



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6052314
Dated/दिनांक : 12-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	02-04-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	02-04-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Financial Services
Organisation Name/संगठन का नाम	Industrial Finance Corporation Of India (ifci)
Office Name/कार्यालय का नाम	Ho
क्रैता ईमेल/Buyer Email	buyer2.ifcii.dl@gembuyer.in
Item Category/मद केटेगरी	Hiring of Consultants - Milestone/Deliverable Based - Subject Matter Experts; Financial Services; No; Hybrid(As specified in scope of work)
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	100000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any

bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. 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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. 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.

6. 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.

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

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

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope Of work:[1741782705.pdf](#)

Profile of Consultants:[1741782710.pdf](#)

Payment Terms:[1741782714.pdf](#)

Hiring Of Consultants - Milestone/Deliverable Based - Subject Matter Experts; Financial Services; No; Hybrid(As Specified In Scope Of Work) (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Consulting Category/ Stream	Subject Matter Experts

Specification	Values
Consultant's Profile	Financial Services
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
Addon(s)/एडऑन	

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	Nupur Kaushik	110019,10th Floor, IFCI Tower, 61, Nehru Place, New Delhi	1	N/A

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

1. Generic

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

2. Buyer Added Bid Specific ATC

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

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

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

---Thank You/धन्यवाद---

Request for Proposal (RFP) for selection of Auditor for preparation of Balance sheet

RFP No. IFCI/Establishment/GEM/2024-25/01

Date of Issue: 12/03/2025

A. INTRODUCTION:

IFCI is a Non-Banking Finance Company (NBFC-ND-SI) in the public sector. Established in 1948 as a statutory corporation, IFCI is a public limited company listed on BSE and NSE.

IFCI also provides Government Advisory services and Corporate Advisory services. In Government Advisory, IFCI is appointed as a Project Management Agency (PMA) for various Production Linked Incentive (PLI) schemes launched under the aegis of "Atmanirbhar Bharat" by the Government of India. These schemes are aimed at boosting domestic manufacturing and to attract large investment in the identified sectors. IFCI is also the Verifying & Monitoring Agency for various capital subsidy schemes. Under Corporate Advisory, IFCI is offering financial advisory, ESG advisory and other Project advisory services to the Corporate & Government sectors.

OBJECTIVE OF REQUEST FOR PROPOSAL (RFP):

- IFCI Limited (IFCI) solicits proposal for appointment of Auditor for preparation of Balance Sheets for Pension Fund Trust and Gratuity Fund Trust.
- IFCI wishes to avail services of "**the firm of Chartered Accountants**" (hereinafter also referred as "**Bidder**") within India.
- The shortlisted Statutory Auditor would be required to support IFCI in preparation of Pension and Gratuity Balance Sheet as per the scope of work as defined below in this RFP document and shall adhere to stipulated terms and conditions as mentioned herein this document.

B. SCOPE OF WORK FOR AUDITOR:

1. Verification of All Bank Statements and reconciliation of Fund statement from LIC.
2. Verification of Investments made during the year.
3. Verify the Interest certificate from all the banks.
4. Verify Various Provisions and Actuarial Valuation.
5. Verify Details of expense incurred during the year.
6. Verify Withdrawals, transfer IN OUT and Settlement during the Year.
7. Preparation of Trial Balance, Income & Expenditure Statement and Balance sheet for Gratuity and Pension Fund.
8. Preparation of final balance sheet of Pension Fund Trust & Gratuity Fund Trust.
9. The bidder's representative should visit IFCI for preparation of balance sheets.

C. MINIMUM ELIGIBILITY CRITERIA:

The Bidder should inter alia satisfy the following Minimum Eligibility Criteria:

1. The Bidder must be a Firm of Chartered Accountants.
2. The bidder should have an **office** in Delhi with requisite staff strength.
3. The bidder should be in existence for more than **5 years**.
4. The bidder should have experience of conducting **audit of Banks/Govt. NBFCs/FIs**;
5. The bidder should have professional **staff strength** of **minimum 10** including Audit and Articled Assistants.
6. The bidder should have a minimum **turnover of Rs. 4 lakhs** or more in each of the last three financial years and should also have positive net worth.

Request for Proposal (RFP) for selection of Auditor for preparation of Balance sheet

7. The bidder should not be Statutory Auditors of IFCI for the last 3 years.

The bidder should refer to the above eligibility criteria while filling in the technical information as mentioned in Annexure II.

D. RFP DETAILS AND TIMELINES:

i. Award of Contract:

1. The award of the contract for service as per the scope of work to the selected bidder i.e. selected Auditor shall be done based on the eligibility criteria mentioned above and the financial / commercial bids to be submitted by the bidder.
2. Selection of L1 (Lowest 1) Bidder shall be based on the lowest aggregate bid received for all financial years.
3. Initially the contract would be for a period of one year, which may be extended for another year, upon satisfactory completion of the contract, at the same price.
4. In the case of a tie, the firm having the highest number of years of experience and highest average turnover in past 3 years, will be considered.

ii. Important Dates and key events:

All timings in this document follow Indian Standard Time (IST)

Sl. No.	Particulars	Details
1	Tender (RFP) document	The details can be downloaded from IFCI website https://www.ifcilttd.com/ (Tenders - procurement-goods and-services)
2	Name of contact person for any clarification	Ms. Priyanka Pathak, Manager Mr. Ramkesh Dixit, Executive
3	E-mail address	rfpquery@ifcilttd.com
4	Validity of proposal	-Technical and financial bids are to be submitted separately on GeM portal only. -The rates in tender document shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of Bid (Technical and Financial), including extensions, if any.
5	Last date for submission of bids as per terms and conditions of this RFP.	As per GeM
6	Tender opening at IFCI office	As per GeM

Please note that, in accordance with the general conditions of RFP, IFCI may amend these dates or the RFP process at its sole discretion.

iii. Submission of Bids:

1. The Bid documents should be submitted on GEM Portal.

Note:

- Selection of L1 (Lowest 1) Bidder shall be based on the lowest aggregate bid received for all financial years.

Request for Proposal (RFP) for selection of Auditor for preparation of Balance sheet

iv. Cost of Bidding:

The bidder shall bear all the costs associated with the preparation and submissions of bid and IFCI will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

v. The IFCI 's Right to Accept or Reject Bid or all Bids:

IFCI reserves the right to accept or reject any bid or annul the bidding process and reject all bids at any time prior to award of contract without obligation of assigning any reason or incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground for IFCI Venture's action.

E. GENERAL INSTRUCTIONS

1. If any false information/document is provided/submitted and it comes to the knowledge of IFCI, IFCI reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder /firm.
2. No additional fields to be added in the prescribed application forms.
3. The bidders are required to attach copies of each of the following:
 - a) PAN card.
 - b) GST Registration Number.
 - c) Registration Certificate.
 - d) Profile of the firm.
 - e) Any other relevant information.
4. The online bids will have to be digitally signed and submitted within the time specified on website <https://gem.gov.in>.
5. Technical and financial bids are to be separately.
6. All Annexures must be signed by the authorized representative along with date as a token of acceptance of the terms & conditions of tender.
7. Submission of more than one bid is not allowed and shall result in disqualification of bidder.
8. Validity of bids: Tender submitted by Bidders shall remain valid for acceptance for a minimum period of Ninety (90) days from the last date of submission of Bid, including extensions, if any.
9. IFCI reserves the right to alter, modify, terms and conditions of the said transaction / Forms & any other documents without assigning any reason at any stage of transaction.
10. IFCI may, at any time, without giving any reasons thereof, change/extend the deadlines/timelines outlined herein below and shall communicate such change/extension by way of notice only on IFCI's website (www.ifcilttd.com).
11. IFCI reserves the right to reject/ accept any bid/ RFP and decide not to go ahead with the proposed transaction at any stage, without assigning any reason. The decision of IFCI in this regard shall be final and conclusive.
12. All conditional and contingent bids shall be summarily disqualified at the sole discretion of IFCI.
13. In case of any doubt regarding the terms and conditions and process, the decision of IFCI shall be final.
14. In order to understand the profile of the firm and to have a clear understanding of the areas in which the firm has requisite expertise, IFCI may at its absolute discretion invite one or more or all the bidders for further presentation.

**Request for Proposal (RFP) for selection of
Auditor for preparation of Balance sheet**



15. All suits or proceedings relating to any dispute or claim arising out of or in the course of performance of these contract/ transactions shall have jurisdiction situated at New Delhi only.
16. In case of any further clarification, you may write to rpfquery@ifcilt.com.

**Sd/-
General Manager**

**Request for Proposal (RFP) for selection of
Auditor for preparation of Balance sheet**



Annexure-I

(On the Letter head of the bidder/firm)

**Request for Proposal
(Format for Financial Bid)**

To,

The General Manager
IFCI Limited
IFCI Tower, 61 Nehru Place
New Delhi – 110019

Dear Sir,

Re: Appointment of Auditor for Pension and Gratuity Trust.

I/We _____ a Chartered Accountants Firm is / are pleased to submit our Financial Bid for acting as Auditor for Pension and Gratuity Fund as mentioned in RFP published in GEM Portal.

Our lump sum fee for the same is below in the table:

Financial Year	Financial Bid (Rs.) (in figure and word)		
	FY	Fees (excl taxes)	Out of pocket expenses (if any)
FY 2024-25			
	TOTAL		

The fee above is exclusive of all taxes.

Date:
Place:

Signature of authorized signatory
Name:
Designation:
Seal:

**Request for Proposal (RFP) for selection of
Auditor for preparation of Balance sheet**

Annexure-II

(On the Letter head of the bidder/firm)

**Request for Proposal
(Format for Technical Bid)**

To,

The General Manager
IFCI Limited
IFCI Tower, 61 Nehru Place
New Delhi – 110019

Re: Appointment of Auditor for Pension and Gratuity Fund

1. Part A- General Information:-

Sl. No.	Particulars	Reply
1	Name of the Bidder / Firm of Chartered Accountant • Whether Partnership / Proprietorship / Others • Name of the Lead Partner/ Proprietor / Incharge • Name(s) of the Contact person(s) and the Contact details	
2	Year of Commencement of Firm (Attach Documentary evidence)	
3	Details of Headquarter • Address • Telephone Nos. • Fax No. • Email • Website	
4	Post Qualification Experience of Lead Partner/ Proprietor/ Individual including Service / Practice under whose supervision the Audit of Pension Fund/Gratuity Fund will be conducted. • Total Post Qualification Experience • Experience in Practice (Attach Documentary evidence)	
5	PAN No. (Attach Documentary evidence)	
6	GST No. (Attach Documentary evidence)	
7	Average annual turnover of the Bidder/ Firm in last three financial years based on ITR/Balance Sheet. (Attach Documentary evidence i.e ITR/ audited financial statement)	
8	Number of Statutory Audit assignments handled in case of Financial Institutions/ Banks / Govt. NBFCs (Attach Documentary evidence)	
9	Any other relevant information. (Attach Documentary evidence)	

Declaration

Request for Proposal (RFP) for selection of Auditor for preparation of Balance sheet



1. All the information provided by me/us here above is correct to the best of my/our knowledge & belief.
2. I/We do not have any conflict of interest with IFCI.
3. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
4. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.

Signature:-----

Name & Designation of the Authorized Signatory:-----

Stamp of the Bidder/ Firm:-----

Date:

Place: