
- 3.4.10 For the bifurcation of fees for each stage, the **BoQ (excel format attached in GeM bid) to be filled by the participant firm**. The bidder has to fill the mentioned sheets as per the following:

Stages	Unit rate including GST (₹)	Total cost including GST (assuming 40 entities)
Stage 1 (Application)		
Stage 2 (Eligibility)		
Stage 3 (Disbursement)		
Total		

- 3.4.11 Bidder must quote for all stages as per scheme given in the RFP. Any bids without price for all stages shall be treated as non-responsive. The rates shall be quoted in the format provided and no other format is acceptable. Price bid has been given as a standard format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the file, open it and complete the colored (Unprotected) cells with their respective financial quotes and other details. No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the file is found to be modified by the bidder, the bid will be rejected.

Earnest Money Deposit (EMD)

- 3.5.1 Bidders will have to submit Earnest Money of **Rs. 06 lakhs** only in the form of an Account Payee Demand Draft/ online RTGS or Bank Guarantee from any of the Scheduled Commercial Banks (signed photocopy/scan to be uploaded with technical bid and original sent to JNARDDC within 5 working days of last date of bid submission). DD drawn in favor of JNARDDC, payable at Nagpur at the following address:

Bank details for online submission of EMD	
IDBI Bank, Civil Lines, Main Branch, Nagpur	A/c Name: Jawaharlal Nehru Aluminium Research Development & Design Centre, Nagpur (JNARDDC)
A/c No. 041104000192392	IFSC Code IBKL0000041
Branch Code: 0041	MICR No. 440259002

- 3.5.2 Bids not accompanied by EMD shall be simply rejected. The EMD of unsuccessful bidders, will be returned to them at the earliest after awarding the contract to selected firms.
- 3.5.3 If L-1 firm will not accept the contract, EMD of firm will be forfeited.

Performance Guarantee/Security Deposit

The selected / engaged firms shall be required to furnish a Performance Bank Guarantee equivalent to ₹ 3.5 lakhs in the form of a Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank or online payment in an acceptable form, safeguarding the purchaser's interest in all respects, within seven days from the date of award of the contract. The Bank guarantee should be valid for a period of 72 months + 60 days from the date of completion of all contractual obligations

by the successful bidder. On submission of the Performance Bank Guarantee, EMD of the successful bidder will be returned.

Right to Termination

- 3.7.1 JNARDDC reserves the right to foreclose the Agreement (with a notice of 30 days) if it is of the opinion that the performance of the firm is not satisfactory at any point of time during the period of the Agreement at the risk and cost of the agency. The bidder shall, similarly, have right to foreclose the Agreement (with a notice of 30 days) in case client is unable to fulfil conditions of the Agreement. In case of such foreclosure, all payment milestones which have been completed till the point of foreclosure, and have been accepted by JNARDDC, will be paid within 15 working days to the agency by JNARDDC.
- 3.7.2 In the event of any dispute arising, the same shall be settled under the provision of the Arbitration and Conciliation Act, 1996 as amended from time to time and the rules framed there under. The arbitrator shall be appointed jointly by the bidder and Director, JNARDDC and the jurisdiction shall be Nagpur.
- 3.7.3 Notwithstanding anything to the contrary contained in this RFP, JNARDDC will reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through its officer(s), employee(s), agent(s), representative(s) and adviser(s), engaged in corrupt, fraudulent, coercive, undesirable or restrictive practices (collectively the Prohibited Practices) in the Selection Process. In such an event, JNARDDC shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to JNARDDC for, inter alia, time, cost and effort of JNARDDC, regarding the RFP, including consideration and evaluation of such Applicant's proposal.

Force Majeure

The bidding agency shall not be liable to the client for any delay in or failure to perform its obligations as a result of any cause beyond its reasonable control and which cannot by the exercise of reasonable diligence, precaution or alternate measures be foreseen or prevented.

CONFLICT OF INTEREST

- 3.9.1 It requires that CA firm and its deployed manpower provide professional, objective and impartial advice and at all times, hold the JNARDDC interests, paramount, strictly avoid conflicts with other

assignment/jobs or their own corporate interest and act without any consideration for future work.

3.9.2 A CA firm (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the JNARDDC staff who is directly or indirectly involved in any part of

- a) the preparation of the Terms of Reference of the assignment/job;
- b) the selection process for such assignment/job; or
- c) supervision of the Contract;

may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the JNARDDC throughout the selection process and the execution of the Contract.

3.9.3 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their contractor, or that may reasonable be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the Bidder fails to disclose said situations and if the JNARDDC comes to know about any such situation at any time, it may lead to the disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment.

LIQUIDATED DAMAGES:

3.10.1 In case, audit report is in-ordinarily delayed despite continuous follow up & reminders, JNARDDC reserve its right to blacklist the firm and debar it from considering for any other Audit in future.

3.10.2 Further, the such firm would be liable to pay liquidated damages, @ 0.5% per week or part thereof of the assignment fees with maximum of 10% of assignment fees.

Amendment of RFP Document

At any time, prior to the deadline for submission of bid, JNARDDC either on its own or request of the bidder may amend the RFP documents by issuing a corrigendum/ addendum including those issued after the pre-bid conference. These addenda shall be posted on the website of JNARDDC and GeM Portal and shall be treated as a part of the RFP Documents.

Important Dates

Description	Remarks
Release of RFP	As Mentioned in GEM Portal.

Pre-Bid Meeting	As Mentioned in GEM Portal.
Deadline for receiving queries	All interested bidders must have to submit their queries/or request clarifications for details before the date of pre-bid meeting through e-mail on purchase@jnarddc.gov.in.
Corrigendum	After queries, if JNARDDC want to release any corrigendum, it will be treated the part of RFP.
Clarification of queries	Clarifications to queries raised by bidders will be given to respective bidders through email
Last day for Bid Submission	As Mentioned in GEM Portal.
Opening of Financial Bid of Qualified Bidders	Will be done on e-gem portal
Bid Validity Period	Bid validity period 120 days from the last date (deadline) for the submission of proposals
Bid extension	JNARDDC may, at its discretion, extend the deadline for the submission of Bids

Terms for deploying suitable personnel at JNARDDC

- 3.13.1 For the purpose of rendering the Services, the firm must establish and deploy dedicated team members at JNARDDC having required qualification and experience from specialized areas, out of which one must be a principal partner having more than 10 years of post-qualification (CA) experience.
- 3.13.2 The Bidder applying hereunder will deploy the qualified manpower from his pay roll and have to execute the work solely without forming any Joint Venture or Association with any other third party. The Bidder shall not subcontract the whole or any part of the task.
- 3.13.3 The selected firm shall provide a detailed list of the personnel to be deployed for execution of the assignment at JNARDDC along with acceptance letter of the engagement. The following information must be submitted for each proposed team member:
- (i) Full name and designation
 - (ii) Educational qualifications
 - (iii) Relevant professional certifications (if any)
 - (iv) Total years of relevant experience
 - (v) Specific domain expertise (e.g., audit, compliance, financial verification, etc.)
 - (vi) Details of previous assignments handled in similar capacity

- (vii) These details must be supported with verifiable documents, such as copies of degrees, certifications, experience letters, resumes/CVs, or any other relevant proof.
- a) Intimation and Approval for Manpower Changes: In case of any change in the deployed manpower during the course of the assignment, the firm shall:
 - (i) Notify JNARDDC in advance, clearly stating the reason for the change.
 - (ii) Seek approval for the replacement, which must be of equal or higher qualification and experience compared to the originally proposed personnel.
 - (iii) Submit updated supporting documents for the new personnel.

Tender Methodology

- 3.14.1 The tender will be called through online mode only on GeM Portal. No physical tender will be accepted. For the purpose of selection of the agency, a two-part bidding process will be followed i.e., Technical Bid and the Financial Bid. Quality and Cost Based Selection (**QCBS**) mode will be followed for the finalization of the H1 bidder.
- 3.14.2 Under this system, the Technical Bid evaluation, i.e., Part-I, shall be allotted a weightage of 80% while the Financial Bid evaluation (Part-II) shall be allotted a weightage of 20%. The bidder scoring the highest combined score will be declared as H-1.
- 3.14.3 A Bid Evaluation Committee appointed by JNARDDC will carry out the technical evaluation of proposals based on the following evaluation criteria and marks system.

Sr No.	Criteria	Maximum Marks	Documents to be submitted
1	Registration: The Chartered Accountant Firm (Partnership/LLP) must be registered in India with ICAI and currently empanelled with the Comptroller & Auditor General of India (C&AG). Registered and empanelled with both ICAI & C&AG – 10 Marks	10	Certificate of registration from ICAI and certificate issued by C&AG self-attested copy.
2	Existence of the Firm: The Firm must have a minimum of 15 years of existence from the date of	10	Firm constitution issued by ICAI

	<p>establishment/incorporation. .</p> <p>More than 25 years – 10 marks</p> <p>More than 20 but less than 25 years – 07 marks</p> <p>More than 15 years but less than 20 – 05 marks</p>		
3	<p>Constitution of the Firm: The Firm should have a minimum of 5 Partners.</p> <p>More than 7 partners – 10 marks</p> <p>More than 5 <=7 years – 07 marks</p> <p>(Firm must have at least 2 FCA Partners for being eligible to claim the marks)</p>	10	Self-certified declaration along with names of Partners and their brief profile. Firm card and firm constitution issued by ICAI
4	<p>Financial Capacity: The Firm must have a minimum average turnover of ₹200 lakh during the immediately preceding three financial years.</p> <p>Average Turnover > ₹250 lakhs – 10 marks</p> <p>Average Turnover ₹225 lakhs - ₹250 lakhs – 7 marks</p> <p>Average Turnover ₹ 200 lakhs - ₹ 225 lakhs – 5 marks</p>	10	Turnover certificate issued by statutory auditor
5	<p>Human Resources: The Firm should have a minimum of 20 staff members with adequate knowledge and expertise in Accountancy.</p> <p>No of Staff Members: >40 – 10 marks</p> <p>No of Staff Members: >30<40 – 7 marks</p> <p>No of Staff Members: 20-30 – 5 marks</p> <p>(10 Maximum Marks)</p> <p>*JNARDDC reserve the right to ask for pay slip/appointment letter of any staff member</p>	10	Self-declaration with the name, designation, qualification and experience of employee

6	<p>Relevant Audit Experience: The Firm should have audit experience in the last 15 years of conducting: -</p> <p>(i) Statutory/Internal Audits of Central/State Govt/PSUs/CPSEs/State PSUs</p> <p>Or</p> <p>(ii) Public/Private limited Companies.</p> <p>During the last five (5) years (up to 31st March, 2025)</p> <p>>10 single audits – 15 points. >7 -10 Single audit – 10 Points 5-7 single audit- 05 Points <5 Zero points</p> <p>Out of above said experience at least one auditee private/public company (mandatory) should have a turnover of more than ₹ 500 crore. If this is not met than zero marks will be awarded in experience category</p> <p>(Note: Consecutive year audits treated as one single audit)</p>	15	Attach copies of audit assignment letters issued by the client and copy of Audit Report/completion certificate
7	<p>Peer Review: The Firm must be Peer-Reviewed and possess a valid Peer Review Certificate issued by ICAI.</p> <p>Valid certificate – 5 marks</p>	5	Self-attested copy of the certificate issued by the ICAI.
8	<p>Incentive/Grant Schemes audit experience of Firm: The applying Chartered Accountant Firm/LLP must have experience of carrying out Statutory/Internal Audits/AMRS work of at least 5 single audits related to Government Incentive/Grant Schemes during the last 5 financial years.</p> <p>2 marks per audit under different schemes</p> <p>(Note: Consecutive year audits treated as one single audit)</p>	10	Attach copies of audit assignment letters issued by the client and copy of Audit Report//completion certificate

	(Note: Government Incentive/Grant Schemes should be different) (10 Maximum Marks)		
	<p>The Head Office or a Branch Office of the Firm must be located in Nagpur since last 2 years before the date of publishing of tender.</p> <p>Having an established head office in Nagpur – 5 points.</p> <p>Having an established Branch office in Nagpur – 3 points.</p> <p>If not available – 0 marks</p>	5	Registered ownership or lease agreement of the office space located in Nagpur. Last 3 months electricity bills. If required, JNARDDC reserves the right to ask for additional documentary evidences.
9	<p>Adequacy of Proposed Technical Approach, Methodology, Work Plan & Presentation : Including domain expertise in Financial Analysis, Forensic Audit, Risk Management, Compliance, Taxation, etc., and availability of qualified professional as per tender requirements and scope of work.</p> <p>Comprehensive methodology with structured plan and quality review mechanism should be included in the presentation</p>	15	Presentation to be delivered at JNARDDC. Date will be intimated through e-mail
	Total Score	100	

- Presentations by the bidders: To obtain marks under category 9 of the above marks table, bidders must make a physical presentation before the Proposal Evaluation Committee. The purpose of such presentations would be to allow the bidders to present the salient points in their proposals.
- The bidders who do not present themselves before the Proposal Evaluation Committee will not be considered.

- To prove the qualification and experience, supporting Documents, testimonials from employers / any other documents that prove involvement to be submitted.
 - To demonstrate eligibility as well as to be marks against the Technical Criteria related to experience, the bidder needs to submit a copy of the contract/ work orders indicating the details of the previous assignment completed, the client, the value of the assignment/ proportionate value in use of projects/ assignment in process date and year of the award
- 3.14.4 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded. Each evaluated proposal will be given a technical score.
- 3.14.5 Minimum qualifying technical marks to be obtained: **50 marks out of 100 marks**. The financial bid shall be opened for Technically qualified bidders who score **50 marks** and above.
- 3.14.6 For technically qualified CA firms, 80% of technical score / marks obtained by them shall be considered as their respective Final Technical Score (as per QCBS weightage system).
- 3.14.7 The following methodology shall be adopted for the evaluation of the quoted price of Bidders who qualify in the technical bid evaluation.
- 3.14.8 Normalization of financial bid scores: The minimum quoted price among the technically qualified bids will be taken as the base/ reference rate for arriving at the evaluated financial scores for each qualified bidder. The financial score for the lowest priced Bidder in Financial Bid shall be 20 and the following example illustrates the proposed methodology for arriving at the Financial Score of the other Bidders:

Bidder	Quoted rate (assumed)	Financial Score
A	Rs. 12 crores	$20 \times 08/12 = 13.3$
B	Rs. 10 crores	$20 \times 08/10 = 16$
C	Rs. 08 crore	$20 \times 08/08 = 20$

- 3.14.9 Combined Score of Bidder (CS) for other technically qualified bidder will be evaluated using the following formula

Technical Score of the Bidder (TS) = ((Technical Marks obtained) X 80%) (Rounded off to 2 decimal marks)

Financial Score of Bidder (FS) = ((Financial Bid of L1 / Financial Bid of the Bidder) X 20 %) (Rounded off to 2 decimal marks)

Combined Score of Bidder= TS + FS

3.14.10 The sum of the Final Technical Score and the Final Financial Score as detailed above shall be the Total score for the bidders as per QCBS system with the weightage of 80:20 ratio for technical and financial scores. The bidder with the highest Total Score (Technical + Financial Score) shall be declared as H1 (successful bidder).

3.14.11 Further, given the urgency and nature of the assignment requiring high quality delivery, JNARDDC will award engagement to bidder even if only one bid is qualified as per the above process, insofar as their financial quote (excluding taxes) is within 10% of the estimated bid value. JNARDDC also reserves the right to negotiate with such bidder to bring their bid value within this parameter.

4 BID ELIGIBILITY CRITERIA (BEC)

As part of the technical evaluation, the Chartered Accountant (CA) firm must meet the following Minimum Eligibility Qualification Criteria. Any bidder that fails to satisfy the Bid Eligibility Criteria (BEC) will be deemed non-responsive, and its bid will be rejected. In such cases, the price bid will not be opened.

The Technical Bid must include all relevant documents supporting compliance with the eligibility criteria. The bid must generally conform to the scope of work, terms, and conditions specified in this bid document. Bids offering services that do not meet the stipulated parameters, or technical specifications will be rejected.

In addition to general compliance with the specifications, bidders must specifically satisfy the following mandatory requirements. Failure to do so will render the bid non-responsive and subject to rejection.

Minimum Eligibility Qualification Criteria the CA firm (Bidders)

The Chartered Accountant Firm intending to participate in the bid must fulfill the following minimum eligibility requirements:

- 4.1.1 Registration: The applying Chartered Accountants Firm (Partnership/ LLP) must be registered in India with ICAI and currently empanelled with Comptroller & Auditor General of India (C&AG).
- 4.1.2 Existence of the Firm: The Firm must have a minimum of 15 years of existence from the date of establishment/incorporation within the jurisdiction of the concerned Regional Office.
- 4.1.3 Constitution of the Firm: The Firm should have a minimum of 5 Partners.
- 4.1.4 Financial Capacity: The Firm must have a minimum average turnover of ₹200 Lakh during the immediately preceding three financial years.
- 4.1.5 Human Resources

- b) CA firm should have at least TWO (2) Chartered accountants with minimum TEN (10) years of experience on payroll. Relevant qualification certificate, experience certificate and CVs to be submitted duly self-attested .
- c) Domain Expertise & Experience: including but not limited to Financial Analysis & Interpretation of Financial Statements, Forensic Fraud Audit, Risk Management Audit, Compliance & Assurance Audit, Taxation, Legal / Arbitration/ Insolvency.

4.1.6 Relevant Audit Experience

- a) The Firm should have audit experience in the last 15 years (before the date of issue of this tender) of conducting Statutory Audit/ Internal Audit (At least 10 single audits*) of any Central/ State Govt/ Central Public Sector Enterprise (CPSE)/ State PSU or Public limited company/ Private limited company having a minimum annual turnover of ₹500 Crore.
- b) Mandatory Experience of Audit Firm: The applying Chartered Accountant Firms/ LLPs must have a minimum experience of carrying out at least 5 single audits* (Statutory Audit/Internal Audit) during the last 5 years of the government Incentive/Grant schemes.
- c) (*) If CA firm is carrying out one audit more than one consecutive year, it will be treated as one single audit

4.1.7 The bidder must give an undertaking that it has not been banned/ blacklisted/ de-listed by any organization/ government agency/ quasi-government agency/ PSU to participate in their tenders for engagement and no bankruptcy/ liquidation proceedings have been initiated against it by any entity/ government or quasi-government agency or PSU.

4.1.8 The Bidder is not guilty of any professional and/or other misconduct under the Chartered Accountants Act, 1949 provisions.

4.1.9 Following documents to be submitted along with bid .

S.No	Details of Applicant CA Firm	Documents Required
1	Name of the CA Firm	Copy of Firm Constitution & Firm Card with ICAI
2	Address of the Office of the CA Firm	Copy of Registration Certificate with ICAI
3	Year of Incorporation	Copy of ICAI Firm Constitution Certificate
4	PAN	Copy of PAN Card
5	GST	Copy of GST Registration Certificate

6	CAG Empanelled CA Firm	Proof of CAG Registration Certificate
7	Average Annual Turnover	Audited Financial Statements and Average Turnover Certificate (of Preceding 3 years) from Statutory Auditor. <ul style="list-style-type: none"> FY 2021-2022 FY 2022-2023 FY 2023-2024
8	Experience Credential	Completion Certification issued by the Auditee and other relevant documents in support of clause 4.1.7
9	Details of staff having relevant knowledge of Accountancy	List of staff with the qualifications and relevant documents in support of clause 4.1.6
10	Must not be debarred/blacklisted by any State/ Central Government or World Bank or International Financial Institution	A self-certificate to be attached on the firm's letter head.
11	Declaration as to not Guilty of any professional and or other misconduct under the provisions of the Chartered Accountants Act, 1949	A self-certificate to be attached on the firm's letter head
12	EMD	Details of EMD

4.1.10 Only those agencies that meet the above-mentioned minimum BID ELIGIBILITY CRITERIA (BEC) criteria are eligible to apply. If turnover criteria and past experience terms and conditions appearing in the e-GEM bidding documents are different then this RFP clause will be applicable.

5 General Additions

- Independence & Objectivity: The firm must function as an independent verifier, free from conflict of interest with applicants/beneficiaries.
- Confidentiality: The Bidder shall maintain the highest level of confidentiality regarding all sensitive information, including but not limited to, applicant data, financial records, proprietary documents, and any other materials shared by JNARDDC, the Ministry of Mines, or the applicant (hereafter referred to as "Confidential Information"). The Bidder shall:

- Non-Disclosure: Not disclose, distribute, or share any Confidential Information with any third party without prior written consent from the relevant authority.
- Data Protection: Take all necessary precautions to protect the confidentiality and security of the Confidential Information, including implementing appropriate physical, administrative, and technical safeguards.
- Use of Confidential Information: Use the Confidential Information solely for the purpose of fulfilling obligations under this tender and in accordance with the instructions provided by JNARDDC, the Ministry of Mines.
- Return or Destruction of Information: Upon completion of the project or upon request, the Bidder will promptly return or destroy all Confidential Information, including any copies, notes, or summaries made thereof.
- Liability for Breach: Any unauthorized disclosure, misuse, or breach of confidentiality by the Bidder will be subject to legal action and the Bidder shall be liable for any resulting damages, including but not limited to reputational harm, financial loss, or legal penalties.
- This clause will remain in effect throughout the duration of the contract and for a period of 10 years following the termination of the agreement.
- Ethics
 - The Chartered Accountant Firm shall abide by the Code of Ethics issued by the Institute of Chartered Accountants of India (ICAI) and all other relevant professional guidelines, circulars, and standards.
 - The Firm shall maintain independence, objectivity, and integrity in its professional work and avoid any conflict of interest.
 - Any violation of professional ethics, misconduct, or involvement in fraudulent/corrupt practices shall render the firm liable for disqualification, termination of empanelment, and reporting to ICAI and other regulatory authorities.
 - The Firm shall ensure that its partners and staff working on the assignment are free from any personal or financial interest in the auditee entity.
 - Standards & Guidance: Require certifications to be done in line with ICAI standards, Ind-AS/IFRS, and applicable regulatory frameworks.

6 Method of Selection

Constitution of Evaluation Committee

JNARDDC shall constitute a Bid Evaluation Committee (BEC) responsible for carrying out the entire evaluation process.

Technical Evaluation

- 6.2.1 The BEC shall first evaluate only the Technical Proposals in accordance with the Terms of Reference and evaluation criteria specified in the Bid Document.
- 6.2.2 During this stage, the Financial Bids will be inaccessible to the BEC.
- 6.2.3 Proposals that are non-responsive or fail to meet the eligibility / technical criteria shall be summarily rejected.
- 6.2.4 Only responsive and technically qualified proposals shall be considered for the next stage.

Financial Evaluation

- 6.3.1 Financial Proposals of technically qualified bidders shall be opened online on GeM portal.
- 6.3.2 The bidder with the highest total score shall be declared H-1 Bidder and will be eligible for engagement, subject to further conditions mentioned under Clause 7.

Price Escalation

- 6.4.1 No increase in price shall be admissible on any ground whatsoever, including:
 - escalation in statutory levies or fresh imposition of duties/taxes after the contract completion date,
 - or any other ground leading to increase in quoted price.
- 6.4.2 Payments shall remain fixed for the duration specified in the contract, except where explicitly provided.

7 Award of Contract

Procedure for Engagement

- 7.1.1 The bidder as per QCBS weightage with the highest total score (Technical + Financial Score) shall be declared H1 (successful bidder).
- 7.1.2 And other CA firms as per QCBS weightage will be ranked H-2, H-3 and H-4.

Engagement Terms

- 7.2.1 H-1, H-2, and H-3 ranked firms shall be engaged for this work.
- 7.2.2 However, the rates offered by H-1 for each deliverable/stage shall be fixed and binding on H-2 and H-3, who must agree to match H-1's rates.

- 7.2.3 These fixed rates shall remain valid for a period of six (6) years (FY 2025–26 to FY 2030–31).
- 7.2.4 If H-2 or H-3 refuse to sign the contract, the next ranking bidder(s) (H-4, H-5, etc.) shall be invited for engagement on the same terms.

Restrictions

- 7.3.1 Where there are common partners in more than one firm, only one such firm shall be considered for engagement.
- 7.3.2 The engaged CA firms shall not assign, transfer, pledge, or subcontract the entire work to any other agency.

Distribution of Work

- 7.4.1 The Director, JNARDDC reserves the right to assign deliverables among the engaged firms. No firm shall raise objections to such distribution.
- 7.4.2 If an empanelled firm has existing or prior engagements with the beneficiary entity (e.g., statutory/internal audit or consultancy in previous years), the firm must disclose this information upfront before commencement of work.

Negotiation & Non-Compliance

- 7.5.1 The Tender Inviting Authority reserves the right to negotiate with the lowest evaluated responsive bidder if required.
- 7.5.2 In case the selected bidder fails to produce original documents, submit security deposit, or accept the Letter of Intent (LOI)/Work Order within the stipulated time:
- the bidder shall be debarred for three (3) years from participating in future bids,
 - shall be recommended for blacklisting, and
 - their EMD shall be forfeited.

Pricing & Reimbursement

- 7.6.1 The quoted rates shall be inclusive of GST.
- 7.6.2 During site visits or audits at entity's locations, Out-of-Pocket Expenses (OPEs), including travel, lodging, and boarding, shall be reimbursed by JNARDDC on actuals as per scope of work.

Authority's Rights

- 7.7.1 JNARDDC reserves the right to:
- accept or reject any bid,
 - cancel the entire bidding process,

- reject all bids without assigning any reason, and
- exercise such rights without incurring liability to any bidder.

Notification of Award

- 7.8.1 The successful bidder shall be notified of the award by JNARDDC via email and/or official letter prior to the expiry of bid validity.

8 Price Schedule, Payment Terms & Milestones

The CA firm payments will be linked to the satisfactory completion of contractual deliverables to be paid according to the following deliverable schedule subject to acceptance of Deliverables by Competent Authority:

- (i) Payment terms and conditions defined in this RFP shall prevail.
- (ii) Upon achievement of the following-mentioned milestones, Invoices should be submitted along with complete details of the work undertaken, supporting documents and bills (if required) as well as copies of the work/ material / produced for which the bills are submitted.
- (iii) The payment shall be released only after acceptance of the required work detailed in the RFP Document against the corresponding deliverable, which shall not be unreasonably withheld.
- (iv) In case of any conflict between the terms specified in this RFP and payment terms and conditions defined in GeM, the terms defined in this RFP shall prevail.
- (v) For facilitating the electronic transfer of funds, the selected agency will be required to indicate the name of the Bank and Branch, account number (i.e., bank names, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payments by the selected agency.

9 Price Format, Payment & Disbursement Structure

Price Format and Unit Rates (CA Firms)

- 9.1.1 The bidder shall quote an all-inclusive unit rate per applicant/entity for the following stages:
- Stage 1 – Application Review
 - Stage 2 – Eligibility Verification
 - Stage 3 – Verification for Incentive Disbursement (CAPEX and/or OPEX, depending on applicant claim)

Payment Triggers – CA Firm Fees

- 9.2.1 Payments to CA firms shall be released only upon successful completion of each stage, subject to acceptance of the verification/certification report by JNARDDC.
- 9.2.2 If an application/entity is rejected at any stage, payment shall be released only up to the successfully completed stage.
- 9.2.3 Calculation formula:

Unit Rate for Stage × Number of Entities Successfully Processed

Stage-Wise Payment Model (CA Firms)

- 9.3.1 Stage 1 – Application Review
- Verification of completeness and correctness of documents submitted at the application stage as per scope of work mentioned above.
 - Payment to CA: 100% of Stage 1 fee released after acceptance of review report.
- 9.3.2 Stage 2 – Eligibility Verification
- Detailed verification of technical, financial, and regulatory eligibility requirements as per scope of work mentioned above.
 - Only applicants meeting all mandatory conditions shall proceed to incentive disbursement stage.
 - Payment to CA: 100% of Stage 2 fee released after acceptance of verification report.
- 9.3.3 Stage 3 – Incentive Disbursement Verification (CAPEX/OPEX)
- Payments to CA firms will be milestone-based, linked to successful verification of claims in line with CAPEX and OPEX stages as tabulated below in subsequent clause.

Incentive Claim Categories & Disbursement Logic

- 9.4.1 General Principle:
- CA Firm Fees are linked to successful verification of claims (milestone-based).
 - Beneficiary Incentive Disbursement (CAPEX/OPEX subsidy) shall be released to entities only after CA-certified verification and approval by JNARDDC / Competent Authority.
 - For more details regarding incentive disbursement conditions, thresholds, and timelines, bidders/applicants must refer to the official Scheme Notification and Guidelines.
- 9.4.2 Case I – CAPEX Incentive Only

Stages: Stage 1 → Stage 2 → Stage 3 (CAPEX verification in 2 milestones)

Milestone	To Beneficiary (Entity)	To CA Firm (Fees)
Milestone – 1	Part 1 CAPEX: 50% of eligible CAPEX subsidy released after commencement of commercial production	50% after verification at Part 1 CAPEX stage
Milestone – 2	Part 2 CAPEX: Remaining 50% released after achieving ≥50% capacity utilisation (latest by FY 2029–30)	50% after verification at Part 2 CAPEX stage

9.4.3 Case II – CAPEX + OPEX Incentives

Stages: Stage 1 → Stage 2 → Stage 3 (CAPEX + OPEX verification in 4 milestones)

Milestone	To Beneficiary (Entity)	To CA Firm (Fees)
Milestone – 1	Part 1 CAPEX: 50% of eligible CAPEX subsidy released after commencement of commercial production	30% after verification at Part 1 CAPEX stage
Milestone – 2	OPEX FY2: 40% of eligible OPEX subsidy as per verified sales threshold	20% after OPEX FY2 verification
Milestone – 3	Part 2 CAPEX: Remaining 50% released after achieving ≥50% capacity utilisation (latest by FY 2029–30)	30% after verification at Part 2 CAPEX stage
Milestone – 4	OPEX FY5: 60% of eligible OPEX subsidy as per verified sales threshold	20% after OPEX FY2 verification

9.4.4 Case III – OPEX Incentive Only

Stages: Stage 1 → Stage 2 → Stage 3 (OPEX verification in 2 milestones)

Milestone	To Beneficiary (Entity)	To CA Firm (Fees)
Milestone – 1	OPEX FY2: 40% of eligible OPEX subsidy as per verified sales threshold	20% after OPEX FY2 verification

Milestone – 2	OPEX FY5: 60% of eligible OPEX subsidy as per verified sales threshold	20% after OPEX FY2 verification
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Financial Bid Evaluation (CA Firms)

- 9.5.1 The composite per-entity cost (sum of quoted rates for Stages 1, 2, and 3) shall form the basis of financial bid evaluation.
- 9.5.2 Non-quotation of any stage shall render the bid non-responsive.

Integrity & Malpractice Clause

- 9.6.1 If any selected CA firm is found involved in malpractice, collusion, false reporting, or fake verification:
- The firm shall be immediately disqualified,
 - All pending or future payments shall be forfeited, and
 - The firm may face blacklisting/legal action by JNARDDC/ PMA.

Note: FY 2 & FY 5 are the 2nd & 5th financial years respectively counted from the Base Year of Scheme Notification

Annexure-I Format of CV

1	Name of Firm			
2	Name of Staff			
3	Designation			
4	Nationality			
5	Education			
6	Membership of Professional Organizations			
7	Training & Publications			
8	Countries of Work Experience			
9	Employment Record	Name of Organization	Position Held	Duration
10				
	Summary of the nature of experience			
11	Work Undertaken that Best Illustrates the Required Professional Experience			
<p>Name of assignment of the project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Position held:</p> <p>Activities Performed:</p> <p><i>(Please add more rows as required)</i></p>				
<p>Certification</p> <p>I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.</p> <p>Date: Day/Month/Year</p> <p><i>Signature of expert or authorized Representative of the firm</i></p>				

Annexure-II
Tender Acceptance Letter
(To be given on Company Letter Head)

Date:

To,

.....

.....

Sub: Acceptance of Terms & Conditions of Tender.

Tender /e-gem bid Reference No: _____

Name of Tender / Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No....to....(including all documents like annexure(s), schedule(s), etc .,), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your Company/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Sincerely,

(Signature of the Bidder with official seal)