

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	27-04-2026 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	27-04-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Commerce And Industry
विभाग का नाम / Department Name	Department For Promotion Of Industry & Internal Trade
संगठन का नाम / Organisation Name	Special Scheme Section
कार्यालय का नाम / Office Name	Udyog Bhawan
वस्तु श्रेणी / Item Category	Financial Audit Services - As per RFP; CAG Empaneled Audit or CA Firm, CA Firm, Audit Firm
अनुबंध अवधि / Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	1000 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	7 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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation 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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा 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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	26036700
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	State Bank of India
ईएमडी राशि/EMD Amount	500000

#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज 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 :**

Pay and Account Officer  
 Udyog Bhawan, Department for Promotion of Industry & Internal Trade, Special Scheme Section, Ministry of Commerce and Industry  
 (Pay And Account Officer)

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.

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

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1774437653.pdf](http://1774437653.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
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As per RFP	100	70	<a href="#">View File</a>
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**Total Minimum Qualifying Marks for Technical Score: 70**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**Vanijya Bhawan, Akbar Road, New Delhi

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
10-04-2026 15:00:00	<p>Pre-Bid Meeting on SELECTION OF 3RD PARTY AUDIT AGENCY FOR PRE-SCRUTINY OF APPROVED Hosted by DPIIT MOC&amp;I</p> <p><a href="https://railtelindia.webex.com/railtelindia/j.php?MTID=m4d7f22071dc07a5f964bf21b48dd2a34">https://railtelindia.webex.com/railtelindia/j.php?MTID=m4d7f22071dc07a5f964bf21b48dd2a34</a> Friday, April 10, 2026 3:00 PM   1 hour   (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi Meeting number: 2517 662 9967 Password: 2026</p> <p>Join by video system Dial 25176629967@railtelindia.webex.com You can also dial 210.4.202.4 and enter your meeting number.</p> <p>Join by phone +65-6703-6949 Singapore Toll</p> <p>Access code: 251 766 29967</p>

**Financial Audit Services - As Per RFP; CAG Empaneled Audit Or CA Firm, CA Firm, Audit Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	As per RFP
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm , CA Firm , Audit Firm
Type of Financial Audit	Audit of Claims for industrial schemes
Category of Work under Financial Audit	Audit of Claims for industrial schemes
Type of Industries/Functions	Government
Frequency of Progress Report	As and when required
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Audit Support	NA

#### 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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Bir Singh	110011,DPIIT, Room No. 469, Udyog Bhawan, New Delhi	Project / Lumpsum Based	N/A

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

##### 1. Generic

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

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

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

##### 3. Buyer Added Bid Specific ATC

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

##### 4. Buyer Added Bid Specific SLA

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

#### अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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---

**REQUEST FOR PROPOSAL (RFP)**

**for**

SELECTION OF THIRD-PARTY AUDIT AGENCY FOR PRE-SCRUTINY OF INCENTIVE  
CLAIMS APPROVED UNDER INDUSTRIAL DEVELOPMENT SCHEMES IN HIMALAYAN  
REGION

FOR

**DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE (DPIIT)**  
**Ministry of Commerce and Industry, Government of India**

March 27, 2026

Concerned office:  
Special Scheme Section  
Udyog Bhawan  
New Delhi – 110011  
Phone: 011-23061526  
Email id: [sss.dpiit@gov.in](mailto:sss.dpiit@gov.in)  
Website: [www.dpiit.gov.in](http://www.dpiit.gov.in)

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## 1. DISCLAIMER

- 1.1 This RFP document is neither an agreement nor an offer by Department for Promotion of Industry and Internal Trade, Special Scheme Section, Ministry of Commerce and Industry, Government of India (hereinafter referred to as DPIIT) to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in formulating their proposal pursuant to this RFP. This document shall supersede all other bid documents and our Client's decisions are final without any right of appeal whatsoever.
- 1.2 DPIIT does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document. DPIIT can't consider the particular needs of each party who reads or uses this document. RFP includes statements which reflect various assumptions and assessments arrived at by DPIIT in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its investigations and analyses and check the accuracy, reliability and completeness of the information provided in this RFP document and obtains independent advice from appropriate sources.
- 1.3 DPIIT will not have any liability to any prospective Applicant/ Firm/ or any other person under any laws (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of DPIIT or their employees, any 3rd party audit agency or otherwise arising in any way from the selection process for the Assignment. DPIIT will also not be liable in any manner, whether resulting from negligence or otherwise caused by the reliance of any Applicant upon any statements contained in this RFP.
- 1.4 DPIIT will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that DPIIT is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the services, and DPIIT reserves the right to accept/reject any or all of the proposals submitted in response to RFP document at any stage without assigning any reasons whatsoever. DPIIT also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted RFP Application.
- 1.5 The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. DPIIT accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- 1.6 DPIIT reserves the right to change/ modify/ amend/ cancel any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be available on the DPIIT web

Portal.

## **2. NOTICE INVITING REQUEST FOR PROPOSAL (RFP)**

2.1 Department for Promotion of Industry & Internal Trade (DPIIT) invites proposals for “Selection of third-party audit agency for pre-scrutiny of approved claims under Industrial Development Scheme implemented in the Himalayan Region. Eligible and interested firms/ parties / agencies are advised to download and study the RFP document carefully and must satisfy all eligibility conditions stated in Clause 5 of this document in this regard from website – [www.dpiit.gov.in](http://www.dpiit.gov.in)

### **2.2 Schedule of RFP Process**

#### **Important Dates and Information**

Date of issue of RFP	March 27, 2026
Last date and time of receiving queries/requests for clarification	April 09, 2026 at 3 PM (Tentative)
Pre-bid meeting	April 10, 2026 at 3 PM (Tentative)
Format for sending queries attached in	Annexure I
Response to pre-bid queries	April 15, 2026 at 3 PM (Tentative)
Last date and time for submission of bids	April 27, 2026 at 3 PM (Tentative)
Date and time for technical bid opening	April 27, 2026 at 3:30 PM (Tentative)
Date, time and venue for Technical presentation and financial bid opening	Will be intimated later
Estimated Cost for Three (3) Years (Excluding GST)	2,20,65,000

#### **Notes**

- DPIIT may modify or extend any of the above timelines through addendum/ corrigendum.
- Bidders are advised to regularly check the official website/tender portal for updates.
- Applicants may note that the venue and time of opening of financial bid shall be posted on official website of client after presentation by applicants.

### 3. INTRODUCTION

3.1 The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, has notified and is implementing various Industrial Development Schemes for promoting industrial growth in the Himalayan region, including the States of Himachal Pradesh and Uttarakhand and the Union Territories of Jammu & Kashmir and Ladakh. These schemes provide financial incentives to eligible industrial units with the objective of promoting investment, employment generation, and balanced regional development.

- I. **New Central Sector Scheme for Industrial Development of Union Territory of Jammu & Kashmir from 01.04.2021 to 31.03.2037** - Department for Promotion of Industry & Internal Trade (DPIIT) notified the New Central Sector Scheme for Industrial Development (NCSS) on 19.02.2021. The scheme is for the duration of 2021-22 to 2036-37 with total financial outlay of Rs.28,400 crores. The main purpose of the scheme is to generate employment which directly leads to the socio-economic development of the area. Considering the historic development of reorganization of Jammu & Kashmir with effect from 31.10.2019 into UT of Jammu & Kashmir under the J&K Reorganization Act, 2019, the present scheme is being implemented with the vision that industry and service led development of J&K needs to be given a fresh thrust with emphasis on job creation, skill development and sustainable development by attracting new investment and nurturing the existing ones. The scheme envisages four types of incentives namely:
  - a) **Capital investment incentive (CII)** - at the rate of 30% in Zone A and 50% in Zone B on investment made in Plant & Machinery (in manufacturing) or construction of building and other durable physical assets (in service sector) is available. Units with an investment up to Rs. 50 crores will be eligible to avail this incentive. The maximum limit of incentive is Rs 5 crore and Rs 7.5 crore in Zone A & Zone B respectively.
  - b) **Capital Interest Subvention (CIS)** - at an annual rate of 6% for a maximum of 7 years on loan amount up to Rs. 500 crores for investment in plant and machinery (in manufacturing) or in building and all other durable physical assets (in service sector).
  - c) **GST Linked Incentive (GSTLI)** - 300% of the eligible value of actual investment made in plant and machinery (in manufacturing) or construction in building and all other durable physical assets (in service sector) for 10 years. The amount of incentive in a financial year will not exceed one-tenth of the total eligible amount of incentive.
  - d) **Working Capital Interest Subvention (WCIS)** – All existing units at the annual rate of 5% for maximum 5 years. The maximum limit of incentive is Rs 1 crore
- II. **Industrial Development Scheme (IDS), 2017 for UT of J&K and UT of Ladakh from 15.06.2017 to 31.03.2021** - The Department for Promotion of Industry & Internal Trade (DPIIT) notified the Industrial Development Scheme (IDS), 2017 for Jammu & Kashmir and Ladakh on 23 April 2018 with an outlay of Rs. 445.41 Cr. The package provided the following incentives: -
  - a) **Central Capital Investment Incentive (CCIIAC)**: 30% of new investment in P&M with upper limit of Rs. 5.00 Cr.

- b) **Central Comprehensive Insurance Incentive:** 100% insurance premium on insurance of building and P&M for period of 5 years from DoCP
- c) **Central Interest Incentive (CII):** 3% on working capital credit for 1st 5 yrs
- d) **GST Reimbursement:** GST paid on finished products up to extent of Central share of CGST & IGST for period of 5 yrs from DoCP
- e) **Transport Incentive:** 20% or 33% on cost of transportation for period of 5 yrs from DoCP
- f) **Income Tax Reimbursement:** Central share of income tax for 1st 5 years
- g) **Employment Incentive:** 3.67% of employer's contribution to EPF in addition to Government bearing 8.33% EPS in PMRPY, to extent claim is not already covered under PMRPY

**III. Industrial Development Scheme, 2017 for Himachal Pradesh and Uttarakhand 01.04.2017 to 31.03.2022-** DPIIT notified Industrial Development Scheme of Himachal Pradesh and Uttarakhand on 23.04.2018. The scheme is for the duration of 01.04.2017 to 31.03.2022 and envisages two types of incentives namely:

- a) **Central Capital Investment Incentive (CCIIAC):** @ 30% of the new investment in plant and machinery with an upper limit of Rs.5.00 crore.
- b) **Central Comprehensive Insurance Incentive (CCII):** 100% insurance premium on insurance of building and Plant & machinery for a maximum period of 5 years from DoCP.

3.1 Detailed guidelines, eligibility criteria, and formats for submission of applications are available on the DPIIT website: [www.dpiit.gov.in](http://www.dpiit.gov.in)

3.2 As per Clause 9.1 of the Industrial Development Scheme (IDS), 2017 notification and Clause 12.1 of the New Central Sector Scheme (NCSS), 2021 scheme notification, claims filed under the Scheme are required to be pre-scrutinized by a recognized independent audit agency appointed by the Department for Promotion of Industry and Internal Trade (DPIIT).

3.3 Accordingly, DPIIT intends to empanel a third-party audit agency to conduct the pre-scrutiny of claims for an initial period of three (3) years (hereinafter referred to as "contract duration"). The engagement may be extendable for a further period of two (2) years upon satisfactory performance and successful completion of the initial 3-year period, on the sole discretion of DPIIT, and on terms and conditions as may be decided by DPIIT.

3.4 The empaneled agency will be responsible for ensuring effective monitoring of the scheme through conducting audit of the claims. Applicants are advised to carefully review the Scope of Work and technical specifications detailed in this document before submitting their proposals.

**3.5 Interested applicants are requested to submit their responses to the "RFP" on Government E Marketplace <http://gem.gov.in> on or before 27<sup>th</sup> April 2026 at 03:00 PM. The submissions must be addressed to: DPIIT, email: [sss.dpiit@gov.in](mailto:sss.dpiit@gov.in) Department for Promotion of Industry and Internal Trade, Special Scheme Section,**

**Ministry of Commerce & Industry, Government of India, Vanijya Bhawan, New Delhi-110011.**

## 4. SCOPE OF WORK

**4.1 Scope of Work:** The empaneled agencies will be responsible for conducting comprehensive and independent scrutiny of claims under Industrial Development Schemes in Himalayan region. The agency will ensure that all claims are in strict compliance with the scheme's guidelines and thoroughly examine the documents.

The broad Scope of Work for this engagement is as follows:

### I. **Eligibility & Compliance Verification:**

#### a. Audit Checklist Preparation:

- i. Develop a comprehensive audit checklist in consultation with the Department.
- ii. Tailor the checklist to each component of the scheme, ensuring alignment with the latest operational guidelines.

#### b. Eligibility Criteria Verification:

- i. Confirm that applicants meet all eligibility requirements, including sector-specific conditions, investment thresholds, and operational benchmarks.

#### c. Compliance Parameters Assessment:

- i. Evaluate adherence to regulatory clearances, environmental standards, and prescribed processes.
- ii. Ensure alignment with broader policy objectives such as regional development and sustainability.

#### d. Guideline Adherence:

- i. Review each claim to verify conformity with the scheme's documentation and operational framework.

#### e. Fraud Prevention:

- i. Identify red flags or indicators of potential misuse or misrepresentation.
- ii. Initiate appropriate investigative actions where necessary.

### II. **Document & Financial Scrutiny:**

#### a. Verification of Documentation:

- i. Authenticate all submitted documents including business licenses, tax returns, environmental clearances, and other regulatory filings.
- ii. Cross-reference document details with claim data to ensure consistency in investment figures, timelines, and employment metrics.
- iii. Conduct due diligence on the applicant's project history to prevent duplication of incentives or misrepresentation.

#### b. Verification of Invoices:

- i. Reconcile invoices with corresponding claims to confirm that expenses are accurately represented and fall within eligible categories.
- ii. Assess the legitimacy of vendors and service providers to prevent fraudulent or fictitious transactions.
- iii. Ensure invoice dates and amounts align with project timelines and financial projections.
- iv. Verify tax compliance on all invoices, ensuring alignment with applicable tax regulations and accurate calculation of net claimable amounts.

- c. Financial Scrutiny:
  - i. Examine financial statements and related documents for discrepancies, misreporting, or irregularities.
  - ii. Evaluate key financial metrics to assess the financial health and viability of the applicant's project.

**III. Investment & Incentive Assessment:**

- a. Assessment of Components:
  - i. Distinguish between core and non-core components as defined in the scheme.
  - ii. Ensure that each claim aligns with the appropriate classification and meets the eligibility requirements.
- b. Investment Consistency Verification:
  - i. Cross-check claimed investments with the applicant's Detailed Project Report (DPR), Bank Appraisal Report, and other supporting documents.
  - ii. Conduct comparative analysis across similar units to identify anomalies or potential misuse.
- c. Standardization Check:
  - i. Verify that the unit's components meet the scheme's standardization benchmarks, including quality standards, production capacity, and technological specifications.
- d. Impact Assessment:
  - i. Evaluate the socio-economic impact of the investments, particularly in terms of employment generation and regional development.
- e. Calculation of Incentives:
  - i. Apply the prescribed incentive formulas to determine the eligible incentive amount.
  - ii. Ensure that calculated incentives comply with scheme-specific caps and limits.
  - iii. Make pro-rata adjustments where applicable, especially in cases of partial eligibility or tiered incentive structures.
  - iv. Factor in GST and other relevant taxes to ensure accurate net incentive calculation.
- f. Discrepancy Resolution:
  - i. Address any inconsistencies between claimed and verified amounts.
  - ii. Highlight to the relevant authority for clarification requirement and resolution of discrepancies, where necessary.

**IV. Reporting & Discrepancy Management:**

- a. Scrutiny Report Delivery:
  - i. Submit a comprehensive scrutiny report to the Department within 15 days of receiving claims from the States.
  - ii. Ensure the report includes detailed findings from the audit process, including assessment of components, verification of documentation and invoices, and compliance checks.
- b. Report Content Requirements:

- i. Provide clear recommendations regarding incentive amounts for each claim, supported by rationale and audit evidence.
- ii. Document all discrepancies or issues identified during the pre-scrutiny process.
- iii. Include an executive summary highlighting key observations and conclusions for quick reference by decision-makers.
- c. Discrepancy Resolution:
  - i. Engage with relevant authorities to clarify and resolve any inconsistencies between claimed and verified data.
  - ii. Maintain a transparent and traceable record of all discrepancy resolutions.
- d. Confidentiality Handling:
  - i. Ensure that all reports and related documentation are handled with the highest level of confidentiality.
  - ii. Protect sensitive information throughout the audit and reporting lifecycle.

**V. Updation of Scheme portal**

- i. Periodic uploading of the audit reports on the scheme portal.
- ii. Maintenance of dashboard

**VI. Additional Responsibilities:**

- a. Physical Inspections:
  - i. Conduct random physical inspections of units to verify the existence and condition of plant and machinery, buildings, and other durable assets.
  - ii. Perform inspections upon request from the Department or in cases where discrepancies are identified during document scrutiny.
- b. GSTLI Claim Verification:
  - i. Participate in random checks of GSTLI claims submitted by unit holders.
  - ii. Collaborate with representatives nominated by DPIIT and the concerned UT of J&K during such verifications.
- c. Execution of Additional Tasks:
  - i. Undertake any other audit or pre-scrutiny assignments as directed by the Department, including tasks related to other schemes administered by the Department.

**Disclaimer:** The above-mentioned scope of work is illustrative and not exhaustive in nature.

**4.2 Indicative timelines for the scrutiny of claims:**

S. No.	Tasks	Time
1	Receipt of approved claims by DPIIT	T
2	Scrutiny report within 10 days of receiving the claims from the UT's	T+10

### 4.3 Indicative Cost Structure

Name of the Scheme	Component	Indicative No. of Claims (in 3 years)	% Claims > Rs. 1 Cr	Maximum Cost per Claim* (in Rs.)
NCSS, 2021	CII	~100	~45%	<= Rs.1 Cr: 3,000 > Rs. 1 Cr: 4,500
	CIS	~1100	~15%	<= Rs.1 Cr: 3,000 > Rs. 1 Cr: 4,500
	GSTLI	~4000	~30%	<= Rs.1 Cr: 3,000 > Rs. 1 Cr: 4,500
	WCIS	~1200	-	<= Rs.1 Cr: 3,000
IDS, 2017	All Components	~500	-	<= Rs.1 Cr: 1,500

*\*Per-claim costs indicated above are maximum ceilings; bids exceeding these ceilings shall not be considered*

### 4.4 Indicative Field Visits/ Unit visits

Incentive Amount	Minimum visits
Upto Rs. 1 crores	5%
More than Rs. 1 crore and Upto Rs.5 crores	10%
More than Rs.5 crores	15%

## 5. KEY PERSONNEL AND TEAM DEPLOYMENT

The following key personnel shall be deployed for the engagement:

Sl.	Position	No	Minimum Educational Qualification	Minimum Experience
1	Project Leader	1	Qualified FCA/ Cost Accountant/ MBA Finance or equivalent degree	Minimum 15+ years of experience in audit/ bank audits/ project management/ program implementation/ government consulting
2	Lead Auditor	4	Qualified FCA/ Cost Accountant/ MBA Finance	Minimum 10+ years of experience in project audit/ management/ program implementation/ government
3	Audit expert	8	Qualified FCA/ Cost Accountant/ MBA Finance	Minimum 7+ years of experience in auditing/ scrutiny/ verification – preferably having experience of government projects
4	Data Entry Operator	1	Graduate in any field with knowledge of computers (MS Excel, PowerPoint, Word, google sheets, etc.)	Minimum 2 years of experience in IT support, dashboard/reporting systems, website/portal support, government IT project coordination/ data entry

5.1 The above-mentioned resources shall be deployed in the regions of Jammu, Kashmir, Ladakh, Himachal Pradesh, Uttarakhand as per requirement.

5.2 The above is the indicative list of resources required during the project tenure.

5.3 DPIIT may add or reduce resources depending on need, over the course of the engagement. In case of any additional manpower needed by DPIIT under any position, the same shall be provided by the Selected Agency at the same cost indicated in the Bid / Financial Proposal (as per man-month rates).

5.4 The Selected Agency shall mandatorily deploy those resources who are showcased in the response to this RFP as dedicated resources. The Agency shall ensure continuity of these resources during the engagement period.

5.5 In case at any future date, DPIIT finds that the performance of any personnel is not up to the required standards, it may ask the Selected Agency to provide a replacement with similar qualifications and experience, and the Agency shall be under obligation to replace such manpower/personnel within a month of receipt of express written request by DPIIT.

## 6. FEES AND PAYMENT SCHEDULE

- 6.1 The Selected Agency shall submit monthly invoices to DPIIT for processing and payment, along with a Monthly Progress Report in the format as prescribed by DPIIT. The payment shall be made within 30 days after invoice receipt. All payments shall be released subject to satisfactory performance and acceptance of the Monthly Report by DPIIT/ Competent Authority.
- 6.2 It is highlighted that all expenses other than the field visit/ unit visit shall be incurred by the Selected Agency itself and must be built in the average cost per claim mentioned in para 4.3.
- 6.3 Travel expenses only pertaining to field visit/ unit visit (as per criteria mentioned in para 4.4), including hotel accommodation, travel, local conveyance and food, shall be borne by DPIIT for any travel undertaken within India, when such travel is undertaken only upon written request / approval of DPIIT (as per applicable Government norms).
- 6.4 In the event of any personnel resigning from the Agency, such personnel shall be under the obligation to give a minimum of two months' notice to the Agency who shall in-turn intimate the same to DPIIT forthwith. The Agency shall take all steps to provide details of a replacement with similar qualifications and experience within two months period, and such replacement shall be accepted by DPIIT only after written approval of DPIIT.

## 7. PRE-QUALIFICATION CRITERIA (PQC)

- 7.1 A pre-qualification criterion will be applied to short-list the bidders for technical and financial evaluation. The criteria along with the supporting documents required are listed below:

S. No.	Basic Requirement	Minimum Qualification Criteria	Supporting Documents
1	<b>Legal Entity</b>	The Applicant should be a entity company incorporated/ registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 or Registered as a society under the Societies Act, 1860 for at least 10 (Ten) years as on 31 <sup>st</sup> March 2025. No other legal entities are	The Agency must submit proof of Registration of the legal entity (Certificate of Incorporation / Registration, PAN, GST registration certificate)

		allowed to bid.	
<b>2</b>	<b>Turnover</b>	Minimum average annual turnover of INR 15 Crores over the last 3 financial years (FY 2024-25, FY2023-24 and FY 2022-23) <i>*This condition shall supersede the condition specified in the GeM portal.</i>	Audited Financial statements for the last 3 financial years.
<b>3</b>	<b>Eligibility</b>	Be a member of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India and should have valid full time Certificate of Practice (COP) issued by the respective institutes.	Certificate from Institute of Chartered Accountants of India/ Institute of Cost Accountants of India
<b>4</b>	<b>Specializations/ Experience</b>	A minimum of 7 years' experience in conducting audits of government schemes or projects, examination/ audit of incentives of various Incentive schemes implemented by Central/ State/ UT Governments, including at least 2 projects with a minimum value of Rs. 60 lakhs each in the last 5 years.	List of auditing projects completed, with references and contact information.
<b>5</b>	<b>Misconduct</b>	Not have been held guilty of any professional misconduct under the Cost and Works Accountant Act,1956 (as amended) or Chartered Accountants Act,1949(as amended) during past five years or penalized under Chapter V of the Finance Act, 1994 or Customs Act, 1962 or Central Excise Act,1944, DVAT Act,2004 or the Central/IGST/Delhi Goods and Service Tax Act, 2017. (Refer	Self-declaration on the company letter head

		<p>Annexure B).</p> <p>Not be facing any investigation or enquiry by the Central Board of Indirect Taxes and Customs (CBIC) or Govt. of NCT of Delhi or any of its subordinates offices for any violations under the Service Tax Law or the Customs Act, 1962 or the Central Excise Act, 1944, DVAT Act, 2004 or the Central/IGST/Delhi Goods and Service Tax Act, 2017.</p> <p>Documentary proof for Pre-qualification criteria is essential without which the proposal will be rejected.</p>	
<b>6</b>	<b>Legal Compliance</b>	<p>No history of legal disputes related to auditing services / not have indulged in any unethical professional practice or professional misconduct including moral turpitude in the last 5 years and should not be blacklisted by any central or state government company, PSU etc.</p>	<p>Self-declaration of legal compliance, any relevant legal documents on the company letter head.</p>
<b>7</b>	<b>Operational Capacity</b>	<p>Ability to deploy audit teams in multiple locations simultaneously.</p>	<p>Description of operational capabilities, case studies of multi-location audits.</p>
<b>8</b>	<b>Data Security and Confidentiality</b>	<p>Proven track record of handling sensitive financial data with robust data security measures in place.</p>	<p>Data security policy, and certifications (e.g., ISO 27001).</p>

7.2 It shall be the primary responsibility of the intending bidders to ensure correct submission of information. Any failure to submit correct information, non-compliance to any of the bid conditions, any suppression of information or misrepresentation of facts, etc. shall make the bid liable to be declared non-responsive and disqualified. Further, the Authority may take appropriate action for blacklisting of such bidders for a period of three years after following due process of law. This clause shall remain in force for the entire duration of the

contract. The Bidders who qualified in Pre-qualification assessment shall be called for technical presentation.

## **8. BID EVALUATION CRITERIA**

**8.1** Only those Agencies who meet the Pre-Qualification Criteria as per Clause 7 shall qualify for evaluation of their technical eligibility. Financial bids will be opened for those who qualify for the technical bid. **Evaluation of the Technical and Financial proposals will be based on Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30% for technical and financial proposals, respectively.**

### **8.2 Technical Eligibility Criteria**

The Evaluation Committee appointed by the DPIIT will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. If required, DPIIT may seek specific clarifications from any or all Agency at this stage. Each evaluated Proposal will be given a technical score (Ts) as detailed below. The maximum points/marks to be given under each of the evaluation criteria are:

<b>Criteria</b>	<b>Documents Required</b>	<b>Sub-Weight (Marks)</b>
<p>(A) Average Annual Turnover from Auditing and Assurance/consulting services during the three financial years i.e., 2022-23, 2023-24 and 2024-25</p> <p>INR 25 Crores and above - 15 Marks                      &gt; INR 20 Crores and up to 25 Crores - 10 Marks                      From INR 15 Crores and up to 20 Crores - 5 Marks</p>	<p>Audited financial statements for the last 3 years</p>	<p>15</p>
<p>(B) Number of assignments relevant to Scope of Work undertaken in last 7 years</p> <p>i. Atleast 7 and more similar assignments - 20 marks                      ii. Atleast 5 to 6 similar assignments - 15 marks                      iii. Atleast 2 to 4 similar assignments - 10 marks</p>	<p>List of government scheme audits conducted, with case studies and client feedback in the last 7 years. (LOI/work order/completion certificate/agreement)</p>	<p>20</p>
<p>(C) Key Personnel (compliance with minimum qualification &amp; experience and strength of CVs proposed)</p> <p>Project Leader – 5                      Lead Auditor – 6                      Audit Expert – 8                      Data Entry Operator – 1</p>	<p>Detailed CVs of key audit team members, including certifications and relevant experience in the prescribed format</p>	<p>20</p>
<p>(D) Methodology and Approach:</p> <p>(i) Detailed audit plan with clear timelines and milestones: 10 Marks                      (ii) Innovative strategies for efficiency and accuracy including use of technology: 10 Marks                      (iii) Approach to handling complex audits and unforeseen challenges: 10 Marks</p>	<p>A written proposal outlining the audit methodology and approach to the scrutiny of claims.</p>	<p>30</p>
<p>(E) Applicable Empanelment's and Certifications:</p> <p>(i) Quality Management Certifications e.g. ISO 9001 or equivalent: 5 Marks                      (ii) Relevant empanelment with central agencies such as CAG or Any other government entity or ministry: 5 Marks</p>	<p>Copies of empanelment and quality assurance certifications.</p>	<p>10</p>
<p>(F) Data Handling and Security:</p> <p>(i) Comprehensive data security policy: 2 Marks                      (ii) Certifications in data security (e.g., ISO/IEC 27001): 2 Marks                      (iii) Documented history of zero breaches/incidents:</p>	<p>Data security and confidentiality policies, certifications, and examples of previous data handling protocols.</p>	<p>05</p>

1 Mark		
<b>Total</b>		<b>100</b>

The qualifying technical score (Ts) for opening of the financial bid is 70 out of 100.

## 8.2 Financial proposal evaluation:

- i. The financial bid of only those Agencies who are shortlisted after technical evaluation (that is who score at least 70 marks in Technical Score) will be opened.
- ii. Technical Score (Ts): Technical Score will be the marks scored out of 100 in Table above multiplied by 0.7; that is  
 $Ts = (\text{Marks in Technical Evaluation}) \times 0.7$
- iii. **Financial Score (Fs):** The lowest total amount computed will be the F1 / Agency and will get the highest, 30 marks. The other Agency will get marks in proportion to F1 score.  
 $Fs = (\text{Marks in Financial Evaluation}) \times 0.3$
- iv. **Combined and Final Evaluation:** Combined score (S) (technical score (Ts) plus financial score (Fs) shall be calculated based on Technical and financial scores of the Agency as per QCBS system.  
 $(S = Ts + Fs).$

## 9. EARNEST MONEY DEPOSIT (EMD)

9.1 The Bid must be accompanied by a refundable Earnest Money Deposit (EMD) for the sum **INR 5,00,000/-** (Rupees five Lakh only) in the form of a Demand Draft/ Bank Guarantee, from a scheduled Indian Bank in favor of **Pay and Account Officer, DPIIT, New Delhi**, payable at New Delhi, shall be required to be submitted by each Applicant. The Bid Security/EMD shall be valid till the validity of the bid. The Bank Guarantee shall be in the format of **Annexure II**.

The Demand Draft/ Bank Guarantee in original shall be placed in an envelope and marked as

-EMD- [name of assignment]  
 Under Secretary,  
 Special Scheme Section, DPIIT,  
 Udyog Bhawan,  
 New Delhi.

9.2 The envelope shall not to be opened except in the presence of evaluation committee. **This**

**envelope shall be delivered to DPIIT in physical form before the Proposal Due Date.** In addition, a scanned copy (in pdf format) shall also be uploaded on GEM. Bids received without the specified Earnest Money Deposit Bid Security will be summarily rejected.

**9.3 No Alternative to the Earnest Money Deposit (EMD) shall be accepted. The EMD shall be furnished strictly in accordance with the provisions of Clauses 2.3.1 and 2.3.2 above, failing which the Proposal shall be liable to be rejected summarily.**

*Rule 170 (iii): In place of a Bid security, the Ministries/ Departments may require Bidders to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.*

9.4 The client will not be liable to pay any interest on Earnest Money Deposit. Bid security of Pre- Qualified but unsuccessful Applicants shall be returned, without any interest, within one month after grant of the work order to the Selected Applicant or when the selection process is cancelled by Client. The Selected Applicant's Earnest Money shall be returned, without any interest upon the Applicant accepting the work order and furnishing the Performance in accordance with provision of the RFP and work order.

9.5 Client will be entitled to forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to Client in regard to the RFP without prejudice to client's any other right or remedy under the following conditions:

- a. If an Applicant engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the Standard Form of work order).
- b. If any Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Applicant from time to time.
- c. In the case of the Selected Applicant, if the Selected Applicant fails to accept the work order or provide the Performance Security within the specified time limit, or
- d. If the Applicant commits any breach of terms of this RFP or is found to have made a false representation to Client.

9.6 Performance Security equivalent to the amount indicated in this RFP shall be furnished before start of work on assignment in form of a Bank Guarantee substantially in the form specified in the work order.

9.7 For the successful bidder the Performance Security shall be retained by Client until the completion of the assignment by the Applicant and be released 60 (Sixty) days after the completion of the assignment.

- 9.8 Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.
- 9.9 An Applicant should have, during the last 3 (three) years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant or its Associate, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant or its Associate.

## **10.FORCE MAJEURE**

- 10.1 Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- a. Party affected by an event of Force Majeure shall immediately notify the other Party of such an event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
  - b. No Breach of Work order: The failure of a party to fulfill any of its obligations under the Work order shall not be considered to be a breach of, or default under this Work order in so far as such inability arises from an event of Force Majeure, provided that the Party is affected by such an event:
  - c. has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Work order, and
  - d. has informed the other party as soon as possible about the occurrence of such an event.
  - e. the dates of commencement and estimated cessation of such event of Force Majeure; and
  - f. The manner in which the Force Majeure event(s) affects the Party's obligation(s) under the Work order.
- 10.2 Neither Party shall be able to suspend nor excuse the non- performance of its obligations hereunder unless such Party has given the notice specified above.
- 10.3 Extension of Time: Any period within which a Party shall, pursuant to this Work Order, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 10.4 Payments: During the period of their inability to perform the Services as a result of an event of Force Majeure, the 3rd party audit agency shall be entitled to continue to

be paid under the terms of this Work order, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the services after the end of such period.

## 11. TERMINATION OF THE CONTRACT

- 11.1 Any party (Client or the selected agency) may terminate the agreement with a notice of two (2) months to DPIIT, if the Agency deems that it is not in a position to fulfil the requirements and deliver the scope of work outlined in the agreement, subject to submission of all deliverables completed till the termination date, and proper handover of all documents, files and data to DPIIT. If the Agency decides to terminate the project, then the client will forfeit the Performance Guarantee.
- 11.2 **By the client:** The Client may terminate this Work order, written notice of termination to the 3rd party audit agency, to be given after the occurrence of any of the events specified in this clause:
- a) if the 3rd party audit agency do not remedy a failure in the performance of their obligations under the Work order, within a period of seven (7) days, after being notified or within such further period as the Client may have subsequently approved in writing.
  - b) within seven (7) days, if the 3rd party audit agency submits to the Client a false statement which has a material effect on the rights, obligations or interests of the Client. If the 3rd party audit agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client.
  - c) within seven (7) days, if the 3rd party audit agency, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Work order.
  - d) within fifteen (15) days, if the 3rd party audit agency becomes insolvent or bankrupt.
  - e) if, as the result of Force Majeure, the 3rd party audit agency are unable to perform a material portion of the Services for a period of not less than fifteen (15) days.
  - f) within fifteen (15) days, if the 3rd party audit agency fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof.
  - g) if the Client, in its sole discretion and for any reason whatsoever, within a period of fifteen (15) days decides to terminate this Work order.
- 11.3 **Payment upon termination:** Upon termination of this Work order, the Client will make the following payments to the Consultants:
- a. Remuneration pursuant to relevant clauses for Services satisfactorily performed prior to the effective date of termination.
- 11.4 If the Work order is terminated pursuant to Clause 11.2 a), b), d), e) or f), the 3rd party audit agency shall not be entitled to receive any agreed payments upon termination of the Work order. However, the Client may consider to make payment for the part satisfactorily performed on the basis of the quantum merit as assessed by it, in its sole

discretion, if such part is of economic utility to the Client. Under such circumstances, upon termination, the Client may also impose liquidated damages as per the provisions of relevant clauses of this Work order. The 3rd party audit agency will be required to pay any such liquidated damages to Client within 30 days of termination date.

- 11.5 Disputes about Events of Termination: If either Party disputes Termination of the work order under relevant clauses hereof, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to arbitration under relevant clauses hereof, and this Work order shall not be terminated on account of such event except in accordance with the terms of any resulting **arbitral award**.

## 12. PENALTY

- 12.1 Failure in fulfilment of deliverables as indicated in Clause 4 (Scope of Work), or non-compliance with reporting / review / deliverables submission requirements, shall warrant the following:
- a. For delays, repeated non-performance, non-attendance in review meetings, or failure to successfully perform / complete the deliverables, **DPIIT may impose a penalty up to 10% of the payable amount**, proportionate to the severity and impact of delay/non-performance.  
**Note:** repeated two occasions of non-performance will be considered as repeated non-performance.
  - b. In case of repeated failure or material breach of contract, DPIIT may **forfeit the Performance Security** and may terminate the contract as per Clause 9, without any liability.
  - c. The other form of penalty not mentioned in the RFP will be decided by the appropriate authority on a case-to-case basis.
  - d. Apart from the above, in case of any contravention/ violation/ misrepresentation of facts or submission of forged documents, the EMD/Performance Bank Security shall stand forfeited and DPIIT may take appropriate action including termination of contract, claim damages, legal proceedings and blacklisting as per applicable laws.
- 12.2 On account of circumstances beyond the control of the Selected Agency like natural calamities or force majeure event or any other unforeseeable events and upon formal notification by the appropriate authority, DPIIT may grant extension of time (as per the sole discretion of the DPIIT) for completion of deliverables, and in such a case, will not hold up the payment that is due for that particular stage, subject to satisfactory justification and approval.
- 12.3 Any dispute regarding penalty shall be handled as per dispute settlement provision.
- 12.4 The Client shall have the right to claim under Performance Security and appropriate the proceeds if any of the following occur:
- a. the Agency becomes liable to pay penalty.
  - b. occurrence of any of the events listed in sub-clauses (a) through (f) of Clause 3.2.2.

- c. any material breach of the terms hereof; and/or
- d. Without prejudice to paragraph above, the Agency fails to extend the validity of the Performance Security or provide a replacement Performance Security in accordance with the provisions of this Work order.
- e. Non-compliance of mutually agreed timelines/time plan
- f. For any reason the project is not completed owing to the faulty delivery/ non-cooperation/ non deliverance by the agency
- g. For any reason Contract is terminated by agency

### **13.VALIDITY OF BID**

**Proposals shall** remain valid for 180 (One Hundred and Eighty) days from the last date of submission of the Proposal on the GeM portal. A proposal valid for a shorter period shall be rejected as non-responsive.

### **14.DISPUTES**

All legal disputes are subject to the jurisdiction of Courts in Delhi only.

### **15.ACKNOWLEDGMENT BY AGENCY**

It shall be deemed that by submitting the Proposal electronically, the Agency has gone through the scope of work and other stipulations in detail; and:

- a) Made a complete and careful examination of the requirements for the project, details mentioned in RFP, general conditions of contract, submission formalities and evaluation mechanism.
- b) Received all relevant information requested from DPIIT.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of DPIIT.
- d) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- e) Agreed to be bound by the undertaking provided by it under and in terms hereof.

DPIIT shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by DPIIT.

### **16.RIGHT TO REJECT ANY OR ALL PROPOSALS**

16.1 Notwithstanding anything contained in this RFP document, DPIIT reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process, without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

DPIIT also reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered; or
- b) the Agency does not submit in time any information or clarification asked for by DPIIT;  
or
- c) the Agency fails to comply with any of the terms and conditions of this RFP.

## **17.SUBMISSION OF PROPOSAL – ELECTRONIC SUBMISSION, UPLOADING & MARKING**

17.1 The Proposals shall be submitted only through electronic mode on the designated GeM portal as notified by DPIIT. No Financial Bid shall be accepted in physical form.

17.2 However, physical submission of supporting documents/technical documentation (Technical Bid documents only) may be accepted as per the instructions in the Bid Document. Non-submission of physical Technical Bid documents shall not result in disqualification, provided the complete Technical Bid is uploaded on the portal within the stipulated timeline.

17.3 The Agency shall submit the Technical Proposal (Part A) and Financial Proposal (Part B) separately in the relevant sections/packets as provided on the portal, along with all supporting documents, before the deadline specified in the RFP Schedule.

17.4 The Agency must ensure that:

- 1. All uploaded documents are clear, legible and properly scanned.
- 2. Documents are uploaded in the required format (PDF / Word / Excel as specified).
- 3. Each file is correctly named and placed in the correct section to avoid rejection.

17.5 The portal-generated acknowledgement/receipt of bid submission shall be treated as proof of successful bid submission.

17.6 The Technical Proposal shall be uploaded as:

### **Part-A:**

Technical Proposal for Selection of a **Third party Audit Agency for DPIIT**

And Financial Proposal shall be uploaded as:

### **Part-B:**

Financial Proposal for Selection of a **Third party Audit Agency for DPIIT**

17.7 Any proposal not uploaded successfully on or before the scheduled time and date shall be treated as non-responsive and shall not be considered.

### **Note:**

- a) Opening of the Financial Proposal shall be done only after evaluation of the Technical Proposal, and as per the scheduled dates which shall be intimated by DPIIT to the eligible Agencies.

- b) **Agencies are advised to prepare their documents with proper sequence and indexing, page numbering and clear headings, failing which the bid may be considered non-responsive.**
- c) DPIIT shall not be responsible for delays/errors due to internet connectivity issues, portal downtime, device/browser errors, incomplete uploads, or last-minute submission failures.

## **18.DOCUMENTS TO ACCOMPANY THE PROPOSAL**

### **18.1 PART A – (Technical Proposal)**

The Agency must submit/upload the following particulars/documents along with the Technical Proposal failing which the proposal may be treated as non-responsive:

1. Covering Letter and Details of Agency as per Annexure III and IV, respectively.
2. Company Registration Certificate / Certificate of Incorporation, PAN, GST Registration.
3. Power of Attorney for signing of proposal, as applicable, duly notarized as per Annexure V.
4. Self-declaration of non-blacklisting on the letterhead as per Annexure VI.
5. Undertaking on correctness of details/information shared in the proposal as per Annexure VII.
6. Proof of work experience of similar nature in the form of Work Orders / LoA / Client Completion Certificates issued by the organizations in each such case, in the format mentioned in Annexure VIII and manpower details as format mentioned in Annexure VIII (a).
7. Government Clients Served (Relevant to Scope of Work) – Annexure - IX
8. Balance Sheets for the last three (3) Financial Years duly certified by a Chartered Accountant indicating the Annual Turnover for the mentioned years as per Annexure X.
9. Any other document(s) as mentioned in this RFP.

**Note:** The Agency must submit a detailed Index Page clearly mentioning the Document Names and File Names and ensure proper numbering and sequence as required by this RFP.

### **18.2 PART B – (Financial Proposal)**

The Agency must submit/upload the Financial Proposal as per format provided in Annexure IX.

## **19.AMENDMENT/ MODIFICATION**

1. At any time prior to the deadline for submission of Proposal, DPIIT, may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify any of the terms mentioned in this RFP document by issuance of Corrigendum/ Addendum/ Amendment.

2. All such amendments/ addenda/ corrigenda shall be hosted on the e-procurement portal/ website and shall also be communicated through email to the registered bidders, and will be binding on all participating Agencies.
3. In order to give the Agency a reasonable time for considering such amendment(s) in their proposal, or for any other reason, DPIIT may, at its sole discretion, extend the Proposal Due Date and the revised date shall be notified on the e-procurement portal/website.

## **20.LATE SUBMISSION**

Proposal received/uploaded after the deadline for submission prescribed by DPIIT on the e-procurement portal shall not be entertained and shall be rejected. DPIIT shall not be responsible for any delay due to technical issues, internet connectivity, server downtime, incomplete uploads or any other reason whatsoever.

## **21.CONSORTIUM / JOINT VENTURE:**

Agencies are NOT allowed to form Consortium / Joint Venture for participating in the bid.

## **22.MODIFICATIONS AND WITHDRAWAL OF PROPOSALS**

No modifications to the Proposals shall be allowed once it is submitted electronically on the e-procurement portal, in any circumstances. However, Agencies may withdraw their Proposal prior to the Proposal Due Date through the e-procurement portal by following the prescribed procedure available on the portal. Withdrawal of the proposal after the Proposal Due Date shall be treated as a breach and may result in forfeiture of the Bid Security/EMD and/or any other action as deemed appropriate by DPIIT.

## **23.PERFORMANCE SECURITY AND AGREEMENT**

DPIIT shall issue a Letter of Award (LoA) along with the Draft Agreement to the selected Agency post completion of technical and financial evaluation and selection of the successful bidder.

Within 21 days of issuance of LoA by DPIIT, the selected Agency shall be required to submit a Performance Security in the form of Bank Guarantee or third party FD or FDR or Demand Draft for an amount equivalent to 3% (Three percent) of the total quoted financial bid and enter into an Agreement with DPIIT.

The Performance Security shall be retained by DPIIT till completion of the project or three(3) years from the date of execution/enforcement of Agreement, whichever is later.

The Performance Security shall be forfeited at the sole discretion of DPIIT towards any loss, damage or non-performance/ breach by the Agency, as may be determined by DPIIT.

## **24.INDEMNITY**

The Agency shall, subject to the provisions of the Agreement, indemnify DPIIT for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due

to any deficiency in service on its part and/or non-performance of obligations under this RFP. The obligation under this clause shall survive the expiry or termination of the agreement.

## **25. LIMITATION OF LIABILITY**

In no circumstance shall the aggregate liability of either DPIIT or the Agency exceed the total value of the Agreement.

## ANNEXURE – I: PRE-BID QUERY FORMAT

Interested parties shall submit their queries in the following format:

Sl. No.	Clause No./ Page No.	Query/ Modifications Requested	Remark/ Reason
1.			
2.			
3.			
4.			
5.			

### Note:

Agency/ Agencies shall submit their query or modification in soft copy to [sss.dpiit@gov.in](mailto:sss.dpiit@gov.in) on or before the pre-bid query submission due date.

## **Annexure II: FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)

Ref.: Bank Guarantee:

Date:

Sir,

In consideration of Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Government of India (hereinafter referred as the \_Client\_, which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to M/s [name of 3rd party audit agency] a [type of company], established under laws of [country] and having its registered office at [address] (hereinafter referred to as the \_3rd party audit agency which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and permitted assigns), an Assignment for preparation of [name of assignment] Work order by issue of Client's Work order Letter of Award No. [reference] dated [date] and the same having been unequivocally accepted by the 3rd party audit agency, resulting in a Work order valued at Rs. [amount in figures and words] for (Scope of Work) (hereinafter called the \_Work order\_) and the 3rd party audit agency having agreed to furnish a Bank Guarantee amounting to Rs. [amount in figures and words] to the Client for performance of the said Agreement.

We [Name of Bank] incorporated under [law and country] having its Head Office at [address](hereinafter referred to as the Bank), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay the Client immediately on demand an or, all monies payable by the 3rd party audit agency to the extent of Rs. [amount in figure and words] as aforesaid at any time up to [date] without any demur, reservation, contest, recourse or protest and/ or without any reference to the 3rd party audit agency. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the 3rd party audit agency or any dispute pending before any Court, Tribunal, Arbitrator or any other authority.

We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until the Client discharges this guarantee.

The Client shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the Work order by the 3rd party audit agency nor shall the responsibility of the bank be affected by any variations in the terms and conditions of the work order or other documents. The Client shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Client and to exercise the same at any time in any manner, and

either to enforce or to forbear to enforce any covenants, contained or implied, in the Work order between the Client and the 3rd party audit agency any other course or remedy or security available to the client. The Bank shall not be relieved of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the 3rd party audit agency and notwithstanding any security or other guarantee that the client may have in relation to the Consulting Agencies liabilities.

This Guarantee shall be irrevocable and shall remain in full force and effect until discharge by the Bank of all its obligations hereunder.

This Guarantee shall not be affected by any change in the constitution or winding up of the 3rd party audit agency/the Bank or any absorption, merger or amalgamation of the 3rd party audit agency/the bank with any other Person.

Notwithstanding anything contained herein above our liability under this guarantee is limited to Rs. [amount in figure and words] and it shall remain in force up to and including [date] and shall extend from time to time for such period(s) (not exceeding one year), as may be desired by M/s [name of 3rd party audit agency] on whose behalf this guarantee has been given. Date this [date in words] day [month] of (year in \_yyyy\_ format] at [place].

## **WITNESS**

1. [Signature, Name and Address]
2. [Signature, Name and Address]

[Official Address] [With Bank Stamp]

Designation

Attorney as Per Power of Attorney No. Dated

Strike out, whichever is not applicable.

The date will be fixed as indicated in S.C.C. Designation

The stamp papers of appropriate value shall be purchased in the name of bank which issues

the "Bank Guarantee". The bank guarantee shall be issued either by a bank (Nationalized/Scheduled) located in India or a foreign bank through a correspondent bank (scheduled) located in India or directly by a foreign bank which has been determined in advance to be in advance to be acceptable to the Client.

## **ANNEXURE III: COVER LETTER**

(On the Letterhead of the Agency)

To,  
The Under Secretary  
Special Scheme Section  
Department for Promotion of Industry and Internal Trade  
New Delhi – 110001  
Date:

Ref: Limited Request for Proposal (RFP) For Selection of a Third-Party Audit Agency For Pre-Scrutiny of Approved Claims Under Industrial Development Schemes in Himalayan Region for Department for Promotion of Industry And Internal Trade (DPIIT)

Sir/Madam,

1. With reference to your RFP document \_\_\_\_\_, dated \_\_\_\_\_, I/We, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the subject RFP. The Proposal is unconditional and unqualified.
2. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the design and execution of the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may find necessary or requires supplementing or authenticate the Proposal.
5. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/We declare that:

(a) I/We have examined and have no reservations for the Bidding Documents, including any Addendum issued by the Authority; and

(b) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

(c) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and

(d) The undertakings given by us along with the Proposal in response to the subject RFP and information mentioned for the evaluation of the bid capacity were true and correct as on the date of making the Proposal and are also true and correct as on the Proposal Due Date and I/We shall continue to abide by them.

8. I/We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Agencies to BID for the Project, without incurring any liability to the Agencies, in accordance with the RFP document.

9. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.

11. I/We further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.

12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Agency, or in connection with the Bidding Process itself, in respect of the subject RFP and the terms and implementation thereof.

13. In the event of my/our being declared as the Selected Agency, I/We agree to enter into an Agreement in accordance with the draft that has been provided to me/us by the Authority. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

14. I/We have studied all the Bidding Documents carefully and also surveyed the website of DPIIT. We understand that except to the extent as expressly set forth in the Agreement, we

shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.

15. The documents accompanying the Technical Proposal, as specified in the RFP, have been submitted in separate files.

16. I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project not awarded to me/us or our Proposal is not opened or rejected.

17. The Financial Proposal has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the website and all the conditions that may affect the implementation cost.

18. I/We agree and undertake to abide by all the terms and conditions of the RFP document.

19. I/We shall keep this offer valid for 180 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.

20. I/We hereby certify that we have not changed any quantity as mentioned in the financial figures and confirm that any discrepancy arrives at any time, decision of Authority (DPIIT) will be considered as final.

21. I/We hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I/We submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Authorized signature (with stamp)

Name and title of signatory

Name of Firm

Address:

Telephone:

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## **ANNEXURE–IV: DETAILS OF AGENCY**

(On the Letter Head of the Agency)

a) **Name of the Agency:** \_\_\_\_\_

b) **Incorporation** (i.e. Company, Partnership or Proprietorship):

c) **Registered Office Address with telephone, fax, website and email:**

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

d) Date of Incorporation (Please attach copy of certificate of incorporation/Registration):

e) Name of the Contact Person (Authorized Signatory):

f) Designation: \_\_\_\_\_

g) Mobile Number & Telephone Number:

Mobile No.: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

h) E-mail Address: \_\_\_\_\_

i) GST Registration Number: \_\_\_\_\_

j) PAN Card: \_\_\_\_\_

k) Banking details (Bank name, Acc number &IFSC ): \_\_\_\_\_

Duly signed by the Authorized Signatory of the Agency (Name, Title and Address of the Authorized Signatory)

## ANNEXURE–V: POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, We, \_\_\_\_\_ [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr./Ms. \_\_\_\_\_ [name], son/ daughter/ wife of \_\_\_\_\_ [name], and presently residing at \_\_\_\_\_ [address], who is presently employed with/ retained by us and holding the position of \_\_\_\_\_ [designation], as our true and lawful attorney (hereinafter referred to as the –Authorized Representative), with power to sub- delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as 3rd party audit agency for “**Selection of Third party Audit Agency for Pre-Scrutiny of Incentive Claims Approved under the Industrial Development Schemes in Himalayan Region**”, to be developed by DPIIT (the –Authority) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until accepting the work order with the Authority.

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

IN WITNESS WHEREOF WE, \_\_\_\_\_ [name of organization], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ [date in words] DAY OF \_\_\_\_\_ [month] \_\_\_\_\_ [year in yyyy format].

For \_\_\_\_\_

[name and registered address of organization]

[Signature]

[Name]

[Designation]

Witnesses:

1. [Signature, name and address of witness]
2. [Signature, name and address of Witness] Accepted

Signature] [Name] [Designation] [Address] Notes:

**Note:**

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be seal affixed in accordance with the required procedure.
2. Wherever required, the Applicant should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed The Hague Legislation Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

**(On the Letter Head of the Agency)**

I/We \_\_\_\_\_ Proprietor/ Partner(s)/ Director(s) of M/s  
\_\_\_\_\_ hereby certified that, I/we M/s  
\_\_\_\_\_ have not been blacklisted or  
debarred by any Ministry/ Departments of Central/ State Government, International  
bodies like United Nations, World Bank or any other organization/ Funding Agencies  
as on date. In case the above information found false I/We are fully aware that the  
tender/ contract will be rejected / cancelled by Department for Promotion of Industry  
and Internal Trade (DPIIT) and EMD/PBG shall be forfeited. In addition to the above,  
DPIIT will not be responsible to pay the bills for any completed / partially completed  
work.

**Duly signed by the Authorized Signatory of the Agency**

(Name, Title and Address of the Authorized Signatory)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of Agency: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

*(On the Letter Head of the Agency)*

**Date:** \_\_\_\_\_

**To,**  
Under Secretary,  
Special Scheme Section, DPIIT,  
Udyog Bhawan,  
New Delhi.

**Ref:** Selection of a Third-Party Audit Agency for Pre-Scrutiny of Approved Claims Under Industrial Development Schemes In Himalayan Region for Department for Promotion of Industry and Internal Trade (DPIIT)

**Dear Sir/Madam,**

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DPIIT. Our Proposal is consistent with all requirements of submission as stated in the RFP or in any subsequent communication issued by DPIIT. We would be solely responsible for any errors or omissions in our Proposal. We hereby declare that we have read and understood the rules governing the development/implementation of the project as given in the RFP and Bidding Documents. We have examined and satisfied ourselves regarding the content of the various agreements, declarations and deeds to be executed and do hereby undertake to execute them when called upon to do so, and commit in unequivocal terms, in letter and spirit, that the project shall be implemented as per the comprehensive stipulations and requirements that have been spelt out by DPIIT, in the RFP and all related Bidding Documents including adherence to the relevant scope, capacities, specifications, guidelines, regulations, service standards and compliance requirements as detailed by DPIIT in this regard.

We also commit to abide by the decisions of DPIIT on all matters relating to the selection process, implementation of the Project and thereafter, as per the terms and conditions of the RFP and Agreement.

**Thank you,**

**Yours faithfully,**

**Duly signed by the Authorized Signatory of the Bidder**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Selection of Third-Party Audit Agency for Pre-Scrutiny of Incentive Claims Approved Under Industrial Development Schemes in Himalayan Region

Email: \_\_\_\_\_

**Seal of the Agency**

**ANNEXURE–VIII: PROJECT CREDENTIALS**

*(On the Letter Head of the Agency)*

S. No.	Parameters	Details
1.	Project Title	
2.	Project Description	
3.	Location	
4.	Name of Client	
5.	Total Value of Work Order (in Indian Rupees), as applicable	
6.	Other Information Relating to Project (Outcomes / Key Deliverables)	
7.	Copy of the Work Order / Agreement/ Completion Certificate to be submitted	

**\*Please use a separate sheet for each project**

**Duly signed by the Authorized Signatory of the Agency**

(Signature) \_\_\_\_\_

(Name, Title and Address of the Authorized Signatory)

**Seal of the Agency**

**Note:** Documentary proof (copy of Agreement / Work Order / Completion Certificate etc. of related projects)

**ANNEXURE – VIII (a): CURRICULUM VITAE (CV) FORMAT**

*(To be submitted for each Key Expert / Professional)*

**A. Personal & Contact Information**

S.No.	Particulars	Details
1.	Proposed Position	
2.	Name of Expert	
3.	Date of Birth	
4.	Citizenship	
5.	Complete Personal Contact Details (Residential Address, Telephone Number, Email id)	

**B. Educational Qualifications**

S.No.	Degree(s)/Diploma(s) Obtained	Name of Institution/ University	Year of Passing
6.			

**C. Training / Certifications / Courses**

S.No.	Other Trainings / Certification / Course	Institute / Organization	Year
7.			

**D. Publications / Research Work**

S.No.	Publications / Research Paper Published	Publisher / Platform	Year
8.			

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**E. Language Proficiency (Excellent / Good / Average)**

Language	Reading	Speaking	Writing
English			
Hindi			
Others (Please mention)			

**F. Employment Record**

S.No.	From (Month/Year)	To (Month/Year)	Employer	Position Held
9.				

**G. Detailed Tasks Assigned**

S.No.	Detailed Tasks Assigned (Activities Performed)
10.	

**H. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**

Particulars	Details
Name of Assignment/Project	
Year	
Location	
Client	
Main Project Features	

Position Held	
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**CERTIFICATION**

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Place:**                      **Date:**

**(Authorized Signatory)**

**(Signature of Expert)**

Selection of Third-Party Audit Agency for Pre-Scrutiny of Incentive Claims Approved Under Industrial Development Schemes in Himalayan Region  
**ANNEXURE – IX: DETAILS OF GOVERNMENT CLIENTS SERVED (LAST 7 YEARS)**

(On the Letterhead of the Agency)

**Name of the Agency:** \_\_\_\_\_

**RFP Title:** Selection of Consulting Firm for

**Period Covered:** Last Seven (7) Years (from // \_\_\_\_ to // \_\_\_\_)

**Table: Government Clients Served (Relevant to Scope of Work)**

S.L	Name of Government Client/Department /PSU/Autonomous Body	Assignment Type	Project /Assignment Title	Period of Engagement (From– To)	Documentary Proof Attached (LOI/W O/CC /Agreement)	Reference No. & Date of Proof	Remarks
1.							
2.							
3.							
4.							
5.							

**Note (to be included below the table)**

1. Each Government Client shall be counted only once even if multiple assignments have been undertaken for the same client.
2. Only assignments undertaken within the last seven (7) years shall be considered.
3. Documentary proof must be enclosed for each client: LOI / Work Order / Agreement / Completion Certificate / Client Certificate clearly mentioning the client name and scope of assignment.
4. Self-declaration without documentary proof may be treated as non-responsive.

**Declaration:**

I/We hereby certify that the information furnished above is true and correct, and the supporting documentary proofs are enclosed.

**Duly signed by the Authorized Signatory of the Agency**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**ANNEXURE – X: CA CERTIFIED TURNOVER CERTIFICATE**

CA Certified Turnover Certificate to be attached.

*(On the Letter Head of the Agency)*

**To,**  
Under Secretary,  
Special Scheme Section, DPIIT,  
Udyog Bhawan,  
New Delhi.

**Ref:** Financial Proposal for Selection of a Third-Party Audit Agency for Pre-Scrutiny of Approved Claims Under Industrial Development Schemes In Himalayan Region for Department for Promotion of Industry and Internal Trade (DPIIT)

**Dear Sir/Madam,**

**We, the undersigned, offer to provide the services** as a Third-Party Audit Agency for Pre-Scrutiny of Approved Claims Under Industrial Development Schemes in Himalayan Region for Department for Promotion of Industry and Internal Trade (DPIIT) dated \_\_\_\_\_. Our Financial Proposal is as per the details mentioned below:

**A. FINANCIAL BID AMOUNT (IN INR) FOR THREE YEARS**

<b>Particulars</b>	<b>Amount</b>
<b>Total Financial Bid Amount (in Figures)</b>	₹ _____
<b>Total Financial Bid Amount (in Words)</b>	Rupees _____ only

**Note: The above quote shall be exclusive of applicable GST.**

**B. DECLARATION**

1. We confirm that this Financial Proposal is unconditional and without any deviations.
2. We agree that the above quoted rates and total bid amount shall remain valid and binding as per the validity period stated in the RFP.
3. We understand and accept that DPIIT reserves the right to accept or reject any proposal as per provisions of the RFP.

**Yours faithfully,**

For and on behalf of [Name of Agency]  
Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_

Selection of Third-Party Audit Agency for Pre-Scrutiny of Incentive Claims Approved Under Industrial Development Schemes in Himalayan Region

Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_