

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-10-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-10-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Chhattisgarh
विभाग का नाम/Department Name	Higher Education Department Chhattisgarh
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Hemchand Yadav University Durg
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :finance-durguniv.cg@nic.in Buyer Email id: establishment@durguniversity.ac.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s) 5 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड 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
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
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)	300000
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

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	8

(a). 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 :

REGISTRAR

Hemchand Yadav University Durg, Higher Education Department Chhattisgarh, N/A,
(Registrar)

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.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**Number of Years of firm/company's existence as per ICAI certificate:**AS PER UPLOADED ATC**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**AS PER UPLOADED ATC**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**AS PER UPLOADED ATC**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**AS PER UPLOADED ATC**Number of XX fulltime CA's required and YY professional audit staff:**AS PER UPLOADED ATC**This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
AS PER ATC	100	50	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 50**QCBS Weightage(Technical:Financial):**60:40**Presentation Venue:**HEMCHAND YADAV UNIVERSITY DURG.**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
08-10-2026 15:00:00	HEMCHAND YADAV UNIVERSITY, RAIPUR NAKA, DURG (CG)

Financial Audit Services - Review Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	TDS FILING, GST FILING, EPF/ESIC/NPS COMPLIANCE
Category of Work under Financial Audit	ACCOUNTING IN TALLY ENTRY AND REGULATORY COMPLIANCE
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance

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

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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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
18%	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Himanshu Sekhar Mandavi	491001,Near Y Shape Bridge, Raipur Naka Durg Chhattisgarh	Project / Lumpsum Based	Number of Months for which Post Audit Support is required : 12

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 ATC

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

BIDER MUST BE SUBMIT DOCUMENTS WHICH UPLAODED IN GeM PORTAL IN PHYSICAL(PRINTOUT) OF ALL NECESSARY DOCUMENT FOR TECHNICAL EVALUATION BEFORE THE LAST DATE OF SUBMISSION. (Address- Registrar, Hemchand Yadav University, Durg (CG)Pin- 491001)

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---



HEMCHAND YADAV VISHVAVIDYALAY, DURG (C.G.)

(Formerly – Durg Vishwavidyalaya, Durg)

Raipur Naka, Durg (C.G.) - 491001

Email: registrar@durguniversity.ac.in Website: www.durguniversity.ac.in

No. 2/ HYV-Dev./CAService/2026

Durg, Date 04/08/2026

- INVITES -

Expression of Interest from Chartered Accountants Firm for Maintenance of Accounts, Compliance, Taxation and Consultancy Work of HEMCHAND University

CA Firm required to conduct under noted activities:

- A. **PF/ESIC/NPS Compliance:** Filing of Monthly Returns and Preparation of Challan.
- B. **GST Compliance:** Filing of Monthly return and Preparation of GST challan.
- C. **TDS under Income Tax Compliance:**
Quarterly Filing of Form-24Q (Salary) and Form-26Q (Non-Salary) and Monthly Challan generation.
Generation of Form-16 every year, quarterly return.
- D. **Annual Accounting and other related work** like finance management, Audit, Cash Book, Bank Reconciliation statement, teacher remuneration, Salary (Regular, Contractual, Daily Wages, Labour etc.) advance adjustment, Grant, Expenses and other related work, accounting in tally software and data entry etc.

The CA firm should possess under noted qualification/experience

- A. The CA firm (chartered accountants' firm) should be in existence for at least **3 years**.
- B. CA firm should have at least **3 years experience** preferable in Compliance, Accounting and taxation.
- C. The CA firm should be committed to complete the assignment within the time specified by mission director from time to time.
- D. The Head Office or branch of the CA firm should be situated in **Durg**.

A. TERMS & CONDITIONS

1. The whole process of tendering can be cancelled without giving any prior notice by the competent authority of HYV Durg (C.G.).
2. Any undue influence of any type may disqualify the bidder and the bid will be rejected.
3. Quotation shall be in two covers:
 - o **Technical Bid**
 - o **Financial Bid**
4. The technical bid will be opened first and evaluated by the committee constituted in the office of HYV Durg (C.G.).
5. The technical and financial bids must submitted the University.
6. Proposals without necessary documents will be rejected.

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7. Selection of CA firm will depend upon competence and University preference.
8. University reserves the right to accept or reject any application without assigning any reason.
9. In case of dispute **court jurisdiction will be Durg (C.G.)**.
10. Empanelled Chartered Accountant shall execute **MOU/Agreement** with the University.
11. Entire work shall be done at **HEMCHAND YADAV UNIVERSITY Durg premises with licensed software**.
12. Audit objection on annual accounts to be replied by the CA firm.
13. CA firm must have **permanent office at Durg**.
14. CA firm shall provide **minimum three manpower** for accounting work.
15. All statutory dues/payments shall be made by the CA firm.

B. RATES & PAYMENT TERMS

The CA firm will be required to quote the **yearly professional fees**. The rates invited will be inclusive of:

- Traveling Expenses
- Stationery Expenses
- Communication Expenses
- Other out-of-pocket expenditure
- All taxes.

Fees will be paid on **yearly after submission of monthly report**.

C. CONFIDENTIALITY

The CA firm shall not disclose the data and information to any third party including internal department.

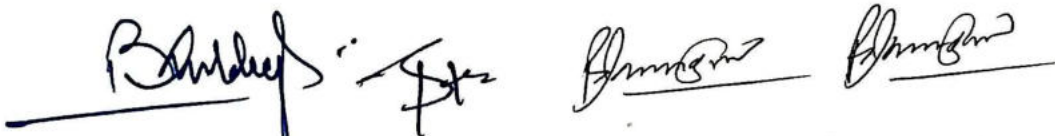
D. PENALTIES

1. In the event of gross negligence, irregularity, laxity or misconduct the contract may be terminated.
2. The CA firm may be **blacklisted** by the competent authority.
3. Monthly report must be submitted **before 5th of next month**.
4. Delay penalty:
10% of professional fees of the respective month for each delay.

ELIGIBILITY CRITERIA (NORMS)

Chartered Accountant Firms fulfilling the following eligibility conditions shall only be eligible to participate in this tender for providing Accounting, Compliance, Taxation and Consultancy services to **HEMCHAND UNIVERSITY, DURG(C.G.)**.

Joint Venture / Consortium of firms shall **not be allowed** for participation.



The eligibility criteria are as follows:

The eligibility criteria are as follows:

1. The Chartered Accountant Firm should be **Partnership Firm** registered with the **Institute of Chartered Accountants of India (ICAI)** and holding a valid Firm Registration Number (FRN).
2. The firm should be **in practice for a minimum period of 03 (three) years** as on **01.01.2026**, and should be **empanelled with the Comptroller & Auditor General (C&AG) of India for the Financial Year 2025–26**. Documentary evidence such as **Firm Status Card issued by ICAI and C&AG empanelment letter** shall be submitted.
3. The firm should have experience of conducting Internal Audit / Statutory Audit / Accounting or Compliance assignments of Universities for a minimum period of three (3) years out of last 5 years. Documentary evidence such as Work Orders / Appointment Letters / Completion Certificates issued by the concerned University shall be submitted.
4. The firm should have **at least two (2) full-time Chartered Accountants** associated with the firm for a period of **more than two (2) years**.
5. The firm should have an **average professional income of ₹ 10 lac or above** during the last three financial years i.e., **FY 2022-23, FY 2023-24 and FY 2024-25**. Supporting documents such as **Audited Financial Statements and Income Tax Returns** for the respective financial years must be submitted.
6. The firm should have a **minimum of 03 (three) team members** including partners, Chartered Accountants, articles and other staff members.
7. The firm should have **minimum 05 assignments of Government / PSU audit or accounting work experience**.
8. The firm must have an head office in Chhattisgarh and **office located at Durg, Chhattisgarh**, and should possess **valid GST registration in the State of Chhattisgarh**. Documentary proof as approved by ICAI along with **GST Registration Certificate** must be submitted.
9. The firm should **not have been issued cancellation of work order, forfeiture of EMD, or similar penalty by any Government / Semi-Government / Autonomous organization in the last five (5) years**.
10. The firm should **not have been barred or blacklisted from appointment by any Government or Semi-Government organization during the last five (5) years**.

EVALUATION METHODOLOGY:

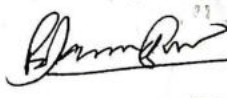
The evaluation will be a two-stage process: -

Stage 1 – General cum Technical Bid Evaluation,

Stage 2 – Financial Bid Evaluation

General cum Technical Bid Evaluation

The evaluation will involve validating the credentials submitted in the format as prescribed. Credentials without necessary valid proof will not be considered for eligibility. The University reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the Bidders thereof. The following weightage criteria will be adopted during technical evaluation:

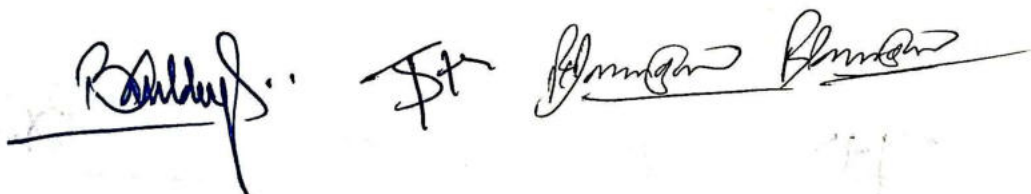


Evaluation of Technical Proposal

The Technical Proposals submitted by the eligible Chartered Accountant Firms shall be evaluated by the Evaluation Committee constituted by **HEMCHAND UNIVERSITY, DURG(C.G.)**.

Sl. No.	Particulars	Minimum Criteria	Min/Max Marks	Evaluation Criterion
1	Number of Full Time Partners exclusively associated with the firm for not less than 2 years (as per ICAI certificate as on 01.01.2026)	Minimum 2 Partners	4 / 10	1 Partners = 2 Marks (Maximum 10 Marks)
2	Average Professional Income of the Firm during last three financial years (2022-23, 2023-24, 2024-25)	Minimum ₹ 10 Lakhs	5 / 10	₹ 10 Lakhs = 5 Marks Additional 1 Mark for every ₹10 Lakhs above ₹50 Lakhs (Maximum 10 Marks)
3	Experience of Government / PSU / Autonomous Bodies Assignments (Internal Audit / Accounting / Compliance Work)	Minimum 5 Assignments	10 / 20	5 Assignments = 10 Marks Each additional assignment above 5 = 2 Mark (Maximum 20 Marks)
4	Minimum 3 years experience of audit / accounting assignments of Universities	3 year	6/10	3 Assignment = 6 Marks Each additional year above = 1 mark (Maximum 5 Mark)
5	Number of Professional / Semi-Qualified Staff (CAs / Articles / Staff)	Minimum 5 Persons	5 / 10	5 Persons = 5 Marks Each additional staff above 5 = 1 Mark (Maximum 10 Marks)
6	Firm Experience / Existence	Minimum 3 Years	5 / 12	3 Years = 5 Marks Additional 1 Mark for each year above 3 (Maximum 12 Marks)
7	Presentation of firm for work methodology and plan		0/30	On the basis of merit of Presentation.
		Total	50/100	

In the first stage, the Technical Proposal will be evaluated on the basis of Applicant's experience, its understanding of requirements, proposed methodology, and the experience of firm. Only those Applicants whose Technical Proposals score 50 points or more out of 60 shall be called for presentation.



Short-listing of Applicants

Final ranking shall be done after presentation as per score achieved by them, from highest to the lowest technical score (ST). Out of the applicants ranked as aforementioned criteria, not more than 5 (five) shall be pre-qualified, i.e. top 5 (five) ranked will be short-listed for financial evaluation in the second stage.

Evaluation of Financial Proposal

In the second stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score (SF)

For financial evaluation, the total cost indicated in the Financial Proposal will be considered.

The Authority will determine whether the Financial Proposals are complete, qualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F = amount of Financial Proposal)

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where, Tw and Fw are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.6 and 0.4 respectively.

The Selected Applicant shall be the Applicant having the highest combined score.

Award of Contract

The Employer shall notify the successful bidder by issuing a 'Letter of Acceptance' (LOA) that his bid has been accepted.

Performance Security

Prior to signing of the Contract, the bidder to whom LoA has been issued shall have to furnish performance Security of the amount, form and duration, etc. as specified in the Proposal Instructions Sheet.

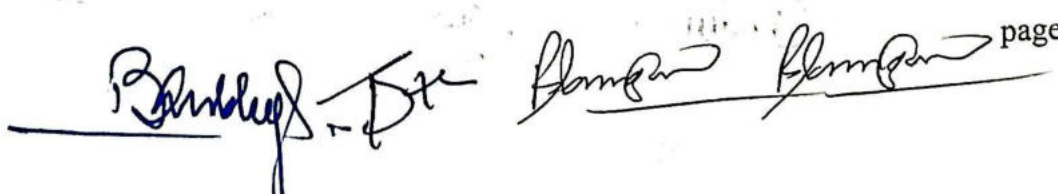
Additional performance security, if applicable, is mentioned in the Proposal Instructions Sheet and shall be in the form and for the duration etc. similar to performance security.

Signing of Contract Agreement

The successful bidder shall have to furnish Performance security and additional performance security, if any, and sign the contract agreement within 15 days of issue of LOA.

The signing of contract agreement shall be reckoned as intimation to commencement of work. No separate work order shall be issued by the Employer to the auditor for commencement of work.

In the event of failure of the successful bidder to submit Performance Security and additional performance security if any or sign the Contract Agreement, his shall stand forfeited without prejudice to the right of the employer for taking action against the bidder.

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2. SCOPE OF WORK

- a. PF/ESIC/NPS Compliance – Monthly Returns & Challan
- b. TDS (GST) Compliance – Monthly (GST) Returns & Challan
- c. TDS Income Tax Compliance – Form 24Q, 26Q & Form-16 generation
- d. Annual Accounting Work – Cash Book, Bank Reconciliation, Salary accounting, Grant accounting, Tally entries monthly income Expenditure report etc..
- e. Consultancy services related account matter.

3. COMPLETION OF WORK

The CA firm must complete the assignment within the time specified by the Registrar from time to time.

4. REGISTRAR'S RIGHT TO ACCEPT / REJECT

Registrar reserves the right to accept or reject the proposal at any stage.

5. SUB-CONTRACTING

The CA firm to whom work is awarded shall **not subcontract** the work either partially or fully.

6. LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

1. Security Deposit – 3% of Work order.
2. Partnership Firm Document
3. ICAI Registration Certificate
4. Last **3 years ITR**
5. PAN & GST Copy
6. Firm existence proof (3 years)
7. Experience proof
8. Durg office proof
9. Affidavit regarding non-blacklisting

7. FORMAT FOR TECHNICAL PROPOSAL

1. Name of CA Firm & FRN (ICAI)
2. Head Office Address
3. Address of office in Raipur
4. Date of establishment of office at Raipur
5. Telephone / Fax / Email
6. PAN No.
7. GST No.

8.

FINANCIAL BID

SNO	WORK OR ASSIGNMENT	AMOUNT (Rs) INCLUDING ALL TAXES
1	EPF/ESIC Compliance - Monthly Return & Challan	
2	GST Compliance - Monthly Return & GST Challan	
3	TDS Compliance - Form 24Q/26Q & Form-16, quarterly return.	
4	Accounting & Finance Management Work (Tally entry, monthly income, expenditure report, monthly BRS, Cash book utilization certificate) For year 2024-25	
5	Accounting & Finance Management Work (Tally entry, monthly income, expenditure report, monthly BRS, Cash book utilization certificate) For year 2025-26	
6	Accounting & Finance Management Work (Tally entry, monthly income, expenditure report, monthly BRS, Cash book utilization certificate) For year 2026-27	
7	Consultancy Services	
Grand Total :		

