

### Evaluation Criteria for Selection of Chartered Accountant Firm

Name of the Firm/Company/Assoicates \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Criteria	Particulars	Total 100 Marks	Total Marks obtained by the CA Firm	Remarks
<b>(A)</b>  <u>Essential Qualification and Experience</u>	(i) Qualified Chartered Accountant Registered with Institute of Chartered Accountants of India  (ii) The CA Firm should have at least 2 to 5 partners or sufficient employees (qualified chartered accountants) with relevant experience and engaged in full time audit work.  (iii) The firm Should be Registered with the office of C&AG  (iv) The firm should have minimum 07 years experience in the field of audit, compilation of accounts, income t ax matters, GST matters, Service Tax, Labor Laws etc  (v) The CA Firm should preferably have own office or branch office in the Tri-city i.e. Chandigarh, Mohali and Panchkula.  (vi) The firm should have not less than average turnover of Rs. 10 Lakh for last three financial years.			
<b>(B)</b>  <u>Evaluation/ Criteria</u>	(i) <b>a)</b> Firm Registered with the office of C&AG.  <b>b)</b> Additional marks if firm also registered with RBI.  (ii) <b>a)</b> Firm with minimum 07 years experience in the field of audit, compilation of accounts, income tax matters, GST matters, Service Tax, Labor Laws etc.  <b>b)</b> For additional Experience 1 mark for each year of additional experience shall be given.	10 Marks  5 Marks  25 Marks  15 Marks(M ax)		

	(iii) <b>a)</b> The firm with average turnover of Rs.10 lakh.  <b>b)</b> 2 marks for each additional 5 lakh of turnover shall be given. (Max 10 Marks)	10 Marks  10 Marks ( Max)		
	(iv) <b>a)</b> CA Firm having 2 to 5 Partners.  <b>b)</b> In case more than 5 Partners, firm shall be given 5marks additional.	05 Marks  05 Marks		
	(v) In case CA Firm having own office or branch office in the Tri-City i.e. Chandigarh, Mohali and Panchkula.	15 Marks		
<b>Total Technical Marks</b>				
<b>(C)</b> <b>Financial Bid</b> <b>(Min 70% will be criteria for qualifying technical Bid)</b>	In the Financial Bid, the lowest bidder will get 100 marks and for remaining bidders lowest- 2 and lowest- 3 or so on. The following formula will be applied :-  $\text{L2 Bidder Marks} = \frac{\text{L1 Bid price} * 100}{\text{L2 Bid price}}$			
<b>Total Marks obtained based on Financial Bid</b>				
<b>(D)</b> <b>Selection Criteria</b>	Final Marks = .70 * Technical marks + .30 * Financial marks			
<b>Final marks Obtained</b>				
Whom so ever gets highest score by above mentioned selection criteria shall be considered a successful bidder and tender shall be awarded accordingly to the bidder getting highest marks.				