



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5744552
Dated/दिनांक : 23-12-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-01-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-01-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Health And Family Welfare
Department Name/विभाग का नाम	Department Of Health And Family Welfare
Organisation Name/संगठन का नाम	Central Medical Services Society (cmss)
Office Name/कार्यालय का नाम	li Floor Viswayuvak Kendra Chanakyapuri
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements; CAG Empaneled Audit or CA Firm , Financial Audit Services - Tax Audit; CAG Empaneled Audit or CA Firm , Financial Audit Services - Handhold for GST Compliance; CAG Empaneled Audit or CA Firm , Financial Audit Services - Certification Legal Opinion; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 Year(s) 7 Month(s) 4 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	20 Lakh (s)
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),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
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
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
EMD Amount/ईएमडी राशि	10000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). 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./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।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

GM FINANCE

II Floor ViswaYuvak Kendra Chanakyapuri, Department of Health and Family Welfare, Central Medical Services Society (CMSS), Ministry of Health and Family Welfare
(Central Medical Services Society)

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. 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.
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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:As per NIT document.

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 NIT document.

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 NIT document.

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per NIT document.

Number of XX fulltime CA's required and YY professional audit staff:As per NIT document.

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1734954365.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
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30-12-2024 11:00:00	Meeting LINK: https://us06web.zoom.us/j/85121315195?pwd=SsqYbrudy67K055gPbbb91VIUsx8D0.1
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Financial Audit Services - Review Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with law & regulations , Review system & processes
Type of Industries/Functions	Purchase & Procurement
Frequency of Progress Report	semi annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	semi annual
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	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	1	N/A

Financial Audit Services - Tax Audit; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Tax Audit
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Compliance with law & regulations , Review system & processes , Compliance with contracts , Audit of financial statements , Reliability of financial reporting
Type of Industries/Functions	Purchase & Procurement
Frequency of Progress Report	annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	annual
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	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	1	N/A

Financial Audit Services - Handhold For GST Compliance; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Handhold for GST Compliance
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Compliance with law & regulations , Review system & processes , Compliance with contracts , Reliability of financial reporting
Type of Industries/Functions	Purchase & Procurement
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	1	N/A

Financial Audit Services - Certification Legal Opinion; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	

Specification	Values
Scope of Work	Certification Legal Opinion
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Compliance with law & regulations , Compliance with contracts
Type of Industries/Functions	Purchase & Procurement
Frequency of Progress Report	As and when required
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As and when required
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्ट 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	Anurodh Singh	110021,Second Floor , Viswa Yuvak Kendra , Chanakyapuri New Delhi -110021	1	N/A

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

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. **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

Disclaimer/अस्वीकरण

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

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

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

CENTRAL MEDICAL SERVICES SOCIETY

(An Autonomous Body under Ministry of Health & Family Welfare, GoI)
2nd Floor, VishwaYuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road,
Chanakyapuri, New Delhi - 110021 (India)

Email Id.: gmfinance@cmss.gov.in Website: www.cmss.gov.in Contact No.:011-21410905/06

NOTICE INVITING TENDER

Tender Ref. No.: CMSS/AN/047

Date: 23-12-2024

Tender Title: Appointment of Internal Auditors of CMSS – HQ, New Delhi for the financial year 2024-25.

Issued by: Central Medical Services Society (CMSS)

Tenders are invited from Chartered Accountants Firms / LLP for appointment as CMSS Internal Auditor for the Financial Year 2024-25 onwards. The appointment of the selected Chartered Accountants Firms / LLP as internal auditor may further be extended for two more financial years at sole discretion of CMSS if the performance of the auditor is found to be satisfactory during the year under consideration. The extension will be on same terms & condition.

Interested CA firms/LLP may download the detailed bidding documents, scope of work, and other details, etc. from the CMSS website at www.cmss.gov.in or the Government e Marketplace (GeM) portal at <http://gem.gov.in>.

CRITICAL DATE SHEET

1	Tender Publishing Date	23-12-2024
2	Tender Download, Bid Submission Start Date	23-12-2024
3	Pre-bid meeting date, Time & Venue	30-12-24, 11:00 AM At Conference Hall, CMSS, 2 nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road, Chanakyapuri, New Delhi - 110 021. The bidder may also join the meeting virtually. Meeting LINK: https://us06web.zoom.us/j/85121315195?pwd=SsqYbrudy67K055gPbbb91VIUsx8D0.1
4	Tender Download, Bid Submission End Date, and Time	15-01-2025, 05:00 PM
5	Technical Bid Opening Date and Time	15-01-2025, 05:30 PM
6	Earnest Money Deposit	Rs. 10,000 /- (Rupees Ten Thousand)
7	Bid Validity	60 days from the Technical Bid Opening Date

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1 About CMSS

Central Medical Services Society (CMSS), was set up as Society in 2012 under the Society Registration Act, 1860 in accordance with the approval of Government of India in its Cabinet meeting held in Aug-2011. CMSS has been mandated to act as Central Procurement Agency (CPA) to streamline drug procurement and distribution system of Ministry of Health and Family Welfare, Government of India. It has also been mandated to procure/distribute health sector goods in more transparent, efficient and cost-effective manner.

CMSS procures medicines and other medical supplies for the following Centrally Sponsored Programmes and distribute the same to various Nodal Offices of States /UTs:

1. Universal Immunisation Programme (UIP),
2. National Tuberculosis Elimination Program (NTEP),
3. National Viral Hepatitis Control Program (NVHCP),
4. National AIDS Control Organisation (NACO),
5. Family Welfare Program (FWP),
6. National Centre for Vector Borne Disease Control (NCVBDC),
7. Family Welfare Program (FWP), and
8. National Programme for Surveillance for Viral Hepatitis (NPSVH)

Presently, CMSS has its Head Office at New Delhi and 18 warehouses spread across the country and located at or nearest to the State Capitals. A web based online inventory control system named 'e-Aushadhi' is being used for effective Drug Distribution and Management.

2 Purpose of the Tender

The purpose of this tender is to appoint a Chartered Accountants Firms / LLP as CMSS Internal Auditors for the Financial Year 2024-25 onwards. The appointment of the selected Chartered Accountants Firms / LLP as internal auditor may further be extended for two more financial years at sole discretion of CMSS if the performance of the auditor is found to be satisfactory in the year under consideration.

- a) The interested CA firms /LLP are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.
- b) CMSS reserves the right to accept or reject any or all the Tenders without assigning any reasons thereof. CMSS also reserves the right to call for any other details and information from any of the tenderers.
- c) CMSS does not bind itself to accept the lowest or any tender and may cancel / withdraw the tender without assigning any reason, and no claim whatsoever, for any reason arising out of such action, will be entertained by CMSS.

- d) Late/delayed bids shall not be accepted under any circumstances after the due date and time of submission of the tender.
- e) Cost of Bidding:
- (i.) The bidder is responsible for all costs related to preparing and submitting their bid through the **GeM portal**. CMSS will not be liable for any of these expenses under any circumstances.
- (ii.) CMSS will not be accountable for any expenses or losses incurred by any bidder in connection with the submission of their tender.

3 Instruction to Interested CA firms /LLP:

3.1 Instruction and information

- 3.1.1. Interested CA firms /LLP may participate in the tender only through GeM portal by uploading all mandatory documents along with financial bid as per tender document terms & conditions.
- 3.1.2. Interested CA firms /LLP may obtain any clarification regarding tender documents at the office of the *General Manager (Finance), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road, Opp. Police Station, Chanakyapuri, New Delhi -110021 (India), Phone: 011-21410905/6, Fax: 011-21410849, Email Id – gmfinance@cmss.gov.in.*
- 3.1.3. Central Medical Services Society reserves the right to reject any or all tender process without assigning any reason thereof at any stage
- 3.1.4. **Bid is to be submitted on Gem portal only considering the last date of bid submission.** Late/delayed submission of EMD/Bid Security Declaration (BSD) will not be accepted under any circumstances after the due date and time of submission of tender.
- 3.1.5. Conditional Bids will be rejected.
- 3.1.6. Corrigendum (if any) will be uploaded on GeM Portal and all prospective bidders are requested to see the GeM website regularly for any update.
- 3.1.7. Not more than one tender shall be submitted by one bidder or bidders having business relationships.
- 3.1.8. CMSS will not send any corrigendum/ pre-bid meeting details to any bidders through emails/any medium, the same will be uploaded on GeM Portal and CMSS website only.
- 3.1.9. The books of accounts of CMSS are being maintained on Tally Prime application centrally at CMSS, Head Office, New Delhi.
- 3.1.10. The stock of CMSS is being maintained through an application known as e-Aushadhi that provide end to end solution for stock monitoring and controlling including various reports, alerts etc.

3.2 Scope of Work

The CMSS Internal Auditor's scope of work shall include the following (this is an illustrative but not exhaustive list): -

3.2.1. Cash & Bank Book:

- Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- Performing a surprise cash count.
- Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the CMSS rules.
- Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the accounting records.

3.2.2. Grant & Fee Income:

- Checking and verification of fees / incomes / receipts and the review of the reconciliation for fees / income / receipts to ensure that no revenue leakage exists.
- Reconciliation of Fees booked in Income expenditure with Receipts & payment.
- Checking and verification of Government Grants (Central / State)/ Advance received and utilized and their quarterly reconciliation and certification (UC).
- Utilization of Advance reconciliation and records in the Books of Accounts.
- Treatment as per Accounting Standard and other standard issued by GOI from time to time.

3.2.3. Fixed Assets & Liabilities:

- Scrutiny of all assets and liabilities accounts to ensure their correctness.
- Audit of registers, accounting records and their reconciliation with accounting records.
- The audit of liability registers and their reconciliation with accounting records.

3.2.4. Statutory & Internal Compliance:

- To audit the compliance with applicable statutory requirements like Income Tax, GST, EPF and ESI etc.
- To advice and give written opinion on issues pertaining to Income Tax, GST, excise duty and custom laws etc. applicable to CMSS and/or HO from time to time. To help in preparation and submission of necessary compliance with applicable laws.
- Provide advice in filing of all kinds of Statutory Returns of CMSS.
- Provide recent updates on all statutory laws applicable to CMSS.
- To audit compliance of recent changes in last two years in commercial laws applicable

to CMSS such as Income Tax, GST, EPF and ESI etc. - a certificate for the same has to be attached with the internal audit report for semi-annually.

- Updating CMSS staff on amendment in laws applicable to CMSS from time to time.

3.2.5. Salary & Advances:

- To audit that the salary to staff is being paid as per their terms and conditions and to audit the correctness of pay fixation.
- To audit that outstanding staff loans and advances are recovered as per the stipulated terms / CMSS rules.

3.2.6. Procurement of Goods & Services:

- Checking and verification of procurements of goods and services (on test check basis) to ensure that prescribed procedure mentioned in CMSS purchase policies / GFR / Gol guidelines / Policy circulars of CMSS etc., have been followed.
- Checking of all works / petty repair works related bills awarded by CMSS.
- Ensure that payments for AMC and service contracts have been made as per the Agreement terms and conditions.

3.2.7. Audit of Advances:

- Funds are utilized as per Policy / Government directions.
- To check whether proper entries are recorded in Books.

3.2.8. Adherence to CMSS Rules & Regulations:

- Checking and verification of records of establishment department and activities to ensure compliance with CMSS rules and regulations.
- Checking and verification of records of administrative department and activities to ensure compliance with CMSS rules and regulations.
- Checking and verification of records of procurement department and activities (on test check basis) to ensure compliance with CMSS rules and regulations.
- Checking and verification of records of Logistics and Supply Chain division activities (on test check basis) to ensure compliance with CMSS rules and regulations.
- Ensure that the CMSS policies, rules, regulation and procedures are adhered to in all accounting matters and transactions.
- Checking and verification of records of Purchase Orders/ LTA's, timelines prescribed as per CMSS's rules & regulations and the deviations, if any may be reported.
- Adherence to Office Memorandum & Circulars issued by Head Office from time to time.
- Compliance of observations issued by C&AG audit for Statutory & Transaction Audit.

3.2.9. Internal Control System:

- Audit of the financial management of procurement/LSC or works of CMSS.

- Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.

3.2.10. Miscellaneous

- To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.
- Detection of systemic flaws and suggestions for adopting the corrective measures.
- Conducting Process Audit of areas as intimated and directed by the management from time to time.
- Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks for non-compliance / non-settlement.

3.3 Periodicity and Timelines of Audit:

- (a) CMSS's Internal Auditor will be required to conduct the internal audit on semi-annual: 1st April to 30th September and 1st October to 31st March.
- (b) **Timelines for conducting the Audit:** The Auditor shall strictly follow the timelines mentioned below in the table:

S.no	Description of Audit	Timeline
1.	Commencement of Internal Audit of every semi-annual	The audit should start within a week of receipt of formal communication from CMSS requesting to mobilise audit team for audit.
2.	Submission of Final Internal Audit Report	The final Internal Audit Report after discussion with the CMSS's Management should be submitted within 30 days from the date of start of Internal Audit.

3.4 Duties of Auditor:

- (a) The Auditor will be required to carry out internal audit of CMSS - Head Office on semi-annual basis and submit the final internal audit report to DG & CEO and GM (Finance), CMSS.
- (b) The auditor will be required to carry out assessment of any particular internal system of CMSS in detail and submit report on the same as demanded by the DG & CEO, CMSS.
- (c) The Auditor will be required to depute his audit team in the following manner:

S. No	Description	Minimum No of Employees to be present	Minimum No of days for which the team should be present:

1.	Team deputed to carry out the internal audit	Should consist of at least one CA with 5 years of experience, at least one CA intermediate/ IPCC and one assistant.	The team will be required to be present for carrying out audit for a minimum of one week for each semi-annually.
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- (d) The auditor will be required to discuss the internal audit reports with the concerned officer before its finalization for each semi-annual. It may take 4-5 working days. For this he will be required to meet the GM (Finance) and discuss his response and incorporate their comments before issuing final internal audit report. For internal audit report, the inputs of GM (Finance) will be obtained before issue of final internal audit report. Further it is the duty of Internal Audit to send signed hard copy of internal audit report to CMSS -HQ.
- (e) The internal audit report for each semi-annual is to be prepared in three parts as given below:
- Part - I: Management Summary and Suggestions
Part - II: Detailed Internal Audit Report (for Current Audit Period)
Part - III: Follow up and Action Taken Report (for Previous Reports)
- (f) It will be the duty of the internal auditor to obtain / follow up the corrections / rectifications / action taken for each objection and incorporate the same in final annual internal audit report to be presented in the Governing Body Meeting.
- (g) The partner of CA Firm / LLP will have to present in the Governing Body meetings, in case requested and Annual General meeting for any clarification that the member of the Governing Body may require. **No separate boarding & lodging will be paid for attending such meetings during the year.**
- (h) For all matters, the internal auditors will co-ordinate with GM (Finance)/AGM (Finance) and his team CMSS-HQ, Chanakyapuri, New Delhi.

3.5 Payment Schedule:

The payment shall be made as follows:

- (a) **For Internal Audit:** The 40% payment of professional fees for internal audit will be released on semi-annual basis on submission of bills subject to timely submission of internal audit reports along with consolidated executive summary, action taken report and balance 20% after its approval by the Competent Authority.
- (b) **For Income Tax Audit and GST Audit:** The payment of professional fees for Income

Tax Audit and GST Audit will be made on submission of bills and after approval of the Competent Authority.

3.6 Bidding procedure:

The bidding process will be conducted through the GeM portal only.

3.7 Selection Process:

Initially the appointment of CMSS internal auditor will be for the financial year i.e. 2024-25. However, considering satisfactory work, the Competent Authority may extend the appointment two more financial years i.e. 2025-26 and 2026-27 with a 5% escalation per annum. Other terms & condition on extension will remain same.

4 Eligibility Criteria

4.1 Eligibility Criteria

The bidding firm must fulfill the below eligibility criteria:

- (a) **EMPANELMENT WITH C&AG:** The CA Firm/LLP should be empanelled with the Comptroller & Auditor General of India (C&AG) on the date of tender opening. Bidders are required to submit a valid CAG empanelment certificate as proof.
- (b) **EXPERIENCE:** The CA Firm /LLP should have experience of at least Ten (10) years from the date of registration of the firm till 31.3.2024.
- (c) **NO. OF PARTNERS:** The CA firm / LLP should have at least four (4) partners on the date of tender submission at least three (3) should be Fellow member.
- (d) **NO. OF QUALIFIED CA'S:** The CA firm / LLP should have at least One (1) Chartered Accountant as employee (other than partners) as on 31.03.2024.
- (e) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** The CA firm/LLP should have conducted either statutory audits and /or internal audits of at least 03 Autonomous Bodies / Statutory Bodies / PSUs / Banks with minimum annual turnover of Rs. 500 Crore on or after financial year 2021-22.

The annual turnover for each Autonomous Bodies / Statutory Bodies / PSUs / Banks shall be as per their Audited Financial Statements for any financial year during 2021-22 till 2023-24.
- (f) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested CA Firm/LLP shall not be less than Rs. 1 crore for last three financial years i.e. 2023-24, 2022-23 and 2021-22.

(g) **LOCATION OF CA FIRM'S OFFICE:** The CA firm/LLP should have the registered / main office in Delhi/NCR. In case the CA firm/LLP does not have registered / main office in Delhi or NCR then it should have a branch office in Delhi NCR.

(h) In accordance with DoE Guidelines vide OM No. F.1/20/2018/PPD dated 02.11.2021, the bidder should not be debarred, in general or for the services tendered, by CMSS, MoH&FW and DoE on the date of tender opening and on the date of award of contract. Aforesaid debarred bidders are not eligible to bid. In this regard, a self-declaration as per **ANNEXURE-IV** must be submitted along with the tender documents.

4.2 Documents required:

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

<u>NO.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>
a	EMPANELMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.
b	TAXPAYER INFORMATION The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration
c	REGISTRATION WITH ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India.
d	NO. OF PARTNERS.	Copy of Registration Certificate (FRC) and Membership number issued by The Institute of Chartered Accountants of India of each partner/ member.
e	NO. OF QUALIFIED CA's	Certified copy of relevant documents from ICAI is required to be submitted.
f	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Pre-eligibility Criteria	Certified copy of appointment letters / experience certificate from the client organizations and certified proof of the Turnover of the auditee organization.

g	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for – FY 2023-24: FY 2022-23: FY 2021-22: Average Turnover for three years:	a. Copy of certified CA certificate for the last three year's turnover and average annual turnover with UDIN must be submitted; b. Copy of audited balance sheet and profit & loss account for the F.Y. 2023-24, 2022-23 and 2021-22; c. Income tax return along with income computation sheet for last 3 years (F.Y. 2023-24, 2022- 23 and 2021-22)
h	LOCATION OF CA FIRM'S OFFICE	Proof of having Office in Delhi/NCR
i	INFORMATION SHEET	As per Annexure I
j	EARNEST MONEY DEPOSIT	Deposit proof /Exemption Certificate
k	TECHNICAL BID DOCUMENTS	As per Annexure II
l	FINANCIAL BID	To be filled Online in the specified format as per Annexure III.
m	DECLARATION FOR NON-BLACKLISTING	As prescribed in Annexure IV
n	BID SECURITY DECLARATION	As prescribed in Annexure V

Note: Bidders are requested to upload and submit all the self-certified documents with the bid only on the GeM portal as listed above in checklist.

- (a) Each Bidder should deposit **Rs.10,000/-** (Rupees Ten Thousand only) as Earnest Money Deposit (EMD) in the form of **NEFT/RTGS/Demand Draft (DD) drawn in favor of Central Medical Services Society**, Payable at New Delhi.

The account details of CMSS for preparation & submission of EMD are as follows:

Beneficiary Name : CENTRAL MEDICAL SERVICES SOCIETY
A/C No. : 32719062216
Bank Name : SBI Bank
IFSC Code : SBIN0000583
Branch : Nirman Bhawan, Maulana Azad Road, New Delhi

- (b) **Original EMD in the form of DD/RTGS/NEFT must be submitted at CMSS, New Delhi** on or before the last date of submission of bid.
- (c) The EMD of Rs.10,000/- (Rupees Ten Thousand only) furnished by all unsuccessful bidders will be returned within 45 days after the finalization of the successful bidder.
- (d) The bidder's bid without the submission of above Earnest Money Deposit (EMD), will be summarily rejected.

(e) The CMSS will not pay any interest on bid security amount.

5 Exemption from Payment of Earnest Money Deposit to MSMEs (Micro & Small Enterprises)

Vide Gazette no. CG-DL-E-26062020- 220191 dated 26.06.2020, Ministry of MSME have revised criteria for classifying the enterprises as Micro, Small and Medium enterprises with effect from 1st July 2020 therefore following firms will be exempted from submission of EMD.

- a) Micro and Small Enterprises as per classification given in MSME Notification dated 26.06.2020 registered under “Udyam Registration” w.e.f 01.07.2020 will be granted exemption from payment of Earnest Money Deposit. Udyam Registration Certificate has to be produced in support of above.
- b) Vide notification no. O.M No. 2/1(5)/2019 - P&G/Policy (pt. IV) dated 06.08.2020, Clarification on existing Entrepreneurs Memorandum (EM) Part-III Udyog Aadhaar Memorandum (UAM) I New Udyam Registration-regarding will also be apply.
- c) As applicable, bidder must submit the “Bid Security Declaration Certificate” as per **Annexure-V** to CMSS HQ New Delhi (with sign and stamp) on or before the last date of submission of bid.
- d) The bidder’s bid without the above “Bid Security Declaration” (as applicable), will be summarily rejected.

6 Financial Bid and Evaluation Criteria

- a) CMSS will not accept any claim other than professional fee / charges etc. specified in financial bid.
- b) Financial Evaluation will be based on financial quote submitted by technically qualified bidder as per **ANNEXURE-III**.
- c) The bid shall be evaluated on Least Cost Selection (LCS) basis. The bidder qualifying in the technical stage and quoting the lowest fees will be considered as L1 and eligible for further action.
- d) In case of more than one L1 bidder, the discretion of CMSS shall be applicable.

7 General Terms & Conditions

7.1 Termination Clause

The CMSS reserves the right to cancel the contract in the following cases:

- (i) The CA Firm / LLP fails to comply with the terms and conditions of the contract.
- (ii) The CA Firm / LLP fails to deliver the services on time.
- (iii) The CA Firm / LLP becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the CA Firm / LLP shall discontinue contract and matters connected with it.

7.2 Contract

The contract for the service will be done directly between the CMSS and the CA firm quoting lowest fees. This contract between CMSS and CA Firm will overrule the contract generated through GeM.

7.3 Force Majeure

If circumstances beyond the control of the parties (such as natural disasters, strikes, or government regulations) prevent the completion of the audit, the timelines may be adjusted accordingly on mutual consent.

7.4 Confidentiality

The CA Firm / LLP will ensure that no information or data about the policies of CMSS is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, CMSS reserves the right to take action against the Firm as deemed fit.

7.5 Legal Jurisdiction

Any disputes arising from the tender will be settled under the jurisdiction of the courts in New Delhi only. No subletting of work is permissible.

7.6 Contact Information

For any query or clarifications related to this tender, you can contact to the below mentioned email ids: gmfinance@cmss.gov.in and agm.finance@cmss.gov.in

INFORMATION SHEET

Particulars of CA Firm/LLP for appointment as Internal Auditor of CMSS

- (a) Name of the Firm:
- (b) Incorporated asin year.....at.....
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.

- (d) Registered Office Address

Name of the Nodal Partner
 Designation
 Telephone Numbers
 Fax Numbers
 E-mail
 Mobile No.

- (e) Registration details with Statutory Bodies: (enclose self-attested copy of documents)

Goods & Service Tax Registration No.:
 Income Tax No. (PAN):
 C&AG Registration No.:

- (f) Details of Partners of the Firm:

S.No	Name	Qualification and year of qualification	Associated with firm since

- (g) Details of Full Time Chartered Accountants (other than Partners) in the Firm:

S.No	Name	Qualification and year of qualification	Associated with Firm Since

(h) Total Staff Strength of the Firm:

S.No	Name	Qualification and year of qualification	Associated with Firm Since

(i) EMD Details:

Particulars	Declaration certificate.	Date

*Format is enclosed at **Annexure V**. It should be signed with seal stamp.

(j) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

(k) Name of Clients (PSU's / Autonomous Bodies/ Banks) of which Statutory audit was assigned through C&AG's office and conducted in last 3 years i.e. from 2021-22.

(l) Any other information Firm/LLP would like to furnish:

TECHNICAL BID DOCUMENT

Sr.	Particulars	Details to be provided as on the closing date of this Tender Document
<u>General Information</u>		
1.	Name of the CA Firm / LLP	
2.	Date of registration of CA Firm / LLP	
3.	Registered / Main Office Address	
4.	Name of Nodal Partner	
5.	Contact No. of Nodal Partner	
6.	Details of Demand Draft submitted towards Earnest Money Deposit.	

No.	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME	Page No.
a	EMPANELLMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	Taxpayer Information The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/ TAN No.) b. GSTIN Registration	
c	REGISTRATION: with ICAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India	
d	NO. OF PARTNERS.	Copy of Registration Certificate and Membership number issued by The Institute of Chartered Accountants of India of each partner/ member.	

e	NO. OF QUALIFIED CAs	Certified copy of relevant documents from ICAI is required to be submitted.	
f	EXPERIENCE OF NO. OF STATUTORY AUDIT / INTERNAL AUDIT: as stated in Eligibility Criteria	Certified copy of appointment letters/ experience certificate from the client organizations and certified proof of the Turnover of the Auditee organization.	
g	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for: FY 2023-24 FY 2022-23: FY 2021-22: Average Turnover for three years:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2023-24, 2022-23 and 2021-22; b. Income tax return along with income computation sheet for last 3 years (FY 2023-24, 2022-23 and 2021-22)	
h	LOCATION OF CA FIRM'S OFFICE	Proof of having Office in Delhi/NCR	
i	INFORMATION SHEET	As per Annexure I	
j	EARNEST MONEY DEPOSIT	Deposit proof/ Exemption certificate	
k	INFORMATION SHEET	As per Annexure II	
l	FINANCIAL BID	To be filled Online in the specified format as per Annexure III.	
m	DECLARATION FOR NON-BLACKLISTING	As prescribed in Annexure IV	
n	BID SECURITY DECLARATION	As prescribed in Annexure V	
All supporting documents to be submitted should be self-attested by the bidder.			

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted)

Signature of Nodal Partner
With name and firm Seal

FINANCIAL BID

The interested CA Firm / LLP may quote their professional fees (all inclusive) in the following format:

S. No.	Particulars	Amount in (Rs.)
1.	Annual Professional fee for Internal Audit for the financial year 2024-25 for CMSS HQ – New Delhi	
2.	Professional Fees for Income Tax Audit and filing of Income Tax Return of CMSS for the financial year 2024-25	
3.	Professional Fees for assisting in GST filling and compliance of CMSS for the financial year 2024-25	
4.	Professional Fees for Legal Opinion /Certification (For estimated number during the year as 01)	
5.	Total Annual Professional fees (Inclusive of out-of-pocket expenses) (1+2+3+4)	
6.	GST @ 18%	
	Grand Total (5+6)	

Note: No other charges except above will be admissible whomsoever.

Grand Total Professional fees (in words)

.....

**Signature of Nodal Partner
With name and firm Seal**

Note: In case of difference in quoted price in figures and words, price quoted in word will prevail.

**DECLARATION FOR NON-BLACKLISTED
(On the Letter head of CA Firm /LLP)**

To
DG & CEO,
Central Medical Services Society,
New Delhi (India).

I/We _____do hereby undertake that I/We have clearly understood the terms and conditions of the tender, that I/We will abide by these terms and conditions mentioned in the tender notice, any breach and /or violation of any of the terms and conditions and/or in case of my work being not found satisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case and also will be liable to make good all extra cost borne by the CMSS forgetting the job done by other person and /or any loss or damages that may because to the CMSS to the unsatisfactory/failure to work on my part.

I/We solemnly declare that we (including our affiliates or subsidiaries or constituents):

- Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Central Medical Services Society, Ministry of Health and Family Welfare and DoE, Government of India on the date of tender opening and on the date of award of contract; and/ or
- We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.

Signature of the tenderer/bidder

Name:

Designation:

Seal/Stamp:

NOTE: - To be given on letter head of the bidder properly signed and stamped.

**BID SECURITY DECLARATION
NOTARISED UNDERTAKING
(In Rs. 100/- stamp paper)**

Date:.....

To,
DG & CEO,
Central Medical Services Society,
New Delhi (India).

Ref: Your Tender Document No. CMSS/AN/047.

Tender Title: Appointment of Internal Auditors of CMSS – HQ, New Delhi for the financial year 2024-25.

Sir,

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, for MSEs and Startups bidders, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We confirm that we are MSE/Startups and unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) Withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) Being notified within the bid validity of the acceptance of our bid by the Procuring Entity:
 - a) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) Receipt by us of your notification:
 - a) Of cancellation of the entire tender process or rejection of all bids, or
 - b) Of the name of the successful bidder, or
- 2) Forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[Name & address of Bidder and seal of company]

Dated on day of [Insert date of signing]

Place..... [Insert place of signing]

DA:.....