

Volume –I - Technical Bid

1) Eligibility Criteria

| Sl. No. | Minimum Eligibility Requirement | Supporting Document to be submitted |
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| (i) | <p>Legal Status of the Bidder</p> <p>The Bidder should be a Partnership Firm / LLP of Chartered Accountant / Cost and Management Accountant registered in India having experience of 15 (Fifteen) years or more.</p> | <p>Self-Certified copy of Registration issued by Institute of Chartered Accountants of India/Institute of Cost and Management Accountant of India.</p> |
| (ii) | <p>Financial Capacity</p> <p>The Bidder should have average annual gross receipts / turnover (total of consultancy fees / Professional fees, filing fee etc. charged in the process of usual business but excluding other Income) of Rs.33 Lakhs (Rupees Thirty Three Lakhs) (as per GeM) in each of the last 3 (Three) completed financial years.</p> | <p>ITR/Assessment order and audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified.</p> |
| (iii) | <p>Experience of Partners</p> <p>The Bidder should have minimum 5 (Five) full time qualified CA/CMA partners associated with the firm for a minimum period of 5 years and having a 10 years of post-qualification experience in statutory / internal audit.</p> | <p>List of the partners along with the resume giving the brief details of relevant experience in Audit and the membership no. The list should be attested by Managing Partner / Senior Partner establishing the fulfilment of criteria. The resume should separately mention the work done and period of experience in Audit.</p> |

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| (iv) | <p>Experience of Employees</p> <p>The Bidder should have minimum 5 (Five) paid qualified CA/CMA (other than partners) out of which at least 2 (Two) should have minimum 5 years post qualification experience in statutory / internal audit.</p> | <p>List of qualified CA's along with the Segment handled, membership no. and post qualification experience in Audit to be submitted. The list shall be certified by the Managing Partner / Senior Partner establishing the fulfilment of criteria. The resume should separately mention the work done and period of experience in Audit.</p> |
| (V) | <p>Assignment Undertaken</p> <p>The bidder should have carried out</p> <p>a) one audit assignment of at least 80% or more than the estimated cost put to the tender (annual value) during last 5 years.</p> <p>or</p> <p>b) Two audit assignment of at least 50% or more than the estimated cost put to the tender (annual value) during last 5 years.</p> <p>or</p> <p>c) Three audit assignment of at least 40% or more than the estimated cost put to the tender (annual value) during last 5 years.</p> <p>Out of the above assignment so carried out, the Bidder should have undertaken audit assignments of at least 1 (one) Central/State PSU or Listed / Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least one year in the last 3 financial years.</p> | <p>List of assignment showing the Organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover of the organization audited for the relevant F.Y. duly certified by the Managing Partner / Senior Partner.</p> <p>Award letter and certificate of completion/certificate of continuation of service in case of ongoing assignment on company Letter head clearly indicating services provided, financial year of provision of service, etc) and Audited Balance Sheet & P&L of the client for determining the turnover should be submitted as Proof of execution of services/ other credentials.</p> |

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| (vi) | The Bidder should have full time office in Madhya Pradesh. | Proof of address, Ownership documents, lease / rent deed, electricity/ water bill etc. |
| (vii) | The bidder should not have been debarred/black listed/disqualified by any regulators/ statutory body in India. | Self-declaration |
| (viii) | EMD amount & details /MSME Certificate | |

1) Evaluation criteria: -

The Bidders/Applicants should fulfil the Eligibility Criteria for participating in the tender. Evaluation will be done only for the bidders satisfying all the parameters of eligibility criteria.

| S. No. | Evaluation Criteria | Marks |
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| i) | Legal Status of the Bidder Minimum marks for 15 years' experience will be 10. For each additional full year of experience, 1 additional mark will be awarded subject to maximum of 20 marks. | 20 |
| ii) | Financial capacity Minimum marks for having average annual turnover / receipts of Rs:33 Lakhs [as per Gem] in the last 3 completed financial years will be 10. For each additional Rs:33 Lakhs [as per Gem] turnover / receipts, additional 1 mark will be awarded subject to maximum of 20 marks. | 20 |
| iii) | Experience of Partners Minimum marks for the criteria will be 10. The bidder having additional partner having experience of 10 years and more in statutory / internal audit will be awarded one additional mark for each additional partner subject to maximum of 20 marks. | 20 |
| iv) | Experience of Employees Minimum marks for the criteria will be 10. The bidder having additional employee (CA/CMA) having experience of 5 years and more in statutory / Internal audit will be awarded one additional mark for each additional employee subject to maximum of 15 marks. | 15 |
| v) | Assignment Undertaken The bidder should have carried out a) one audit assignment of at least 80% or more than the estimated cost put to the tender (annual value) during last 5 years. or b) Two audit assignment of at least 50% or more than the estimated cost put to the tender (annual value) during last 5 years. or c) Three audit assignment of at least 40% or more than the estimated cost put to the tender (annual value) during last 5 years. Out of the above assignment so carried out, the Bidder should have undertaken audit assignments of at least 1 (one) Central/State PSU or Listed / Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least one year in the last 3 financial years. | 15 |

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| | <p>a) Minimum marks for undertaking similar statutory / internal audit assignments of at least 1 (one) Central /State PSU / Listed / Public Limited Company having annual turnover of Rs.500 crores or more for a continuous period of at least one year in the last 3 financial years will be 10.</p> <p>For each additional similar assignment handled for a continuous period of at least 1 year during last 3 financial years, additional 1 mark will be awarded subject to maximum of 15 marks.</p> | |
| vi) | <p>Presentation Presentation on the experience of conducting the internal audit, the road map / procedure / methodology / approach to be followed for conducting and reporting the each and every scope of audit.</p> | 10 |

Agency should have obtained minimum of 50 marks in Technical bid to get technically qualified.

Selection Criteria/Evaluation Process

The final selection of the successful bidder from the technically qualified bidders will be done by considering combined score of the bidders from technical as well as financial bid in the following manner: -

The method of evaluation of technical and financial bid will be as follows.

75% weightage will be given to the technical evaluation score and 25% weightage to be given to the financial evaluation using the formula as given below:

$$SIB = [(F \text{ Low} \div F \text{ Bid}) \times 0.25] + [(T \text{ Bid} \div T \text{ High}) \times 0.75]$$

SIB = Score of Individual Bid

F Low = Lowest Financial Bid amongst all Bidders

F Bid = Actual Financial Bid submitted by a bidder

T Bid = Technical Score of a Bidder

T High = Highest Technical Score amongst all Bidders.

The bidder with the highest score (SIB) becomes the successful Least Price Bidder (L1), the bidder with the second highest score (SIB) becomes (L2), and so on and so forth.

In case of a tie, preference will be given to the bidder with higher financial score i.e., having quoted the lower fee. In case of a tie in financial as well as technical score, AAI can award the assignment to any one of the bidders at its sole discretion.