



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5684124

Dated/दिनांक : 10-12-2024

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-12-2024 12:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-12-2024 12:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Electronics And Information Technology
Department Name/विभाग का नाम	Department Of Electronics And Information Technology
Organisation Name/संगठन का नाम	Centre For Materials For Electronics Technology (cmet)
Office Name/कार्यालय का नाम	Hyderabad
Item Category/मद केटगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Contract period from 1st april 2024 to 31st march 2025; CA Firm, CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	3 Month(s) 15 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover *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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price/न्यूनतम मूल्य	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value/अनुमानित बिड मूल्य	90000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

#### EMD Detail/ईएमडी विवरण

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

#### ePBG Detail/ईपीबीजी विवरण

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

#### MII Compliance/एमआईआई अनुपालन

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

#### MSE Purchase Preference/एमएसई खरीद वरीयता

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

1. 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.

2. 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.

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.

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

**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.:**5 years

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**03

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**03

**Number of XX fulltime CA's required and YY professional audit staff**03 & 04

#### **Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
23-12-2024 12:00:00	Offline meeting at C-MET Hyderabad, IDA Phase III, HCL PO, Cherlapally, Hyderabad 500051

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Contract Period From 1st April 2024 To 31st March 2025; CA Firm, CAG Empaneled Audit Or CA Firm ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Contract period from 1st april 2024 to 31st march 2025
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit

Specification	Values
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 , Review system & processes , Treasury operations , Bank Transactions
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Owners Capital , Payables , Receivables , Cash and Bank Balance , Sponsored projects accounting
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	Yes

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

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

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	KajaVenkata SubrahmanyaKrishnaPrasad	500051,C-MET IDA PHASE III CHERLAPALLY HYDERABAD	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</li> </ul>

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

## 1. Generic

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

## 2. Buyer Added Bid Specific Scope Of Work(SOW)

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

## 3. 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.

## 4. Buyer Added Bid Specific SLA

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

## Disclaimer/अस्वीकरण

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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**

CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)  
HYDERABAD LABORATORY

**ENGAGEMENT OF INTERNAL AUDITOR FOR THE YEAR 2024-25**

Centre for Materials for Electronics Technology (C-MET) is an autonomous Scientific Society under Ministry of Electronics and Information Technology (MeitY), Govt. of India. The Headquarters is at Pune with labs at Pune, Hyderabad and Thrissur. The Hyderabad Laboratory of C-MET intends to engage the services of an Internal Auditor. The Internal Audit shall be carried out as per Chapter 17 of Policy Manual of C-MET.

**I) Scope of the Internal Audit:**

Audit of the transactions of Centre for Materials for Electronics Technology (C-MET), Hyderabad laboratory from 01.04.2024 to 31.03.2025 in the following areas:

1. Proper maintenance of vouchers with supporting bills and approvals of the competent authority.
2. Check to ensure proper and regular maintenance of various registers and records
3. Systematize periodical physical verification of stores, FDRs and other assets and continued existence and use of assets
4. Check the existence and their adoption of various systems, procedures and practices for purchases, sanctions, etc.
5. Check correct and complete classification of various receipts and payments and help timely compilation of accounts, quarterly, half-yearly and annually
6. Attend the Audit Committee Meetings for clearance of old outstanding paras in the previous Inspection Reports, etc.
7. To assist C-MET for the compliance of instructions/provisions in the Act w.r.t. Income Tax and GST.
8. Audit the accounts of ongoing sponsored projects/Contracts entered through Purchase Orders/Work Orders and issue of certifications utilization certificate, statements of expenditure in the prescribed proforma without any additional charges.
9. Assist the lab in GST/Income Tax/Professional Tax remittance/ submission of reports/uploading in the respective portals etc.
10. Assist the lab in cost calculation for external services
11. Certification in respect of foreign remittance on account of services
12. Review of Bank Reconciliation
13. Finalization of financial Statements –Balance Sheet and other schedules to the Balance Sheet within 15 days from the date of submission of quarterly audit reports.
14. Any other duties as assigned by C-MET.
15. It is mandatory to submit all Quarterly Audited Reports by 31 st of May, 2025
16. Internal Audit firm shall attend the last day of statutory Audit to clarify issues raised by Statutory Audit firm.
17. Audit shall be carried out at C-MET lab premises.

*V. Nagarajan*

18.C-MET had a separate account namely CMET Employees Benevolent Funds Scheme for all three labs and currently maintained by Hyderabad . The maximum transactions per year is around 45 transactions. All entries as passed entries in tally software. Internal Audit firm has to prepare BALANCE SHEET for the years 2013-14 to 2024-25. Fee at the rate Rs.1000+ GST will be paid for each year separately in additional to audit fee.

**II) Submission of Reports and completion of Audit:**

The Tentative schedule for completion of Audit is 30.04.2025. It is mandatory to submit audit report for all quarters by 31.05.2025.

**IV) Validity of Quotation:**

Quotation should be valid for 90 days from the date of opening of bids. Conditional bids are not acceptable and are liable for rejection.

**V) GST and Income Tax related matters:**

1. Preparation of replies to Income Tax Department /GST Department in respect to Notices received by the CMET and appearing for the hearings including previous years.
2. Providing Advice/Opening on all matters related to TDS/TCS/GST issues whenever requested by CMET
3. Providing of information regarding changes in IT/GST Rules /Acts from time to time, if any.

**VI) Eligibility Criteria :**

1. C& AG empanelled audit forms: Chartered Accountant firms those are empanelled with C & AG for the year 2023-24 or 2024-25 will be given the first preference on lowest tender basis.
2. The firm shall have its Registration and Head Quarters at Hyderabad . Documentary proof of address has to be enclosed.
3. Firms have to give an undertaking that the audit team members are proficient and will be headed by a Chartered Accountant on regular basis
4. The firm should have experience in conducting audit of Central /State Government/Semi Government organizations/ Central Autonomous bodies/PSUs for 5 years excluding banks. The details /documents of evidence have to be enclosed.
5. The Chartered Accountant firm should have a minimum experience of 5 years.
6. The Firm should not have been cautioned or apprehended by ICAI in the last 5 years

*V. Nagaraj Rao*



7. The employees of the firm should have acquainted with Tally ERP Accounting systems.
8. If the firm has been black listed by any State Government organization or Central Government Organization Or Autonomous bodies they will be disqualified from participating in the Tender.

#### **VII) Contract Value of the BID**

The audit fee (including all expenses and excluding all taxes) prescribed is as follows

1. While quoting the rate, the tenderer shall write the amount in figures as well as in words without any corrections or over writing, in case of discrepancy the rate quoted in words only will be taken into consideration.
2. Minimum Fee (excluding taxes) per financial year.
3. The fee for second and third year will be increased by 5% on the previous year fee /contract value.
4. The bids of those firms which are technically qualified only shall be considered for financial bid evaluation.

#### **VIII) General terms and conditions:**

1. **Period of Appointment:** The period of assignment of CAs will be not more than 3 years. Based on the performance in the first year, the assignment of the second year will be renewed only up on the satisfactory performance report from the Finance Officer in the first year and the assignment for the third year will be renewed only upon satisfactory performance reports from the Finance Officer for the second year.
2. The successful bidder will have to enter into an agreement within one week from the date of award of contract on a non-judicial Stamp Paper worth Rs.100/- failing which the contract will be awarded to next lowest bidder with L1 rate.
3. The award of contract is at the sole discretion of the Director, CMET, Hyderabad and no complaints/correspondence shall be entertained in this regard.
4. **Terminate the contract:** The Director , CMET, Hyderabad may terminate the contract in whole or in part without any prior notice, if the performance is not as per the self declaration.
5. **Suspension of Work:** The Audit Firm shall not be entitled to claim compensation for any loss or damage sustained by them by reason of temporary suspension of the work.

*V. Nagaraj Reddy*

6. **Applicable Law:** The contract shall be interpreted in accordance with appropriate Indian Laws.
7. Director , CMET Hyderabad reserves the right to accept / reject/cancel any bid without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any prior notice.

#### **IX.PENALTY:**

Non submission of Audit Reports by 31.05.2025 will attract Penalty of 10% of the contract value.

#### **X. TERMS OF PAYMENT:**

1. Payments will be made to the selected CA firm by the C-MET subject to satisfactory performance with regards to the scope and deliverables as follows:
  - a) 70% of the contract value will be paid after completion of final audit along with satisfactory report from the Finance Officer for the financial year.
  - b) Balance 30% of the contract value will be paid after submission of Final Audit report duly-signed in all respects.

V. Nagesh Reddy