Pre- Evaluation Criteria for Empanelment of Chartered Accountant Firms (CA Firm) (Fulfilment of All of following prerequisites are mandatory criteria for further technical evaluation)

Sl. No.	Pre-qualification criteria	Documents Required
1.	CA Firm must be 10 years old as on 01-01-2026	Attach ICAI Certificate
2.	CA Firm must have minimum 2 FCA Partners as on date of RFP.	Attach Certificate of ICAI
3.	**Turnover of the Firm:** Minimum Rs. 20 lakhs Average Annual Turnover during the last three financial years i.e., 2024-25, 2023-24 & 2022-23.	Attach CA Certificate.
4.	CA Firm must be registered with the ICAI, empanelled with C & AG & MEF of ICAI for RBI.	Attach C&AG empanelment certificate & RBI unique code number.
5.	CA firm must attach an Affidavit for declaration that it is not Blacklisted in any Government Department/Organisation in the country as on date of RFP.	Attach Notarized Affidavit as per attached Annexure-IV)
6.	**Location of Offices of Audit Firm** CA Office must have Head Office or Branch Office in Bihar as on 01-01-2026.	Please attach ICAI certificate showing address in Bihar / Rent Agreement / BSNL/ Landline telephone certificate.
7.	Has submitted EMD/Bid Security of Rs. 25,000/-	Mention DD/BG Number with amount and validity.

Technical Evaluation Criteria:

Criteria	Marking Criteria	Maximum Marks
1. Age of Firm	**Minimum 10 years**---------------------------- **10** marks (1 marks per year) More than 10 years ------------------ 1 marks per year in addition to above	15
2. No. of Partner & Paid CAs as per ICAIrecords	**Minimum 2 Partner** ------------------------- **12 Marks** (06 marks for each FCAs Partner) 4 Marks for each additional partner up to a maximum of 02 additional partners.	20
3. Other Audit Staffs	1) **Team Lead** (Chartered Accountant – at least 10 yrs. of experience) – 1 No. – 08 Marks 2) **Chartered Accountants** -02 Nos – 03 Marks each 2) **Semi Qualified experienced Audit Team Members** - CA Inter - 03 (Three) **(3 persons x 2 marks each) = 6 Marks.** Qualification and experience of above key-experts as per details mentioned in "Key professional / persons required for the purpose of Audit at each of the levels" of this RFP.	20

4. Average Annual Turnover tor FY 2024-25, 2023-24 & 2022-23	Minimum 20 lacs 6 marks More than 20 lacs Maximum 10 marks (2 marks for per completed Rs. 10.0 lakh upto a maximum of 40 lakh)	10
5. Working Experience of the firm	Statutory Audit, Internal Audit Work experience of 5 years under PFMS System / DBT (Direct Benefit Transfer) / Software used by MoRD, Govt. of India. (period of experience will be reckoned Since 01-01-2018 onwards) 2 marks per year	Max. 10
	Audit work allotment by C & AG for PSUs (Year-wise – up to 5 years) (period of experience will be reckoned Since 01-01-2018 onwards) 2 marks per year	Max. 10
	Audit work allotment under MEF (Bank Audit Year-wise), Concurrent & Internal Audit of Banking sector, Government Societies, Externally Aided Projects i.e., World Bank, ADB, DFID, Government Cooperative societies, and like organization where Government Fund is utilized for up to 5 years. (period of experience will be reckoned Since 01-01-2018 onwards) 2 marks per year	Max. 10
6. Location Office of CA Firm	5 Marks for Branch Office /Head Office in Bihar.	05

NOTE:

1. **Bidders have to submit all supporting document with regard to their existence, experience and CA certificate with regard to Turnover.**
2. **Curriculum Vitae (CV) must be submitted for all the above key positions. All the CVs should be signed by the individual and countersigned by the bidding firm.**
3. **The Proposal Evaluation Committee may ask for enquires through email with the Bidders to seek clarifications on their proposals.**

Minimum qualifying marks will be 70 in Technical Evaluation.

CA Firm/s scoring 70 or above marks will be eligible for empanelment. CA firms will be further categorized for award of assignment as per Award criteria mentioned in the RFP.

After empanelment of CA firms, appointment will be done by individual districts. Categorization ofempanelled firm will be done for allotment of audit works for districts audit unit.

The Technical Committee of the department will evaluate the submitted proposal and only those firms will be empaneled who will fulfil the minimum technical eligibility criteria. The department will have the right to cancel or postpone the process of selection at any stage without assigning any reason thereof.