

GEM/2024/B/5043748 dated 12/06/2024

**Tender Document
For Selection of Chartered Accountant Firms as Pre
Cum Internal Audit**



GUJARAT INFORMATICS LIMITED

**Block no. 2, 2nd Floor, Karmayogi Bhavan,
Sector-10A, Gandhinagar-382017, Gujarat
Phone No. 23259229 Fax: 23238925.**

Please visit <https://gil.gujarat.gov.in> for details of Tender
and downloading Tender Document.

EMD: ₹25,000 /-

Tender Document for Pre cum Internal Audit of Gujarat Informatics Limited
Schedule of Tender Events

Sr No	Event	Date and Time
1	Tender Issue Date	12/06/2024
2	Last Date and Time for submission of written queries for clarification only by e-mail on dy-dir-ac@gujarat.gov.in.	14/06/2024 1800hrs
3	Last Date and Time for reply/ clarification/ corrigendum as case may be by GIL in response to the query of bidders.	15/06/2024 1800hrs
4	Last Date and Time for submission of online proposal (Technical and Financial).	24/06/2024 1500 hrs
5	Last Date and Time for submission of EMD.	24/06/2024 1500 hrs
6	Date and Time of Opening of Technical Bid	24/06/2024 1530 hrs
7	Date and Time of Opening of Financial Bid	To be informed to Technically qualify bidders well in advance.
8	Contact person for queries	Mr. Vijay Prajapati [Dy. Director (Accounts)] dy-dir-ac@gujarat.gov.in Mr. Taansukh Dhaakan [Manager] manager-accounts@gujarat.gov.in
9	Address for communication	Block no. 2, 2 nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar-382017, Gujarat.
10	Bid validity	180 days

Disclaimer

The Tender Documents for Appointment of Pre cum Internal Auditor from 01/07/24 to 30/06/26 (02 Years) for Gujarat Informatics Limited contain brief information about the Project and the Works to be executed and various steps involved in the tendering process. The information contained in the Tender Documents or subsequently provided to Tenderer(s), whether verbally or in documentary or any other form by or on behalf of Gujarat Informatics Limited (hereinafter referred as "GIL" or "the Company") or any of its employees or advisors, is provided to Tenderer(s) on the terms and conditions set out in the Tender Documents and such other terms and conditions subject to which such information is provided.

The Tender Documents are not an agreement. It is neither an offer nor invitation by GIL to the prospective Tenderers or any other person. The purpose of the Tender Documents is to provide interested parties with information that may be useful to them in making their bids pursuant to the Tender Documents. The Tender Document includes statements, which reflect various assumptions and assessments arrived at by GIL in relation to the Project or the work to be executed pursuant to this tendering process. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require. The assumptions, assessments, statements and information contained in the Tender Documents may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in the Tender Documents and obtain independent advice from appropriate sources.

Information provided in the Tender Documents to the Tenderer(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. GIL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. GIL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any tenderer under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender Documents or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender Documents and any assessment, assumption, statement or information contained therein or deemed to form part of the Tender Documents or arising in any way for participation in this tendering stage.

GIL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Tenderer upon the statements/information contained in the Tender Documents. GIL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in the Tender Documents. GIL also reserves the right to change any or all conditions/ information set in the Tender Documents at any time by way of revision, deletion, updation or annulment through issuance of appropriate addendum as GIL may deem fit without assigning any reason thereof.

The issue of the Tender Documents does not imply that GIL is bound to select a Tenderer or to appoint the selected Tenderer for constructing the work envisaged under the Tender Documents and GIL reserves the right to reject all or any of the Tenderers or Tenders without assigning any reason whatsoever. The Tenderer(s) shall bear all its costs associated with or relating to the preparation and submission of its tender including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by GIL or any other costs incurred in connection with or relating to its Tender. All such costs and expenses will remain with the Tenderer and GIL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Tenderer in preparation for submission of the Tender, regardless of the conduct or outcome of the tendering process.

Any alterations in Eligibility Criteria cum Qualification Requirement, and terms of the Tender Document, or any amendment to the Tender Document, etc. shall be uploaded on GIL's official website, without any obligation or press notification or other proclamation. Therefore, all interested are advised to the website regularly.

Gujarat Informatics Limited

Terms of Reference for Appointment of Pre cum Internal Auditor

1. Background

Gujarat Informatics Limited (GIL) was established as the nodal agency for IT development in the state in February 1999, by the Government of Gujarat. The company was started with a clear objective to promote IT and accelerate the process of E-Governance in the state. Along with the announcement of the IT policy, the Government has enabled GIL to effectively implement IT projects in the state. Since its inception, GIL has worked aggressively to make stunning forays in the implementation of IT in the state. Having made a promising beginning with projects like the INFOCITY, GSWAN and the GR BOOK, GIL is gaining significant ground with its endeavors for computerization of Government departments, training of CIO's, developing applications, forming mergers and signing MOUs with leading national and international companies. These include Microsoft, Reliance, Price Waterhouse Coopers and others.

2. Purpose

The Pre cum Internal Audit service is responsible for providing an independent audit of the entire project and operational activities, financial or otherwise. It should provide a service to the whole organization, including all the levels of management. It is not an extension of, nor a substitute for, good management, although it can have a role in advising management. The Internal Audit service is responsible for evaluation and reporting to the Board through Director Finance and thereby providing assurance on the arrangements for Risk Management, Internal Control, Corporate Governance and Quality of Data.

Based on above, GIL invites tenders from Chartered Accountant Firms to conduct risk based assessment, identifying the potential risk areas and agree on an annual concurrent internal audit plan for the period from 01/07/24 to 30/06/26 which may be extendible on satisfactory performance and mutually agreed terms for further one years.

3. Eligibility Criteria

Firms must qualify in the following minimum criteria:

Sr No	Criteria	Minimum Requirement	Documents to be furnished as Supporting
1	Category of the Firm	The firm should be Category- I or II as per ranking provided by ICAI on the date of tender.	Self-certified Latest Multipurpose Empanelment Form (MEF) issued by ICAI for FY: 2024-25 containing the category of the firm.
2	Audit and Attestation Income	Gross Receipt of the firm from Audit and Attestation should be more than 50 Lakhs during FY: 2022-23.	Copy of Audited Statement of Profit and Loss of FY: 2022-23 shall be attached along with bifurcation showing Income from Audit and Attestation and other income with Annexure-A.
3	Existence of the Firm	The firm should be existence for at least 7 years on the date of tender.	Self-attested copy of Firm Registration Certificate issued by ICAI.
4	Number of CA as Partner	Firm should have at least 7 CAs out of which at least 4 should be Partners.	Self-attested copy of latest Firm Card to be attached with Annexure-B.
5	Similar Work	Any kind of Audit Assignment i.e Statutory Audit, Internal Audit, Pre-Audit or Concurrent Audit of at least 10 PSUs/ Authorities/ Government Organisations/ Trust/ Mission etc should be carried out in last 3 years by the firm. (FY: 2021-22, FY: 2022-23, FY: 2023-24).	Work Order/ Contract/ Audit Completion Certificate shall be attached with Annexure-C.
6	Head Office or Branch Office	Registered office of the firm should be in Ahmedabad/ Gandhinagar. If not, 1 full time branch shall be in Ahmedabad/ Gandhinagar for at least 3 years on full time basis.	Self-certified copy of latest Firm Card containing the details of Registered Office or 1 Full time Branch Office to be attached with Annexure-D.

Note: This tender terms & Conditions are above on GeM & Term Conditions. Bidder must meet the above Eligibility Criteria to become technically qualified.

4. Scope of Work

The Pre cum Internal Audit Service will consider the adequacy of controls, necessary to secure propriety, economy, efficiency and effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives and manage the associated risks.

The scope of Internal Audit Work should cover the projects, operational and financial control and should not be restricted to the audit of system and controls necessary to form an opinion on the financial statement.

The audit will be carried out in accordance with the relevant standards of auditing published on time to time by the Institute of Chartered Accountants of India (ICAI), other guidelines, Guidance notes relating to Internal Financial Controls, relevant pronouncements of the ICAI, State Government Directives, ROC requirements etc. and will include such tests and controls as the auditor considers necessary under the circumstances.

The scope and responsibilities of Internal Audit is as follows:

- To monitor the achievement of organizational objectives;
- To Identify, assess and suggest to manage risks to those objectives;
- To advise on, formulate and evaluate policy within the responsibilities of Board of Directors;
- To ensure compliance with manuals, policies, delegation of powers, laws and regulations including all statutory requirements;
- To ascertain the integrity and reliability of financial and other information provided to management and stakeholders, including that used in decision making;
- To review the efficiency, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of Books of Accounts;
- Verify that the system of internal check is effective in design and operation in order to ensure the prevention and early detection of defalcations, frauds, misappropriation and misapplications;
- Identify areas of significant inefficiencies in existing system and suggest necessary remedial measures;
- To ensure that capitalization of assets accurately;
- To provide all requisite information to ensure adequate controls are developed within every process of organization to serve the objectives.

- To carry on the Physical Verification of Assets of the company as on 31st March and provide Certificate/ Report of the same;
- To ensure adequacy of various manual/ circulars in the company and advise suitable modifications to the Management from time to time.
- To ensure that various statutory tax returns should be timely filed with all the direct and indirect tax authorities and verify the facts and figures given in the tax returns.
- To verify the reconciliation of all the accounts/ ledgers time to time.
- To detect loopholes, which might have entered in system due to passage of time and complacency on the part of persons particularly engaged in financial concurrences, release of payments, updating accounting records, authorization as per Financial Accounting System etc.
- To verify the process and transactions of
 1. Sales, Services and Revenue
 2. Purchase/ Procurement
 3. Human Resource and Payroll Processing
 4. Operational and Administrative Expense
 5. Government Grants and its utilization
 6. Payable and Receivables
 7. Cash and Bank
- To verify the legal and regulatory compliances under applicable laws.
- To verify 100% of the vouchers of sales, purchase, Bank payment and Receipt, Cash payment and Receipt, Journal etc.

The scope and responsibilities of Pre Audit is as follows:

- To verify and scrutinize each and every payment, irrespective of the amount, with reference to respective agreement/ contracts/ work order and ensure deductions in respect of statutory deductions or other, if any, are correctly made from the invoice.
- To review terms and conditions of Tender Document and Agreement/ Contract/ Work order, verify the Bank Guarantee and other relevant supporting documents. Specific emphasis to be given on final payment.
- The pre audit compliance include the 100% pre audit of each and every payments and complete and detailed verification-pre audit of the final bill of the vendor/ contractor for the project activity within the time frame as per GIL's existing policy and procedure.
- To Post Audit for
 - 1> Payments made from Petty Cash
 - 2> Any urgent utility payment such as electricity bill, telephone and mobile bills etc.
 - 3> Any urgent statutory payment such as deposit of IT TDS, GST TDS, GST, Professional Tax, Municipal Tax, GPF and Insurance Payment etc.

4> Any other payment with the instruction of higher management of GIL.

The assignment of Internal Audit will be conducted on concurrent and full time basis under control of at least one qualified Chartered Accountant who can be replaced only with prior approval of GIL. (CV to be vetted by GIL.)

All Work done by Pre cum Internal Auditor shall be properly documented, evidenced and filed for any reference. The documentation shall comply with the guidelines of Working Papers prescribed by ICAI. A detailed Scope of Work, enclosed above is only illustrative and not exhaustive.

5. Period of Pre cum Internal Audit

The period of pre cum internal audit will be from 01/07/24 to 30/06/26.

The observations/ finding of Pre audit shall be submitted immediately for rectification. Pre cum Internal Audit Report shall be submitted on Quarterly basis. The quarterly audit report should include the findings / observations of at least two process audits.

The Contract/Pre cum Internal Audit, initially shall be for the period from 01/07/24 to 30/06/26, which will be further extendable for one year on satisfactory performance and mutually agreed terms and conditions.

6. Internal Audit Report

Internal Audit Report should be structured in a manner to provide the following:

- (a) Audit observations;
- (b) Implications of the observations with root cause;
- (c) Suggested recommendations;
- (d) Management's comments/agreed actions and
- (e) Status of actions on the previous recommendations.

In addition, the internal auditor should prepare and submit a consolidated report on a quarterly basis, highlighting the critical issues which require the immediate attention of GIL. The reports should be submitted to GIL within 30 days of the close of each quarter. The auditor should discuss results of audit with the Deputy Director (Accounts) of GIL. The report in respect of GIL shall be submitted in triplicate for each phase along with a soft copy.

Submission of Pre-Audit observations shall, however, be submitted within timeframe as per GIL's guidelines as and when referred by Account Division of GIL so as to release payments of Invoices within the time frame.

7. RIGHTS OF THE INTERNAL AUDITOR

The Internal Auditors has rights of access to all GIL records, information and assets which considers necessary to fulfil the responsibilities. The Head of Internal Audit shall have a right to direct access to Deputy Director (Accounts).

8. RESPONSIBILITY

The responsibility of the Internal Auditor would be:

- Develop a flexible annual internal audit plan using an appropriate risk based methodology, including any risks or control concerns identified by management, and submit that plan to the Deputy Director (Accounts) for approval.
- Implement the annual internal audit plan, as approved, including appropriate special tasks or projects requested by management.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements.
- Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- Issue periodic reports to the management summarizing results of audit activities, including significant audit issues and management action plans.
- Keep the management informed of emerging trends and successful practices in internal auditing.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management, the external auditors of the results.

9. REPORTING

The Internal Auditor should report to the management any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of audit through Deputy Director (Accounts).

The manner and intervals in which the internal audit shall be conducted and reported to the Board shall also be in compliance with the Companies Act.

10. OTHER TERMS AND CONDITIONS

1. Firms selected by GIL shall maintain ethics of faith and the information provided by GIL shall be kept 'Strictly Confidential'.
2. The selected audit firm shall deploy minimum 3 resources. One must be a qualified Chartered Accountant having at least 03 Years relevant experience. The audit firm shall deploy such more qualified and experienced Personnel as and when required for internal audit. The firm shall furnish the list of resources to be deployed for GIL audit with details before commencement of audit. The list shall be reviewed and approved by GIL with or without modification. Except as GIL may otherwise agree, no change shall be made in the approved list of personnel. If for any reason beyond the reasonable control of the Audit Firm, it becomes necessary to replace any of the Personnel, the Audit Firm shall forthwith provide a replacement, a person of equivalent or superior qualification with the prior approval of GIL.
3. The company can determine the manner and intervals in which the Internal Audit shall be conducted and reported to the Board to comply with the Companies Act.
4. In case of any dispute, the decision of MD, GIL shall be final and binding.
5. Assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
6. All reporting including MIS shall be done on concurrent basis as required by GIL from time to time.
7. GIL reserves the right to cancel selected firms, if it considers necessary.
8. The Audit work being conducted by the firm will be subject to supervision by finance and accounts department of GIL as and when required to ensure that the work is progressing as per agreed plan.
9. In case of non-fulfilment of any instructions issued by GIL, GIL will be entitled to cancel the audit work without any obligations.

10. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
11. The GIL reserves the right to reject any or all offers received without assigning any reasons.
12. These are only proposed draft terms and conditions and can be modified at any time by the GIL at its sole discretion.
13. The Audit Team will consist of sufficient number of experienced and qualified professionals in relevant field. Resources deployed for Internal Audit must have to mark attendance at GIL office for record of Auditor's Attendance.
14. No bills shall be remained un-audited by the auditor after 2 days from the receipt of the bill for pre-audit. The auditor must ensure that the bill is cleared with or without observation within 2 days. No delay will be granted. In case of constant delay in this regard, it shall be viewed as non-performance of the assignment.
15. The Internal Audit shall ensure following aspects which are indicative but not limited while applying pre-audit function.
 - Proper Documentation to support transaction.
 - Due approvals as per the delegation of power in effect from time to time.
 - Financial terms and conditions of PO (Purchase Order) / WO (Work Order) / Contract etc.
 - Quality and satisfactorily confirmation by concerned HOD.
 - Applicable rules, direction, guideline, GRs etc., of the Government.
 - Arithmetic check of all kinds.
 - Applicability of Statutory compliance.
 - Compliance of Terms and Conditions of Work Order/Agreement.
 - All resources such as laptops, Stationary, Stamps etc. are to be arranged by the Firm.

11. CONTENTS OF THE TENDER PROPOSAL

Tenderer has to submit the offer online on GeM Portal.

(i) **Technical bid** will be opened on due date.

Technical Bid must contain the following:

- a) A proposed plan of action to achieve the objectives of the internal audit function of GIL. Such a plan should cover short-term and medium-term steps to manage the internal audit function;
- b) A list of references of internal audit appointments;
- c) The Curriculum Vitae (CV) of the staff who will be available for the duration of the work;
- d) An undertaking to ensure continuity of staff on the project;
- e) All the supporting documents as mentioned in clause (3) above to assess the eligibility criteria/technical evaluation may also be furnished as given the formats in Annexure – “A” to Annexure – “D”.
- f) Each page of the Tender documents is required to be signed by the Nodal Partner of the firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.

(ii) **Financial Bid** will Contain Price bid as per Forms Fin 1.

12. TENDER PRICE

The tender price is to be in Indian currency and must include applicable taxes. Firm must complete the price table as in Fin 1 for two year. The quoted tender price shall be valid for a period of 180 days from the opening date of Tender. The price will be firm and fixed throughout the agreement period of two year without any escalation.

13. Evaluation Methodology:

Those bids, which are technically complied as per the Minimum Eligibility Criteria will be considered for Financial Opening. Out of all open Financial Offers, the lowest evaluated bid will be considered.

14. REGULATION OF AUDIT FEES

The payment of Audit Fees as fixed will be made only after completion of Audit Work and submission of Audit Report for every quarter on pro rata basis. Completion of Audit includes conduct of audit, submission and discussion of report with GIL. GIL will not pay any advance to the selected audit firm under any circumstances.

Bill for Audit Fees will be submitted to the Accounts Division of GIL along with a certificate indicating that audit work has been completed as per the agreed terms and conditions.

GIL shall make payment to the Audit Firm on quarterly basis upon receipt of the bill along with supporting documents. Tax as applicable will be deducted at source and tax deducted certificate will be issued as per the law in force.

The payment schedule for each Audit Year will be as per below-

Milestone	% of Total Fees
Submission of report (Apr-Jun) and acceptance by GIL	20%
Submission of report (Jul-Sept) and acceptance by GIL	20%
Submission of report (Oct-Dec) and acceptance by GIL	20%
Submission of report (Jan-Mar) and acceptance by GIL	
1) Acceptance of Audit Report by GIL	10%
2) Submission of Statutory Audit Report and adoption of same by BOD	10%
3) Acceptance of C&AG Supplementary Audit Report by AGM	20%

15. PENALTY

Maximum Penalty equivalent to 10% of the quarterly billing rate will be recovered for non-deployment of the Professional or replacement of personnel as per the agreed list of personnel till the person is deployed. Replacement penalty shall be levied at 10% of the billing rate for replacement of any approved personnel during the audit period for each event.

16. TERMINATION

Any party of the Contract may terminate the Contract at any time by one month's written notice to the other party.

Upon termination of the contract, or at any time if so requested in writing by GIL, the audit firm will return or destroy within thirty (30) days all confidential information of GIL and any copies thereof it may hold at such time.

17. ARBITRATION

In case of any dispute, it shall be referred to Arbitration. The sole arbitrator will be appointed by the Managing Director.

The place of Arbitration shall be Gandhinagar and the language will be English.

18. Earnest Money Deposit

EMD shall be paid by Bank Guarantee (Annexure-F) or Demand Draft in favour of Gujarat Informatics Limited payable to Gandhinagar. Tenders without EMD are liable for rejection.

The exemption in payment of EMD will be given to The Micro and Small Scale Industrial Units, registered under Small Scale Industries of Gujarat State and holding subsequent registration with CSPO/NSIC/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD. On submission of attested copies of their SSI & CSPO/NSIC/DGS&D registration certificates in EMD cover.

Note:

In view of Ministry of Micro, Small and medium enterprises, Govt. of India, New Delhi Notification S.O. 2119(E) dtd 26th Jun 2020 and subsequent clarification issued vide O.M no. 2/1 (5)/2019-P&G/Policy (pt. IV) dated 6th august,2020 , only "UDYAM REGISTRATION CERTIFICATE" out of SSI/MSME Part-II/Udhyog Aadhar Memorandum/ Udyam Registration certificate shall remain valid from 1st January, 2022 OR from the date as amended in future by the Ministry of Micro, Small and Medium Enterprises (MSME), Govt. of India.

Forms of Tender

Technical Proposal for Appointment of Pre cum Internal Audit for the period 01/07/24 to 30/06/26

Sr No.	Particulars	Response
1	Name of firm (In Capital Letters)	
	Address of Head Office and Branch Office	
	PAN No. and GST No. of Firm	
2	ICAI Registration No.	
	MEF Registration No.	
	Region Name	
	Region Code No.	
3	Empanelment No with C&AG India for major audits	
4	Date of Constitution of Firm	
5	Experience Details	The details of experience of firm should be given as per Annexure-C attached.
6	Profile of Firm	To be attached separately herewith.

We/I declare

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm or partners has not been debarred or cautioned by ICAI during the last five years; (A self-certificate to the effect from the firm will be attached)
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949;

4. That the constitution of the firm shown in the RFP is the same as that in the Constitution Certificate issued by the ICAI.

5. That the no partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body / Executive Committee / Board of Directors or the Project Director/ Managing Director / any Director or any of the senior management (as applicable) of GIL. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.

6. That neither the firm nor its Partners or Associates have any interest in the business of GIL.

7. The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

(Sign with stamp & membership no. on each page)

Annexure-“A”
DETAILS OF INCOME OF THE FIRM

Sr No	Type of Income	Year 2022-23
1.	Audit and Attestation Income	
2.	Other income	

Annexure-“B”
LATEST DETAILS OF CHARTERED ACCOUNTANTS IN THE FIRM

Sr No	Name of Member	Membership No.	Qualification	Designation (Partner/ Employee)	Date of Joining of Firm
1	2	3	4	5	6

Please attach duly certified copy of Firm Card issued by ICAI in support of the aforesaid information.

Annexure – “C”
DETAILS OF “SIMILAR WORK” CARRIED OUT BY THE FIRM

Sr No	Name of Entity	Year of Audit	Type of Entity (PSU/ Authorities/ Trust etc.)	Nature of Work	Date of Completion Certificate of Audited Organization

1	2	3	4	5	6

Please attach a certificate of competent authority of Audited organization to the effect that the assignment has been successfully completed on the letterhead of audited organization in support of the aforesaid information.

Annexure – “D”

Sr No	Registered Office/ Branch Office	Address	State	Year of Establishment	No of Resources in Registered/ Branch Office
1	2	3	4	5	6

Annexure – “E”

Form FIN-1: Financial Proposal Submission Form

Format for Financial Bid

Particulars	Fees (In ₹)
Professional Fee for Pre cum Internal Audit according to Scope of Work mentioned in Tender including all charges and cost (From 01/07/24 to 30/06/26)	
Add: Taxes and duties	
Total	
(Rupees)	

Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.

We have read all the terms and conditions with respect to financial bid as outlined in the RFP and abide ourselves with the terms and conditions.

(Sign with stamp & membership no. on each page)

Annexure- "F"

FORMAT OF EARNEST MONEY DEPOSIT IN FORM OF BANK GUARANTEE

Ref:

Bank Guarantee No.

Date:

To,
Dy. Director (Accounts)
Gujarat Informatics Limited
8th Floor, Block -1, UdyogBhavan,
Sector - 11, Gandhinagar - 382017
Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: XXXX for RFP for "Selection of Chartered Accountant Firm for Pre cum Internal Auditor" KNOW ALL MEN by these presents that WE -----
----- having our registered office at -----
----- (hereinafter called "the Bank") are bound unto the _____, Gujarat Informatics Limited in the sum of ----- for which payment well and truly to be made to Gujarat Informatics Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----day of -----2024.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:
 - a. if a Bidder withdraws its bid during the period of bid validity
 - b. Does not accept the correction of errors made in the tender document;
 - c. In case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Work Order as mentioned above within the time limit stipulated
or
 - (ii) If the bidder is found to be involved in fraudulent practices.

We undertake to pay to the GIL up to the above amount upon receipt of its first written demand, without GIL having to substantiate its demand, provided that in its demand GIL

will specify that the amount claimed by it is due to it owing to the occurrence of any of the above mentioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid till the issuance of Work Order to Successful Bidder. The Bank undertakes not to revoke this guarantee without previous consent of the GIL and further agrees that the guarantee herein contained shall continue to be enforceable till GIL discharges this guarantee

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER or any other indulgence shown by the OWNER or by any other matter or things.

The Bank also agree that the OWNER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SERVICE PROVIDER and notwithstanding any security or other guarantee that the OWNER may have in relation to the SERVICE PROVIDER's liabilities.

Dated at _____ on this _____ day of _____ 2024.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch & Its official Address

Approved Bank: Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2019/50/DMO dated 01.09.2019 issued by Finance Department or further instruction issued by Finance department time to time.

Annexure- "G"
Undertaking Application for exemption from EMD

Date: GeM Bid No: GEM/_____ dated

To,
Dy. Director (Accounts)
Gujarat Informatics Ltd.
Block no. 2, 2nd Floor, Karmayogi Bhavan,
Sector-10 A, Gandhinagar.

Subject: Application for the exemption from EMD under GeM Bid No: GEM/_____ dated .

Dear Sir,

We _____are registered MSME (Udyam Registration Number- _____)/Startup_____. We have attached herewith the Udyam registration certificate/DIPP certificate for your consideration.

We are going to provide service of Pre cum Internal Auditor by ourselves only for the proposed tender.

So kindly provide us the eligible exemption from EMD for the application **GeM Bid No: GEM/_____ dated .**

Regards,

Authorized Signatory & Stamp