



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5067870  
Dated/दिनांक : 26-06-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-07-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-07-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Industries And Mines Department Gujarat
Organisation Name/संगठन का नाम	Gujarat State Financial Corporation
Office Name/कार्यालय का नाम	Gandhinagar
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Internal Audit
Contract Period/अनुबंध अवधि	9 Month(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

**Bid Details/बिड विवरण**

<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	120000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:**

1. CA Firm should be based in and around Gandhinagar / Ahmedabad ( Gujarat ).
2. CA Firms should submit certificate of Registration No. of Reserve Bank of India.

**Manpower Hiring For Financial Services - Onsite; Internal Audit ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Type of Professional/Resources required	Internal Audit
Certifications of Professional/Resources required	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Johney Joseph	382016,Block no. 10, 1st Floor, Udyog Bhavan, Gandhinagr	1	• Number of Months : 9

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

## 2. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 3. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## 4. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 5. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## 6. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

## 7. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**GUJARAT STATE FINANCIAL CORPORATION**  
ACCOUNTS DEPARTMENT  
UDYOG BHAVAN, GANDHINAGAR - 382 017

Ref. No. GSFC/ Accts/

19<sup>th</sup> June, 2024

**Terms & Conditions for appointment of Internal Auditor for the Corporation for F.Y. 1/07/2024 to 31/03/2025 (9 Months) Through GeM Portal.**

1. CA Firm should be based in and around Gandhinagar / Ahmedabad ( Gujarat ).
2. CA Firm persons require to visit once or twice in a week at Gandhinagar for pre-audit work of all payments / bills of the Corporation.
3. For Quarter Internal Audit Report, CA Firm persons require to visit two or three days in a quarter for all Corporation's offices i.e. Gandhinagar HO, Surat, Rajkot & Ahmedabad Regional Office.
4. KYC Details of the CA firms and its partners should be submitted.
5. CA Firms should have 3 - 5 years' experience certificate of work done at Ahmedabad / Gandhinagar City.
6. CA Firms should submit certificate of Registration No. of Reserve Bank of India.

## **SCOPE OF WORK OF INTERNAL AUDIT FOR GANDHINAGAR HEAD OFFICE AND REGIONAL OFFICES OF AHMEDABAD, SURAT & RAJKOT.**

1. Verification of Head Office Cash Book, Bank Books, Journal, vouchers of Imprest Cash Books of all Regional Offices.
2. Scrutiny of General Ledger, Staff Advances and fixed assets Registers and commenting on long outstanding entries.
3. Verification of Cheque Inward Register with receipts issued as well as pay in slip is also advance of the Bank regarding the realization of cheques.
4. Verification of Bank Reconciliation Statement and comment on long outstanding entries.
5. Verification of cash, cheques on hand etc. on quarterly basis.
6. Pre-audit of all payments / bills in respect of revenue and capital expenditure incurred along with its authorization for sanction.
7. Verification of all other bills like TA DA, conveyance, medical, telephone, LTC etc. pertaining to staff.
8. Verification of Profit and Loss Account and Balance Sheet and other schedules periodically.
9. Verification of Salary, P.F. I.T. Prof. Tax etc. and verification of submission of various returns to the competent authority in time.
10. Verification of all computer vouchers and sheets to ensure correct costing and accounting head.
11. To verify interest reversal and provision for NPA under schemes as per the guidelines applicable to the Corporation.
12. To see that all the statutory liabilities are paid in time and statutory compliance for filing of various returns in time.

### **RESOURCES:**

1. To check calculation of interest payment on borrowings before making payment.
2. To review the interest rate structure.

### **INVESTMENT**

1. Physical verification of all the investments once in a year.
2. Verification of necessary entries, in Bond Register and other related matter in this year.
3. To verify interest / dividends on investment received and accrued on due date.

## **RECOVERY**

1. To verify that, follow up actions are taken in cases of default.
2. To suggest about write-off or making provision in respect of defaulting units on the basis of inspection reports from Regional Offices / Follow up Departments.

## **ESTABLISHMENT AND ADMINISTRATION**

1. To check calculation on TA, DA, Medical bills etc. in depth.
2. To check the records relating to purchases and issue of stationery items purchase of fixed assets / dead stock and verify Dead Stock Register etc.

## **LEGAL**

1. To verify the undertaking given by the loanees for personal guarantee and collateral securities .

## **OTHERS**

1. To check all statutory / registers including Minutes Books and to see that accounting effects of all the decisions taken at Board / Committee Meeting are given in Books of Accounts.
2. To review and help the management in implementing proper accounting procedures and internal check and control and computerized system.
3. Verification of fixed deposit register and interest payment deposit holders.
4. To verify the maintenance of Register for the dishonour of cheques kept by the various departments.
5. To suggest the measures for cost control also for increasing the revenue of the Corporation.
6. To give quarterly report and suggestions for improvement in the system and report to management after the receipt of compliance report from H.O. as also from Regional offices.
7. To give executive summary at the end of the year incorporating all points and matters which are of very important nature and require the important consideration by the Board.
8. Each authorization for payment must contain the details of (i) Budget allocation, (ii) amount spent so far, (iii) amount now approved and (iv) balance available under the head which will be verified by the Internal Auditors periodically.
9. Log books shall be maintained properly which will be verified by the Internal Auditors periodically.
10. Internal Auditors shall examine the expenses on different heads and variation, if any, shall be reported to the Audit Committee.