REQUEST FOR PROPOSAL (RFP)

for

Appointment of a Chartered Accountant Firm as Special Auditor for Audit of Travel Expenditure (TA/DA) of Invest India

Period: From the date of award until 30 April 2027 (Four Audit Cycles)

Selection Method: Least Cost Selection (L1)

RFP Reference No.	INVIN/AON/26-27/1018
Date of Issue	26 November 2026
Last Date and Time for Submission of Bids	06 December 2026 15:00 hrs IST
Mode of Submission	By e-mail only, to procurement@investindia.org.in

Issued by

Invest India

New Delhi

E-mail: procurement@investindia.org.in | Website: www.investindia.gov.in

DISCLAIMER

This Request for Proposal ("RFP") is issued by Invest India solely to invite proposals from eligible firms of Chartered Accountants for the assignment described in this RFP. This RFP is not an offer and does not create any binding obligation on Invest India until a contract is signed with the selected bidder.

The information in this RFP is provided in good faith. Bidders shall carry out their own study, enquiries and assessment, and shall be solely responsible for the contents of their bids. Invest India shall not be liable for any cost, loss or claim of any bidder arising from or connected with this RFP or the selection process.

Invest India may, for reasons to be recorded in writing, amend or supplement this RFP, extend any date, or cancel the selection process at any stage before signing of the contract, and no bidder shall have any claim on that account.

All corrigenda, clarifications and notices relating to this RFP will be published only on the website of Invest India (www.investindia.gov.in). Bidders are responsible for checking the website regularly. No separate intimation will be given.

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SECTION 1: KEY INFORMATION (DATA SHEET)

S. No.	Item	Details
1	Name of the assignment	Appointment of a firm of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) as Special Auditor for audit of travel expenditure (TA/DA) of Invest India, covering four audit cycles concluding by 30 April 2027.
2	RFP reference number	INVIN/AON/26-27/1018
3	Date of publication	26 November 2026
4	Place of publication	Website of Invest India: www.investindia.gov.in
5	Method of selection	Least Cost Selection (L1) under Rule 193 of the General Financial Rules, 2017. Two-stage evaluation: (i) technical evaluation on a qualifying (pass/fail) basis; (ii) opening of financial bids of technically qualified bidders only (Rule 190).
6	Last date for queries	02 December 2026 up to 17:00 hrs IST, by e-mail only (Clause 3.4). Any resulting corrigendum or amendment will also be published on the website before the Bid Due Date
7	Pre-bid meeting	Not applicable.
8	Bid Due Date (last date and time for submission of bids)	06 December 2026 15:00 hrs IST
9	Opening of technical bids	06 December 2026 at 15:30 hrs IST
10	Opening of financial bids	Date and time to be intimated to technically qualified bidders
11	Mode of submission	By e-mail only, to procurement@investindia.org.in , in two separate e-mails (Technical Bid and Financial Bid) as per Clause 3.12
12	Tender fee	Nil
13	Bid security (EMD)	Not required. Bid Securing Declaration in Form 7 (Clause 3.10)
14	Bid validity	90 days from the Bid Due Date
15	Performance Security	3% of the contract value excluding GST (Clause 3.20)
16	Contract period	From the date of award until submission and acceptance of the final certified report for the fourth Audit Cycle (scheduled for 30 April 2027), covering four audit cycles; extendable as per Clause 6.2.
17	Place of performance	Office of Invest India, New Delhi
18	Contact for all communication	procurement@investindia.org.in (quote the RFP reference number in the subject line)

Note: If any of the above dates is declared a holiday, the activity will take place on the next working day at the same time.

SECTION 2: INTRODUCTION AND BACKGROUND

2.1 About Invest India. Invest India is the National Investment Promotion and Facilitation Agency of India, set up as a not-for-profit company. It acts as the first point of reference for investors in India and works with Central and State Government bodies and other stakeholders to promote and facilitate investment.

2.2 Background. The travel expenditure (TA/DA) incurred by Invest India is reimbursed by the concerned Government authority (the "Reimbursing Authority") on a monthly basis, subject to audit verification. A quarterly audit report, certified by a firm of Chartered Accountants registered with ICAI, is required to be submitted along with the travel expenditure claims. Any deviation from the approved Travel Policy and applicable guidelines identified during the audit is liable to be adjusted or recovered from subsequent reimbursements.

2.3 Objective. The objective of the assignment is to obtain independent assurance on the accuracy, authenticity, eligibility and compliance of the travel expenditure claims of Invest India; to confirm adherence to the Travel Policy approved by the Board of Invest India, applicable Government guidelines and norms of financial propriety; and to enable timely submission and processing of reimbursement claims.

2.4 Invitation of proposals. Invest India invites proposals from eligible firms of Chartered Accountants that meet the criteria in Section 4. The firm will be selected by the Least Cost Selection method. The contract will be awarded to the technically qualified bidder quoting the lowest Total Fee (inclusive of all out-of-pocket expenses and exclusive of GST) for the four audit cycles, subject to Clauses 3.16 and 3.18.

2.5 Definitions. In this RFP, unless the context requires otherwise:

(a) "**Bid**" means the Technical Bid and the Financial Bid submitted by a bidder; "**Bidder**" means a firm submitting a Bid.

(b) "**Bid Due Date**" means the last date and time for submission of Bids stated in Section 1, as extended, if any.

(c) "**Contract**" means the contract signed between Invest India and the Firm, including this RFP; "**Firm**" means the selected Bidder.

(d) "**GFR**" means the General Financial Rules, 2017 of the Government of India, as amended; "**ICAI**" means the Institute of Chartered Accountants of India.

(e) "**Quarter**" means a quarter of the financial year, namely April–June, July–September, October–December or January–March.

(f) "**Reimbursing Authority**" means the Government authority that reimburses the travel expenditure of Invest India.

(g) "**Audit Cycle**" means each of the four audit cycles described in Clause 5.5; and "**Total Fee**" means the single fixed fee quoted by the Bidder in Form 8 for the entire scope of work (all four Audit Cycles), inclusive of all costs and exclusive of GST.

(h) "**Travel Policy**" means the Travel Policy of Invest India approved by its Board, as amended from time to time, and the version in force on the date of travel.

SECTION 3: INSTRUCTIONS TO BIDDERS

3.1 Governing framework. This procurement is conducted in accordance with this RFP, the GFR, the Manual for Procurement of Consultancy Services, 2025 issued by the Department of Expenditure, Ministry of Finance, Government of India, applicable orders of the Government of India on public procurement, guidelines of the Central Vigilance Commission (CVC), and the procurement guidelines of Invest India.

3.2 Eligible Bidders

(a) Only firms that meet all the criteria in Section 4 are eligible to bid.

(b) A Bidder may submit only one Bid. Consortium or joint venture bids are not permitted.

(c) A partner of a Bidder shall not be a partner of any other Bidder. If this is found, all Bids involving such a partner shall be rejected.

(d) Sub-contracting or assignment of any part of the work is not permitted.

3.3 Cost of bidding. The Bidder shall bear all costs of preparing and submitting its Bid. Invest India shall not be responsible for these costs, whatever the outcome of the selection process.

3.4 Clarifications on the RFP. A Bidder requiring any clarification may send its queries by e-mail to procurement@investindia.org.in with the subject "Pre-bid Query – RFP No. [RFP reference number]" by the last date for pre-bid queries in Section 1, in the format at Form 11 (S. No. | RFP Clause No. | Page No. | Existing text | Clarification sought). Queries received after that date will not be considered. Invest India will publish consolidated replies on its website without identifying the source of the queries. Replies published by Invest India shall form part of this RFP. No oral or other clarification shall bind Invest India.

3.5 Amendment of the RFP. At any time before the Bid Due Date, Invest India may amend this RFP by issuing a corrigendum on its website. Every corrigendum shall form part of this RFP. Invest India may extend the Bid Due Date to give Bidders reasonable time to take a corrigendum into account.

3.6 Language. The Bid and all correspondence shall be in English. A supporting document in any other language shall be accompanied by a self-attested English translation, which shall prevail.

3.7 Contents of the Bid

3.7.1 Technical Bid. The Technical Bid shall be a single PDF file containing the following documents, in this order, with all pages numbered:

S. No.	Document	Reference
1	Technical Bid covering letter	Form 1
2	Bidder's information	Form 2
3	Authority of the signatory (letter of authority signed by all partners, or resolution of the designated partners in case of an LLP)	Clause 3.11
4	ICAI Certificate of Constitution of Firm; Partnership Deed or LLP Certificate of Incorporation	Section 4, S. No. 1 and 2
5	Valid Peer Review Certificate issued by ICAI	Section 4, S. No. 3
6	Details of experience with supporting documents	Form 3; Section 4, S. No. 4
7	Turnover certificate and Income Tax Return acknowledgements	Form 4; Section 4, S. No. 5
8	Copies of PAN and GST registration certificate	Section 4, S. No. 6
9	Proposed team	Form 5; Section 4, S. No. 7
10	Declarations and undertakings	Form 6
11	Bid Securing Declaration	Form 7
12	Udyam Registration Certificate or Startup recognition certificate (only if claiming benefits)	For Experience and Turnover exemption

3.7.2 Financial Bid. The Financial Bid shall be submitted only in Form 8, as a password-protected PDF file, in accordance with Clause 3.12.

3.7.3 No price in Technical Bid. The Technical Bid shall not contain any price or fee information. A Bid that discloses its price in the Technical Bid shall be rejected.

3.8 Bid prices

(a) The Bidder shall quote a single fixed fee (the Total Fee) in Indian Rupees for the entire scope of work (all four Audit Cycles described in Clause 5.5), in Form 8. The Total Fee shall be firm and fixed for the entire contract period, including any extension, and shall include professional fees, out-of-pocket expenses, travel, local conveyance, boarding and lodging, deployment of the team, preparation of reports, attendance at meetings and furnishing of clarifications to Invest India or the Reimbursing Authority, and all other costs.

(b) The Total Fee shall exclude GST. GST shall be paid extra at the applicable rate against a valid tax invoice.

(c) The Total Fee shall be payable in four (4) equal instalments of twenty-five per cent (25%) each, one on submission and acceptance of the certified report for each Audit Cycle, as provided in Clause 6.4.

(d) No price escalation shall be allowed. Conditional, alternative or zero-fee Bids shall be rejected.

3.9 Bid validity. Bids shall remain valid for 90 days from the Bid Due Date. Before expiry, Invest India may request Bidders in writing to extend validity. A Bidder may refuse the request without its Bid Securing Declaration being invoked. A Bidder agreeing to the request shall not modify its Bid.

3.10 Bid Securing Declaration. In terms of Rule 170 of the GFR, no bid security (EMD) is required. Each Bidder shall submit a Bid Securing Declaration in Form 7. A Bidder shall be suspended from participating in any procurement of Invest India for two (2) years if it: (a) withdraws or modifies its Bid after the Bid Due Date during the bid validity period; (b) fails to furnish the password of its Financial Bid within the stipulated time; (c) does not accept the correction of arithmetical errors under Clause 3.16.6; or (d) after notification of award, fails or refuses to sign the Contract or to furnish the Performance Security.

3.11 Signing of the Bid. The Bid shall be signed by a partner of the Bidder authorised to sign on behalf of the firm, with evidence of authority enclosed. Every page shall be signed and stamped, or the Bid shall be digitally signed with a valid Digital Signature Certificate. Copies of documents shall be self-attested and legible. Any alteration or overwriting shall be initialled by the signatory.

3.12 Submission of Bids

(a) Bids shall be submitted by e-mail only, to **procurement@investindia.org.in**, before the Bid Due Date. Bids submitted by post, by hand or by any other mode shall be rejected.

(b) **E-mail 1 – Technical Bid:** subject "TECHNICAL BID – RFP No. [RFP reference number] – [Name of Bidder]", with the Technical Bid as one PDF file. If the file exceeds 20 MB, it may be sent in more than one e-mail, each marked "Part __ of __".

(c) **E-mail 2 – Financial Bid:** subject "FINANCIAL BID – RFP No. [RFP reference number] – [Name of Bidder]", with Form 8 as a PDF file protected by a password to open. The password shall **not** be sent with the Bid. After technical evaluation, Invest India will ask only technically qualified Bidders to send the password by e-mail, from the same e-mail ID, within the time stated in that request.

(d) A Financial Bid that is not password-protected, or that is sent with its password, or any disclosure of the fee in E-mail 1, shall make the Bid liable to rejection.

(e) Both e-mails shall be sent from the official e-mail ID of the Bidder stated in Form 2. All communication by Invest India to that e-mail ID shall be deemed received by the Bidder.

(f) The time of receipt recorded by the e-mail server of Invest India shall be final. Invest India shall not be responsible for delay or non-receipt of any e-mail for any reason, including size limits, network failure or spam filters. Bidders are advised to submit well before the Bid Due Date. An automatic acknowledgement does not confirm that a Bid is complete or valid.

(g) Bids received shall be accessed only by the Bid Opening Committee of Invest India, at the time of bid opening.

3.13 Late Bids. Any Bid, or part of a Bid, received after the Bid Due Date shall not be considered.

3.14 Modification and withdrawal. A Bidder may modify or withdraw its Bid before the Bid Due Date by e-mail with the subject beginning "MODIFICATION" or "WITHDRAWAL", followed by the subject format in Clause 3.12. A modified Technical Bid or Financial Bid shall be complete in itself, and only the last one received before the Bid Due Date shall be considered. No Bid shall be modified or withdrawn after the Bid Due Date.

3.15 Opening of Bids. The Bid Opening Committee shall open the Technical Bids at the date and time in Section 1.

3.16 Evaluation of Bids

3.16.1 Evaluation Committee. Bids shall be evaluated by a committee duly constituted by the competent authority of Invest India, which shall record its reasons for accepting or rejecting each Bid.

3.16.2 Preliminary examination. Bids shall be examined for completeness, signature, the Bid Securing Declaration and the required Forms. A Bid that is not substantially responsive shall be rejected. Invest India may waive a minor informality that is not a material deviation and does not affect the relative ranking of any Bidder.

3.16.3 Technical evaluation. Each Bid shall be evaluated on a pass/fail basis against every criterion in Section 4, which together form the minimum qualifying standard. A Bidder meeting all the criteria shall be declared technically qualified. Claims not supported by documentary evidence shall not be considered. The Committee may seek clarification or documentary evidence of facts existing on or before the Bid Due Date, within a stated time; no change in price or substance of the Bid shall be sought, offered or permitted.

3.16.4 Result of technical evaluation. The result shall be communicated by e-mail to all Bidders. Bidders not qualified shall be informed of the reasons.

3.16.5 Financial evaluation. Only the Financial Bids of technically qualified Bidders shall be opened. The Bidder quoting the lowest Total Fee (excluding GST) shall be ranked L1. GST shall not be considered in the evaluation.

3.16.6 Correction of arithmetical errors. If there is a discrepancy between the Total Fee stated in words and in figures, the amount in words shall prevail, unless the amount in words relates to an arithmetical error, in which case the amount in figures shall prevail. A Bidder that does not accept the correction shall be rejected, and Clause 3.10 shall apply.

3.16.7 In the event that two or more Bidders quote the same lowest Total Fee, preference shall first be accorded to a Micro and Small Enterprise (MSE) or DPIIT-recognized Startup. If two or more tied Bidders hold MSE/Startup status (or if none do), preference shall be given to the Bidder established earlier, determined by the date of incorporation in their Certificate of Incorporation (CoI). Should the tie remain unresolved, L1 shall be determined through a draw of lots in the presence of the tied Bidders (in person or via video conference), with the proceedings duly recorded.

3.16.8 Abnormally low Bid. If the L1 Bid appears abnormally low in relation to the scope of work, the Committee may seek a written justification, including the team deployment and time proposed. If the justification is not satisfactory, the Bid may be rejected for reasons to be recorded.

3.16.9 Single or limited response. If only one Bid is received, or only one Bidder is technically qualified, Invest India may proceed after recording that the RFP was adequately publicised, sufficient time was given, the qualification criteria were not unduly restrictive and the price is reasonable. Otherwise, bids shall be re-invited.

3.17 Negotiations. There shall be no negotiations. In exceptional circumstances, negotiations may be held only with the L1 Bidder, in accordance with CVC guidelines, for reasons to be recorded.

3.18 Rights of Invest India. Invest India may accept or reject any or all Bids, or cancel the selection process, at any time before award of the Contract, without any liability to the Bidders, for reasons to be recorded in writing.

3.19 Award of Contract

(a) Invest India shall issue a Letter of Award (LoA) by e-mail to the successful Bidder within the bid validity period. The Bidder shall confirm acceptance within seven (7) days.

(b) Within twenty-one (21) days of the date of the LoA, the Bidder shall furnish the Performance Security, sign the Contract Agreement and submit the Non-Disclosure Undertaking in Form 9.

(c) If the successful Bidder fails to comply with (a) or (b), Invest India may cancel the award, apply Clause 3.10 and re-invite bids in accordance with CVC guidelines.

(d) The name of the selected firm and the contract value shall be published on the website of Invest India.

3.20 Performance Security. In terms of Rule 171 of the GFR, the Firm shall furnish a Performance Security of 3% of the contract value (Total Fee excluding GST), in favour of "Invest India", payable at New Delhi, in any of the following forms: Account Payee Demand Draft; Fixed Deposit Receipt of a scheduled commercial bank pledged to Invest India; Bank Guarantee or e-Bank Guarantee of a scheduled commercial bank in Form 10; or Insurance Surety Bond. It shall remain valid until sixty (60) days after completion of all contractual obligations and shall be extended if the Contract is extended. It may be

forfeited if the Firm fails to perform the Contract. It shall be returned without interest after completion of all contractual obligations.

3.21 Code of Integrity. In terms of Rule 175 of the GFR, Bidders and the Firm, and their partners and personnel, shall observe the highest standard of ethics and shall not engage in any corrupt, fraudulent, collusive, anti-competitive or coercive practice, conflict of interest, or obstruction of any investigation or audit. Each Bidder shall disclose any previous transgression of such a code with any entity in India or abroad during the last three years. Breach shall result in rejection of the Bid, termination of the Contract, forfeiture of the Performance Security, debarment under Rule 151 of the GFR, and such other action as may be permitted by law.

3.22 Conflict of interest. A Bidder shall not be eligible if it has a conflict of interest, including where it: (a) is the statutory auditor or internal auditor of Invest India for any period covered by this assignment; (b) has prepared or processed travel claims, or provided travel management or accounts outsourcing services, to Invest India during the current or preceding financial year; or (c) has a partner or proposed team member who is related to an employee of Invest India involved in travel administration, finance or this procurement, unless disclosed in Form 6 and accepted by Invest India in writing.

3.23 Restrictions on Bidders from countries sharing a land border with India. In terms of Rule 144(xi) of the GFR and Order (Public Procurement No. 1) No. F.No.6/18/2019-PPD dated 23.07.2020 of the Department of Expenditure, as amended, a Bidder from a country which shares a land border with India shall be eligible only if it is registered with the Competent Authority specified in that Order. Each Bidder shall give the certificate in Form 6. A false certificate shall lead to rejection of the Bid or termination of the Contract, besides any other action under law.

3.24 Relaxation for MSEs and Startups. Relaxation in the criteria of prior turnover and prior experience (Section 4, S. No. 4 and 5) shall be available to MSEs and to startups recognised under the Startup India initiative of the Government of India, in accordance with applicable Government of India orders, subject to their meeting all the other criteria in Section 4.

3.25 Confidentiality of the process. Information relating to the examination and evaluation of Bids shall not be disclosed to any Bidder or other person until the award is notified, except as provided in this RFP. Any attempt by a Bidder to influence the evaluation or award shall result in rejection of its Bid.

3.26 Grievance redressal. A Bidder aggrieved by any decision in this procurement may submit a representation by e-mail to procurement@investindia.org.in, with the subject "Grievance – RFP No. [RFP reference number]", within ten (10) days of the communication of the decision. The representation shall be examined by an officer or committee of Invest India not involved in the evaluation, and a decision shall be communicated within thirty (30) days. Submission of a representation shall not by itself stay the procurement process.

3.27 False information. If any information furnished by a Bidder is found to be false or misleading at any stage, including after award, the Bid shall be rejected or the Contract terminated, the Performance Security forfeited, and action taken under Clause 3.21.

3.28 Preference to Make in India. This procurement is subject to the Public Procurement (Preference to Make in India) Order, 2017, as revised from time to time, and to any order issued by the nodal Ministry or Department in respect of the relevant class of services, to the extent applicable to the services under this RFP. Each Bidder shall furnish the Class-I / Class-II local supplier declaration in Form 6. Purchase preference and the related provisions of the said Order shall apply to the extent applicable.

SECTION 4: ELIGIBILITY AND TECHNICAL QUALIFICATION CRITERIA

A Bidder must meet **all** the criteria below as on the Bid Due Date and submit the documentary evidence stated against each. A Bidder failing any criterion shall not be technically qualified.

S. No.	Criterion	Documentary evidence
1	**Legal status:** A firm of Chartered Accountants (partnership firm or LLP) registered with ICAI, with a valid Firm Registration Number (FRN), in existence for at least five (5) years.	Latest Certificate of Constitution of Firm issued by ICAI; Partnership Deed or LLP Certificate of Incorporation.
2	**Partners:** At least Five (5) full-time partners who are Fellow members of ICAI (FCA), of whom at least one has a minimum of ten (10) years of post-qualification experience.	Certificate of Constitution of Firm issued by ICAI showing partners, membership numbers and status.
3	**Peer review:** a valid Peer Review Certificate issued by the Peer Review Board of ICAI, valid as on the Bid Due Date	Copy of the Peer Review Certificate.
4	**Experience:** During FY 2023-24, FY 2024-25, FY 2025-26 and the current financial year up to the Bid Due Date, the Bidder must have satisfactorily completed at least three (3) assignments of Tax Audit, Statutory Audit or Internal Audit for Central or State Government entities, Public Sector Undertakings, Autonomous Bodies or Listed Companies in India. At least one (1) of these three assignments must have included the verification of TA/DA or employee reimbursement claims. Ongoing assignments shall not be considered. ***Exemption: Micro and Small Enterprises (MSEs) and DPIIT-recognised Start-ups are exempted from this prior experience criterion, subject to meeting all other criteria in Section 4 and submitting valid exemption proof.***	Form 3, together with, for each assignment, a copy of the work order or engagement letter and a completion certificate from the client (or a copy of the first page of the audit report issued; client data may be masked). For exempt bidders, in lieu of the above: MSEs – a valid Udyam Registration Certificate reflecting Micro or Small enterprise status; DPIIT Start-ups – a valid Certificate of Recognition issued by DPIIT.
5	**Turnover:** Average annual turnover from professional services of not less than INR 15,00,000 (Rupees fifteen lakh) during FY 2023-24, 2024-25 and 2025-26. If accounts for FY 2025-26 are not yet finalised, FY 2022-23, 2023-24 and 2024-25 shall be considered. ***Exemption: Micro and Small Enterprises (MSEs) and DPIIT-recognized Start-ups are exempted from this Annual Turnover criterion, subject to meeting quality/technical specifications and submitting valid exemption proof.***	Certificate in Form 4 from an independent Chartered Accountant (not a partner or employee of the Bidder), with UDIN; and Income Tax Return acknowledgements for the three years. For exempt bidders, in lieu of the above: MSEs – a valid Udyam Registration Certificate reflecting Micro or Small enterprise status; DPIIT Start-ups – a valid Certificate of Recognition issued by DPIIT.
6	Valid PAN and GST registration in India.	Copies of PAN card and GST registration certificate.
7	**Team:** Commitment to deploy at least: (a) an Engagement Partner (FCA, partner of the Bidder, minimum 10 years post-qualification experience); (b) an Audit Manager (Chartered Accountant, minimum 3 years post-qualification audit experience); and (c) two (2) Audit Assistants (CA Intermediate or commerce graduate with at least 1 year of audit experience). All shall be on the rolls of the Bidder.	Form 5, with ICAI membership numbers of the Engagement Partner and Audit Manager.
8	**Eligibility & compliance declarations.** The Bidder must meet the following conditions: Independence: no conflict of interest as described in Clause 3.22. Non-debarment: not debarred, blacklisted or suspended by any Central or State Government Ministry or Department, PSU, autonomous body, or Invest India, with no proposed partner found guilty of professional or other misconduct by ICAI in the last three (3) years. Solvency: not under insolvency, liquidation or winding-up proceedings, and business operations not suspended. Statutory compliance: compliance with the restrictions on bidders from countries sharing a land border with India and with the Preference to Make in India provisions under Clauses 3.23 and 3.28.	Combined Declaration in **Form 6**.
9	**Bid Securing Declaration**	Form 7.

SECTION 5: SCOPE OF WORK, DELIVERABLES AND TIMELINES

5.1 Core scope of audit (not exhaustive). Examination of TA/DA Bills: To verify whether the TA/DA claims have been processed in accordance with the Travel Policy approved by the Board of Invest India. The audit shall, inter alia, cover the following:

Ref.	Area	Requirement
C-1	Sanction of Tour	Whether the tour was duly sanctioned by the competent approving authority.
C-2	Entitlement and Relaxation	Whether the entitlements claimed are as per the pay band/designation of the official. In cases where entitlements are not as per norms, whether relaxation has been obtained from the competent authority and duly approved.
C-3	Admissibility of Rates	Whether the rates claimed for accommodation, Daily Allowance, conveyance, etc., are as per the approved rates applicable to the pay band/designation of the official.
C-4	Supporting Documents	Whether all supporting documents such as tickets, boarding passes, hotel bills, and vouchers have been enclosed and verified.
C-5	Periodicity and Purpose	Whether the tour was undertaken for official purpose and whether duplication of claims for the same period has been avoided.
C-6	Advance and Adjustment	Whether TA advance, if any, was taken and adjusted within the prescribed time limit.
C-7	Mode of Travel	Whether the mode of travel availed is as per entitlement and whether journey by higher class was undertaken with proper approval.
C-8	Deviations	To identify any deviations from the approved Travel Policy and to quantify the financial implication thereof.
C-9	Timeliness	Whether the bills were submitted within the time limit prescribed in the Travel Policy.
C-10	ITR/TDS Compliance	Whether any component of the claim is taxable and TDS, if applicable, has been deducted.
C-11	Cross-verification	Cross-check of claims with tour programme, leave record, and attendance.
C-12	Other points	Any other point relevant to the audit of TA/DA bills.

5.2 Elaboration of scope. The following elaborates, and is subordinate to, Clause 5.1. Nothing in this Clause limits Clause 5.1, which, being non-exhaustive, shall prevail.

5.2.1 Coverage and basis of verification

(a) The audit shall cover 100% of the travel expenditure claims of Invest India for the Audit Cycle under audit, including domestic and international travel and claims of all personnel irrespective of pay band or designation. Sample-based verification shall not be adopted unless agreed in writing by Invest India.

(b) The audit shall be conducted with reference to the Travel Policy, applicable Government of India guidelines and instructions of the Reimbursing Authority, the delegation of financial powers of Invest India, and generally accepted principles of financial propriety. Claims shall be verified against the version of the Travel Policy in force on the date of travel.

(c) Claims processed, paid or adjusted during the Audit Cycle shall be covered, including claims for travel in an earlier period settled during the Audit Cycle. Such claims shall be separately identified in the report.

5.2.2 Sanction, entitlement and approvals (C-1, C-2, C-7)

(a) Verify that tour approval was obtained before travel; where obtained ex post facto, that it was regularised by the competent authority with recorded reasons.

(b) Verify that the approving authority was competent for the class of travel, destination and expenditure, in terms of the delegation of financial powers.

(c) Where entitlements claimed exceed the norms, verify that specific written relaxation was obtained from the competent authority and is traceable to the claim.

(d) Where a higher class or non-entitled mode was availed, verify that prior approval existed, and quantify the differential cost.

5.2.3 Admissibility of rates and charges (C-3)

(a) Verify accommodation charges against the ceiling for the city classification and pay band/designation, including taxes, service charges and any non-admissible items in hotel bills.

(b) Verify Daily Allowance against the applicable rate, including computation for part days and reduction where meals or accommodation were provided, borne by the host or included in a package.

(c) Verify air, rail, road and local conveyance charges, including cancellation and rescheduling charges, convenience fees and agency charges, for admissibility under the Travel Policy.

(d) Verify the foreign exchange rates applied in international travel claims, the correctness of conversion and the surrender of any unspent advance.

5.2.4 Supporting documents and authenticity (C-4)

(a) Verify that original or system-generated supporting documents are enclosed for each item claimed, including tickets, boarding passes, tax invoices, hotel bills, payment proofs and conveyance receipts.

(b) Examine documents for internal consistency and apparent authenticity, including dates, names, routes, GSTIN and invoice particulars. Any document that appears altered, incomplete, illegible or inconsistent shall be reported.

(c) Verify that any self-certification in lieu of a receipt is permitted by the Travel Policy, is within the permitted limit and is duly countersigned.

5.2.5 Duplication, completeness and cross-verification (C-5, C-11)

(a) Verify that no expenditure has been claimed more than once, whether by the same official across claims or periods, or by more than one official for a shared expense.

(b) Cross-verify claims with the sanctioned tour programme, leave records and attendance/biometric records to confirm that travel was undertaken for the period claimed.

(c) Verify that no part of the claim was also borne by Invest India through another route, such as a corporate credit card, direct vendor settlement, travel desk booking or event budget.

(d) Verify that expenditure reimbursed or reimbursable by any third party, host institution or sponsor has been excluded from the claim.

5.2.6 Advances and settlement (C-6)

(a) Verify the sanction, disbursement and accounting of travel advances and their adjustment against the final claim within the time limit in the Travel Policy.

(b) Identify advances outstanding beyond the prescribed period at the close of the Audit Cycle, with ageing, and any recovery or interest due under the Travel Policy.

5.2.7 Statutory and tax compliance (C-10)

(a) Verify that any component of a claim that is a perquisite or otherwise taxable has been identified and subjected to TDS at the applicable rate, and that the TDS has been deposited and reported.

(b) Verify the treatment of GST on travel-related invoices, including input tax credit where eligible, and the deduction of TDS under the applicable provisions of the income-tax law on payments to travel agents or service providers.

5.2.8 Deviations, irregularities and financial implication (C-8)

(a) Identify and quantify each deviation from the Travel Policy and applicable guidelines, stating the amount held inadmissible, the clause breached and the recommended treatment (disallowance, adjustment or recovery).

(b) Classify each observation by nature (excess claim, duplicate claim, unsupported claim, non-entitled expenditure, procedural lapse or want of approval) and by amount.

(c) Separately report deviations proposed to be adjusted or recovered from subsequent reimbursements by the Reimbursing Authority.

(d) Report the status of compliance with observations in earlier certified reports, including amounts recovered, adjusted or outstanding.

5.2.9 Internal control observations (C-12). Observations on the adequacy of internal controls, documentation, approval workflow and record retention for travel expenditure, with specific, implementable recommendations. This shall not extend to any opinion on matters outside travel expenditure.

5.3 Period of audit and volume. The four Audit Cycles are described in Clause 5.5 and cover the periods specified there. For information, the indicative number of travel claims is approximately 500 (+/- 20%) per quarter, i.e. approximately: Audit Cycle 1 (nine months of FY 2025-26) – about 1,500 claims; Audit Cycle 2 (April–September 2026) – about 1,000 claims; Audit Cycle 3 (October–December 2026) – about 500 claims; and Audit Cycle 4 (January–March 2027) – about 500 claims. These figures are indicative only. The Total Fee shall cover 100% verification of all claims in all four Audit Cycles, whatever their actual number, and no additional fee shall be payable for any variation in volume.

5.4 Deliverables

(a) **Certified audit report**, signed by a partner of the Firm under the Firm's seal, with the Firm Registration Number, the partner's membership number and UDIN, suitable for submission to the Reimbursing Authority with the travel reimbursement claims. The report shall give a clear finding against each point in Clause 5.1.

(b) The report shall include: (i) a certificate on the accuracy, authenticity, eligibility and compliance of the travel expenditure claims for the Audit Cycle; (ii) a statement of total expenditure audited, amount found admissible and amount held inadmissible; (iii) an annexure of claim-wise observations with amounts and the Travel Policy clause involved; (iv) a statement of deviations with quantified financial implication and recommended adjustment or recovery; (v) the status of compliance with observations of previous Audit Cycles; and (vi) management responses, where obtained, against each observation.

(c) **Management letter** setting out internal control observations and recommendations, where applicable.

(d) **Immediate reporting:** All the observation will be published post management response.

(e) Each report shall be submitted as a signed, text-searchable PDF and two (2) signed hard copies.

5.5 Timelines: The firm shall submit, for each audit cycle, a **certified audit report signed by a partner of the firm** under the firm's seal and Firm Registration Number, together with the certification in the format prescribed by DPIIT. The said certification format (Annexure-II) does not form part of this RFP and will be provided to the selected Firm along with the Letter of Award. The report is for onward transmission to DPIIT along with the travel reimbursement claims. The deliverables and indicative timelines are as under:

1. Audit Cycle 1 – one-time audit of nine (9) months' travel data of FY 2025-26 (July 2025 to March 2026) submitted to DPIIT for reimbursement: certified report to be submitted by 31 December 2026, and in any case within 30 days of award of contract.
2. Audit Cycle 2 – audit of travel data for April–September 2026 (half-yearly report): certified report to be submitted by 31 December 2026, and in any case within 30 days of award of contract.
3. Audit Cycle 3 – audit of travel data for October–December 2026 (quarterly report): certified report to be submitted by 31 January 2027.
4. Audit Cycle 4 – audit of travel data for January–March 2027 (quarterly report): certified report to be submitted by 30 April 2027.

For each cycle, the firm shall submit the draft report to Invest India at least 7 days before the due date to enable management responses, and shall submit the final certified report within 5 working days of receipt of such responses. Audit Cycles 1 and 2 may be taken up concurrently. Any observation having a material bearing on the reimbursement claim shall be brought to the notice of Invest India immediately on identification, without awaiting submission of the report.

5.6 Obligations of the Firm

(a) The audit shall be conducted by the team in Form 5, led by the Engagement Partner, deployed at the office of Invest India, New Delhi, to the extent required. The team shall not be changed without the prior written consent of Invest India.

(b) The Firm shall maintain strict confidentiality of all records, data and information accessed, shall not retain or reproduce any record beyond the needs of the engagement, and shall execute the Non-Disclosure Undertaking in Form 9.

(c) The Firm shall maintain independence and shall disclose any conflict of interest forthwith. The Firm shall not be the statutory auditor or internal auditor of Invest India for any period under audit.

(d) The Firm shall comply with the Standards on Auditing and the Code of Ethics issued by ICAI, and shall retain the working papers relating to the engagement, as required by the Standards on Auditing and in any case for a period of not less than seven (7) years from the date of the final certified report for the last Audit Cycle, and produce them on demand to Invest India, the Reimbursing Authority or any Government audit authority.

(e) The Firm shall, when required, attend meetings with Invest India or the Reimbursing Authority and furnish clarifications on its reports at no additional cost.

5.7 Obligations of Invest India. Invest India shall provide the Travel Policy and its amendments, the delegation of financial powers, claim files with supporting documents, tour approvals, leave and attendance records, accounting and payment records and such other information as may reasonably be required, together with working space and access to designated personnel.

5.8 Interpretation. Clause 5.1 is not exhaustive. Clauses 5.2 to 5.7 elaborate and are consistent with it. In case of any inconsistency, Clause 5.1 shall prevail, and the Firm shall also cover any other point relevant to the audit of TA/DA bills under C-12, whether or not specifically listed.

SECTION 6: CONDITIONS OF CONTRACT

6.1 Contract documents. The Contract shall consist of the following documents, which in case of conflict shall prevail in the order listed: (a) the Contract Agreement; (b) the LoA; (c) this RFP, including corrigenda and replies to queries; and (d) the Bid of the Firm as accepted by Invest India. Any condition in the Bid that is inconsistent with this RFP shall be void.

6.2 Term and extension. The Contract shall commence on the date of commencement stated in the LoA and shall remain in force, covering the four Audit Cycles described in Clause 5.5, until submission and acceptance of the final certified report for the fourth Audit Cycle (scheduled for 30 April 2027). (a) Invest India may extend the Contract by up to two (2) further months, or until completion of the audit of the fourth Audit Cycle and submission of the final certified report, whichever is later, on the same terms and conditions and without any additional fee. (b) In addition, Invest India may, at its sole discretion and by written notice before expiry of the Contract, extend the engagement to cover not more than two (2) additional quarterly audit cycles (including in FY 2027-28), on the same terms and conditions. The fee for each such additional quarterly audit cycle shall be decided on mutual terms.

6.3 Contract price. The Contract price shall be the Total Fee quoted in the Financial Bid of the Firm, as corrected under Clause 3.16.6 where applicable. The Total Fee shall be firm and fixed for the duration of the Contract, including any extension.

6.4 Payment terms

(a) The Total Fee shall be payable in four (4) equal instalments, each of twenty-five per cent (25%) of the Total Fee, against the certified report for each Audit Cycle. No advance shall be paid.

(b) An instalment shall become due on submission and acceptance of the certified report for the corresponding Audit Cycle. A report shall be deemed accepted if Invest India raises no objection within fifteen (15) days of its receipt.

(c) Where the certified report or any deliverable for an Audit Cycle is incomplete or deficient, or any matter remains to be settled, Invest India may withhold the corresponding payment. The full and final payment shall be released after completion of the fourth Audit Cycle and of the entire assignment, subject to adjustment of liquidated damages, recoveries and any other amount deductible under the Contract.

(d) Each undisputed instalment shall be paid within thirty (30) days of receipt of a valid tax invoice, by electronic transfer to the bank account of the Firm, after deduction of TDS and any amount recoverable under the Contract.

(e) No fee shall be payable for an Audit Cycle whose audit is not undertaken, including on termination, except as provided in Clause 6.16(d).

6.5 Taxes. GST shall be paid at the rate applicable on the date of invoice. Any statutory change in the GST rate after the Bid Due Date shall be to the account of Invest India. All other taxes and levies of the Firm shall be borne by the Firm. Tax shall be deducted at source as required by the income-tax law in force.

6.6 Liquidated damages. If the Firm fails to submit the final certified report for an Audit Cycle within the timeline in Clause 5.5 for reasons attributable to it, Invest India shall recover liquidated damages of 1% of the Total Fee, excluding GST, for each week or part of a week of delay, subject to a maximum of 10% of that instalment. The aggregate liquidated damages under the Contract shall not exceed 10% of the Total Fee. On reaching this limit, Invest India may terminate the Contract under Clause 6.16(a).

6.7 Deficiency in service. If any report is found by Invest India or the Reimbursing Authority to be incomplete, erroneous or not in conformity with Section 5, the Firm shall rectify it within seven (7) days at no additional cost. Without prejudice to other remedies, Invest India may recover from the Firm, subject to Clause 6.15, any loss caused by the negligence or misconduct of the Firm, and may report professional misconduct to ICAI.

6.8 Professional standards. The Firm shall perform the services with due care and diligence, in accordance with the Standards on Auditing, the Code of Ethics and other pronouncements of ICAI, and shall generate a UDIN for every report and certificate issued.

6.9 Personnel. The Firm shall deploy the team in Form 5. A team member may be replaced only with the prior written approval of Invest India, by a person of equal or better qualification and experience. Invest India may require the removal of any team member for misconduct or unsatisfactory performance, and the Firm shall replace that person within seven (7) days.

6.10 Confidentiality and data protection. The Firm and its personnel shall keep confidential all information and records of Invest India and shall use them only for the Contract. The Firm shall process personal data only for the purposes of the Contract, in compliance with the Digital Personal Data Protection Act, 2023 and the rules made under it, shall maintain reasonable security safeguards, and shall inform Invest India of any personal data breach without delay and in any case within twenty-four (24) hours. On completion or termination, the Firm shall return or destroy all records of Invest India, except working papers retained under Clause 5.6(d). These obligations shall survive the expiry or termination of the Contract.

6.11 Ownership of deliverables. All reports, certificates and other deliverables shall be the property of Invest India, which may share them with the Reimbursing Authority or any Government authority without further consent of the Firm. Working papers shall remain the property of the Firm, subject to Clause 5.6(d).

6.12 Independence. During the Contract, the Firm shall not accept any assignment from Invest India or any other person that would conflict with its independence under this Contract, and shall disclose forthwith any conflict of interest that arises.

6.13 No sub-contracting or assignment. The Firm shall not sub-contract, assign or transfer the Contract or any part of it.

6.14 Indemnity. The Firm shall indemnify and hold harmless Invest India against all losses, claims, damages, costs and expenses arising from any breach of confidentiality or data protection obligations, negligence, wilful misconduct or breach of law by the Firm or its personnel, or any claim by the personnel of the Firm.

6.15 Limitation of liability. Except for liability arising from fraud, wilful misconduct, gross negligence, breach of Clause 6.10, or indemnity under Clause 6.14 for third-party claims, the aggregate liability of the Firm under the Contract shall not exceed the Total Fee. Neither party shall be liable for indirect or consequential loss. The liability of Invest India shall be limited to payment of undisputed fees due under the Contract.

6.16 Termination

(a) **For default:** If the Firm fails to perform any obligation and does not remedy the failure within fifteen (15) days of a written notice, Invest India may terminate the Contract, forfeit the Performance Security, recover liquidated damages and losses, and have the remaining work done by other means at the risk and cost of the Firm.

(b) **For insolvency:** Invest India may terminate the Contract by written notice if the Firm becomes insolvent, is dissolved, or ceases to be registered with ICAI.

(c) **For integrity breach:** Invest India may terminate the Contract with immediate effect if the Firm breaches Clause 3.21 or Clause 3.27, and Clause 6.16(a) shall apply.

(d) For convenience: Invest India may terminate the Contract by thirty (30) days' written notice, including where the requirement for audit certification ceases. The Firm shall be paid twenty-five per cent (25%) of the Total Fee for each Audit Cycle for which the certified report has been submitted and accepted, and a proportionate amount for the Audit Cycle in progress, subject to adjustment of any deductions.

(e) On termination for any reason, the Firm shall hand over all records and documents of Invest India in its possession.

6.17 Force majeure. Neither party shall be liable for failure or delay caused by an event beyond its reasonable control, such as war, riot, natural disaster, epidemic or an act of Government, that could not have been prevented by reasonable diligence. Shortage of staff or financial difficulty of the Firm shall not be force

majeure. The affected party shall notify the other in writing within seven (7) days of the event. Obligations shall be suspended for its duration and no liquidated damages shall apply. If the event continues for more than sixty (60) days, either party may terminate the Contract by fifteen (15) days' notice, and the Firm shall be paid for work completed and accepted.

6.18 **Independent contractor.** The Firm is an independent contractor. Nothing in the Contract creates any employment, partnership or agency relationship between Invest India and the Firm or its personnel.

6.19 **Compliance with laws and policies.** The Firm shall comply with all applicable laws, including labour and tax laws in respect of its personnel. While at the premises of Invest India, its personnel shall follow the policies of Invest India on conduct, information security and prevention of sexual harassment.

6.20 **Inspection of records.** The Firm shall permit Invest India, the Reimbursing Authority and any Government audit authority to inspect its records relating to the Contract, including working papers, during the Contract and for the period of retention under Clause 5.6(d).

6.21 **Settlement of disputes**

(a) The parties shall try to settle any dispute arising out of or in connection with the Contract amicably, through discussion between their authorised representatives, within thirty (30) days of a written notice of dispute. The parties may also, by mutual consent, refer the dispute to mediation under the Mediation Act, 2023.

(b) A dispute not so settled shall be referred to arbitration by a sole arbitrator appointed by mutual agreement of the parties, failing which the arbitrator shall be appointed in accordance with the Arbitration and Conciliation Act, 1996. The seat and venue of arbitration shall be New Delhi and the language shall be English. The award shall be final and binding on the parties.

(c) The Firm shall continue to perform its obligations during the pendency of any dispute.

6.22 **Governing law and jurisdiction.** The Contract shall be governed by the laws of India. Subject to Clause 6.21, the courts at New Delhi shall have exclusive jurisdiction.

6.23 **Notices.** Notices shall be in writing and sent by e-mail to the addresses specified in the Contract Agreement, and shall be effective on receipt.

6.24 **General.** The Contract may be amended only in writing signed by both parties. No failure or delay in exercising any right shall be a waiver of it. If any provision is held invalid, the remaining provisions shall continue in force. The Contract constitutes the entire agreement between the parties on its subject matter.

SECTION 7: BID FORMS

Forms 1 to 7 shall form part of the Technical Bid. Form 8 is the Financial Bid and shall be submitted only as provided in Clause 3.12(c). Forms 9 and 10 are to be furnished by the selected Bidder only. Form 11 is the format for pre-bid queries under Clause 3.4 and does not form part of the Bid. Forms shall not be altered; additional rows may be added where required.

FORM 1
TECHNICAL BID COVERING LETTER

(On the letterhead of the Bidder)

To,
Invest India, New Delhi
(by e-mail: procurement@investindia.org.in)

Subject: Technical Bid for RFP No. _____ for Appointment of a Chartered Accountant Firm as Special Auditor for Quarterly Audit of Travel Expenditure (TA/DA) of Invest India.

Dear Sir/Madam,

1. We, the undersigned, have examined the above RFP, including corrigenda and replies to queries Nos. _____ (write "Nil" if none), and offer to provide the services in conformity with it.
2. We accept all the terms and conditions of the RFP unconditionally. Our Bid contains no deviation from the RFP.
3. Our Bid shall remain valid for 90 days from the Bid Due Date.
4. We meet all the criteria in Section 4 of the RFP. All information and documents furnished are true and correct. We understand that any false or misleading information shall lead to rejection of our Bid or termination of the Contract, and action under Clause 3.21 of the RFP.
5. Our Financial Bid has been submitted separately as a password-protected PDF file. Our Technical Bid contains no price or fee information.
6. We understand that Invest India is not bound to accept any Bid, and may cancel the process as provided in the RFP.
7. If selected, we undertake to furnish the Performance Security, sign the Contract and submit the Non-Disclosure Undertaking within the time stipulated in the RFP.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 2
BIDDER'S INFORMATION

S. No.	Particulars	Details
1	Name of the firm	
2	Firm Registration Number (FRN) with ICAI	
3	Constitution (partnership firm / LLP) and LLPIN, if applicable	
4	Date of establishment	
5	Address of head office and of office in Delhi-NCR, if any	
6	PAN	
7	GSTIN	
8	Number of partners: FCA / ACA	
9	Number of Chartered Accountants employed (other than partners)	
10	Peer Review Certificate number and validity	
11	Udyam Registration Number and category (if applicable)	
12	Startup recognition number (if applicable)	
13	Name, designation and mobile number of authorised signatory	
14	Official e-mail ID for all communication (Clause 3.12(e))	

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 3
DETAILS OF EXPERIENCE (Section 4, S. No. 4)

S. No.	Name and category of client	Nature and scope of audit (state whether TA/DA or employee reimbursement verification was included)	Work order no., date and fee (INR)	Period covered and status (completed / ongoing)	Client contact person, phone and e-mail
1					
2					
3					
4					
5					

Enclose for each assignment the supporting documents listed in Section 4, S. No. 4. Invest India may verify any information with the client.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 4
TURNOVER CERTIFICATE (Section 4, S. No. 5)

(On the letterhead of an independent Chartered Accountant)

This is to certify that M/s _____, a firm of Chartered Accountants having FRN _____ and its office at _____, has the following turnover from professional services, as per its books of account and Income Tax Returns:

S. No.	Financial Year	Turnover from professional services (INR)
1	2023-24	
2	2024-25	
3	2025-26	
	Average annual turnover	

(If accounts for FY 2025-26 are not finalised, give FY 2022-23, 2023-24 and 2024-25.)

I/We further certify that I/we am/are not a partner or employee of, and have no financial interest in, the said firm.

Signature: _____ Name: _____
Membership No.: _____ FRN: _____ UDIN: _____
Date: _____ Place: _____ (Seal)

FORM 5
PROPOSED TEAM (Section 4, S. No. 7)

S. No.	Name	Role	Qualification and ICAI membership no. (if any)	Years of post-qualification / audit experience	Relevant assignments handled
1		Engagement Partner			
2		Audit Manager			
3		Audit Assistant			
4		Audit Assistant			

We confirm that the above persons are on the rolls of our firm and shall be deployed for the assignment, and that no change shall be made without the prior written consent of Invest India.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 6
DECLARATIONS AND UNDERTAKINGS

(On the letterhead of the Bidder)

To,
Invest India, New Delhi
(by e-mail: procurement@investindia.org.in)

Subject: Declarations for RFP No. _____ for Appointment of a Chartered Accountant Firm as Special Auditor for Quarterly Audit of Travel Expenditure (TA/DA) of Invest India.

We, M/s _____ (FRN _____), hereby declare and undertake that:

1. **Non-debarment:** We are not debarred, blacklisted or suspended by any Ministry or Department of the Central or any State Government, any public sector undertaking or autonomous body, or by Invest India, as on the Bid Due Date. No partner proposed for this assignment has been found guilty of professional or other misconduct by ICAI in the last three years.
2. **Solvency:** We are not under insolvency, liquidation or winding-up proceedings, and our business has not been suspended.
3. **Independence and conflict of interest:** We have no conflict of interest as described in Clause 3.22 of the RFP. We are not the statutory auditor or internal auditor of Invest India for any period covered by this assignment, and have not prepared or processed travel claims, or provided travel management or accounts outsourcing services, to Invest India during the current or preceding financial year.
4. **Relatives:** None of our partners or proposed team members is related to any employee of Invest India involved in travel administration, finance or this procurement, except as follows: _____ (write "Nil" if none).
5. **Countries sharing a land border with India:** We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. We certify that we are not from such a country or, if from such a country, have been registered with the Competent Authority (evidence of valid registration enclosed). We certify that we fulfil all requirements in this regard and are eligible to be considered.
6. **Make in India:** We certify that we are a Class-I local supplier / Class-II local supplier (strike out whichever is not applicable) under the Public Procurement (Preference to Make in India) Order, 2017, as revised. The local content of the services offered is _____ %, and the local value addition is made at _____ (location).
7. **Code of Integrity:** We shall abide by the Code of Integrity in Clause 3.21 of the RFP. We have not committed any transgression of such a code with any entity in India or abroad during the last three years, except as follows: _____ (write "Nil" if none).
8. **No agents or canvassing:** We have not engaged any agent or paid or promised any commission or inducement in connection with this Bid, and shall not canvass with any person in respect of it.
9. **Compliance:** We shall comply with all applicable laws, including the Digital Personal Data Protection Act, 2023, and the policies of Invest India while performing the assignment.
10. We understand that any declaration found to be false shall lead to the consequences in Clauses 3.21 and 3.27 of the RFP.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 7
BID SECURING DECLARATION

(On the letterhead of the Bidder)

To,
Invest India, New Delhi
(by e-mail: procurement@investindia.org.in)

Subject: Bid Securing Declaration for RFP No. _____ for Appointment of a Chartered Accountant Firm as Special Auditor for Quarterly Audit of Travel Expenditure (TA/DA) of Invest India.

We, the undersigned, declare that:

1. We understand that, according to the conditions of the RFP, Bids must be supported by a Bid Securing Declaration.
2. We accept that we shall be suspended from being eligible to participate in any procurement of Invest India for a period of two (2) years from the date of notification by Invest India, if we are in breach of our obligations under the conditions of the RFP because we:
   (a) withdraw or modify our Bid after the Bid Due Date during the period of bid validity;
   (b) fail to furnish the password of our Financial Bid within the time stipulated by Invest India;
   (c) do not accept the correction of arithmetical errors under Clause 3.16.6 of the RFP; or
   (d) having been notified of the acceptance of our Bid during the period of bid validity, fail or refuse to sign the Contract or to furnish the Performance Security, in accordance with the RFP.
3. We understand that this declaration shall cease to be valid if we are not the successful Bidder, on the earlier of: (i) receipt of notification of the name of the successful Bidder; or (ii) thirty (30) days after the expiry of the validity of our Bid.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 8
FINANCIAL BID

(To be submitted only as a password-protected PDF file by E-mail 2 under Clause 3.12(c). Do not include in the Technical Bid.)

(On the letterhead of the Bidder)

To,
Invest India, New Delhi
(by e-mail: procurement@investindia.org.in)

Subject: Financial Bid for RFP No. _____ for Appointment of a Chartered Accountant Firm as Special Auditor for Quarterly Audit of Travel Expenditure (TA/DA) of Invest India.

Having examined the RFP, we offer to carry out the assignment in accordance with the RFP for the following fee:

S. No.	Description	Amount in INR, excluding GST (in figures)	Amount in INR, excluding GST (in words)
	Total Fee for the entire scope of work – all four audit cycles described in Clause 5.5 (indicative volume about 500 claims per quarter; see Clause 5.3) – inclusive of all costs listed in Clause 3.8(a), excluding GST		

Rate of GST applicable on the above (for information only; not considered in evaluation): _____ %

Notes:

1. The Total Fee shall be inclusive of all costs listed in Clause 3.8(a) of the RFP and shall be firm and fixed for the entire contract period, including any extension.
2. GST shall be paid extra at the applicable rate. Evaluation shall be on the Total Fee, excluding GST. The Total Fee shall be payable in four (4) equal instalments of twenty-five per cent (25%) each, as provided in Clause 6.4.
3. Any discrepancy shall be dealt with under Clause 3.16.6 of the RFP.
4. A conditional Financial Bid, or one in any format other than this Form, shall be rejected.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 9
NON-DISCLOSURE UNDERTAKING

(On non-judicial stamp paper of appropriate value, to be submitted by the selected Bidder at the time of signing of the Contract)

We, M/s _____ (FRN _____), having been appointed by Invest India vide LoA No. _____ dated _____ as Special Auditor for quarterly audit of travel expenditure (TA/DA), undertake that:

1. We and our partners and personnel shall keep strictly confidential all information, records and data of Invest India, including personal data of its employees, that come to our knowledge in the course of the assignment ("Confidential Information").
2. We shall use Confidential Information only for the assignment, shall not disclose it to any third party except as required by law or with the prior written consent of Invest India, and shall not retain or reproduce it beyond the needs of the assignment, except working papers retained as required by the Standards on Auditing.
3. We shall process personal data in compliance with the Digital Personal Data Protection Act, 2023 and the rules made under it, maintain reasonable security safeguards, and inform Invest India of any breach without delay and in any case within twenty-four (24) hours.
4. We shall ensure that every member of our team is bound by these obligations, and we shall be responsible for any breach by them.
5. This undertaking shall survive the expiry or termination of the Contract. We shall indemnify Invest India against any loss arising from a breach of this undertaking.

Signature of Authorised Signatory: _____
Name: _____ Designation: _____
Name of Firm and FRN: _____ Seal of the Firm
Date: _____ Place: _____

FORM 10
PERFORMANCE BANK GUARANTEE

(On non-judicial stamp paper of appropriate value, from a scheduled commercial bank in India)

To: Invest India, New Delhi

WHEREAS M/s _____ (FRN _____) (the "Firm") has been awarded the contract for quarterly audit of travel expenditure (TA/DA) of Invest India vide LoA No. _____ dated _____ (the "Contract"), and the Contract requires the Firm to furnish a Performance Security of INR _____ (Rupees _____ only), being 3% of the contract value;

We, _____ (name of Bank), having our registered office at _____ and our branch at _____ (the "Bank"), hereby irrevocably and unconditionally undertake to pay to Invest India, on its first written demand and without demur, protest or reference to the Firm, any amount up to INR _____ (Rupees _____ only), on Invest India stating that the Firm has failed to perform its obligations under the Contract. The demand of Invest India shall be conclusive and binding on the Bank as to the amount payable.

This guarantee shall not be affected by any change in the constitution of the Bank or the Firm, or by any extension of time, variation or indulgence granted by Invest India to the Firm. The Bank shall not revoke this guarantee during its currency except with the prior written consent of Invest India.

Notwithstanding anything contained herein: (i) the liability of the Bank under this guarantee shall not exceed INR _____; (ii) this guarantee shall remain valid up to _____ (being sixty (60) days after completion of all contractual obligations); and (iii) the Bank shall be liable only if a written claim is served on the Bank on or before _____.

This guarantee shall be confirmed by the issuing Bank through the SFMS platform to the bank of Invest India, the details of which shall be given in the LoA.

Signature and seal of authorised officer of the Bank: _____
Name: _____ Designation: _____ Power of Attorney No.: _____
Date: _____ Place: _____

FORM 11

FORMAT FOR QUERY

Date:

Queries, if any, on this RFP shall be submitted by e-mail in accordance with Clause 3.4, by the last date for pre-bid queries stated in Section 1, in the format below:

S. No.	RFP Clause No.	Page No.	Existing text	Clarification sought

END OF RFP DOCUMENT