

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-07-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-07-2026 18:30:00
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 Rural Development
विभाग का नाम/Department Name	Department Of Land Resources (dlr)
संगठन का नाम/Organisation Name	Integrated Watershed Management Programme (iwmp) Department Of Land Resources Ministry Of Rural Development
कार्यालय का नाम/Office Name	Slua Iwmp Assam Guwahati
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :samiul.hoque@assam.gov.in Buyer Email id: buycon1.iwmpird.as@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Month(s) 2 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	25 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,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	706960
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
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	14139

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).

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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Chief Executive Officer

Office of SLNA, WDC-PMKSY, Assam, Bhumi Sangrakshan Bhawan, R.G. Baurah Road, Guwahati 781005
(Chief Executive Officer)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

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

Number of Years of firm/company's existence as per ICAI certificate: Minimum 7 years of Firm Existence with Head Office in Assam.

Price Breakup Format for the bidders to upload for providing break-up of overall project cost: [1783600194.pdf](https://www.icaai.org/Download/1783600194.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
Statutory Audit	100	75	View File

Total Minimum Qualifying Marks for Technical Score: 75

QCBS Weightage(Technical:Financial):70:30

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
14-07-2026 15:00:00	O/o the Chief Executive Officer, SLNA WDC-PMKSY, Assam Bhumi Sangrakshan Bhawan, R.G. Baruah Road, Guwahati-781005

Financial Audit Services - Review Of Financial Statements, Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Investigating fraud , Compliance with law & regulations , Treasury operations , Bank Transactions
Type of Industries/Functions	Cash and Bank Balance , Statutory audit for the financial year 2025-2026 of SLNA, WDC- PMKSY, Assam
Frequency of Progress Report	Complete report from the date of entrustment

विवरण/ Specification	मूल्य/ Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Complete report from the date of entrustment
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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	Nirup Rajkumar	781005,Office of the Chief Executive Officer, SLNA, WDC-PMKSY, Assam, R.G Baruah Road	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

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

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---



OFFICE OF THE STATE LEVEL NODAL AGENCY, WDC - PMKSY, ASSAM
NODAL DEPTT: SOIL CONSERVATION, GOVT. OF ASSAM
3rd Floor, Bhumi Sangrakshan Bhawan, R.G. Baruah Road, Guwahati-781005
Website: <https://slnaiwmpassam.gov.in>, E-mail ID: assamslnaiwmp@gmail.com

REQUEST FOR PROPOSAL (RFP)
FOR
HIRING SERVICES OF CHARTERED ACCOUNTANT/ FIRM
FOR STATUTORY AUDIT FOR THE FINANCIAL YEAR 2025-26

Total Estimated cost:	Rs.7,06,960/- (Rupees Seven Lakh Six Thousand Nine Hundred Sixty) only including GST
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INTRODUCTION:

State Level Nodal Agency, Watershed Development Component - Pradhan Mantri Krishi Sinchayee Yojna (SLNA, WDC-PMKSY), Assam under aegis of Soil Conservation Department, Assam seeks to invite proposal from C & A.G. of India empanelled Chartered Accountant firms meeting the minimum eligibility criteria for providing their services for the statutory audit for the financial year 2025-2026 of SLNA, WDC- PMKSY, Assam at the State and District level, Project Implementing Agency and Watershed Committee level.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms and reference and the eligibility criteria for selection of the Chartered Accountant's firm are given in the following paragraphs.

TERMS OF REFERENCE (TOR) :

SECTION-I (BACKGROUND) :

The Society of the SLNA under WDC-PMKSY, Assam aims at sustainable development of rainfed/degraded or wasteland, common property resources and social capital to enhance employment, income generation, empowering rural, socially and economically. The common objectives are efficient management of land water inputs for equitable development and community empowerment.

SECTION –II- FUNDING :

The project sanctioned by the Govt. of India for implementation programme is spread over a period of 3 to 5 years with allocation of fund from the Department of Land Resource under Ministry of Rural Development, Govt. of India and a matching State share by the Govt. of Assam.

SECTION –III (SCOPE OF AUDIT) :

In conducting the audit, special attention should be paid to the following:

- a) An assessment of adequacy of the financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls; verification of assets and liabilities; a specific report on this aspect would be provided by the auditor annually as part of the management letter.

- b) Funds have been spent in accordance with the condition laid down by the Department of Land Resources, Ministry of Rural Development, Government of India from time to time with due attention to economy and efficiency, Counterpart contribution from State Government, where required, has been provided.
- c) Goods and services have been procured in accordance with the relevant procurement guideline issued by the Government of India, Government of Assam and SLNA, WDC-PMKSY, Assam.
- d) Post-Financial Audit: The auditor shall assist the client in rectifying any accounting errors, discrepancies, or compliance issues identified in the audit reports of previous financial years and during the course of the current audit, wherever required.
- e) The contract may be renewed for the Financial Year 2026-27 in the same terms and conditions and rates on the approval of the authority of the client.
- f) The contract may be renewed for the Financial Year 2026-27 on the same terms, conditions, and rates, subject to the approval of the competent authority of the Client based on the satisfactory performance of the auditor.

PROJECT FINANCIAL STATEMENTS:

The audit shall include the following in case of WDC-PMKSY1.0 and WDC-PMKSY2.0

- I. District wise/ Project Implementing Agency Consolidated Annual Statement of Accounts.
- II. SLNA level Annual Statement of Accounts.
- III. Batch wise Consolidated Annual Statement of Accounts.
- IV. Consolidated Annual Statement of Accounts. All Batches and SLNA level consolidated Annual Statement of Accounts.
- V. Batch wise Utilization Certificate.
- VI. Consolidated Utilization Certificate.
 - Expenditure at SLNA level to be included in Batch wise Annual Statement of Accounts.
 - Schedule of all Cash and Bank Balances (attach bank reconciliation statements)
 - Program wise statement of expenditure.
 - All reports should be submitted by Spiral Binding only.

SECTION-IV (ELIGIBILITY CRITERIA):

- I. The firm must be empaneled with C & AG of India and ICAI, without which the application of the firm would not be considered.
- II. Firms must qualify following minimum criteria:

Sl. No.	Particulars	Minimum Criteria
1.	Number of Full Time Partners associated with the firm for not less than 2 years (As per Certificate of ICAI as on 01-01-2026)	Minimum 2 partners
2.	Turnover of the firm (Average annual in last three financial years) 2023-24, 2024-25 & 2025-26	Minimum Rs. 25.00 Lakhs
3.	No.of Years of Firm Existence with Head Office in Assam.	Minimum 7 years
4.	The firm should have completed Audit assignments of Corporate/PSU/Social Sector entities (excluding bank branch audits) where the audited entity had a turnover of 20 Crore and more.	05 Nos Minimum Assignment

- Any firm not qualifying these minimum criteria need not apply, as their proposal shall be summarily rejected.
- Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along-with the technical proposal.
 - For Sl. No.1 above, the firm must submit attested copies of Certificate of ICAI as on 01-01-2026.
 - For Sl. No.2, the firm must submit copies of the Balance Sheet for the last three years i.e 2023-24, 2024-25, 2025-26.
 - For Sl. No.3, the firm must submit the certificates of registration or operation.
 - For Sl. No. 4, the firm must submit a copy of the appointment letter from the auditee organization. Branch audit of any Bank shall not be considered while taking into account the total number of assignments.
 - The firm or any partner of the firm should not be black-listed by any PSUs or Govt. or any other organization in respect of any assignment or behavior. (Self-attested Affidavit on **Rs. 100/-** Stamp paper to be given in this regard by the authorized person of the firm).

(All documents should be submitted systematically by indicating in Index.)

SECTION-V (BID SUBMISSION):

Each page of the bid should be serially numbered, signed and stamped by the authorized signatory and submit as per the following format:-

Sl. No.	Particulars	Supporting documents required to be submitted along-with this Form	Page No.
1	Name of firm		
2	Address of the firm		
3	Head Office	Phone No : Fax No : Mobile of Head office In-Charge :	
4	Branch Offices (Particulars of each branch to be given)	Phone Nos., Fax No.	
5	Firm Income Tax PAN No.	Attach copy of PAN Card	
6	Firm Service Tax Registration No.	Attach copy of the Registration	
7	Registration No. with ICAI	Attach copy	
8	Empanelment No. with C & AG of India	Attach proof of latest empanelment with C & AG for the year under Audit.	
9	No. of years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed	
10	Turnover of the Firm in last three years	Attach Balance Sheet of the three years. 2023-24, 2024-25, 2025-26	
11	Annual Average Turnover with Break-up Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart	
12	Audit Experience of the Firm : 1. Number of Assignments in commercial/statutory audit. 2. Number of assignments in Social Sector Audit (other than audit of charitable institutions)	Copy of the Offer Letter & the Fee Charged. Copy of the Offer Letter & the Fee Charged.	
13	Details of Partners : Provide following details : ➤ Number of Full Time Partners associated with the Firm for not less than 2 years ➤ Name of each Partner, ➤ Date of becoming ACA and FCA ➤ Date of joining the firm, ➤ Membership No., ➤ Qualification, ➤ Experience, ➤ Whether the partners is engaged full time or part time with the firm.	Attested copy of Certificate of ICAI as on 01-01-2026.	

14	If applying in joint venture, then provide similar details for the firms participating in joint venture	Letter jointly signed by all the firms participating in joint venture whereby they have agreed for the Lead Auditor.	
15	Indicate the Lead Auditor in the Joint Venture	Letter jointly signed by all the firms participating in joint venture whereby they have agreed for the Lead Auditor.	
16	Details of Earnest Money Deposit (EMD)	Attach copy	

SECTION- VII (SELECTION PROCESS OF THE AUDITOR) :

Opening of Technical Proposal:

- i) Technical Proposals submitted by the bidders through the GeM Portal shall be opened as per the schedule specified in the GeM Bid for evaluation by the Evaluation Committee (EC).
- ii) Bidders may submit hard copies of the Technical Bid documents, for record purposes, within 2 (two) days of submission of the bid to the following address:-

**Chief Executive Officer,
SLNA WDC-PMKSY, Assam
Bhumi Sangrakshan Bhawan,
R.G. Baruah Road, Guwahati-781005**

Evaluation of Technical Proposal :

- i) The EC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the evaluation criteria, sub- criteria as specified in the bid documents. Each responsive Proposal will be given a technical score. A Proposal shall be rejected/ disqualified at this stage if it does not respond to important aspects of the Bid or if it fails to achieve the minimum technical score indicated as given below.

Score card for Evaluation of Technical bid

SL.No	Criteria	Sub-criteria	Maximum Marks	Total Maximum Marks	Marks Obtained
1	Full time Partners as per ICAI	* > 6 partners	10	10	
		*5 to 6 partners	8		
		*2 to 4 partners	5		
2	No. of years of the Firm Existence in Assam	* > 30 years	10	10	
		*16 to 30 years	8		
		*7 to 15 years	5		
3	No. of assignment of Statutory Audit (5 nos. & turnover is not less than Rs.20.00 Crore) Order of Auditees	* > 15 Nos.	10	10	
		*11 to 15 Nos.	8		
		*5 to 10 Nos	5		
4	No. of ACA	* > 6 ACA	16	16	
		*4 to 6 ACA	9		
		*1 to 3 ACA	7		
5	No. of FCA	* > 6 FCA	18	18	
		*4 to 6 FCA	12		
		*1 to 3 FCA	8		
6	Qualified Staff (including Article Clerks)	* > 10 Nos.	16	16	
		*6 to 10 Nos	9		
		*1 to 5 Nos.	7		
7	Submission of Technical Approach	Technical approach and methodology	10	10	
8	Submission of Work Plan	Work plan	10	10	
Total Marks obtained				100	

The minimum Technical Score required to pass is: 75

- ii) The financial proposals of a Consultant shall be considered for evaluation provided it is evaluated as responsive (technically qualified) in technical evaluation stage by the EC.

Public Opening of Financial Proposals (For QCBS Method):

- i) After the technical evaluation is completed, the Client shall notify/publish the evaluation result in the GeM portal containing details about all the proposals and their responsiveness to the Bid, TOR and technical score awarded to them.
- ii) The Financial Proposals of all qualified Consultants whose proposal found to be responsive by the Technical Evaluation Committee shall be opened for further evaluation.

Quality and Cost Based Selection(QCBS) Method

The lowest evaluated Financial Proposal (Fm) is given the maximum Financial Score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$$Sf = 100 \times Fm / F$$

(Where, “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.)

The weights given to the Technical (T) and Financial (P) Proposals are:

$$T = 70\% \text{ and } P = 30\%$$

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; (T+P = 1) as following:

$$S = St \times T\% + Sf \times P\%.$$

SECTION –VIII (OTHER RELEVANT TERMS) :

1. **Earnest Money Deposit (EMD):** The bidder shall submit the Earnest Money Deposit (EMD) of Rs.14,139/- (Rupees Fourteen Thousand One Hundred Thirty Nine only) (i.e. 2% of the floor value) in the form of DD/FDR in favour of “**Chief Executive Officer, SLNA WDC-PMKSY, Assam**” from any nationalized bank. The bidder shall upload the copy of the EMD along with the Technical Bid on the GeM Portal. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract. The EMD of the successful bidder shall be released after submission of the Performance Security, wherever applicable.
2. **Performance Security Deposit:** The successful bidder shall furnish a Performance Security equivalent to 3% of the contract value in the form of DD/FDR in favour of “**Chief Executive Officer, SLNA WDC-PMKSY, Assam**” or as prescribed in the GeM Bid. Failure to submit the Performance Security within 15 days of intimation of award of contract may result in cancellation of the award and forfeiture of the EMD. The Performance Security shall remain valid for the period specified in the GeM Contract and shall be released after successful completion of all contractual obligations. The Performance Security may be forfeited in the event of breach of contract, failure to perform the assigned work satisfactorily, or violation of any terms and conditions of the contract.
3. Rates to be quoted for each group separately as per declared minimum rates indicated by the authority. Rates are to be quoted both in figures and words clearly. Any overwriting will be liable for cancellation.
4. Rates to be quoted inclusive of taxes.
5. Normally, the audit will be held centrally at State Level Nodal Agency WDC-PMKSY, Assam, Bhumi Sangrakshan Bhawan, R.G Baruah Road, Guwahati-781005. Cost on travelling etc. to the offices at state/divisions/districts levels, if any, will have to be borne by the firm. The selected firm may visit State/Division/District level for conducting audit if required.
6. Bidders may be invited for discussion, if needed.
7. Bidders shall have to complete and submit report within 3 (Three) Months from the date of entrustment. Non-submission of reports within stipulated time, the authority may decide to deduct upto 20% on the Contract Value.
8. Assignment should be completed as per the following group basis or on any other convenient basis as decided by the authority. Name of State and Districts are stated below for reference. Names of Watershed Committees may be collected from PIAs.

Group – A :

Sl. No.	Name of State	Name of office
1	Assam	State Level Nodal Agency, WDC - PMKSY, Assam, Bhumi Sangrakshan Bhawan, 3 rd Floor, R.G Baruah Road, Guwahati -781005

Group-B :

Sl. No.	Name of District	WCDC of the districts/ Name of office/ District with Headquarter
1	Kamrup (Metropolitan)	WCDC Kamrup (Metro), Guwahati
2	Kamrup (Rural)	WCDC Kamrup (Rural), Guwahati
3	Nalbari	WCDC Nalbari
4	Barpeta	WCDC Barpeta
5	Bongaigaon	WCDC Bongaigaon
6	Kokrajhar	WCDC Kokrajhar
7	Baksa	WCDC Baksa
8	Dhubri	WCDC Dhubri
9	Chirang	WCDC Chirang
10	Udalguri	WCDC Udalguri
11	Goalpara	WCDC Goalpara
12	Darrang	WCDC Darrang
13	Sonitpur	WCDC Sonitpur
14	Lakhimpur	WCDC Lakhimpur
15	Dhemaji	WCDC Dhemaji
16	Nagaon	WCDC Nagaon
17	Hojai	WCDC Hojai
18	Morigaon	WCDC Morigaon
19	Karbi-Anglong	WCDC Karbi-Anglong
20	West Karbi-Anglong	WCDC West Karbi-Anglong
21	Jorhat	WCDC Jorhat
22	Charaideo	WCDC Charaideo
23	Majuli	WCDC Majuli
24	Golaghat	WCDC Golaghat
25	Sivsagar	WCDC Sivsagar
26	Dibrugarh	WCDC Dibrugarh
27	Tinsukia	WCDC Tinsukia
28	Cachar	WCDC Cachar
29	Hailakandi	WCDC Hailakandi
30	Dima Hasao	WCDC Dima Hasao
31	Tamulpur	WCDC Tamulpur

Group-C :	Project Implementing Agencies in the districts as per Group-B
Group-D :	Watershed Committee constituted against the projects under the PIAs

9. 5 (five) copies each (Sl. from I to VI) as per project Financial Statements (**Section-III**).
10. Every page of the documents attached must be duly signed by the proprietor/partner/authorized person.
11. ToR, RFP and documents appended with proposal will form a part of the Agreement.

Self Declaration
(To be given on Company Letter Head)

1. I _____ son/ daughter/ wife of _____ and Proprietor/Director/authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD or Performance Guarantee as the case may be.

Date :

Place :

Signature of authorized person
(with seal)

Details of qualified Staff (Chartered Accountants)

(Please provide attested copy of Certificate of ICAI as on 01-01-2026 for each qualified staff)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualification	Area of key expertise	Membership No.	Relevant Experience
1						
2						
...						

Details of Semi-qualified Staff (including Articled Clerks etc.)

Sl. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualification	Area of key expertise	Relevant Experience	Remarks
Semi Qualified Staffs						
1						
2						
..						
Articled Clerks						
1						
2						
..						
Others						
1						
2						
..						

Technical Approach : The firm should explain the understanding of the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

Work Plan : The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them into a feasible working plan.

Financial Bid

Breakup of the Audit Fee quoted above must be provided as per following format:

Sl. No.	Particulars	Estimated cost of the assignment (in Rs.) inclusive of Taxes	Bidders Offer Price
1.	a) Audit of the office of State Level Nodal Agency, WDC - PMKSY, Assam, Guwahati-5 (Group A).	43,680.00	Both in Numeric and in Words. Rs. _____/- (Rupees.....)
	b) Audit of the office of WDC of the districts/ Name of office/District with Headquarter (Group B).	13,680.00	Both in Numeric and in Words. Rs. _____/- (Rupees.....)
	c) Audit of the office of Project Implementing Agency. (Group C).	63,520.00	Both in Numeric and in Words. Rs. _____/- (Rupees.....)
	d) Audit of the office of Watershed Committee (Group D).	5,86,080.00	Both in Numeric and in Words. Rs. _____/- (Rupees.....)
2.	Others, if any		Both in Numeric and in Words. Rs. _____/- (Rupees.....)
	Total	7,06,960.00	Both in Numeric and in Words. Rs. _____/- (Rupees.....)

N.B. :- All other documents should be placed in Technical Bid.