

**National Mission for Clean Ganga**

Department of Water Resources, River Development & Ganga Rejuvenation Ministry  
of Jal Shakti

1st Floor, Major Dhyan Chand National Stadium  
India Gate, New Delhi-110002

**RFP No.: G-25014/2/2020-MGMT CGF NMCG**

**Dated: 26<sup>th</sup> May 2022**

**I. NOTICE INVITING TENDER (NIT)**

NMCG invites sealed bids under two envelope system i.e., Technical Bid and Financial Bid from eligible agencies for Statutory Audit of Clean Ganga Fund (CGF).

The interested bidders shall submit their bids in a sealed envelope to Procurement Wing, National Mission for Clean Ganga, 1st Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi-110002 **on or before 3<sup>rd</sup> June 2022 up to 16:00 Hrs.** The Bids will be opened on the same day at 16:30 Hrs. in the presence of attending bidders.

The tender fee is NIL, and the bid shall be accompanied by Bid Securing Declaration as per the provided with this tender document.

The tender document can be downloaded from the websites NMCG website ([www.nmcg.nic.in](http://www.nmcg.nic.in)) and Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

NMCG reserves the right to cancel the tendering process at any time or amend / withdraw any of the terms and conditions contained in the Bid Document without assigning any reason thereof.

**Director General  
National Mission for Clean Ganga**

## II. CRITERIA FOR TECHNICAL EVALUATION:

The Chartered Accountant (CA) firms satisfying the following technical eligibility criteria shall be eligible for participation in this bid:

- a) The CA firm should be empanelled with the office of C&AG of India for the Financial Year 2021-22 and ICAI.
- b) The CA Firm should have been in operation for minimum 5 years.
- c) The CA firm should have undertaken and completed the statutory audit of at least 5 assignments of Central Autonomous bodies (CAB) / Public Sector Undertakings (PSUs)/Trust.
- d) The firm should have average annual turnover of Rs.30 lakh or more in previous three years (i.e. FY 2018-19, 2019-20 & 2020-21).
- e) The CA Firm should have its office in the National Capital Region.
- f) The firm or any partner of the firm should not be blacklisted by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior.

## III. INSTRUCTIONS TO BIDDERS

1. The bidders are requested to go through the terms and conditions of the bid before submitting their offer/bid. Clarification, if any required, may be obtained prior to submission of bid from the office of NMCG.
2. The bidder/s are encouraged to visit O/o NMCG to assess the scope of services before submission of the bid.
3. Bids shall be strictly submitted as per the required formats in Annexures.
4. Bids shall be submitted in a serially numbered & bounded manner and signed on each page by the authorized signatory. Bids should be placed in sealed cover (technical bid and financial bid separately) super-scribed with the name of the work and the same shall be submitted on or before last date and time of bid submission as mentioned in Notice Inviting Tender (NIT). NMCG is not responsible for delay, loss or non- receipt of bids on time sent by post/courier. Submission through Fax/Email/ Telegraphic method shall not be accepted.
5. Technical Bid Cover should not contain any Financial Bid information, if found the respective bid will be treated as non-responsive.
6. The bidders are requested to submit their bid along with all the information as required in accordance with the tender document.
7. The offer should be valid for 60 days from the date of opening of bid. The amount quoted herein after referred to as Base rate must be firm and inclusive of all charges of any kind and inclusive of any kind of liability from/to any authority. GST shall be mentioned separately and must not form part of base price. There will be no extra payment or payment of escalation in the amount under any circumstances whatsoever. Statutory taxes will be deducted at source from the payment against the bill amount.
8. Work must be carried out in coordination with the concerned official authorized by NMCG.
9. Technical Bids will be opened in the presence of the bidders' representatives who choose to attend at the appointed place and time. The Financial Bids of the technically qualified bidders who meet all the eligibility criteria shall be opened at a later stage with due information to them.
10. The contract will be awarded based on **overall lowest cost including GST**.
11. The rates quoted shall be inclusive of all taxes.

12. Arithmetic errors if any will be rectified on the following basis: if there is a discrepancy between the unit price and the total price obtained by multiplying by the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is discrepancy between words and figures, the amount mentioned in words shall prevail. If the Bidder does not accept the correction of the errors, their bid will be treated as non-responsive, and it is liable for rejection.
13. The contractor whose tender is accepted will be required to furnish security deposit for the due fulfillment of his contract for an amount equivalent to 3% (three percent) of the award of work, in the form of demand draft.
14. NMCG reserves the right to reject any or all the bids without assigning any reason thereof.
15. Jurisdiction of courts for dispute resolution shall be New Delhi only.

#### **IV. SCOPE & COVERAGE OF AUDIT**

Proposal is expected to cover the following services:

- a) Conducting audit of financial statements for the Financial Years 2021-22 to 2023-24 of Clean Ganga Fund (CGF) in accordance with the accounting principles generally accepted in India, including the accounting standards specified by the Institute of Chartered Accountants of India (ICAI) and notified by Government of India.
- b) Expressing an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and frameworks, whether CGF has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of CGF.
- c) The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by ICAI in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit.
- d) Funds have been spent in accordance with the condition laid down by the Board of Trustees from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- e) All necessary supporting documents, records and accounts have been kept in respect of the expenses /project expenses.
- f) Bank Reconciliation Statement is regularly and monthly carried out. Further Fixed Deposits are matching with the books of accounts and interests accrued or earned have been properly accounted for in the books of account.
- g) Preparation and filing of Income Tax Return as per the provisions of Income Tax Act, 1961 of CGF for the financial years 2021-22 to 2023-24.
- h) Reviewing and evaluating CGF's internal control and risk management system and advising Management on adequacy / effectiveness of the system, and proposals for its improvement.
- i) Reviewing adequacy of CGF Information Systems and related infrastructure.
- j) Preparation of statutory information/ returns of CGF.
- k) Providing any other value-addition services consistent with the audit of CGF.
- l) On completion of audit, the Chartered Accountant should submit the year-wise Balance Sheet, Income and Expenditure Account, Receipt and Payments account with relevant schedules.
- m) Any other work needed for accounts finalization.
- n) The Auditor has to submit the duly signed and audited Statutory Report and Audited Accounts as per requirement of Income Tax Act 1961.

**Tender Submission Letter**

To

National Mission for Clean Ganga,  
1<sup>st</sup> Floor, Major Dhyan Chand National Stadium,  
India Gate, New Delhi-110002

Sub: Limited Tender for hiring of CA Firm for Statutory Audit of CGF

Ref: G-25014/2/2020-MGMT CGF NMCG

Dear Sir,

I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal, in a sealed envelope, for the subject work.

I/We, hereby declare that:

- a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the RFP, for your evaluation and consideration.
- b) We submitted the Bid Securing Declaration in accordance with the RFP Document.
- c) I/We have carefully read the terms and conditions of RFP document attached hereto and hereby agree to abide by the said terms and conditions.
- d) The bid is unconditional.
- e) I/We undertake that document submitted are genuine/ authentic and nothing material has been concealed. I/ We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- f) We shall make available to the NMCG any additional information it may find necessary or require clarifying, supplement, or authenticate the Bid.
- g) I/We or any partner of the firm are not blacklisted by any Government Departments, C&AG, PSUs, or any other organization in respect of any assignment or behavior.
- h) We agree to keep this bid valid for acceptance for a period of 60 days from the date of opening the bid.

We understand that the NMCG is not bound to accept any tender that the NMCG receives. Yours

faithfully,

Authorized Signatory  
(With Name, Designation, Contact no. and Seal)

*Note:*

*On the Letterhead of the Bidder.*

### Information on Bidder's Organization

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder (Address Proof for the office / branch is to be submitted i.e., telephone bill / electric bill / any other relevant proof in the name of agency pertaining to the address is to be furnished)	
3.	Empanelment with C&AG for the FY 2021-22 and ICAI (Relevant documentary proof to verify the bidder's claim)	
4.	Valid GST registration No. (Copy of certificate to be submitted)	
5.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
6.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
7.	Telephone No. (with STD Code)	
8.	E-mail id of the Contact Person	
9.	Fax No. (with STD Code) (if any)	
10.	Website (if any)	
11.	Documentary proof of existence of Firm for minimum 5 years.	
12.	Average annual turnover of the firm in previous three years (i.e., FY 2018-19, 2019-20 & 2020-21). (A certificate from CA as per attached format showing figures in each of the required FY.)	
13.	Required work experience as detailed in eligibility criteria. (Relevant Work Orders along with corresponding Work Completion Certificate/ proof of payments received against the work certified by CA.)	
14.	The firm or any partner of the firm should not be blacklisted by any Government Departments, C&AG, PSUs, or any other organization in respect of any assignment or behavior. (A self-certified undertaking as declared in Tender Submission Form in this regard on company letterhead)	

.....Name of the Bidder

.....Signature of the Authorized Signatory

.....Name of the Authorized Signatory

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Financial Information of Bidder's Organization**

*All figures in INR*

S.No.	Parameters	FY 2018-19	FY 2019-20	FY 2020-21
1	Turnover			
	<b>Average</b>			

**Note:**

**Copy of certificate from Statutory Auditor/ Chartered Accountant in this regard shall besubmitted**

.....Name of the Bidder

.....Signature of the Authorized Signatory

.....Name of the Authorized Signatory

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**FORM OF BID SECURING DECLARATION**

Date: \_\_\_\_\_

Tender Reference No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

To:

\_\_\_\_\_

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding, or submitting Proposals in any contract with the Employer for the period of 6 (six) months from the date of notification, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Employer during the period of Bid validity,
  - (i) fail or refuse to execute the Contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security in accordance with the Bid conditions.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder

Name of the person duly authorized to sign the Bid on behalf of the Bidder

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_



**FORM OF FINANCIAL BID**

Note: The Price quoted shall separately indicate the applicable taxes and levies as applicable.

**Required Items:** (Quantities given are estimates only. It is likely to vary)

S. No.	Description	Duration	Lumpsum quoted price in INR (excluding GST)
1.	Annual Statutory Audit Services for Clean Ganga Fund	3 years	
<b>Applicable GST @ .....%</b>			
<b>Total Including GST</b>			
<b>Total in Words (Including GST): INR</b>			

I /We undertake that the rates so quoted shall be fixed and not varied during the contract period.

Signature of the Authorized Signatory  
 Name  
 Designation  
 Name of the Bidder