Maharashtra State Common Entrance Test
(CET) Cell, Mumbai

E-mail: - statecetcell.acc@gmail.com Phone No.: - 022-22016153/57/59

MAHARASHTRA STATE COMMON ENTRANCE TEST (CET) CELL

(GOVERNMENT OF MAHARASHTRA AUTONOMOUS BODY)

Notice for

"Hiring of Accounts Services of Registered Chartered Accountant Firm(s) for Accounting and Related Services under the Accrual-Based (Mercantile) Double Entry Accounting System for the Maharashtra State Common Entrance Test Cell, Maharashtra"

Tender Ref	**: STATECETCELL/ACC&Audit/Accounting/1820/2026-27**
Tender document Amount	**: Rs.1000/- (Rs. One Thousand only)**
Date of Issue	**: 31.07.2026**
Last date for submission	**: 06.08.2026 at 1700 Hrs.**

The Maharashtra State Common Entrance Test Cell, Maharashtra invites bids from eligible Chartered Accountant (CA) Firms under the Two-Bid System. The complete Tender Document, including eligibility criteria, scope of work, and bidding schedule, is available on the State CET Cell website: www.mahacet.org

JULY 2026

MAHARASHTRA STATE COMMON ENTRANCE TEST (CET) CELL
8th Floor, New Excelsior Building,
A.K. NAYAK MARG, FORT
Mumbai- 400 001

Tel: 022-22016153/57/59
E-Mail:cetcell@mahacet.org/statecetcell.acc@gmail.com
Web: www.mahacet.org

Maharashtra State Common Entrance Test (CET) Cell, Mumbai

TENDER DOCUMENT
FOR
Hiring of Accounts Services

Tender Ref: CETCELL/ACC & Audit/Accounting/1820/2026-27 Date: 31.07.2026

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Maharashtra State Common Entrance Test (CET) Cell, Mumbai

TENDER DOCUMENT
For
Accounts Services

Hiring of services of registered Chartered Accountants for work related to Accrual system of accounting (Mercantile Double Entry Accounting System) and Preparation of final accounts of Maharashtra State Common Entrance Test (CET) Cell, Mumbai for the FY 2025-26 and FY 2026-27.

Quotation Time Schedule	
Published Date	31-July-2026 11:00 AM
Document Download Date	31-July-2026 11:00 AM
Clarification Start Date	31-July-2026 11:00 PM
Clarification End Date	04-Aug-2026 04:00 PM
Bid Submission Start Date	31-July-2026 11:00 AM
Bid Submission End Date	06-Aug.-2026 05:00 PM
Technical Bid Opening Date	07-Aug.-2026 11:00 AM
Financial Bid Opening Date	07-Aug.-2026 02:00 PM

The tenders can be seen at www.mahacet.org

Note: - In the event of any Holiday, the bid submission end date and Bid opening date and time shall be the next working day without change of scheduled time as mentioned above.

GOVERNMENT OF MAHARASHTRA
MAHARASHTRA STATE COMMON ENTRANCE TEST (CET) CELL
8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001
Tele. No. - 022-22016157/53/59 Website -www.mahacet.org E-Mail-cetcell@mahacet.org

No.: STATECETCELL/ACC & Audit/Accounts/1820/2026-2027 Dated: 31 July, 2026

1. NOTICE INVITING FOR TENDER

Sealed Tenders are invited for the following Job/ services in CETCELL.

Name of Job/Services: Hiring of Accounts Services from registered Chartered Accountants firms

NIT No. : STATECETCELL/ACC & Audit/Accounting/ /2026-27

Tenders are Invited for hiring services of registered Chartered Accountants firms for all the work related to Accrual system of accounting (Mercantile Double Entry Accounting System) for the FY years 2025-26 and 2026-27.

The Service provider / Bidders must be participating in the bidding processes. The Bidding document may be downloaded through the www.mahacet.org.

The interested Service Provider/ Bidders are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" as per Annexure II to VI with Form A, B and Sealed Cover-II containing "Financial Bid" in the following format should be placed in a third sealed cover super scribed "**Tender for Accounts Services**" may be sent by post or dropped in the tender box kept at the reception counter of this office latest by 06/08/2026 at the time 05.00 p.m. Quotations received after the scheduled date and time shall be summarily rejected. The technical bids shall be opened on 07/08/2026 at 11:00 a.m. at the conference hall of STATE CET CELL, Mumbai at above-mentioned address in the presence of such tenderers or their duly authorized Representatives as may like to be present.

The tender will be evaluated on QCBS Model with 70% weightage to Technical Bid and 30% weightage to Finance Bid. The evaluation criteria for technical scores is given at Sl. No. 17 "Submission of Bids".

i. Tender Processing Fee Rs.1,000/-.
ii. An amount of INR Rs.10,000/- (Rs. Ten Thousand only) is to be submitted as EMD/Bid security.
iii. The last date of submission of tender document is 06.08.2026 up to 05:00PM. The bid will be opened on 07.08.2026 at 11:00 AM in the address- MAHARASHTRA STATE COMMON ENTRANCE TEST (CET) CELL **8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai -400 001.**
iv. The Tender Inviting Authority reserves the right to accept or reject any bid/tender and to cancel/annul the bidding process and reject all bids at any time prior to contract award without assigning any reason.

Commissioner,
Maharashtra State Common Entrance Test
(CET) Cell

Endc. As above

Copy To:

1. CET CELL IT for uploading the tender on site www.mahacet.org

Introduction, Instructions, Terms & Conditions/ Guidelines for Submission of Offline Tender

2. Introduction

(i) Maharashtra State Common Entrance Test (CET) Cell was established in 2015 by Government of Maharashtra by the Act, may be called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Ordinance, 2015 (Mah. Ord. VII of 2015), dated 12thMay, 2015 Autonomous Bodies at Mumbai. It extends to the whole of the State of Maharashtra. The main objective of Regulation of admissions and Fees by the Unaided Private Professional Educational Institutions and Conducting of Common Entrance Test.

(ii) Maharashtra State Common Entrance Test Cell is a full-fledged, independent and autonomous Body for conduction Common Entrance Test and Centralized Admission Process under the administrative control of Govt. of Maharashtra

(iii) The Authority areas of activities of CET are:

a. Conducting "Common Entrance Test (CET)" - The entrance test education courses conducted for determination of merit of the candidates by Centralized Admission Process (CAP) for the purpose of admission to professional Education Courses through a single window system.
b. Conducting "Centralized Admission Process (CAP)" means the centralized process of admission carried out by the competent authority through single window system in a transparent manner for admitting the students for various professional courses in educational institutions.
c. Other activities & Administrative Expenses.

The Maharashtra State Common Entrance Test (CET) Cell is an Autonomous Body of the Government of Maharashtra functioning under the Higher and Technical Education Department. The CET Cell is responsible for conducting Common Entrance Tests (CETs) for admission to various professional courses and administering the Centralized Admission Process (CAP) for admissions across the State of Maharashtra. It is committed to ensuring a transparent, efficient, and technology-driven admission process while promoting access to quality higher and professional education in the State of Maharashtra.

3. Accounting Procedure

The State CET CELL is presently following Accrual-based accounting procedure.

The Accountant General of HP has desired that the accounts of the State Authority should be prepared on the 'Uniform Format of Accounts' as applicable to the Central Autonomous bodies.

Commissioner Maharashtra State CET CELL is desirous to hire services of registered Chartered Accountants firms for all the work related to Accrual system of accounting (commercial double accounting system) for the FY 2025-26 and FY 2026-27.

4. SALIENT FEATURES OF BIDDING DOCUMENT

CRITICAL DATE SHEET:

Tender Announcement Date	Date: 31.07.2026 Time- 11.00 AM
Pre-Bid Meeting Venue and time	Date: 03.08.2026 Time:12.15 PM to 01.00 PM Place: State Common Entrance Test Cell, 8th Floor Conference Room , New Excelsior Building, A K Nayak Marg, Fort Mumbai- 400001
Starting date & time for Bid submission	Date: 31.07.2026 Time: 11.00 AM onwards
Last Date and Time of Bid Submission	Date: 06.08.2026 Time: Up to 05.00 PM
Mode of submission- Technical Bid	Bidders to drop the sealed tender in the Tender Box placed at following address: State Common Entrance Test Cell Maharashtra 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001.
Mode of submission- Price Bid	Bidders to drop the sealed price Bid in the Tender Box placed at following address: State Common Entrance Test Cell Maharashtra 8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001.
Validity of Bids	90 days from opening of the technical bids
Opening of Technical bids Date and Time of opening of bid	Date: 07.08.2026 Time: 11.00 AM
Opening of Price Bid	Date: 07.08.2026 Time: 02.00 PM

5. Scope of Work

The work(s) to be performed is as under (for FY 2025-26 & FY 2026-27).

The Chartered Accountant Firm shall provide qualified accounting professionals for maintaining books of accounts and extending comprehensive accounting support to the State Common Entrance Test Cell for the Financial Year 2025-26 and FY 2026-27.

Detailed description of the services to be provided by the CA firm is as follows.

The scope of work shall include, but not be limited to, the following:

A. Implementation of Accrual Based Double Entry Accounting System in Tally software.

5.1 Preparation of Books of Accounts

a) Preparation of books of accounts for the financial Year 2025-26 under the Accrual Based Double Entry Accounting (Mercantile) System.
b) Day-to-day accounting Entries / Data Entries in Tally ERP/ Tally Prime ERP or any other accounting software prescribed by the Authority.
c) Recording and posting of all accounting vouchers including receipts, payments, journal vouchers, contra entries, purchase, sales, Debit & Credit Notes and adjustment entries in tally Software.
d) Preparation and maintenance of Cash Book, Bank Book, General Ledger, Journal Register and Subsidiary Ledgers in tally.
e) Maintenance of Head-wise and Scheme-wise books of accounts. Candidate wise, CAP wise, CET wise fees reconciliation (Four ways - Accounts, Bank Statement, Payment Gateway Settlement Report and Agency data.
f) Prepare All Creditors & Debtors Party Ledger and Reconciliation.
g) Petty Cash Book all entries to be prepared in tally up to 31.3.2026
h) Record detailed narration for each accounting entry in **Tally**, including, wherever applicable, the **File Number, Invoice/Bill Number, NEFT/RTGS UTR Number, Cheque Number, Voucher Number,** and any other relevant reference details to ensure proper identification, traceability, and audit compliance.
i) Payment vouchers along with supporting notes shall be prepared for each transaction based on payments processed by the concerned Department and the Accounts Department, at the level where the expenditure is incurred, in accordance with the Accrual-Based (Mercantile) Double Entry Accounting System.
j) Conversion of Account(s) Cash based to Accrual based accounting (commercial double accounting).
k) Preparation of Cash Books/Journal/Ledgers/Trial Balance, Annual Accounts and Balance sheet in the commercial Double entry accounting system and Final Reports (financial informationally) of the financial year 2025-26 & 2026-27 to be laid before Hon'ble Commissioner/Competent Authority.
l) Preparation of Bank Reconciliation Statements (whenever required).
m) Division wise, Scheme (activity wise) detail of expenditure/utilization of funds to be prepared.
n) Preparation of Note on Account(s) on Statement of Accounts of office concerned.
o) Facilitation of Balance Sheet audit by CAG and attending to the queries of Government Auditors on the Accounts prepared by the firm.
p) Any other work(s) if considered necessary with reference to scope of work above.
q) All accounting and related work under this assignment shall be carried out using Tally (Tally Prime/Tally ERP). The selected firm shall ensure that all accounting records, vouchers, voucher files, ledgers, financial statements, and other related accounting documents are maintained and prepared in Tally software.

5.2 Accounting Entries and Reconciliation

a) Preparation of all accounting entries in Tally.
b) Monthly reconciliation of Cash Book, Bank Book and General Ledger.
c) Preparation of Bank Reconciliation Statements (BRS) for all bank accounts.
d) Reconciliation of Grant-in-Aid, Deposits, Advances, Receivables and Payables.
e) Reconciliation of Inter-Departmental and Inter-Account transactions.
f) Rectification of accounting discrepancies after obtaining approval from the competent authority.
g) Accounts Finalization, Preparation of Groupings in Income and Expenditure, Receipts and Payments, Balance sheets, Annexures, and other related information

h) Reconciliation of each Fixed Deposits/CLTD more than 500 accounts. To check whether interest has been received on Fixed deposit/CLTD at the rate fixed by the bank. Also to prepare a detailed report on how much penalty interest has been deducted from the bank due to CLTD.
j) Record and maintain all bill entries in **Tally** under the **Bill-by-Bill** accounting system, ensuring accurate tracking, reconciliation, and settlement of outstanding bills.

5.3 Receipts and Payments

a) Accounting of all receipts from examination fees, CAP fees, registration fees, Government grants, interest income and other receipts.
b) Verify the Registration Fee data pertaining to **20 Common Entrance Tests (CETs)** and **62 Centralized Admission Processes (CAPs)** as per the approved Master Guidelines, and record the corresponding accounting entries in **Tally ERP/Tally Prime**, as applicable
c) Accounting of all expenditure including administrative expenses, examination expenditure, procurement, consultancy charges and capital expenditure.
d) Verification of supporting documents before accounting.

5.4 Statutory Compliance

a) Preparation of Goods and Services Tax (GST), Professional Tax (PT), TDS and GST TDS related accounting entries in Tally along with reconciliation.
b) Study of all contacts, working out TDS and checking arithmetical calculations and Report.
c) All Remuneration and Honorarium payment reconciliation and deduction of TDS.

5.5 Fixed Assets Accounting

a) Maintenance of Fixed Asset Register.
b) Accounting of capitalization of assets.
c) Calculation and accounting of depreciation as per applicable Accounting Standards.
d) Physical verification reconciliation assistance.

5.6 Advances and Deposits

a) Maintenance of employee advances.
b) Vendor advances.
c) Security deposits.
d) Earnest Money Deposits (EMD).
e) Performance Security Deposits.
f) CET Exam related Advances reconciliation
g) Unadjusted dues of employees/any other persons like TA Advance, Adjustable Advance, Accounts Recoverable, LTC Advance, Medical Advance, etc. To generate statements of all Advances, Impress other Departments etc.
h) Advance adjustment entries.
    i) Recovery of taxes, if any from time to time. To oversee the timely adjustment of advances/ recoveries, realization of outstanding due, write off old dues, clearance of old outstanding debits/ credits of more than one months in the bank reconciliation statement and watching any other accounts matter requiring timely completion and monthly report to Heads of Account Department.

5.7 Payroll Accounting

a) Accounting of salary.
b) Accounting of statutory deductions.
c) Leave encashment accounting.
d) Gratuity, NPS and other employee benefit accounting.
e) Monthly payroll accounting entries.

5.8 Annual Accounts Closing

a) Passing year-end accounting entries.
b) Provision entries.
c) Closing entries.
d) Opening Balance confirmation.
e) Ledger scrutiny.
f) Accrual entries
g) Preparation of annual financial statements.
h) Prepaid expense accounting
i) Outstanding liability accounting.

5.9 Financial Statements

Preparation of:

- Trial Balance
- Income & Expenditure Account
- Receipts & Payments Account
- Balance Sheet
- Schedules to Accounts
- Notes to Accounts
- Significant Accounting Policies
- Supporting Annexures
- Prepare the accounts up to the **Trial Balance** stage on a **monthly basis** and prepare the **Receipts & Payments Account** at the end of the financial year, along with all necessary reconciliations, control accounts, and supporting schedules required for the finalization of accounts and preparation of the **Income & Expenditure Account** and **Balance Sheet** of the **State Common Entrance Test Cell, Mumbai**. The scope shall also include calculation and provision of depreciation in accordance with the accounting policies adopted by the **State Common Entrance Test Cell**, reconciliation of accounts with the **STATE CET CELL** and its internal offices, and reconciliation of **Fixed Assets** and **Current Assets** accounts

5.10 Audit Assistance

Provide complete assistance during:

- Internal Audit
- Statutory Audit
- C&AG Audit
- AG Audit
- Departmental Audit
- Legislative Committee Inspection

Including preparation of schedules, replies, reconciliations and supporting documents.

5.11 Reports

Preparation of:

- Yearly Financial Statements
- Expenditure Statements
- Receipt Statements
- Bank Position Reports
- Outstanding Liability Reports
- Age-wise Receivable Reports
- Advance Reports
- Fund Position Reports
- Cash Flow Reports

5.12 Accounting Standards Ensure compliance with:

- Generally Accepted Accounting Principles (GAAP)
- Applicable Accounting Standards
- Government Accounting Rules
- Maharashtra Treasury Rules (where applicable)
- GFR, 2017
- Delegation of Financial Powers Rules
- Applicable GST, Income Tax and Professional Tax provisions.

5.13 Support to Accounts Department

- a) Assist the Accounts Department in day-to-day accounting work.
- b) Preparation of accounting schedules.
- c) Preparation of replies to audit observations.
- d) Preparation of information sought by Government Departments.
- e) Assistance in implementation of new accounting procedures prescribed by Government.

5.14 General Responsibilities

- a) Deploy qualified Chartered Accountants, Semi-qualified Assistants and Accountants having adequate experience in Government/Autonomous Body accounting.
- b) Ensure confidentiality of financial information.
- c) Comply with all Government instructions issued from time to time.
- d) Attend meetings whenever required.
- e) Submit periodic progress reports.
- f) Any other accounting work assigned by the Commissioner/Competent Authority relating to financial management. Any other account related matter and anything considered necessary towards above.

B. Period of Completion of Accounting Work

All accounting work specified under the Scope of Work for **Financial Year 2025–26** shall be completed **on or before 30th September 2026**. The successful bidder shall ensure the timely completion of all accounting records, reconciliations, ledgers, supporting schedules, and financial statements required for the finalization of the annual accounts of the **State Common Entrance Test Cell, Mumbai**. The bidder shall also ensure compliance with all applicable statutory, audit, and regulatory requirements, including the preparation and submission of the **Tax Audit Report**, financial statements, and all other statutory returns within the due dates prescribed under the applicable Acts, Rules, and Government regulations. Delay in completion of the assigned work resulting in non-compliance with statutory timelines shall be the sole responsibility of the successful bidder.

6. Staff Deployment

By accepting the work award, the successful bidder will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this tender and warrants that will use its best skill and attention to provide work described in this tender in a professional and timely manner.

7. Preparation of Bids

a. All the interested bidders are requested to read the bid document carefully before submission of their bid.

b. The bid prepared by the Bidder, as well as all documents attached to the bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and the Tenderer shall be written in English language.

8. Instruction to bidder

a. All documents of the bid shall be signed by the Partner/ Director/ Authorized Person (in case of firm) and by the Proprietor (in case of a practicing CA) having valid authorization letter at the time of bid submission. Any consequences resulting due to such signing shall be binding on the Bidder. The Bidder shall submit Technical & Price Bid in two parts as per details below:

PART – I : Technical Bid (Physical)
PART - II : Price Bid (Physical)

b. The Technical Bid shall be submitted physically in a sealed envelope as per detail mentioned in Sl. No. 10(I) "Submission of Bids".

c. The Price Bid shall be submitted in Physically in a sealed envelope as per detail mentioned in Sl. No. 10(II) "Submission of Bids" as per Annexure-IV provided in the Bidding Document.

d. Both Technical Bid and Price Bid should be uploaded in the official website www.mahacet.org. The Physical bidding system provides for online clarification on the provisions of the bidding document. A prospective bidder requiring any clarification may notify by e-mail at **statecetcell.acc@gmail.com** to the authority inviting the bid till the period allowed for queries, after which no query/clarification would be entertained.

e. Before the deadline for submission of bids, the Tenderer may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website www.mahacet.org under "Latest Corrigendum".

f. Any addendum/corrigendum thus issued shall be part of the bidding documents.

g. The Tenderer may, at its discretion, extend the deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Bidders remain same for the extended period also.

h. During evaluation of bids, the Tenderer may, at its discretion, ask the Bidder for clarification related to the information and documents submitted in the bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered, or permitted.

i. **The evaluation of the bids will be a two-stage process based on Quality-cum-Cost Based Selection ("QCBS") method.**

j. Each bidder shall submit only one proposal in response to this tender document.

k. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.

l. Interested C.A. firm should submit their application, to the STATE CET CELL in the prescribed pro-forma annexed herewith [Annexure I] in sealed envelope with each page of the application signed by an authorized signatory, including the pages comprising the annexure, if any, of Tender document.

m. **The Tender MUST be accompanied by all the relevant documents in support of the statements or claims made in the application including: -**
   i. Brief description of the background and organization of your entity/firm (not more than two page)
   ii. Brief description of ownership details, date and place of incorporation of the firm, objectives of the firm, total manpower strength- availability of appropriate professional staff, infrastructure etc.
   iii. Evidence of registration/incorporation of the firm.
   iv. Annual Audit Report of firm for last 3 years.

v. A Self attested copy of the latest empanelment intimation letter issued by the CAG containing the Unique Identification Number and the score
vi. A self-declaration form from the firm to the effect that the firm including the partners of the firm has not been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under First and Second Schedule of the Chartered Accountants Act 1949 or is one against whom no disciplinary sanction order has been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner

9. Bid Validity Period

The bid shall remain valid for a minimum period of 90 days from the date of opening of the Technical Bid, any bid with a shorter bid validity shall be liable for rejection.

10. Pre-Qualifying Requirements (PQR) Eligibility of Bidder:

The offer shall be considered only from Indian, technically competent, experienced and Registered Practitioners CA and Firms of Chartered / Cost Accountants who meet the following pre-qualification requirements

Sl. No	Parameter/ Criteria/ Requirement and Documents Required
1.	**Firm Establishment:** No of years of practicing in India as on 31.03.2026 a. The Firm should be registered with The Institute of Chartered Accountants of India (ICAI). The Firm should have been operational for at least 10 years. Bidder to submit a copy of (ICAI Registration) b. The firm should have been operation in Maharashtra for at least 10 years after registration. c. The bidder firm shall have a registered office or a branch office in the State of Maharashtra. Preference shall be given to firms having a branch office in Mumbai. **(Format Annexure-I)**
2.	The Firm should have experience in providing Accounting, Auditing and Consultancy services. The Chartered Accountancy firm should have a dedicated cell dealing with Indirect taxes, headed by a senior partner, supported by knowledgeable qualified partners not below the FCA at least min.5 Nos; the same shall be verified from the certificate issued by ICAI and at least 20 Assistance Staff. The firm should have jurisdiction in Mumbai. The break up details are (i) Partners of Firm i.e. number of full time chartered accountant partners (ii) paid chartered accounts (iii) Assistant Staff of firm must be given in the **(Format Annexure-III**
3.	The firm should have at least 5 Chartered Accountants (CAs)/FCA/ Article Assistants/Paid assistants to execute the work. The details of such personnel shall be provided in the Technical Bid.**(Format Annexure -III**
4.	Any partner of firm or firm shall not be liable for disciplinary action under section 21 of the Chartered Accountant Act, 1949. (Affidavit on Rs 100/- stamp paper should be submitted by Firm regarding none of partner of firm are not liable for disciplinary action under section 21 of CA Act, 1949.)
5.	The firm shall have a standing of at least ten years in the profession and should be empaneled with CAG for "Major Audits". C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof of CAG Empanelment, Registration Certificate, Articles and Memorandum of Association].

6.	Experience of having undertaken at least 3 similar assignments (Accounting Assignments) with Government/Ministry/Department/Central/state Government/Gov. Autonomous bodies/ University/PSU/Societies/Corporation externally aided projects **in India**, in last 10 years. Documentary evidence, including the relevant Work Order and satisfactory Completion Certificate, shall be submitted along with the Technical Bid. Copy of PO/WO/Contract etc. need to be enclosed as documentary evidence. **(Format Annexure IV)**
7.	Experience of having undertaken at least 3 similar assignments (Accounting Assignments) with Central/state Government/Gov. Autonomous bodies/ University/PSU/Institute of Higher Education/externally aided projects **in Maharashtra**, in last 10 years. Documentary evidence, including the relevant Work Order and satisfactory Completion Certificate, shall be submitted along with the Technical Bid. **(Format Annexure-V)**
8.	The bidder firm shall have successfully completed at least one (01) similar Accounting Assignment for the State Common Entrance Test Cell, Maharashtra, during the last ten (10) years. Documentary evidence, including the relevant Work Order and satisfactory Completion Certificate, shall be submitted along with the Technical Bid. **(Format Annexure-VI)**
9.	The firm must have valid PAN to be attached as part of technical bid.
10.	The firm must have valid GST No to be attached as part of technical bid.
11.	The bidder should have minimum annual turnover of Two crores during preceding last 3 financial years i.e. from FY 2022-23 to 2024-25 and should not have negative net worth in any of the financial year. Copy of financial Statements of the bidder for each financial year must be enclosed. **(Format Annexure-VII)**
12.	The bidder should have requisite infrastructure with having an office in Mumbai Address of offices along with the name, address and contact number of Official to be given as pro-forma form given in Proposal Forms.
13.	Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection. The bidding entity / any partner of the entity should not have been convicted in any disciplinary proceedings / criminal case by regulatory authority(s)/ court in connection with professional work. Bidder should not be on negative list / black listed by any PSU or Govt. Department
14.	The bidder must have deposited tender fee Rs. 1000/-(non-refundable) & EMD Rs. 10,000/-(refundable) separately in the form of DD/ Net Banking / IMPS / NEFT / RTGS to the Bank **COMMISSIONER STATE CET CELL MAHA STATE** to be submitted physically before the last date of submitting tender. (Form-H)
15.	Bidder to submit an undertaking in this respect as per relevant form given in Proposal Forms.
16.	The Firm Profile must be self-certified along with the above eligibility details.

11. General Terms And Conditions:

i) Bidder shall, as part of their bid, submit a written Authorization Letter from Partner of Bidding firm if the signatory is other than Partner.

ii) Bidder shall not be under liquidation, court receivership or similar proceedings.

iii) Bidding documents shall at all times remain the exclusive property of the CET CELL.

iv) Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.

v) CET CELL shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.

vi) CET CELL reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.

vii) Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

viii) In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

ix) The Contractor shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.

x) The Bidder shall quote in Indian Rupees.

xi) The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.

xii) The Bidder shall employ and provide such qualified and experienced Personnel as are required to carry out the Services as per the norms.

xiii) The bidder shall attend all the meetings organize/conduct by CET Cell.

xiv) CET Cell reserves the right to negotiate with the qualified bidder.

12. Tender Fees and Earnest Money Deposit (EMD):

Tender Fee and Earnest Money Deposit (EMD) shall be paid **only through Online Payment** by **Net Banking / IMPS / NEFT / RTGS** to the bank account of the State Common Entrance Test Cell, Mumbai, as per the following terms and conditions:

9.1 Payment made in the form of Online Payment: Net Banking / IMPS / NEFT / RTGS instead of DD should be credited to the bank account of this office by 01:00 pm on 03/08/2026.

9.2 Payments made after 01.00 p.m. will not be considered. Such payment will be refunded after two days by deducting applicable bank charges.

9.3 A copy of the document mentioning that payment was successful in the form of Online Payment: Net Banking / IMPS/ NEFT/ RTGS should be submitted in a sealed envelope.

9.4 The Online Bank Statement Copies of the Debit transaction paid from the bidder's account should be submitted before 01 pm on 03/08/2026 in the sealed envelope.

9.5 EMD of Rs.10,000/- (Rupees Ten Thousand Only) is to be deposited through NEFT/ RTGS/ Demand Draft before closing of bid.

9.6 EMD may be deposited through RTGS/NEFT in the account no. 35415981641, IFSC Code – SBIN0000300, State Bank of India, Mumbai Main Branch (00300) Mumbai. Or The EMD may also be paid through demand draft in favour of 'COMMISSIONER STATE CET CELL MAHA STATE" payable at Mumbai. Envelope having the demand draft scribed as 'EMD for Accounts Services' having set up in Mumbai along with bidders name should be submitted in the Main Envelope on working days i.e. Monday to Friday, during working hours i.e. 9.30 AM to 5.30 PM on or before the initial/extended due date for submission of the bid.

9.7 Bidders registered as 'Micro' or 'Small' Enterprises are exempted from payment of EMD on submitting of the valid registration certificate issued by the authorities as per Ministry of Micro Small and Medium Enterprises, Government of India. The registration certificate should clearly mention the item /services details against which the bidder is registered as 'Micro' or 'Small' Enterprises and the bidder should be registered for the items/services they intend to bid otherwise their bid will be liable to be summarily rejected for not having deposited the prescribed EMD.

9.8 EMD will be refunded to unsuccessful bidders after finalization of successful bidder/ cancellation of tender. Also the said EMD will be refunded to successful Bidder on signing of the Contract and after submission and confirmation of Performance Security Deposit/Bank Guarantee or can be adjusted against the Performance Security Deposit/Bank Guarantee upon request. EMD shall not carry any interest.

9.9 **EMD of the bidder will be forfeited if:** The bid Security shall be forfeited in following circumstances:

9.9.1 After opening of the tender, the bidder revokes his tender within the validity period or modifies his bid.

9.9.2 The bidder does not submit Performance Security Deposit/Bank Guarantee within stipulated period.

9.9.3 In the case of a successful Bidder, if the Bidder fails within the specified time limit to Sign the Agreement or furnish the required Performance Security.

9.9.4 The cost of money transfer (including commission and taxes, etc.) has to be borne by the bidder. It is advised that the bidder should consider the time required to process the payment electronically (i.e. NEFT/RTGS) to CET CELL, into consideration before submitting the bid. The CELL CELL will not be liable (in any case) for any delay / non-payment in this regard.

BANK DETAILS FOR PAYMENT OF TENDER FEES AND EMD THROUGH NEFT/RTGS

a. Name : COMMISSIONER STATE CET CELL MAHA STATE
b. Bank : State Bank of India
c. Branch : Mumbai Main Branch (00300)
d. IFSC Code : SBIN0000300
e. Bank Account Number : 35415981641

13. Performance e Security Deposit

Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall have to furnish the Performance Security for an amount equivalent to 3% on estimated work value in any of the form given below:

a. Bank Guarantee (Wherever applicable, optional) from any Nationalized/Schedule Bank/Foreign Bank recognized by Reserve Bank of India or
Bank Transfer/pay order /demand draft in favour of "COMMISSIONER STATE CET CELL M.S. Mumbai" for period of 06 months.

b. Failure of the successful Bidder to comply with the above shall constitute sufficient ground for cancellation of the award and forfeiture of the Bid Security.

c. The Performance Security Deposit/Bank Guarantee will be refunded/returned after the successful completion of the work and no interest will be paid on the same.

14. Format and Signing of Bid

a. The Bidder shall submit both technical and financial bids through Physical submission of Two Bid System in Sealed Envelope. One Sealed Envelope hard copy of technical bid along with supporting documents as per Annexure-I and clearly marked "HARD COPY of Technical bid" is required to submit in the office of Tender Inviting Authority. In the event of discrepancy between manual technical bid, the bid will be cancelled.

b. The bidder should invariably submit an index/content of document submitted mentioning the sequence of document along with the hard copy of technical document/Bid.

c. The hard copy of technical Bid (supporting documents self-attested) shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, all pages of the bid where entries or amendments have been made shall initiated by the person or persons signing the bid.

15. Submission of Bid

Submission of bid (Invites sealed tenders under **two-bid** system**)**

All documents of the bid shall be signed by the Partner/ Director/ Authorized Person (in case of firm) and by the Proprietor (in case of a practicing CA) having valid authorization letter at the time of bid submission. Any consequences resulting due to such signing shall be binding on the Bidder. The Bidder shall submit Technical & Price Bid in two parts as per details below:

PART – I : Technical Bid

The bids in Sealed Cover-**I containing "Technical Bid" as per Annexure II, III, IV, V,**

PART - II : Price Bid

The bids in Sealed Cover-**II containing "Financial Bid" Form-G**

a. The interested CA Firms are required to submit the technical and financial bid separately.

b. The bids shall be submitted in sealed covers as follows: Sealed Cover-I containing the "Technical Bid" as per Annexure-II, Annexure-III, IV, V, VI and Sealed Cover-II containing the "Financial Bid" in the prescribed format (Form-G). Both sealed covers shall be placed in a third sealed cover, clearly superscribed with **"Tender for Accounts Services".**

Tender Processing Fee Receipt and Bid EMD Security shall be submitted in a separate envelope,

distinct from the Technical Bid and Financial Bid. The said envelope shall be properly sealed and clearly marked with the relevant details.

The sealed cover may be sent by post or submitted physically at the Reception Counter of the State CET Cell office on or before 06/08/2026 up to 05:00 p.m. Bids received after the stipulated date and time shall be summarily rejected.

The Technical Bids shall be opened on 07/08/2026 at 11:00 a.m. in the Conference Hall of the State CET Cell, Mumbai, at the above-mentioned address, in the presence of such tenderers or their duly authorized representatives who may wish to be present.

c. Only Sealed Envelope bids will be accepted. Both technical & financial bids will submitted Sealed Envelope. However, hard copy of technical bid (supporting documents duly self-attested to be submitted in the office of the Commissioner, Maharashtra State Common Entrance Test (CET) cell for verification & checking authenticity of documents during evaluation.

d. The bidder should invariably submit an index/content of document submitted mentioning the sequence of document along with the hard copy of technical document/Bid. Any document, if found not readable / illegible will not be considered for evaluation & summarily rejected.

e. The same shall be submitted in the office of the Maharashtra State Common Entrance Test (CET) Cell for verification and checking the authenticity of the documents during the bid evaluation process. Documents not submitted by the bidder will lead to the disqualification of the bids.

15.1 PART- I: Technical Bid

15.1.1 Technical Bid shall be submitted in physical mode only. The envelope containing the Technical Bid shall be a sealed Envelope Cover-I, clearly superscribed with "Technical Bid". Documents required to submitted are mentioned in Form A

15.1.2 Bid documents containing the following must be bound, **indexed**, completely **page numbered** and arranged in the order:

i. Bidder's details on Bidder's letterhead as per **Form A** along with supporting documents.
ii. Complete tender document along with its annexures, forms and supporting documents, subsequent Amendments / Addendums to the Bidding Document duly signed and stamped (all pages) by the Bidder in token of having read, considered and agreed all parts of it.
iii. Any other information required in the Bidding Documents or considered relevant by the bidder.
iv. All documents furnished by the Bidder as per the requirement of Technical Bid Evaluation Criteria shall be signed and stamped by the bidder or authorized signatory of bidder.

15.2 PART- I: Financial Bid

i. Price Bid shall be submitted in physical mode only. The envelope containing the Price Bid shall be a sealed Envelope Cover-II, clearly superscribed with "Financial Bid" as per Form-G provided in the Bidding Document.
ii. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.

iii. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
iv. Unless stated otherwise in the Bidding Documents, the Contract shall be for the total works as described in Bidding Document.
v. Bidder shall quote the price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
vi. Alternative / conditional bids shall not be considered.
vii. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
viii. The quoted Price shall be deemed all-inclusive **except applicable GST** till the completion of the work. It is clearly understood that CETCELL will not have any additional liability towards payment of any Taxes & Duties except applicable GST leviable on total quoted price
ix. Expected Bid value on annual basis.
x. Incomplete Bid shall be rejected.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
Both the above sealed envelopes i.e Technical Bid Envelope-I and Financial Bid Envelope-II and Tender Processing Fee Receipt and Bid EMD Security shall be submitted in a separate envelope, distinct from the Technical Bid and Financial Bid. The said envelope shall be properly sealed and clearly marked with the relevant details and should be placed in a larger envelope super scribed as "**Tender for Accounts Services**" and by mentioning the details of the bidding firm/company. The sealed tender must be inserted in the tender box located at State Common Entrance Test Cell, 8th floor, New Excelsior Building, A K Nayak Marg, Fort Mumbai- 400 001 on or before the last date and time of the bid submission.

16. Sealing and Marking of Bids for offline submission

The Bidder shall seal the qualification document/tender document in one envelope duly marking the envelope as "Bid/Tender Documents" mentioning the name of the work/NIT along with Bidders name and address. This main envelop should contain two separate envelops marked as follows:

a. **Technical Bid:** should contain all supporting tender documents as per Annexure-I (The tender document envelop should invariably contain an index of document mentioning the sequence of document submitted as hard copy).
b. **Financial Bid:** should contain all supporting tender documents as per Annexure-II
c. **Tender fee & Bid Security**: should contain the Tender processing fee and Bid security (EMD)

17. PRE-BID Meeting

Pre-bid Meeting will be held on 03.08.2026 at 12:15 PM to 01:00 PM at State Common Entrance Test Cell, 8th floor, New Excelsior Building, Conference Room, A K Nayak Marg, Fort Mumbai- 400 001 to address any queries of bidders. Attendance for the same is compulsory. Bidders may email their query, if any, to statecetcell.acc@gmail.com latest by 30.07.2026.

18. Bid Opening

a. The Tender Inviting Authority will open all the Bids received (except those received late) after the closure of the bid.
b. The Maharashtra State CET Cell shall prepare minutes of the Bid opening.
c. As Process of Bid Evaluation a tedious and responsible job and requires evaluation/verification of large numbers of documents (technical/financial/supporting documents of the bidders), hence the process of complete bid evaluation may take time for errorless evaluation.

19. PROFESSIONAL LIABILITY

The successful bidder will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession. He/ she will always act, in respect of any matter relating to the contract or the services, as faithful advisor to CET CELL and will at all times support and safeguard the CET CELL's legitimate interests in any dealing with the third parties.

The successful bidder shall be responsible for accuracy of data. The successful bidder shall indemnify CET CELL against any negligence, deficiency in services, or inaccuracy/ deficiency in the work. The successful bidder will also be responsible for correcting at his/ her own cost.

20. Examination of Bids and Determination of Responsive

i. During the detailed evaluation of "Technical Bids", the Tender Inviting Authority will determine whether each Bid
   a) meets the eligibility criteria
   b) has been properly signed
   c) is accompanied by the required securities and
   d) Substantially responsive to the requirement of the Bidding documents. During the detailed evaluation of the "Financial Bid", the responsiveness of the bids will be further determined with respect to the remaining bid conditions
   e) A substantially responsive "Financial Bid" is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation is one
   f) which affects in any substantial way the scope, quality, or performance of the works
   g) which limits in any substantial way, in consistent with the bidding documents,
   h) the employer's rights or the bidder's obligations under the contract or
   i) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids
ii. If a "Financial Bid" is not substantially responsive, it will be rejected by the Tender Inviting Authority.

21. Technical Bid Documents

The following documents are required to be furnish by bidder for Technical Bid-

Annexure-I

i. PAN
ii. Certificate of registration with The Institute of Chartered Accountants of India (ICAI).
iii. The Firm should have been operational for at least 10 years. ITR of last three years to be submitted.
iv. The firm should have at least 5 full time CAs/ FCA /FCMA partners in full time practice.
v. Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory, failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.
vi. The firm must be registered with the GST Department in India.
vii. The firm must possess a valid Trade License issued in India.
viii. The Firm Should be empaneled with the Comptroller & Auditor General.
ix. Certificate of empaneled to be submit.

22. Financial Bid Document

i. Financial Bid to be submitted as per Prescribed Format Annexure-IV
ii. The Bidder should quote rates as per BOQ.
iii. The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.

23. Evaluation of Bids QCBS Evaluation of Technical BID and Format for Technical Parameters

State Common Entrance Test Cell at its sole discretion may nominate a committee of its executives who will evaluate the technical proposals on the basis of responsiveness to the terms & conditions of the tender, applying the evaluation criteria, sub-criteria, and point system specified in the Tender. Each responsive proposal will be given a technical score (St).

State Common Entrance Test Cell shall evaluate each technical proposal taking into account various criteria as mentioned under QCBS. Each criterion shall be marked as per the documentary evidence by the bidder, out of the weights assigned. Then the total points shall be weighted to become technical scores.

Following would be the parameters to be judged in the technical evaluations:

23.1 Evaluation Methodology

The evaluation of the bids will be a two-stage process based on Quality-cum-Cost Based Selection ("QCBS") method.

Technical bids will be evaluated for various parameters as specified hereinafter and the bidders securing a minimum 70% marks in technical evaluation will be considered for the next stage i.e., opening of Commercial Bids.

The Commercial Bids will be evaluated by assigning a score of 100 to the lowest quoted price ("LQP") and the scores for Quoted Prices ("QP") of the other qualified bids will be normalized as under:

Normalized Financial Score of a Bidder = 100 * LQP / QP

The scores of the Technical and Financial Bids will be assigned weights as under:

Technical Score: 70% ; Financial Score: 30%

The total scores (Technical + Financial) arrived at as above will be ranked in descending order (H1, H2, H3…) and the bidder with H1 score will be recommended by the Evaluation Committee for selection to the Competent Authority.

23.2 Technical Evaluation

The scoring methodology for technical bid components is explained in the following paragraphs. The proposal submitted by the Bidders shall, there fore, be evaluated on the following parameters:

Sr. no.	Parameters	Marking System	Maximum Marks
1	**Firm Establishment:** No of years of practicing in India as on 31.03.2026 **(Format Annexure D-1)**		**15**
	Up to 3 years	3	
	3 to 5 years	5	
	5 to 10 years	8	
	10 to 15 years	12	
	15 to 20 years	15	
2	**Work force and qualifications:** No. of Partners not below the FCA and qualified CA Employees Each Partner/Employee must be associated with the firm as on 31.03.2024 and as on 31.03.2026 **(Format Annexure D-2)**		**20**
	03 partners not below the FCA + 20 full time employees	10	
	Higher than the above minimum would qualify for additional marks for additional one partner over and above 3 partners, 1 mark each for additional partners.	10	
3	Average Turnover of the Firm for financial Year 2022-23, 2023-24 and 2024-25		**15**
	Minimum Rs. 2 Crores To Rs.3 Crores	5	
	Above Rs.3 Crores To Rs.5 Crores	10	
	Above Rs.5 Crores	15	
4	Experience of having undertaken at least 3 similar assignments (Accounting Assignments) with Government/Ministry/Department/Central/state Government/Gov. Autonomous bodies/ University/PSU/Societies/Corporation externally aided projects **in India**, in last 10 years. **(Format Annexure D-III)**		**15**
	1 to 3 similar assignments	10	
	Higher than 3 to 5 similar assignments	15	
5	Experience of having undertaken at least 3 similar assignments (Accounting Assignments) with Central/state Government/Gov. Autonomous bodies/ University/PSU/ Societies/Corporation externally aided projects **in Maharashtra**, in last 10 years.**(Format Annexure-IV)**		**15**
	1 to 3 similar assignments	10	
	Higher than 3 to 5 similar assignments	15	
6	The bidder firm shall have successfully completed at similar Accounting Assignment for the State Common Entrance Test Cell, Maharashtra, during the last ten (10) years **(Format Annexure-V)**		**20**
	1 to 3 years	5	
	Higher than 3 to 5 years	10	
	Higher than 5 years	20	
	Grand Total		**100**

The Bidders scoring less than 70 percent marks (cut-off marks) in the technical evaluation shall not be considered for opening of the financial bids.

Once the evaluation of technical proposals is completed, the Bidders who score more than the prescribed cut-off score will only be shortlisted for opening of the financial bids.

State Common Entrance Test Cell reserves the right to modify / amend the evaluation process at any time during the Bid process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change. Any time during the process of evaluation, STATE COMMON ENTRANCE TEST CELL may seek specific clarifications from any or all the Bidders. State Common Entrance Test Cell decision in this regard shall be final & binding and no further discussion/interface will be held with the Bidders whose bids are technically disqualified/rejected.

23.3 Commercial Evaluation

The commercial bids for the technically qualified Bidders will be opened and reviewed to determine whether the commercial bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at State Common Entrance Test Cell's discretion. **The total cost of ownership for the purpose of evaluation shall be calculated over the contract period as mentioned in the RFP.**

23.4 Final selection

Final Selection will be based on QCBS Evaluation Process which is explained as under:

23.4.1 QCBS Evaluation Process

Commercial bids will be subjected to CQCCBS evaluation process. Under CQCCBS (Cost Evaluation under Combined Quality cum Cost Based System), the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightage of 30%. Proposal with a lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. The total score, both technical and commercial/financial, shall be obtained by weighing the quality and cost scores and adding them up.

Highest marks basis: On the basis of the combined weighted score for quality and cost, the bidders shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks will be ranked H-1 and shall be recommended for award of contract.

As an example, the following procedure can be followed: -

In a particular case of selection of bidder, it was decided to have minimum qualifying marks for technical qualifications as 70 and the weightage of the technical bids and commercial/financial bids was kept as 70:30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded them 75, 80 and 90 marks respectively. The minimum qualifying marks were 70. All the 3 proposals were, therefore, found technically suitable and their commercial/financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the commercial/financial proposals and evaluated the quoted prices as under Prices Quoted by the

qualified bidders.
A: Rs.120.00
B: Rs.100.00
C: Rs.110.00

Using the formula (LEC/EC) *100, where LEC stands for lowest price quoted among the bidders and EC stand for price quoted by individual bidders, the committee gave them the following marks for commercial/financial proposals:
A: (100/120) *100 = 83 marks
B: (100/100) *100 =100 marks
C: (100/110) *100 = 91 marks

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and commercial/financial score as under:
Proposal A: 75x0.70 + 83x0.30 = 77.4 marks
Proposal B: 80x0.70 + 100x0.30 =86 marks
Proposal C: 90x0.70 + 91x0.30 = 90.3 marks

The three proposals in the combined technical and commercial/financial evaluation were ranked as under:
Proposal A: 77.4 marks: H3.
Proposal B: 86 marks: H2
Proposal C: 90.3 marks: H1
Proposal C at the evaluated cost of Rs.110.00 was, therefore, declared as winner and shall be recommended for award of contract, to the competent authority.
It is pointed out that the above is merely an illustration.

I. The CET CELL will determine whether each of the bids conforms to the terms, conditions and specification of the Bidding Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Bidding Document, the CET CELL's rights or the Bidder's obligations as envisaged in the Bidding Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

II. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.

III. CET CELL, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by CET CELL.

IV. CET CELL reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

24. Payment Provision

The payment shall be made against the service provided by firm subjected to the following terms and conditions.

a. The payment for the entire work shall be made in accordance with the financial bid as details as under: - payment on submission of final accounts to CET Cell.
b. TDS under Income Tax will be deducted at applicable rates.
c. TDS under GST will be deducted at applicable rates.
d. No Payment should be made for unsatisfactory work or abandoned work.
e. The firm will raise the bills after completion of satisfactory services.
f. The quoted fee should be inclusive of Professional Fee, Travelling, and fooding & Lodging excluding GST.

25. Award of Contracts

I. In the event that two or more bidders are found to be H1 (Highest Ranked Evaluated Bidder) after the final evaluation, preference shall be given to the bidder who has previously and successfully carried out the work of preparation of accounts of the State Common Entrance Test Cell. If a tie still persists among such bidders, the contract shall be awarded to the bidder having the highest Average Annual Turnover during the last three consecutive financial years.
II. Award of contract is subject to approval of the recommendation of tender committee by Tender Inviting Authority.
III. Tender Inviting Authority will award the contract to the bidder whose Bid has been determined as substantially responsive.
IV. CET CELL will issue the Letter of Award (LOA) to the successful Bidder and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication will constitute the formation of a Contract until the formal agreement has been signed

26. Time Period Award of Contracts

I. The Chartered Accountant firm shall be engaged initially for a period of two (2) years from the date of award of the contract. The contract may, at the sole discretion of the State Common Entrance Test Cell, be renewed for two further terms of two (2) years each (2+2 years), subject to satisfactory performance of the firm. In the event of such renewal, the professional fees shall be increased by 10% at the commencement of each renewal term over the rates applicable during the immediately preceding term.
II. Notwithstanding anything contained herein above, the CET Cell reserves the right to discontinue the services of a Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

27. Right to accept any Bid and to reject any or all Bids

I. The Tender Inviting Authority reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract without assigning any reason.
II. The acceptance and rejection of tenders/bids is left entirely to the discretion of the Tender Inviting Authority viz State CET Cell as applicable.
III. Even though a bidder meets all qualifying criteria and successfully comes out in technical bid evaluation and also appears to be lowest (L1) bidder while framing the comparative statement, he or they (in case of Firm) are subject to be disqualified if the bidder or any of its partners (of a Firm).

IV. Makes misleading or false representations in the forms, statements/declaration and attachments submitted with the bid.

V. Records of poor performance during last three years, as on the date of bid such as abandoning the works, rescinding the contract for reasons attributable to the non-performance of the contractor/ bidder, inordinate delay in completion, consistence history of litigation/ arbitration award against the bidder or any of its constituents or financial failure due to bankruptcy etc.

28. Notification of Award and Signing of Agreement

I. The Bidder whose Bid has been accepted will be notified of the award by the Commissioner, Maharashtra State Common Entrance Test (CET) Cell.

II. The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security.

III. The Agreement will incorporate all Agreement between the Tender Inviting Authority and the successful Bidder.

IV. The successful bidders will furnish performance security and sign the agreement within 7 (Seven) days following the notification of award.

29. Time line for completion of assignment

The successful bidder has to complete the work of account to double entry system, preparation of final account for the FY 2025-26 & FY 2026-27. Request for extension in duration can be considered by the Maharashtra State Common Entrance Test (CET) Cell in case of some genuine reason for delay.

30. Failure to agree with terms & condition of RFP:-

Failure of the successful Bidder to agree with the draft with the Draft legal agreement & Terms and conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event CET cell may award the contract to the best next value Bidder or call for new proposals from the interested Bidders.

31. Disqualification or Rejection of RFP:-

The RFP may be liable to be rejected or the bidder be disqualified at any stage on account of the following & the decision of the CET CELL in this regards shall be final. If the bid or its submission is not in conformity with the instruction mentioned herein if

1) The bid is incomplete.
2) The bid is conditional.
3) It is not signed, seal on every page of bid document.
4) If required documents are not furnished.
5) In case of over writing's/cuttings in the bid, If the same is not authenticated with signatures.

32. Handover of Data:-

Post the contract period, the Bidder shall provide/Handover all the documents, assets, Tally Data to CET Cell at No transfer cost/without any cost.

33. Right to Monitoring, Inspection and Periodic Audit:-

CET Cell reserve the right to inspect/ or monitor the performance by the Bidder of its obligations/functions in accord all with the standards committed or required by CET Cell and bidder undertakes to cooperate with and provide to CET Cell all the documents & other details or information as may be required by then.

Any deviations or contravention identified because of such audit/assessment would need to be rectified by the Bidder failing which CET Cell may without prejudice may issue a notice of default.

34. Confidentiality:-

The Bidder shall not use confidential information or data of CET Cell without the prior consent of CET Cell.

35. Maintain the records:-

The bidder shall keep the records of every filing of all monthly/quarterly/Annual return for the reference of CET Cell.

36. DISCLAIMER

This tender is not an offer by the Commissioner, Maharashtra State Common Entrance Test (CET) Cell but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is duly signed and executed by Commissioner, Maharashtra State Common Entrance Test (CET) Cell with the selected bidder/firm/agency.

Performa of Agreement

(To be executed on a stamp paper of Rs.100/- to be obtained by the bidder in its name)

This Agreement made at_____on this the ___ day of_____between_____) having their Registered Office at Maharashtra State Common Entrance Test (CET) Cell, 8th floor, New Excelsior Building, A K Nayak Marg, Fort Mumbai- 400 001, through its (hereinafter referred to as the CET CELL) which expression shall unless the context otherwise required shall mean and include its successors and assignees of the one part;

AND

M/s_____a proprietary concern/partnership firm, registered / incorporated under Indian Partnership Act / LLP Act having its Principal Office of Business/Registered Office at ..... through its sole proprietor/partner, Mr..... (Hereinafter called the Consultant) of the other part, which expression unless the context otherwise required shall mean and include its legal heirs, successors and assignees on the other part

WHEREAS

a. CET CELL issued a tender vide NIT No._____**dated**_____for Hiring of **Accounts Services** (hereinafter called the "**Service Provider"**)
b. The Consultant submitted its proposals for the aforesaid work, whereby the Consultant represented to CET CELL that it had the required professional skills, and in the said proposals the Consultant also agreed to provide the Services to CET CELL on the terms and conditions as set forth in the tender and this Agreement; and
c. CET CELL, on acceptance of the aforesaid proposals of the Consultant, awarded the Consultancy to the Consultant vide its Letter of Award dated _____(the "LOA"); and
d. In pursuance of the LOA, the parties have agreed to enter into this Agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. **Scope of work and deliverables:** The scope of work shall be as per details given under clause "Scope of Work" in tender document.

2. **Time Schedule and Terms of Payment:**
   The payments shall be released as per clause "**Time Schedule and Terms of Payments"** in tender document**.**
   The payment will be made after receipt of bill and on acceptance of the work by CET CELL.
   II. While making the payment, statutory deductions as applicable, shall be made by CET CELL.
   II.CET CELL will make the payment through e-mode only to Consultant's Bank account as per e-payment details submitted in the tender document.

3. **Commencement and Completion**
   A. **Effective date of Agreement:** This Agreement shall come into force and effect on the date of this Agreement (the "Effective Date"). All terms and conditions given in above mentioned tender shall be treated as integral part of this agreement.
   B. **Commencement of Services:** The Consultant shall commence the Services within a period of 7 (seven) days from the date of Letter of Award (LOA), unless otherwise agreed by CET CELL.
   C. **Completion of Services**: The time schedule for completion of various elements of services will be as given as per clause "**Time Schedule and Terms of Payments"** in tender document**.**

4. **Confidentiality**
   a) Consultant shall treat all matters in connection with the Contract as strictly confidential and undertakes not to disclose, in any manner whatsoever, information, documents, technical data, experience, etc. given to him by CET CELL without the prior written consent of CET CELL.

b) Consultant further undertakes to limit the access of confidential information to those of its employees, Implementation Partners etc. who reasonably require the same for the proper performance of the Contract and the Consultant shall ensure that each of them has been informed of the confidential nature of the information and made aware of the confidentiality and non- disclosure clause stated at Clause 4(a).

5. Expiration of Agreement

Unless terminated earlier, this Agreement shall, unless extended by the Parties by mutual consent shall expire upon expiry of a period of 90 (ninety) days from the delivery of the final deliverable as per clause "**Time Schedule and Terms of Payments"** in tender document.

6. Termination of Agreement

A. By CET CELL

a. CET CELL reserves the right to terminate the contract on occurrence of any of the following events:

i. Any document, information, data or statement submitted by the Consultant in its Proposals, based on which the Consultant was considered eligible or successful, is found to be false, incorrect or misleading;

ii. The consultant fails to commence services as required under this agreement.

iii. The consultant fails to complete any of the required services as per the tender due to which CET CELL fails to meet statutory time limit for finalization of monthly/ quarterly/annual returns, statements, adjustments etc.

iv. CET CELL, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement. A written notice of not less than 30 days should be given before such termination.

B. By the Consultant

The Consultant may, by giving a written notice of not less than 30 days terminate the agreement on occurrence of any of the following events:

i. CET CELL fails to pay any money due to the Consultant pursuant to this Agreement which is not subject to dispute, within 45 (Forty Five) days after receiving written notice from the Consultant that such payment is overdue;

ii. CET CELL is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 45 (Forty Five) days after receiving written notice from the Consultant.

7. Liabilities:

Without prejudice to any express provision of this contract, Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages due to its gross negligence within the next 12 months after the issuance of the provisional acceptance certificate of the contract.

8. Staff Deployment

By accepting the work award, the successful bidder will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this tender and warrants that will use its best skill and attention to provide work described in this tender in a professional and timely manner.

9. Time Period Award of Contracts

I. The Chartered Accountant firm shall be engaged initially for a period of two (2) years from the date of award of the contract. The contract may, at the sole discretion of the State Common Entrance Test Cell, be renewed for two further terms of two (2) years each (2+2 years), subject to satisfactory performance of the firm. In the event of such renewal, the professional fees shall be increased by 10% at the commencement of each renewal term over the rates applicable during the immediately preceding term.

II. Notwithstanding anything contained herein above, the CET Cell reserves the right to discontinue the services of a Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.

V. **Reporting Requirements**

Successful bidder shall be able to furnish work progress report as and when required by CET CELL.

VI. **Professional Liability**

The successful bidder will be expected to carry out the assignment with due diligence and in accordance with prevailing standards of the profession. He/ she will always act, in respect of any matter relating to the contract or the services, as faithful advisor to CET CELL and will at all times support and safeguard the CET CELL's legitimate interests in any dealing with the third parties. The successful bidder shall be responsible for accuracy of data. The successful bidder shall indemnify CET CELL against any negligence, deficiency in services, or inaccuracy/ deficiency in the work. The successful bidder will also be responsible for correcting at his/ her own cost.

VII. **Force Majeure:**

If at any time during the existence of this contract either party is unable to perform in whole or in part any obligations under this contract because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to postponement or deferment of provisions of GST), fires, floods, explosions, epidemics, strikes, or any other labor trouble, embargoes, then the date of fulfilment of any obligations engagement shall be postponed during the time when such circumstances are operative. Any waiver / extension of time in respect of the delivery of any instalment or part of the service shall not be deemed to be waiver / extension of time in respect of the remaining deliveries.

If operation of such circumstances exceed three months, either party will have the right to refuse further performance of the contract in which case neither party shall have the right to claim eventual damages.

The party which is unable to fulfil its obligations under the present contract must within 15 days of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Certificate issued by Chamber of Commerce or any other competent authority connected with the case shall be sufficient proof of the existence of the above circumstances and their duration. Non-availability of professional manpower will not be an excuse to the consultant for not performing their obligations under the Contract.

VIII. **Governing Law, Jurisdiction & Dispute Resolution**

In the event any dispute and or difference arises between the Parties out of or in connection with this Agreement/contract, the Parties hereto shall make an endeavor to settle such dispute amicably. This Agreement shall be governed by and interpreted in accordance with the laws in force in India and the courts at Mumbai shall have exclusive jurisdiction in all matters and to settle any disputes arising out of this Agreement/contract.

Only Mumbai Courts will have jurisdiction.

In witness whereof the parties have executed these presents in the day and the year first above written.

Signed and Delivered for	and	Signed and Delivered for behalf of and on behalf of
M/s_____		**STATE COMMON ENTRANCE TEST CELL**
(Authorized Signatory)		(Authorized Signatory)

Date: _____

Place:_____

IN PRESENCE OF TWO WITNESSES

1. _____ 2. _____

FORMAT OF PERFORMANCE BANK GUARANTEE

(On a stamp paper of applicable amount to be executed by a state Bank of India main Branch of a Scheduled Bank other than Gramin Bank, Cooperative Bank, Nationalized Bank Bank)

Bank Guarantee No._____dated _____

To Commissioner,
Maharashtra State Common Entrance Test (CET) Cell,
8th Floor, New Excelsior Building, A K Nayak Marg,
Fort Mumbai 400 001 (Maharashtra)

Dear Sirs,

1) WHEREAS, Commissioner State CET CELL, having its Corporate office at 8th floor, New Excelsior Building, A K Nayak Marg, Fort Mumbai- 400 001 (Maharashtra) (hereinafter called "the CET CELL") have entered into Agreement No._____ dated _____ (hereinafter called 'the CONTRACT') for compliances of the GST law with M/s._____(name) address _____, (hereinafter called "the Service Provider")

2) AND WHEREAS the Consultant under the CONTRACT is required to furnish a Performance Bank Guarantee for the performance of the CONTRACT and CET CELL has agreed to accept the Bank Guarantee in lieu of Performance Guarantee of the said sum of Rs._.___

3) AND WHEREAS at the request of the Consultant, we

_____Bank,_____(address), hereby irrevocably and unconditionally guarantee and undertake to pay to the CET CELL, immediately on demand up to and not exceeding the sum of Rs._____payable by the Consultant in the event of failing to perform any or all their obligations under the CONTRACT. The decision of the CET CELL that the Consultant has failed to perform all or any of its obligations under the CONTRACT shall be conclusive, final and binding on us.

4) We,_____Bank, undertake to pay the amount demanded by the CET CELL not exceeding the sum of Rs._____only without any demur, delay, protest and without any reference or recourse to the Consultant notwithstanding any dispute raised by Consultant in any suit proceedings relating thereto pending before any court or tribunal our liability under these presents being absolute and unequivocal. The payment shall be made to the CET CELL across the Counter of the bank on the same day of receipt of invocation of this Performance Bank Guarantee.

NOTWITHSTANDING anything to the contrary contained hereinabove, liability under the Guarantee is restricted to Rs. . Our Guarantee shall remain in force on or before 31.03.2027 or for any further period that may be communicated by the CET CELL to the Bank in writing before the period of validity i.e. 31.03.2027.

5) All your rights under the Guarantee shall be forfeited and we shall be relieved and discharged from all liability there under unless a claim under the Guarantee is made on our Bank in writing on or before 31.03.2027 as at para 5 above.

6) Your Letter of Demand in writing may be presented to the Bank by Registered Post or in person and the same shall be binding on us.

7) This guarantee comes into force forthwith.

8) We further agree that CET CELL shall have the fullest liberty without our consent and without effecting in any manner, our obligations hereunder, to vary any of the terms and conditions of the delivery of service or extend time of performance by the said Consultant from time to time or to postpone it from time to time, any of the powers exercisable by CET CELL against the said Consultant and to forbear or enforce any part of the terms and conditions relating to the said CONTRACT and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Consultant.

9) The liability of the Bank under this Guarantee shall be discharged on receipt of Rs.____ _____only by CET CELL.

10) We_____(Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of CET CELL in writing.

11) This guarantee will not be discharged due to change in the constitution of the Bank or the said Consultant.

12) We have the power to issue this Guarantee in your favour under the Charter of our Bank and the undersigned have full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED THIS_____DAY OF _____

Yours faithfully
For and on behalf of Bank
(Address)(Banker's Seal)

Validity: on or before 31.03.2027

Note: Banker's self-certification will suffice the requirement which may be submitted with the BG.

Form-A

PROFORMA OF APPLICATION FOR APPOINTMENT ACCOUNTS SERVICES (ON OFFICIAL LETTER HEAD)

To,
The Commissioner,
State Common Entrance Test Cell,
8th Floor, New Excelsior Building,
A K Nayak Marg, Fort,
Mumbai-400 001

Dear Sir,

SELF – DECLARATION BY BIDDER FOR APPOINTMENT ACCOUNTS SERVICES Provider

Please find enclosed information in Annexure (D-1 to D-5) concerning us for consideration of our firm to be appointed as Accounts Service Provider consultant of the State CET Cell.

We agree to undertake the project, if allotted by you, as per the scope of work (Terms of Reference). We hereby declare that our firm does not have any pecuniary liability or any claim/disciplinary/legal proceeding pending against us/ our partners or any other cause which could hamper our ability to render the services as envisaged. We also declare that our firm has not been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / ICAI and does not have any disciplinary proceedings pending against it or any of the partners with ICAI. We undertake that we have not been Statutory Auditor of State CET Cell or its Branches or its Subsidiaries during the last 1 year. We also undertake that we do not have any "conflicting relationships" with any employee of State CET CELL as defined in Conflict-of-Interest Clause of RFP.

If the aforesaid representation/declaration or information in the annexures is found to be incorrect, we agree that the Corporation shall be entitled to terminate the agreement, if allotted, or initiate suitable action as deemed fit and appropriate by the state CET Cell, without reference to us.

We or our affiliates have, during the last five years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against us or our Affiliates, nor been expelled from any project or agreement nor had any agreement terminated for breach by us or our affiliates.

We also confirm that in case a firm is selected as successful bidder, we shall execute the job in accordance with the terms and conditions in the RFP as per the Letter of Appointment made available by the Maharashtra State Common Entrance Test (CET) Cell.

Date:
Place:

Authorized Signatory

(Name)

List of Document Enclosed:

1. Annexures I to VII
2. Other Forms/documents please specify.

Form-B

PROPOSAL FORMS

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

Covering letter for submission of offers

From:

_____

_____

Our Ref:_____Dated _____

SUBJECT: Hiring of Accounts Services of Registered Chartered Accountant Firm(s) for Accounting and Related Services under the Accrual-Based (Mercantile) Double Entry Accounting System for the Maharashtra State Common Entrance Test Cell, Maharashtra

Dear Sir,

Please find herewith our offer in line with requirement of CET CELL Bidding document. We confirm that:

1 Offer is in complete compliance with technical as well as commercial requirements of Bidding Document and there is no technical or commercial deviation in the offer.

2 We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.

3 Our offer shall remain valid for a period of 120 days Months from the date of opening of tender.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false at any time, CET CELL shall have the absolute right to cancel my / our tender / contract and action as deemed fit may be taken against us / me, including termination of the contract, forfeiture of all dues including Earnest Money and banning delisting our firm without any prior intimation to me / us.

Thanking you, Yours sincerely,

(Signature of Authorized person) Full Name:

Designation:

Bidder's official Seal:

Annexure – I(A)

Technical Bid
(In the letter head of the firm)

Sr. No.	Particulars	
1	Name of Firm/ Company/ Individual	
2	Official Address with Contact No.	
3	Email	
4	Contact number/s (Tel/Mobile)	
5	Address for communication with mobile no.	
6	Office address of Mumbai (if different from 3 above)	
7	Presence in how many towns in India. (Provide Address)	
8	Year of establishment	
9	No. of completed years for which practicing in India as on 31.03.2026	
10	Firm No. allotted by ICAI* Certificate of registration with The Institute of Chartered Accountants of India (ICAI).	Enclosed at Page :
11	Date of registration/ Incorporation and Number of years of operation:	Enclosed at Page :
12	Name/s of partners * (membership certificates issued by ICAI should be enclosed)	
13	Name of Partners Stationed at Mumbai	
14	Annual turnover of Rs. 2 Crore or more during last 03 FY and ITR of last three years	Enclosed at Page :
	2022-23	
	2023-24	
	2024-25	
	Average Annual Income	
15	The firm should have at least 5 full time CAs/FCA/Article Assistants/Paid assistants in full time practice. Name and Certificate to be submitted.	Enclosed at Page :
16	PAN	Enclosed at Page :
17	GST Registration Certificate	Enclosed at Page :
18	Trade License	Enclosed at Page :
19	Certificate of empaneled with CAG	Enclosed at Page :
20	Number of Employees	
21	Number of C.A. Employees in the firm (out of above)	
22	Net worth as on 31.03.2025	
23	Copy of Earnest Money Deposit of Rs.10000- (Rupees ten thousand)	
24	Copy of Non- Refundable Tender Processing Fee of Rs.1000/- (Rupees one thousand)	

25	Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.	Enclosed at Page :
26	The firm should have executed at least 03 works contract or more in each case during last 03 financial years in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body/ (In Last 3 Years and Current Financial Year).	Enclosed at Page :

(Please attach separate sheets if space is not sufficient in any row, duly mentioning the row number and description)

Place: Authorized Signatory

Date:

(Name) Seal

Note: Self attested copies in support of the information should be submitted
Note: The self-attested copies of documents at Sl. No. 10, 11, 12, 16 and 17 to be attached.
Note: In case, Bidder is a partnership firm, certified copy of the partnership deed

Annexure I(B)

Documents to be submitted with Technical bid

Mandatory Information for of Account Service Provider CA Firm of State Common Entrance Test Cell, MS, Mumbai.

Submission Requirements

A - Consultant's Company/Firm Profile:

1. **Organizational**: *Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.*

Brief Data Sheet of CA Firm		
Sr.No.	**Particulars**	**To be filled up by CA firms**
1.	**Name of Firm**	
2.	**CAG Empanelment Number (Please attach Empanelment Certificate as per instructions)**	
3.	**CAG Empanelment Year**	
4.	**Registration No. & Date (Please attach Registration Certificate)**	
5.	**Year of incorporation**	
6.	**Total number of years of Experience from the incorporation of the firm.**	

2. **Financial**: *Provide previous three financial years turn over and net worth of the firm on the basis of the audited accounts of the previous three financial years as follows.*

Particulars	***Amount in Lakh (INR)***
Turnover**2022-23**	
Turnover**2023-24**	
Turnover**2024-25**	
Average Turnover	

B - Consultant's Experience

Account Writing Consultancy Assignments of Central/state Government/externally aided projects **in Maharashtra**.

Information of at least last 10 years

Sl. No.	**Name of Assignment**	**Type of Assignment**	**Fees Received**

Account Writing Assignments of Government of India or Other State Government and Externally aided Projects **(Excluding Maharashtra)**

Information of at least last 10 years

Sl. No.	**Name of Assignment**	**Type of Assignment**	**Fees Received**

Key Staff Profile:

A} Total Number of Chartered Accountants Partners with the firm

S. No.	Name of Chartered Accountant (Partner)	Education	Total Years of Experience

B} Details of Paid Chartered Accountants with the firm

Si. No.	Key member of the firm (Name / Position)	Education	Total Years of Experience

C} Details of Senior Account Assistant with the firm

Si. No.	Key member of the firm (Name / Position)	Education	Total Years of Experience

D} Details of Junior Account Assistant with the firm

Si. No.	Key member of the firm (Name / Position)	Education	Total Years of Experience

ANNEXURE – II

UNDERTAKING BY BIDDER
(In the letter head of the firm)

To
The Commissioner,
Maharashtra State Common Entrance Test
(CET) Cell, Mumbai.

Tender No.: ……..
For: …….

Sir,

1. I, Mr./Mrs.: ……. On behalf of M/s …… ……..... having registered office at ..... , do herby declared that I have gone through the terms and conditions mentioned for the above tender and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance from the date of award of contract to us.
2. We agree to the conditions of the tender under which the Earnest Money Deposit and Security Deposit shall be forfeited.
3. The Tender Inviting Authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms & conditions of the contract and bind myself/ ourselves to abide by them.
5. We hereby declare that there is no vigilance/ CBI or court case pending/ contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM WITH SEAL :

ANNEXURE-III

DETAILS OF QUALIFIED PROFESSIONALS OF THE FIRM

DETAILS OF PARTNERS AND CA EMPLOYEES ON FIRM'S PAYROLL

Sr. no.	Name & Designation	(Partner / Employee)	Qualification (C.A.)	CA/FCA Membership Number & since (If Applicable)	Total No. of years with The Firm	Relevant Experience In	Remarks

Authorized Signatory

(Name)
Seal

Note:

1 Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.

2 Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. CET CELL reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.

3 Proper proof MUST be provided to support that the firm is atleast10 years old and presently has minimum 3 FCA partners since last 3 years.

4 Self-attested copies of certificates of CA membership/FCA/DISA/CISA should be submitted

ANNEXURE-IV

DETAILS OF EXPERIENCE OF THE FIRM

Experience of having undertaken at least 3 similar assignments (Accounting Assignments) with Government/Ministry/Department/Central/state Government/Gov. Autonomous bodies/ University/PSU/Societies/Corporation externally aided projects **in India**, in last 10 years.

Sr. No.	Name Of The Organization / Institution	Period of Contract (From DD/MM/YY To DD/MM/YY)	Scope of Work	Person In Charge From Client Side With Contact Number And Email Id.

Authorized Signatory

(Name)
Seal

ANNEXURE-V

DETAILS OF EXPERIENCE OF THE FIRM

Experience of having undertaken at least 3 similar assignments (Accounting Assignments) with Government/Ministry/Department/Central/state Government/Gov. Autonomous bodies/ University/ PSU/Societies/Corporation externally aided projects **in Maharashtra**, in last 10 years.

Sr. No.	Name Of The Organization / Institution	Period of Contract (From DD/MM/YY To DD/MM/YY)	Scope of Work	Person In Charge From Client Side With Contact Number And Email Id.

Authorized Signatory

(Name)
Seal

ANNEXURE-VI

DETAILS OF EXPERIENCE OF THE FIRM

Experience of having similar assignments (Accounting Assignments) with State Common Entrance Test Cell **in Maharashtra**, in last 10 years.

Sr. No.	Name Of The Organization / Institution	Period of Contract (From DD/MM/YY To DD/MM/YY)	Scope of Work	Person In Charge From Client Side With Contact Number And Email Id.

Authorized Signatory

(Name)

Seal

Form G

(To be submitted on the letterhead of the Bidder)

PART-II: PRICE BID

Schedule of rates

Name of Job/ services: **Hiring of Accounts Services of Registered Chartered Accountant Firm(s) for Accounting and Related Services under the Accrual-Based (Mercantile) Double Entry Accounting System for the Maharashtra State Common Entrance Test Cell, Maharashtra**

Name of Organization: Commissioner State Common Entrance Test Cell, MS Mumbai.

TENDER NO.: STATECETCELL/ACC/Account & Audit/ /2026-27 Dated:

Name of Bidder: _____

(In Rupee)

Sl. No	**Description of Work**	**F.Y. 2025-26 Annually Amount (Rs.)**	**F.Y. 2026-27 Annually Amount (Rs.)**
1.	Lump sum price for job given at "Scope of Work"		
	Total Rs.		
	Total Rs. (in words):		

This price is valid for two months from the date of opening the price bid.

Note:-

i. The above rates shall be exclusive of GST but inclusive of all other taxes, duty, out of pocket expenses etc.

Signature	
Name of signatory	
Designation of signatory	
Official seal	

Form-H

EMD REFUND FORM

Date: _____

TENDER FOR APPOINTMENT OF ACCOUNTS SERVICES FOR A PERIOD OF TWO YEAR OF COMMSSIONER, MAHARASHTRA STATE COMMON ENTRANCE TEST (CET) CELL

Details of the bidder

Name of the firm	
Address:	
Name of the Authorized Signatory:	
Contact No:	
Email id:	

Details of EMD submitted:

In case of payment through RTGS please provide the Bank transaction reference number:	
In case of payment through NEFT please provide the UTR number:	

Particulars for online EMD refund (Please attach scanned copy of cheque)

Name of the Bank	
Branch Name and Address:	
IFSC Code	
Account No.	
Account Type	

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving EMD without claiming any interest

Signature of the authorized signatory
Name:

Designation:

Official Seal

Annexure – VII

ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of ……
for the past three years are given below and certified that the statement are true and correct.

Sr. No.	Financial Year	Turnover in Lakhs
1	2022-23	
2	2023-24	
3	2024-25	
Average turnover		

Seal & Signature
Chartered Accountant/Auditor

Date: