



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5404858
Dated/दिनांक : 28-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	14-10-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	14-10-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
Item Category/मद केटेगरी	Financial Audit Services - Inventory and asset verification; CA Firm, Audit Firm, CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	3 Month(s) 2 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	472000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued

by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

5. 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.

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

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate: more than 10 years

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:1 year minimum

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:minimum 3 full time partners

Financial Audit Services - Inventory And Asset Verification; CA Firm, Audit Firm, CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Inventory and asset verification
Type of Financial Audit Partner	CA Firm , Audit Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , Compliance with law & regulations
Type of Industries/Functions	Fixed assets, depreciation and amortisation , Inventory & Store management
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly

Specification	Values
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Imtiyaz Khan	422101,India Security Press, Nashik Road Nashik , Maharashtra	1	N/A

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

1. Generic

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

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Buyer Added Bid Specific ATC

(I) PAN: The Bidder should be registered with the Income tax. Relevant proof in support shall be submitted.

(II) Goods & Service Tax Registration (GST): The Bidder should be registered with Goods & Service Tax (GST). Relevant proof of registration Certificate shall be submitted.

(III) Undertaking:-

- The bidder has to provide the undertaking that **“We M/s. <Name of the firm> have not been blacklisted/debarred by Government of India/State Government/PSU/ Any Reputed Organization in the past”.**
- The bidder has to provide the undertaking that **“We M/s. <Name of the firm>agree to withdraw all the deviations, if any, unconditionally and accept all the Terms and conditions of the tender document including the technical specifications.”**

- iii. The bidder has to provide the undertaking that **“We M/s. <Name of the firm> have the Capability to supply of the relevant services as per tender document”**.

(IV) Contract Period: 90 days from the date of issue of Contract.

(V) Quantum of LD: If the Seller/Service Provider fails to deliver any or all of the Goods/Services within the original/re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without any controversy/dispute of any sort whatsoever.

(VI) Scope of Work:- The detailed scope of work is as below-

Objective: To conduct a thorough physical verification of all inventory categories at ISP, identifying slow-moving, non-moving, surplus, unserviceable, and obsolete items, while providing detailed aging analysis and identifying un-reconciled items.

1. The physical verification shall cover the following inventory categories:
 - i. Raw Materials, Packing Materials, and Consumables.
 - ii. Finished and Semi-Finished Goods.
 - iii. Stores, Spare Parts, and Valuable Scrap.
2. Conduct physical verification of all inventories/stores and reconcile them with the SAP records and Store Ledger. Areas to be covered:
 - i. Stores and spares/inventories (including raw materials, WIP, finished goods).
 - ii. Material at Site Account.
 - iii. Obsolete Stores and Inventory.
 - iv. Any other relevant items.
 - v. Report any discrepancies identified during verification.
3. Prepare a department-wise list of inventory at each SAP location, segregating usable and unusable items.
4. Prepare and certify the Inventory Register as per the prescribed format, in both hard and soft copies.

Matched List

Material Code	Material Description	Location

Un- Matched List

Material Code	Material Description	Location

5. Any discrepancies found during the physical verification must be documented, with reasons noted and countersigned by both the verification team and the concerned ISP officials.
6. Discuss the draft report's salient observations with the Head of Finance and CGM of the unit to facilitate corrective actions.
7. Prepare a draft composite report covering all areas within the scope, including additional information and rectifications.
8. Ensure the final report is comprehensive and references relevant Accounting policies, sections, or rules from applicable accounting standards, suggesting proper accounting treatments where necessary.
9. It may be noted that a separate teams will be deputed simultaneously for physical verification of assets and inventory respectively.
10. Final Deliverables:
11. Fixed Asset Register and Inventory Register: Certified copies in both hard and soft formats.
12. Comprehensive Reports: Draft and final reports covering all the points listed in Scope of work and all the aspects of the physical verification and reconciliation, including department-wise asset and inventory lists, discrepancy reports, and recommendations for corrective actions.

13. Time Period:

- i. The above physical verification of fixed asset and inventory, its reconciliation, reporting etc. is to be done on the basis of Closing Balance as on 30/09/2024.
- ii. The firm has to depute a qualified Chartered Accountant/Cost Accountant along with other 3 team members. It may be noted that a separate teams will be deputed simultaneously for physical verification of assets and inventory respectively.
- iii. The assignment shall be time bound and the assignment of physical verification report shall be completed within 90 days from date of Purchase Order.

14. Minimum Eligibility Criteria:

- iv. The bidder should be a practicing Chartered Accountant/Cost Accountant Firm having a minimum of 3(three) number of full-time partners in practice. Copy of Certificate of Practice of Full time Partners in Practice should be submitted along with tender document.
- v. The practicing Chartered Accountant/Cost Accountant firm should have experience in conducting physical verification of fixed assets with the Govt. Departments/PSUs/ Medium/large Private Ltd. Companies as on the last date of submission of Tender.
- vi. The firm should have successfully carried out at least one (01) number of similar services of Physical verification of fixed asset in any one year during last 5 years of any Govt. departments/PSUs/Medium/large Private Ltd.
- vii. The Bidder must have Income Tax Permanent Account Number (PAN) and Goods & Service Tax Registration.
- viii. The firm should be registered with ICAI/ ICMAI for more than 10 years.
- ix. The firm should have annual revenue receipt of more than Rs 24 Lakhs (Duly authenticated by an undertaking and supported by the copy of latest ITR).

15. Financial Criteria:

- i. Copies of audited balance sheet and Profit-loss account statements for last three financial years i.e . 2021-22, 2022-23 and 2023-24 should be submitted along with the tender document.
- ii. The bidders including the local suppliers should not have suffered any financial loss for more than one year during the last three financial years i.e. 2021-22, 2022-23 and 2023-24.
- iii. Net worth of the bidders' firms should not have been eroded by more than 30% during the last 3 financial year's i.e 2021-22, 2022-23 and 2023-24.
- iv. The net worth of the firm should not be negative as on 31st Mar.2024.

16. Payment Terms:

- i. 100% payment after submission of Physical verification report and after acceptance of this report by Management.
- ii. All expenses towards travelling lodging, boarding, food, other expenses and out of pocket expenses shall be borne by firm itself. No reimbursement will be made by ISP, Nasik for the above said expenses.

Sr. No.	Description	Submitted / Not Submitted
1.	MSE Certificate / Start Up Certificate, if any	
2.	Documentary evidence towards PAN & GST Registration as per clause I) & II)	
3.	Duly sealed and signed copy of Scope of Work.	
4.	Compliance to all terms and conditions of bid documents.	
5.	Undertakings/Declarations as per clause III) a), b), and c)	
6.	Copies of audited balance sheet and Profit-loss account statements for last three financial years i.e. 2021-22, 2022-23 and 2023-24 should be submitted along with the tender document.	

Disclaimer/अस्वीकरण

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

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

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई

का आधार होगा।

---Thank You/धन्यवाद---