

CENTRAL MEDICAL SERVICES SOCIETY

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

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

NOTICE INVITING TENDER

Tender Ref. No.: LSC/TEND/MISC/2/2025-LSC-CMSS

GeM Bid No.: GEM/2026/B/7078921

Tender Title: Hiring of CAG-Empanelled CA Firms for Verification of Medicine Stocks present at CMSS Warehouses for the period of two (02) years and further extendable by another one (01) year (on mutually agreed terms and conditions).

Issued by: Central Medical Services Society (CMSS)

1. Introduction

CMSS invites bids from Chartered Accountant (CA) firms that are empanelled with the Comptroller and Auditor General (CAG) of India. These firms will be responsible for verification of physical medicine stocks at 18 CMSS warehouses across India **for the period of two (02) years and further extendable by another one (01) year (on mutually agreed terms and conditions)**.

Interested bidders 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>. The bid completes in all aspects as per the bid document, need to be submitted at CMSS HQ at 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road, Chanakyapuri, New Delhi – 110021.

CRITICAL DATE SHEET

1	Tender Publishing Date	06-01-2026
2	Tender Download, Bid Submission Start Date	06-01-2026
3	Pre-bid Meeting Date, Time & Venue	<p>15-01-2026, 11:00 AM</p> <p>At Conference Hall, CMSS, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road, Chanakyapuri, New Delhi - 110 021</p> <p>The bidder or their representative (with an authority letter) may also join the meeting virtually.</p> <p>Meeting LINK: https://us06web.zoom.us/j/83699493038?pwd=Ngl dxLPdQcDLw9P3rxCYExxztsEu95.1</p> <p>or</p> <p>https://shorturl.at/H710p</p> <p>Meeting ID: 836 9949 3038 Passcode: 804374</p>
4	Tender Download, Bid Submission End Date and Time	29-01-2026, 03:00 PM
5	Technical Bid Opening Date and Time	29-01-2026, 03:30 PM
6	Earnest Money Deposit	Rs. 10,000 /- (Rupees Ten Thousand)
7	Bid Validity	90 Days from the Technical Bid Opening Date

1.1. About CMSS

The Central Medical Services Society (CMSS) is a central procurement agency under the Ministry of Health and Family Welfare. It is responsible for purchasing and distributing medicines and medical equipment to different government health programmes of India.

CMSS warehouses store large quantities of medicines and supplies, and it is essential to regularly verify these stocks physically to ensure transparency and accountability. This tender is to hire qualified CAG empanelled auditors who will perform this task.

1.2. Purpose of the Tender

The purpose of this tender is to hire a qualified CAG Empanelled CA Firms that can physically verify the stock records and verify that the medicines stored in the warehouses match the records.

- a) 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.
- b) 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.
- c) Late/delayed bids shall not be accepted under any circumstances after the due date and time of submission of the tender.

d) **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.

2. Scope of Work

2.1. Instruction and information

- 2.1.1.** Interested bidders may participate in the tender only through GeM portal by uploading all mandatory documents along with bid (at appropriate section of BOQ/GEM) as per tender document terms & conditions.
- 2.1.2.** Interested bidders may obtain any clarification regarding tender documents at the office of the *General Manager (Logistics & Supply Chain), Central Medical Services Society, 2ndFloor, 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 – vijaydingra@cmss.gov.in and rohitgupta@cmss.gov.in*
- 2.1.3.** Central Medical Services Society reserves the right to reject any or all tender process without assigning any reason thereof at any stage
- 2.1.4.** Late/delayed bids will not be accepted under any circumstances after the due date and time of submission of tender.
- 2.1.5.** Conditional Bids will be rejected.
- 2.1.6.** Corrigendum (if any) will be uploaded on GeM Portal and all prospective bidders are requested to see the GeM website regularly for any update.
- 2.1.7.** Not more than one tender shall be submitted by one bidder or bidders having business relationships.
- 2.1.8.** 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 only.

2.1.9. 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. The total average value of stocks of all 18 warehouses of CMSS across India as on 08th December 2025 is of approx. Rs.601 Crore.

2.1.10. The details including address of 18 warehouses of CMSS across India and their average stock details are as follows:

LIST OF 18 WAREHOUSES OF CMSS AND THEIR AVERAGE STOCK			
Sl. No.	Warehouse Location	Address of the warehouse	Average Stock in WH (in Crore)
1	Agartala	CMSS, c/o Central Warehousing Corporation Complex, Hapania, Near ONGC complex, Opp. Satsangha Ashram, Agartala, Tripura. Pin- 799014	0.95
2	Ahmedabad	CMSS, c/o Central Warehousing Corporation premises, Opposite P&T Colony, Teen Batti Road, Near Shahalam Gate, Shahalam, Ahmedabad, Gujarat. Pin- 380028	43.95
3	Bangalore	CMSS, c/o Central Warehousing Corporation premises, APMC Yard, Yeshwanthapur, Bangalore, Karnataka. Pin- 560022	26.50
4	Bhopal	CMSS, c/o Central Warehousing Corporation premises, Godown no. 1A, Near railway cabin no. 3, Chhola road, Nishatpura, Bhopal, Madhya Pradesh. Pin- 462 010.	25.48
5	Bhubaneswar	CMSS, 326, Khata No -456/948 Mouza-Johal, PO/PS-Pahal, Dist-Khorda, Bhubaneswar, Odisha. Pin- 751032	8.76
6	Chennai	CMSS c/o Central Warehousing Corporation premises, Warehouse no: 11C Opposite to Varadharaja Theatre Chitlapakkam, Chrompet, Chennai, Tamil Nadu. Pin- 600064	60.66
7	Delhi	CMSS, Khasra No. 81, Bamnoli Village, Sector 28, Dwarka, Delhi. Pin- 110075	8.43
8	Guwahati	CMSS, EPIP Complex, Central Warehousing Corporation premises, Opp. Emami, Amingaon, Guwahati, Assam. Pin- 781 031	23.47
9	Hyderabad	CMSS, Block No.-A3, c/o Central Warehousing Corporation Godown, Nampally, Hyderabad, Telangana. Pin- 500001	60.13
10	Jaipur	CMSS, c/o Central Warehousing Corporation premises, Plot No.-SPL-1296, EPIP, Sitapura Ind. Area, Goner Road, Jaipur, Rajasthan. Pin- 302022	36.44
11	Kolkata	CMSS, c/o Central Warehousing Corporation premises, Bonhooghly, RIC Estate, Kolkata, West Bengal. Pin- 700108	24.46
12	Lucknow	CMSS c/o Central Warehousing Corporation premises, Naveen Galla Mandi Sitapur Road, Lucknow, Uttar Pradesh. Pin-226020	77.70
13	Mumbai	CMSS, c/o Central Warehousing Corporation premises, GN. 01, Regional Office Mumbai, Sector-20, NR, Turbe RLY Station, Vashi - Navi Mumbai, Maharashtra. Pin-400703	122.93
14	Patna	CMSS, c/o Central Warehousing Corporation premises, Katra Bazar, Bazar Samiti, Patna City, Bihar. Pin -800008.	17.05
15	Raipur	CMSS, c/o Central Warehousing Corporation premises, Near Harish Petrol Pump, Rauabhatta, Birgaon, Raipur, Chhattisgarh. Pin- 493221	9.19
16	Ranchi	CMSS, c/o Central Warehousing Corporation premises, Near OTC ground, Ranchi, Jharkhand. Pin no. 834005	7.86
17	Trivandrum	CMSS, c/o Central Warehousing Corporation premises, Kinra Aplarel Park Menamkulam, Trivandrum, Kerala. Pin- 695586	9.21

18	Zirakpur	CMSS, Ground Floor, Warehouse No. B014/3433, Godown Area. 35 Feet Road, Village Bhabat, Thana Zirakpur, SAS NAGAR, Punjab. Pin- 140603	38.39
Total average stock value of all 18 Warehouses of CMSS (in Crore)			601.59

2.2. The CAG Empanelled CA Firm's job will include:

- 2.2.1. Checking Stock Records:** The auditors will check the actual (physical) warehouse stocks by comparing them with the e-Aushadhi system.
- 2.2.2. Physical Stock Count:** Auditors will conduct a physical count/verification of all (100%) medicines stored (stock includes active and quarantine medicines) at the warehouse and compare it with the records.
- 2.2.3. Reporting Discrepancies:** Any difference between the physical stock and the records should be noted. Auditors may mention the reason of discrepancy occurred.
- 2.2.4. Detailed Audit Reports:** A full report in originals must be submitted for each warehouse at CMSS HQ New Delhi as per **ANNEXURE-II**.
- 2.3. Duration of the Work:** The stock verification at each warehouse may take one or two days, depending on the stock volume. Ideally, the verification should be completed in a single day to minimize disruption to the receipt and distribution of medicines. Alternatively, verification may be conducted on a Saturday or Sunday.
- 2.4. Completion Date:** The complete stock verification process including submission of **full report for each warehouse must be completed by 15th March of the respective Financial Year**. The rate contract will be valid and fixed for the period of two (02) years and further extendable by another one (01) year (on mutually agreed terms and conditions).
- 2.5. Bidding procedure:** The bidding process will be conducted through the **GeM** portal only.
- 2.6. Selection Process:** CAG Empanelled CA Firms may choose to undertake stock verification for one or more warehouses, or all 18, depending on their capacity and accessibility. Evaluation of financial ranking of bids shall be done separately for each warehouse and Bidder has the option to submit their quotation/rates for any one or all warehouse locations.
- 2.7. Site visit:** If necessary, auditor's firm may visit the nearest warehouse before bidding with the prior approval from the CMSS HQ New Delhi.
- 2.8. Rate Validity:** **Rates in the prescribed format of Annexure-V to be quoted for yearly auditing basis only. The selected (L1) bidder's quoted rates shall remain valid for the entire contract period of two years, under the same terms and conditions of the tender document, and may be further extended for an additional period of one year.**
- 2.9. Final documentation book/report:** The completed and authenticated final report in the prescribed format along with Unique Document Identification Number (UDIN) shall be required to be submitted to the **General Manager (LSC), Central Medical Services Society, 2nd Floor, Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Marg, Teen Murti Road, Chanakyapuri, New Delhi – 110021**

3. Eligibility Criteria

- 3.1. The bidding firm must fulfill the below eligibility criteria: -

- i. The bidding firm must be empanelled with the Comptroller and Auditor General (CAG) of India on the date of tender opening. Bidders are required to submit a valid CAG empanelment certificate as proof.
- ii. The firm must have at least 05 years of experience in conducting stock or inventory audits, in the PSUs, and government institutions (central or state). Documentary proof of work order/purchase order/satisfactory report/relevant experience certificate/ proof of payment with invoice must be submitted.
- iii. Minimum Average Annual Turnover of the bidder for the last 3 years should be INR 30 Lakh (s). Copy of certified CA certificate for the last three (03) financial year's turnover with UDIN must be submitted.
- iv. The firm must have a qualified team of atleast 02 full time auditors, in which atleast 01 certified Chartered Accountants (CAs) with experience in handling similar or relevant projects must be there. A list of key personnel, along with their qualifications and experience, must be submitted.
- v. The firm must have a valid GST registration number and Permanent Account Number (PAN). Copies of these certificates should be provided as part of the tender submission
- vi. The bidding firm should not have been blacklisted by any government body or public sector company. A self-declaration as per **ANNEXURE-III** must be submitted along with the tender documents.

3.2. The bidder must submit the following documents for fulfilling the eligibility criteria: -

- i. Proof of valid CAG empanelment certificate.
- ii. Documentary Proof of work order/purchase order/satisfactory report/relevant experience certificate/ proof of payment with invoice for past 05 years must be submitted.
- iii. Copy of certified CA certificate for the last three (03) financial year's turnover with UDIN must be submitted for the minimum Average Annual Turnover of INR 30 Lakhs for the last 03 years.
- iv. Documentary proof of number of employees employed with their professional CV.
- v. Copy of GST registration certificate.
- vi. Copy of PAN card.
- vii. Copy of Company's registration certificate.
- viii. Declaration of non-blacklisted as per **ANNEXURE-III**.
- ix. EMD or Bid Security Declaration as per **Annexure - IV**
- x. Tender Submission Letter (Covering Letter) as per **Annexure - VI**
- xi. The bidder shall submit a duly signed copy of the complete tender document, including all amendments (if any), as a mandatory part of the bid.

4. EARNEST MONEY/PERFORMANCE SECURITY

4.1. 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 submission of EMD are as follows:

Beneficiary Name	:	CENTRAL MEDICAL SERVICES SOCIETY
A/C No.	:	50100729160644
Bank Name	:	HDFC Bank
IFSC Code	:	HDFC0000503
Branch	:	SAFDARJUNG ENCLAVE-DEER PARK, New Delhi

4.1.1. Bidder can bid for multiple warehouses with the single EMD of Rs. 10,000/-

4.1.2. Original EMD in the form of DD/RTGS/NEFT is to be must submitted at CMSS, New Delhi on or before the last date of submission of bid.

4.1.3. 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.

4.1.4. For the successful bidder, the EMD of Rs.10,000/- (Rupees Ten Thousand only) submitted will be returned as early as possible after submission of performance security amount as mentioned in para 4.3.

4.1.5. The bidder's bid without the submission of above Earnest Money Deposit (EMD), will be summarily rejected.

4.1.6. The CMSS will not pay any interest on bid security amount.

4.2. EXEMPTION FROM PAYMENT OF EARNEST MONEY DEPOSIT TO MSME (MICRO & SMALL ENTERPRISES)

Vide Gazette no. CG-DL-E-26062020- 220191 dtd. 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 dtd. 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) dtd. 06.08.2020, Clarification on existing Entrepreneurs Memorandum (EM) Part-III Udyog Aadhaar Memorandum (UAM) I New Udyam Registration-regarding will also be applied.
- c) As applicable, bidder must submit the "**Bid Security Declaration Certificate**" as per **Annexure-IV** in the bid document. **Original Bid Security Declaration Certificate needs to be mandatorily sent to CMSS HQ New Delhi (with sign and stamp) within 07 day of last date of submission of bid.**
- d) The bidder's bid without the copy of above "Bid Security Declaration" (as applicable) in the technical bid will be summarily rejected.

4.3. SUBMISSION OF PERFORMANCE SECURITY

4.3.1. Successful Bidder should submit Performance Security of 5% of the contracted value in the form of NEFT/RTGS/Demand Draft (DD) drawn in favor of Central Medical Services Society, Payable at New Delhi, within the 14 days from the date of intimation for award of contract/Purchase Order/Letter of Award of Contract.

4.3.2. For the successful bidder, who submits the "Bid Security Declaration Certificate", the bidder should mandatorily need to submit the performance security of 5% of the contracted value as mentioned in para 4.3.1.

4.3.3. The performance security will be refunded within 60 days after successful completion of contract and submission of physical audit report of warehouse(s) in originals to the CMSS HQ New Delhi.

4.3.4. The performance security will be forfeited in case of non-compliance to the timelines and deliverables by the bidder as per tender document.

4.3.5. The CMSS will not pay any interest on performance security amount.

5. FINANCIAL BID AND EVALUATION CRITERIA

- 5.1.** Bidders must quote an all-inclusive fee for physically verifying the medicine stocks at each warehouse location (**on annual/yearly basis only**). The fee should cover travel, accommodation, and all other incidental expenses. No other reimbursement of expenses apart from the audited fees will be applicable.
- 5.2.** Evaluation of financial ranking of bids shall be done separately for each warehouse.
- 5.3.** Financial Evaluation will be based on financial quote submitted by technically qualified bidder as per **ANNEXURE-V**.
- 5.4.** The bid shall be evaluated on Least Cost Selection (LCS) basis. The bidder qualifying in the technical stage and quoting the lowest price for each warehouse will be considered as L1 and eligible for further action.
- 5.5.** **Bidders are strictly advised to refrain from uploading or disclosing the Financial Bid/Financial Details/Rates/etc. within the Technical Bid documents and must submit the Financial Bid separately only in the designated Financial/BOQ section of the GeM portal, failing which the bid will be summarily rejected.**
- 5.6.** **These annual rates submitted by the successful L1 bidder will be final & binding for complete contract period. The L1 rates will remain unchanged for the period of 02 years and further extendable period of One (01) year. No change in price will be entertained during complete contract period including extension.**

6. Timeline & Deliverables

- 6.1.** The stock verification at each warehouse may take one or two days, depending on the stock volume. Ideally, the verification should be completed in a single day to minimize disruption to the receipt and distribution of medicines. Alternatively, verification may be conducted on a Saturday or Sunday.
- 6.2.** The physical verification of stocks for each warehouse should be completed within 30 days from the date of receiving the work order. For each location, the physical verification audit report must be submitted in originals to CMSS HQ New Delhi within 20 days of completing the audit.

7. Payment Terms

Payments of 100% amount will be released to the successful bidder on yearly basis, only after the successful submission of the physical verification audit reports of warehouse(s) to the CMSS HQ, New Delhi in original, to the satisfaction of CMSS.

8. General Terms & Conditions

8.1. Termination Clause

- a.** CMSS reserves the right to terminate the contract if the auditor fails to meet the agreed standards or deadlines.

8.2. Force Majeure

- a. 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.

8.3. Confidentiality

- a. The auditing firm must ensure that all information related to the stock and operations of the warehouse remains confidential and is not disclosed to unauthorized parties.

8.4. Dispute Settlement & Legal Jurisdiction

- a. If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred by the Parties to the DG & CEO, CENTRAL MEDICAL SERVICES SOCIETY, New Delhi, who will appoint his senior most deputy or the Head of the Department as the Sole Arbitrator of the dispute who will not be related to this contract and dispute should dissolve in accordance with the Provision of the Arbitration Act 1996 and whose decision shall be final. Maybe all legal proceedings, if necessary, arise to institute by any of the parties (Society or Contractor) ought to have to be lodged in courts situated at New Delhi not elsewhere.

9. Contact Information

- Interested bidders may obtain any clarification regarding tender documents at the office of the General Manager (Logistics & Supply Chain), 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), or, may contact at Phone: 011-21410905/6, Fax: 011-21410849, Email Ids: vijaydingra@cmss.gov.in and rohitgupta@cmss.gov.in

ANNEXURE-I

[CHECKLIST OF SUBMITTED DOCUMENTS]
(To be submitted on the Company's Letterhead)

S. No.	Documents required for eligibility criteria	Submitted YES/NO
1	Non-Blacklisting Declaration (as per Annexure – III)	
2	EMD or Bid Security Declaration (as per Annexure – IV)	
3	Tender Submission Letter (Covering Letter) - as per Annexure – VI	
4	Copy of Company's registration certificate	
5	Copy of PAN issued by the Income Tax Authority	
6	Copy of GST certificate	
7	Documentary proof of CAG empanelment	
8	Minimum Average Annual Turnover of INR 30 Lakhs for the last 03 years. Copy of certified CA certificate for the last three (03) financial year's turnover with UDIN.	
9	Documentary proof of number of employees employed with their professional CV.	
10	Documentary Proof of work order/purchase order/satisfactory report/relevant experience certificate/ proof of payment with invoice for past 05 years.	
11	Duly signed copy of the complete tender document, including all amendments (if any)	

NOTE:

(1) Bidders are requested to upload and submit all the documents with the bid in GeM portal as shown in checklist (Annexure-I).

(2) The Original EMD/Bid Security Declaration must be submitted to the CMSS HQ New Delhi.

(3) Bidder are advised to not quote any financial details/ financial bid in the technical documents else their bids will be summarily rejected.

Signature of the tenderer/bidder

Name:

Designation:

Seal/Stamp:

[FORMAT FOR PHYSICAL VERIFICATION REPORT]**Warehouse Name and Address**

Note: The prescribed verification report format will be provided by the respective warehouse at warehouse location and the report must be authenticated with sign and stamp of the auditor and the report to be submitted (in original) to the CMSS HQ New Delhi by the auditors.

Will be provided by CMSS					To be fill by CA Auditor at warehouse			
Sl. No.	Prog. Name	Item Name	e-Aushadhi Qty.	Batch No.	Total Batch Qty.	Total Qty. of All Batches	Excess/ Short Qty.	Remarks (if any)
Signature Section for both parties								

*** For auditor's reference, sample report is appended below:**

Will be provided by CMSS					To be fill by CA Auditor at warehouse			
Sl. No.	Prog. Name	Item Name	e-Aushadhi Qty.	Batch No.	Total Batch Qty.	Total Qty. of All Batches	Excess/ Short Qty.	Remarks (if any)
01	NVHCP	Sofosbuvir 400mg [211]	290000	SF-1234	100000	290000	N/A	-
02	NVHCP	Sofosbuvir 400mg [211]		CL-4321	50000		N/A	-
03	NVHCP	Sofosbuvir 400mg [211]		SF-1432	140000		N/A	-
04	NACO	Abacavir 600 mg+Lamivudine 300 mg [208]	250000	AB-98765	90000	250000	N/A	-
05	NACO	Abacavir 600 mg+Lamivudine 300 mg [208]		AB-97856	160000		N/A	-
06	NTEP	CB-NAAT Cartridge	1000	CH-2500	1000	1000	N/A	-

[DECLARATION FOR NON-BLACKLISTED]

(To be submitted on the Company's Letterhead)

To
The General Manager
Logistics & Supply Chain,
Central Medical Services Society,
New Delhi (India).

Ref: Your Tender Document No. LSC/TEND/MISC/2/2025-LSC-CMSS & GEM Bid no. GEM/2026/B/7078921

Tender Title: Hiring of CAG-Empanelled CA Firms for Verification of Medicine Stocks present at CMSS WHs for the period of two (02) years and further extendable by another one (01) year (on mutually agreed terms and conditions).

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, the amount of performance security shall stand forfeited to the Government 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 or Ministry of Health and Family Welfare, Government of India from participation in its Tender Processes as a whole or for the product offered; and/ or
- Are not convicted or stand declared ineligible/ suspended/blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. 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 in original on letter head of the bidder properly signed and stamped.

[BID SECURITY DECLARATION]

NOTARISED UNDERTAKING

(In 100- Rupees stamp paper)

Date:.....

To,
The General Manager
Logistics & Supply Chain,
Central Medical Services Society,
New Delhi (India).

Ref: Your Tender Document No. LSC/TEND/MISC/2/2025-LSC-CMSS & GEM Bid no. GEM/2026/B/7078921

Tender Title: Hiring of CAG-Empanelled CA Firms for Verification of Medicine Stocks present at CMSS WHs for the period of two (02) years and further extendable by another one (01) year (on mutually agreed terms and conditions).

Sir/ Madam,

We, the undersigned, solemnly declare that:

- a.** We understand that according to the conditions of this Tender Document, for MSEs, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.
- b.** We confirm that we are MSE 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.
- c.** 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]

[FINANCIAL BID FORMAT]

Sl. No.	Warehouse Location	Audit Fees (INR) For One Year [incl. of all charges] (A)	Taxes (INR) (B)	Total Amount For One Year (INR) (C=A+B)
1	Agartala			
2	Ahmedabad			
3	Bangalore			
4	Bhopal			
5	Bhubaneswar			
6	Chennai			
7	Delhi			
8	Guwahati			
9	Hyderabad			
10	Jaipur			
11	Kolkata			
12	Lucknow			
13	Mumbai			
14	Patna			
15	Raipur			
16	Ranchi			
17	Trivandrum			
18	Zirakpur			

Note:

- i) Evaluation of financial ranking of bids shall be done separately for each warehouse and Bidder has the option to submit their quotation for any one or more warehouses.
- ii) Bidders are strictly advised to refrain from uploading or disclosing the Financial Bid/Financial Details/Rates/etc. with the Technical Bid documents and must submit the Financial Bid separately only in the designated Financial/BOQ section of the GeM portal, failing which the bid will be summarily rejected.
- iii) Bidders are required to quote their rates on an annual (yearly) basis only. The rates quoted by the successful bidder (L1) shall remain fixed and valid for the entire duration of the contract [i.e. 02 years], including extension period of one (01) year.

Signature of the tenderer/bidder

Seal/Stamp of firm:

Name:

Designation:

TENDER SUBMISSION LETTER (COVERING LETTER)

(To be submitted on the Company's Letterhead)

Date:

To,
The General Manager
Logistics & Supply Chain,
Central Medical Services Society,
New Delhi (India).

Subject: Submission of Bid for "Hiring of CAG-Empanelled CA Firms for Verification of Medicine Stocks present at CMSS WHs for the period of two (02) years and further extendable by another one (01) year (on mutually agreed terms and conditions)"

Sir/Madam,

With reference to the above-mentioned tender, we, **[Name of Firm]** hereby submit our bid for the "Hiring of CAG-Empanelled CA Firms for Verification of Medicine Stocks present at CMSS Warehouses for the period of two (02) years and further extendable by another one (01) year" in accordance with the terms and conditions, scope of work, and requirements specified in the tender document.

We have carefully examined the tender document and hereby confirm the following:

1. We agree to abide by all terms, conditions, eligibility criteria, and specifications stated in the tender document and undertake to carry out the physical verification of medicine stocks at the designated CMSS warehouses as per CMSS requirements.
2. Our bid is complete in all respects and includes all requisite forms, annexures, declarations, and supporting documents.
3. We certify that all information furnished in this bid is true, accurate, and complete to the best of our knowledge and belief.
4. Our bid shall remain valid for **90 days** from the date of opening of the Technical Bid.
5. We undertake to deploy qualified personnel and execute the verification work within the timelines and performance standards stipulated by CMSS.
6. We confirm that our firm is **CAG-empanelled**, and we are **not blacklisted** by any Government department, PSU, autonomous body, statutory authority, or private organization in India or abroad.
7. We hereby authorize **[Name & Designation of Authorized Signatory]** to sign, submit, negotiate, communicate, and execute all documents related to this tender on our behalf.
8. If our bid is accepted, we undertake to submit the **Performance Security/Bank Guarantee** as required and execute the Agreement within the stipulated time.
9. We understand that any deviation, misrepresentation, or false information may lead to rejection of our bid including forfeiture of the EMD, as deemed fit.

Thank you.

Yours faithfully,

For [Bidder/Firm Name]

(Signature of Authorized Signatory)

Name:

Designation:

Mobile:

Email:

Company Seal/Stamp