

Request for Proposal (RFP)

For

Appointment of Firm / LLP for maintenance of Books of Accounts

Gandhinagar Urban Development Authority

Tender Number: 01/2024-25 Dated – 13.08.2024.

Gandhinagar Area Development Authority

GUDA Bhavan
Near KH – 0 Circle, Sargasan
Gandhinagar – 382421, Gujarat, India.

Disclaimer

1. This RFP (defined hereinafter) is issued by the **Gandhinagar Urban Development Authority** (the "Authority") to set out the process for selection of the Selected Bidder (defined hereinafter) with respect to providing services of maintenance of books of accounts and for general information purpose only, specific objectives, suitability, financial situations, and requirements of any person.
2. The information contained in this RFP or subsequently provided to a Bidder (defined hereinafter), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to a Bidder on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
3. This RFP is neither an agreement nor an offer by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing and submitting their Proposals pursuant to this RFP.
4. This RFP does not constitute any recommendation of an offer to buy, purchase or subscribe to any securities or assets mentioned herein. Neither this RFP nor anything contained herein shall form the basis of or be relied upon in connection with any contract, agreement, undertaking, understanding or commitment whatsoever. Furthermore, this RFP confers neither the right nor expectation on any interested party to be selected to participate and/or be selected successfully in the Bidding Process (defined hereinafter).
5. This RFP does not solicit any action based on the material and information contained in this RFP. Nothing in these materials is intended by the Authority to be construed as legal, technical, accounting or tax advice.
6. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Services (defined hereinafter). Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. The assumptions, assessments, statements, and information contained in the Bidding Documents, especially details regarding the project site, may not be complete, accurate, adequate, or correct. Further, this RFP may not be all-inclusive and may not contain all the information that the recipient may consider the material for preparing and submitting its Bid. Each Bidder should, therefore, conduct its investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.
7. Past performance is not a guide for future performance. Forward-looking statements (if any) contained in this RFP are not predictions and may be subject to change without notice. Actual results may differ materially from the forward- looking statements due to various factors. This RFP and opinions, if any, contained herein are based upon information available to the Authority. No statement, fact, information (whether current or historical) or opinion contained herein should be construed as a representation or warranty, express or implied by the Authority (including its authorized representatives or its professional advisors or any other persons/entities shall be held liable for the authenticity, correctness, or completeness of any such statements, facts, or opinions).

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- 8.** Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon the interpretation of the 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. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 9.** The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any applicant or Bidder under any law, statute, rules or regulations or tort, 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 this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this bid stage.
- 10.** The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP. In addition to other disclaimer(s) of/by the Authority in this RFP, the Authority hereby further disclaims all liability for any statements made or omitted to be made in this RFP or, any action taken or omitted to be taken pursuant to this RFP.
- 11.** The Authority may in its absolute discretion, without assigning any reason and at any time during the Bidding Process, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The participation in the Bidding Process shall be deemed to be an acknowledgement by the Bidder that any such amendment shall be binding on such Bidder.
- 12.** The issue of this RFP does not imply that the Authority is bound to select a Bidder and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure the selection of the Bidder as a Selected Bidder.
- 13.** The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.
- 14.** Nothing contained in this RFP shall be deemed to relieve, wholly or partially, directly, or indirectly, the Bidders from their compliance with any law in force, and/ or any instrument having the force of law, as may be applicable to them. A Bidder shall inform itself concerning and shall observe and comply with, any applicable legal requirements.
- 15.** By procuring a copy of this RFP, the recipient accepts the terms of this disclaimer ~~rule~~ which forms an integral part of this RFP and all other terms and conditions of this RFP.

2. Bid Summary and Data Sheet

S. No.	Key Information	Details
1.	Assignment Title	Request for Proposal (RFP) for Appointment Firm / LLP's for maintenance of Books of Accounts
2.	Assignment Background	The Authority intend to appoint a Firm/ LLP to provide assistance in maintenance of books of accounts for following entities
3.	Authority	The Operations Agreement to be executed by the Selected Bidder
4.	Tender Publish Date	13.08.2024
5.	Pre-Bid Meeting	17.08.2024 12:00 PM Conference Room, 3 rd Floor, Gandhinagar Urban Development Authority KH – 0, Sargasan Gandhinagar – 382421, Gujarat, India Online Meeting Link: https://meet.google.com/mzh-nyrr-tdp
6.	Last Date and Time for submission of online proposal (Technical and Financial)	27.08.2024 up to 17:00 Hrs.
7.	Last Date and Time for submission physical original EMD and affidavit at address mentioned below	01.09.2024 up to 17:00 Hrs.
8.	Date and Time of Opening of Technical Bid	01.09.2024 after 17:05 Hrs.
9.	Date and Time of Opening of Financial Bid	Will be informed to technically qualified bidders well in advance.
10.	Contact person for queries	Mr. Bhagwan Rabari, Account Clerk Contact Number – 9723268842 Email - accoff-guda@gujarat.gov.in
11.	Address for communication	Additional Collector Gandhinagar Urban Development Authority 2 nd Floor, Gandhinagar Urban Development Authority KH – 0, Sargasan Gandhinagar – 382421, Gujarat, India
12.	Period of contract	The period of contract will be of 1 year commencing from 1 st October 2024 and ending on 30 th September 2025. On satisfactory performance and with mutual understanding the period may be extended further for a period of 1 year limiting to maximum two extension
13.	Bid Submissions	Both the price bid and technical bid (along with

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		related documents are to be submitted online on GeM separately. Technical bid, EMD original and affidavit in original to be sent to address mentioned above in sealed envelope mentioning name of tender compulsorily within stipulated time.
14.	Bid Evaluation	Evaluation of the Bids shall comprise of the following stages: Stage 1: Test of Responsiveness Stage 2: Evaluation of the Technical Bids Stage 3: Evaluation of the Financial Bids (only for the Qualified Technical Bidders).
15.	Method of Selection	Bidder based on Lowest (L1) Based Selection
16.	Eligibility Criteria	Please go through the document in detail.
17.	EMD	Earnest Money Deposit of Rs 15,000/- (Rupees Fifteen Thousand Only) via account payee Demand Draft drawn in favor of Gandhinagar Urban Development Authority payable at Gandhinagar of any scheduled bank enlisted in latest GR of Finance Department, Gujarat in this regard. The validity period of the EMD shall not be less than 90 (Ninety) days from the Bid Due Date and may be extended as a when required by the Authority. The EMD of the unsuccessful bidders shall be returned by the Authority preferably within 15 days from the date of signing of the contract agreement with the Successful Bidder. The EMD of the successful bidder shall be returned upon submission of the Performance Guarantee.
18.	Validity of the Bid	180 (one hundred eighty) days from the Bid Due Date.
19.	Performance Guarantee	The selected Bidder shall submit a Performance Guarantee in the form of an unconditional and irrevocable Bank Guarantee / FDR equal 10% of the contract value in the format, to be subsequently provided by the authority. The Performance Guarantee shall be submitted on / or before the date of signing of the Agreement.

3. Interpretation

In this RFP, unless the context otherwise requires:

- a) The singular includes the plural and vice versa, and any word or expression used in the singular has the corresponding meaning used in the plural and vice versa.
- b) Reference to any gender includes the other genders.
- c) Unless otherwise stated, a reference to a Clause, Sub-Clause, Paragraph, Sub paragraph, Annex, Exhibit, Attachment, Schedule, or Recital is a reference to a Clause, Sub-Clause, Paragraph, Sub paragraph, Annex, Exhibit, Attachment, Schedule, or Recital of this RFP.
- d) A reference to any agreement is a reference to that agreement and all annexes, attachments, exhibits, schedules, appendices, and the like incorporated therein, as the same may be amended, modified, supplemented, waived, varied, added to, substituted, replaced, renewed, or extended, from time to time, in accordance with the terms thereof.
- e) The terms "include" and "including" shall be deemed to be followed by the words "without limitation", whether so followed, or mentioned in this RFP.
- f) A reference to a "writing" or "written" includes printing, typing, lithography and other means of reproducing words in a visible form.
- g) Any date or period outlined in this RFP shall be such date or period as may be extended by the Authority, in its absolute discretion.
- h) A reference to "month" shall mean a calendar month, a reference to "week" shall mean a calendar week and a reference to "day" shall mean a calendar day, unless otherwise specified.
- i) The terms "hereof", "herein", "hereto", "hereunder" or similar expressions used in this RFP mean and refer to this RFP and not to any Article, Clause or Section of this RFP.
- j) The terms "Article", "Clause", "Paragraph" and "Schedule" mean and refer to the Article, Clause, Paragraph and Schedule of this RFP so specified.
- k) the words "other", "or otherwise" and "whatsoever" shall not be construed ejusdem generis or be construed as any limitation upon the generality of any preceding words or matters specifically referred to.
- l) In the case of any conflict, discrepancy, or repugnancy between the provisions of the RFP and the provisions of the Agreement or any other documents, provisions of the Agreement shall prevail over and supersede the provisions of other documents.
- m) In the event of any disagreement or dispute between the Authority and a Bidder regarding the materiality or reasonability of any matter including any event, occurrence, circumstance, change, fact, information, document, authorization, proceeding, act, omission, claims, breach, default or otherwise, the opinion of the Authority as to the materiality or reasonability of any of the foregoing shall be final and binding on the Bidder.

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- n) The descriptive headings of Articles and Sections are inserted solely for convenience of reference and are not intended as complete or accurate descriptions of content thereof and shall not be used to interpret the provisions of the Agreement.
- o) words and abbreviations, which have well-known technical or trade/commercial meanings are used in this RFP in accordance with such meanings; and
- p) References to any law shall include references to such law as it may, after the date of this RFP, from time to time be amended, supplemented, or re-enacted.

4. Brief Introduction & Volume of Work & Estimate

4A. Brief Introduction: Gandhinagar Urban Development Authority (here after “GUDA” or “The Authority”) is established by notification of Gujarat Government headquartered at Gandhinagar, District Gandhinagar, Gujarat. GUDA intend to avail services from a firm / LLP as consultants for maintenance of books of accounts and seeks bids for “**Appointment of Firm / LLP for maintenance of books of accounts**” through online tendering for which fees are to be quoted lump sum on GeM Portal. Fees quoted must be exclusive of GST and inclusive of all out-of-pocket expenses. The documents for eligibility criteria / technical eligibility to be uploaded on GEM Portal.

4B. Volume of Work: Following is estimated volume of vouchers of expense and challans of income per annum.

Nature	Volume (Nos)	Value (Rs In Crore)
Expense Vouchers	1000	450.00
Income Challans	4000	100.00
Housing Scheme Beneficiary	2000	121.00

4C. Estimate Cost: Rs 5, 00,000 /- (Inclusive of all taxes)

5. Information to Bidders

5.1 Definitions

The following terms wherever used in this RFP (including in the recitals and schedules and annexure) shall have the following meanings:

1. **"Authority"** shall mean "Gandhinagar Urban Development Authority (GUDA)".
2. **"Agreement"** means the agreement to be executed between the Authority, and the Selected Bidder in relation to the Services to be undertaken by the Selected Bidder and includes recitals, schedules, and attachments thereto, that may be amended, supplemented, or modified in accordance with the provisions thereof.
3. **"Agreement Period"** Initially the Agreement period is for 1 (One) Year i.e. 1st October 2024 to 30th September 2025. The Agreement period can be extended for one year at a time, provided the Authority is satisfied by the performance of the Agency with same terms and conditions of the RFP and corrigenda or mutually decided between the Authority and the successful bidder. Subject to maximum 2 extensions.
4. **"Applicable Laws"** means all laws, brought into force and effect by Gol and/or GoG, including any statute, law, regulation, ordinance, rule, judgment, order, decree, clearance, approval, directive, guideline, policy, requirement, circulars, re-enactments, revisions, applications and adaptations thereto made from time to time and in force and effect, judgments, decrees, injunctions, writs and orders of any court, arbitrator or governmental agency or authority, rules, regulations, orders, and interpretations of any governmental authority, court or statutory or other body applicable for such transactions or any similar form of decision, or determination by, or any interpretation or administration of any of the foregoing by, any governmental agency whether in effect as of the date of this RFP or thereafter and in each case as amended or modified, from time to time.
5. **"Applicable Permits"** means any consent, license, approval, registration, resolutions, corporate actions, sanctions, exemption, waiver, permit or no objection certificates, or other authorization of any nature which is required to be obtained or maintained by the Bidder under Applicable Laws during the subsistence of this RFP.
6. **"Bid"** has the meaning ascribed as that the bidder will be selected for the period of contract for 1 year commencing from 1st October 2024 to 30th September 2025.
7. **"Bidder"** shall mean an individual legal entity who has/ have responded to the Tender and submitted its Bid in response to the Tender.
8. **"Bidding Process"** shall mean a single-stage, 2 (two) packet system i.e., by submission of a technical bid ("Technical Bid") and financial bid ("Financial Bid") separately (collectively referred to as "Bid") by the Bidders. The eligibility of a Bidder to submit a Bid shall depend upon the Bid being responsive in terms of this RFP and upon it meeting in entirety the minimum qualification criteria as laid down in this RFP.
9. **"Bid Due Date"** means the last date for submission of a Bid, as may be modified by the Authority in accordance with the terms of this RFP.
10. **"Business Day"** means such a day on which the offices of the GoG are open for work and business.

11. **"Coercive Practice"** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process and/or performance of the Services.
12. **"Competent Authority"** means Gol or GoG or governmental department, commission, board, body, bureau, agency, authority, instrumentality, or administrative body, central, state, or local, having jurisdiction over the Authority and the works or any part thereof or the performance of all or any of the Services, obligations, or covenants of Authority under or pursuant to this RFP or any portion thereof.
13. **"Corrupt Practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after the execution thereof, at any time prior to the expiry of 1 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted in this RFP, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Services or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser of the Authority in relation to any matter concerning the Services.
14. **"EMD"** shall mean an amount mentioned in this RFP in the form of a Demand Draft.
15. **"Financial Bid"** has the meaning as ascribed as evaluation of bids will be based on Lowest (L1) Based Selection.
16. **"Fraudulent Practice"** means any act or omission, including misrepresentation of facts or suppression of facts or disclosure of incomplete facts, that knowingly or recklessly misleads, or attempts to mislead, a person to influence the Bidding Process.
17. **"GoG"** means the Government of the State of Gujarat, its respective departments, or any other authorities, agencies, and instrumentalities functioning under the direction or control of the Government of Gujarat and its administrators, successors, and assigns.
18. **"Gol"** means the Government of India, its respective departments or any other authorities, agencies, and instrumentalities functioning under the direction or control of the Government of India.
19. **"Letter of Award" or "LOA"** shall mean the Letter of Award to be issued to the Selected Bidder by the Authority, in accordance with the terms of this RFP.
20. **"Agency"** shall mean the Selected Bidder with whom the Operations Agreement has been executed by the Authority.
21. **"Party"** individually means the Bidder or the Authority as the context may admit or require.
22. **"Person"** means any individual, corporation, partnership, joint venture, trust, society, government or governmental authority or agency or any other legal entity.

- 23. "Restrictive Practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders or any other person, with the objective of restricting or manipulating a full and fair competition in the Bidding Process.
- 24. "RFP"** means this document, prepared, and issued by the Authority and includes all the annexures, appendices, schedules hereto and all supplements, corrigendum modifications, amendments, alterations, or clarifications hereto issued in accordance with the terms hereof.
- 25. "Services"** means the scope of work to be performed by the Selected Bidder, in accordance with the terms of the RFP and the Agreement.
- 26. "Selected Bidder"** means the Bidder who has been selected by the Authority and who is in receipt of the Letter of Award issued by the Authority, in accordance with the Evaluation Method, the terms of this RFP and/or such other additional terms as may be prescribed by the Authority and/or pursuant to Applicable Laws.
- 27. "Tax"** means all forms of taxes whether direct or indirect and whether levied by reference to income, profits, gains, net wealth, asset values, turnover, added value, services, works, import, export, production or other reference and statutory, governmental, state, provincial, local governmental or municipal impositions, duties, contributions, rates and levies (including without limitation social security contributions and any other payroll taxes), whenever and wherever imposed (whether imposed by way of withholding or deduction for or on account of tax or otherwise) and/or levies of any nature whatsoever, whether by Gol, Authority or Competent Authorities, and in respect of any Person and all penalties, charges, costs, and interest relating to it.
- 28. Terms of Reference" or "ToR"** means the objectives, scope of work, activities, tasks to be performed, and respective responsibilities of the Authority, and the Selected Bidder, as set out in detail in Clause 6 of the RFP.
- 29. Undesirable Practice"** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a conflict of interest in the selection of Selected Bidder by the Authority or performance of the Services by the Selected Bidder.

5.2 General Conditions

5.2.1 By procuring this RFP, the Bidder is deemed to have made the following acknowledgements and representations:

- a)** The Bidder acknowledges that the Authority does not have any obligation to give such representation or warranty in relation to the Bidding Process and the Services and the Authority assumes no liability whatsoever in this respect.
- b)** The Bidder represents to the Authority that they have the necessary financial resources available for supporting the Bid and for undertaking and performing the Services.
- c)** The Bidder shall indemnify the Authority in the event of any claims or actions which may arise against the Authority, in relation to the Bidding Process, this RFP or the Bid.
- d)** The Bidder acknowledges that upon being selected as the Selected Bidder it shall

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undertake and perform the services in accordance with the terms and conditions set out under this RFP, the Letter of Award, the Agreement, and such other agreements as may be required by the Authority to be entered into upon by the Selected Bidder in connection with the Services.

- e) The Bidder acknowledges that it shall fulfill all the terms of this RFP, Bidding Process, and the Bid (as submitted by it and as accepted by the Authority) if it is declared as a Selected Bidder.
- f) The Bidders represents that it follows the requirements under all the Applicable Laws.
- g) The Bidder represents to the Authority that it has / they have obtained all requisite corporate permissions and regulatory approvals required for submission of the Bid and shall be required to submit the requisite supporting documents along with the Bid in this regard.
- h) The Bidder acknowledges that the performance of the Services may be subject to statutory, regulatory, and contractual approvals and the Bidder shall, as and when required, submit the necessary applications, and obtain approvals and comply with any other requirement under the Applicable Laws. The Authority shall not in any way be responsible for any delay or rejection of such approvals or termination of any of the documents/ contracts.
- i) The Bidder acknowledges that this offer to participate in the Bidding Process should be treated as strictly confidential, in accordance with the terms of this RFP.
- j) Each Bidder shall provide only a single Bid for the project.
- k) The Bidder should satisfy themselves that this RFP received by it is complete in all respects. If this RFP or any part thereof is erroneous or missing, the Bidder shall notify the Authority immediately at the email address accoff-guda@gujarat.gov.in
- l) The Bidder acknowledges and agrees that it has relied entirely on its own enquiries and diligence in preparing its Bid.
- m) In an event the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its Bid, in any manner whatsoever, the Authority reserves the right to reject such Bid and/or cancel the Letter of Award (if issued) and/or terminate the Agreement and forfeit the EMD and/or Performance Guarantee as the casemay be. The Bidder shall be solely responsible for such disqualification based on its declaration under the Bid.
- n) By using this RFP (including submitting a Bid) or otherwise participating in this Bidding Process, the Bidder is deemed to accept all the terms and conditions of this RFP. The Authority may reject a Bid if the Bidder does not accept all the conditions in this RFP.
- o) A Bid submitted by a Bidder shall be final and binding on the Bidder but shall not be binding on the Authority.
- p) The Bid submitted by the Bidder shall be evaluated by the Authority based on the terms and conditions as set out under this RFP and the Authority shall, in its sole discretion, select the Selected Bidder.
- q) For the avoidance of doubt, the terms and conditions set out under this RFP shall be

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applicable to the Letter of Award to be issued by the Authority to the Selected Bidder.

- r) Strict adherence to the formats annexed as appendices in this RFP is required. Non-adherence to formats and/or submission of incomplete information may be grounds for declaring the Bid as 'non-responsive', in the absolute discretion of the Authority. Each format must be duly signed and sealed by the Bidder.
- s) The Authority may, at any time before the Bid Due Date, for any reason whatsoever, without assigning any reason, amend, modify, or supplement this RFP by way of an amendment/ corrigendum. Such amendment/ modification/ supplementation shall be uploaded on the website and shall be binding on the Bidders.
- t) Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject the Bid(s) or to annul the Bidding Process and reject the Bid(s), at any time, without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons for such actions.
- u) If for any reason, the Bid submitted by the Bidder is rejected or cancelled for any reason whatsoever, the Authority may:
 - (i) consider the offer from the other Bidder, whose Bid is responsive and valid, including any deviations/amendments to the Bid, as maybe acceptable to the Authority; or annul the Bidding Process; or
 - (ii) Take any such measure as may be deemed fit at the sole discretion of the Authority.
 - (iii) The Authority shall have no obligation to undertake or continue the Bidding Process with the Selected Bidder and further shall have the discretionary right to engage in negotiations/ discussions with other Bidder(s).
- v) All clarifications and interpretations circulated by the Authority shall be deemed to be part of this RFP. Verbal clarifications and information provided by the Authority, or their employees or representatives, shall not in any way or manner be binding on the Authority. However, the Bidder shall have undertaken an independent due diligence and appraisal for participation in the Bidding Process and shall not rely on the information provided by the Authority.
- w) A Bid shall be reviewed by the Authority for compliance with the submission requirements set forth in this RFP.
- x) The Bid should be unambiguous and should have clearly defined segments to facilitate the evaluation of the same by the Authority. The Bidder acknowledges that to allow the Authority to evaluate the Bid within the limited time available, the Bid needs to be all-encompassing, elaborate, and consistent.
- y) The Bid submitted by a Bidder shall be scrutinized to establish responsiveness to the requirements laid down in this RFP. In addition to the events set out in the RFP, the following events or occurrences may cause the Bid to be considered as non-responsive, at the sole discretion of the Authority:
 - (i) the Bid that is incomplete, i.e., not submitted in the formats set out under this RFP or not accompanied with any of the applicable documents as specified by the Authority.
 - (ii) the Bid is not signed by an authorized signatory, authorized for submission of the Bid and/or stamped in the manner indicated in this RFP.
 - (iii) any material inconsistency in the information/documents submitted by the Bidder.

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- (iv) the validity of the Bid is less than the Bid Validity Period.
 - (v) the Bid being conditional in nature.
 - (vi) the Bid is not received within the Bid Due Date, or such other deadline as may be permitted by the Authority, in its sole discretion; the Bidder has directly or indirectly participated in the Bidding Process as a standalone Bidder.
 - (vii) the existence of a conflict of interest as per provisions of this RFP.
 - (viii) the Bidder delaying the submission of additional information or clarifications sought by the Authority.
 - (ix) in the event any of the Bidder is currently undergoing any winding up / insolvency proceedings.
 - (x) the Bidder makes any misrepresentation, or any misleading or inaccurate statement, or has omitted any material information in relation to the Bid the Bidding Process.
 - (xi) the Authority has determined that the Bidder has, directly or indirectly or through any other person engaged in Corrupt Practices, Fraudulent Practices, collusive or Coercive Practices; in such cases, the Authority may also decide to blacklist (for any period as may be determined by the Authority) the Bidder from participation in bidding for any other project of the Authority or the GoG or Gol.
- z)** The Bid submitted by the Bidder shall become the property of the Authority and the Authority shall have no obligation to return the same to the Bidder. However, the EMD and Performance Guarantee submitted by a Bidder shall be returned in accordance with and subject to the terms contained in this RFP.
- aa)** The decision of the Authority in relation to the contents and terms and conditions of this RFP and the Bidding Process shall be final and binding on the Bidders and the Bidders shall accept such decision of the Authority without any demur or protest.
- bb)** A Bidder should not be a constituent of another Bidder, or affiliate or group company of another Bidder (or any constituent thereof should not, receive or have received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its affiliate or group company (or any constituent thereof), or have provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its affiliate or group company (or any constituent thereof); or the Bidder should not have the same legal representative for purposes of the Bid as any other Bidder; or the Bidder, its affiliate or group company (or any other constituent thereof) should not have a relationship with another Bidder, its affiliate or group company thereof, directly or through common third-party/ parties, that puts either or both of them in a position to have access to each other's information about, or to influence the Bid of either or each other. This restriction shall not be applicable to Bidders, their affiliates, or group companies that are central or state government public sector undertakings.
- 5.2.2** The Authority shall have the right to inspect the accounts and records of the Selected Bidder, relating to the performance of the Services and to have them audited by authorized representatives of the Authority.
- 5.2.3** A Bid once submitted must be valid for a minimum period of **180 (one hundred eighty)** days from the Bid Due Date ("**Bid Validity Period**"). If the Bid Due Date is required to be extended by the Authority, the Bid Validity Period shall also be deemed to be extended by the Bidder. During this period, the Bidders shall ensure the deployment of the resources / manpower as per the terms of this RFP.

- 5.2.4** The Authority reserves the right to conduct due diligence verifications on the Bidder at any stage of the Bidding Process. If the Authority requires any information, document, or other support from the Bidder, for the purposes of conducting any diligence, the Bidder shall provide the same at its own cost.
- 5.2.5** The Authority shall have the right to blacklist Bidders from participating in any future tenders issued by the Authority (including forfeiting of the EMD) upon the occurrence of the following events:
- (a)** If a Bidder withdraws its Bid after its Technical Bid has been accepted by the Authority; or
 - (b)** In a Selected Bidder fails to execute the Agreement within 15 (Fifteen) days from the date of issuance of the Letter of Award by the Authority; or
 - (c)** If a Bidder conceals any material information or makes incorrect and misleading statements or misrepresents facts in its Bid, or
 - (d)** If a Bidder engages in a Corrupt Practice, Fraudulent Practice, Coercive Practice, Undesirable Practice or Restrictive Practice; or
 - (e)** If a Bidder tries to influence the Authority or any of its officials in relation to the evaluation of the Bids.

5.3 Clarifications and Amendment of RFP Documents

- 5.3.1** Bidders may request clarification on any of the points contained in the RFP up to the number of days indicated in this RFP. Any request for clarification must be sent in writing by paper and e-mail to the Authority's address as indicated. The Authority will upload a response to all such requests received by it on GeM Portal.
- 5.3.2** Bidders may also request clarifications and/or appropriate modifications to the draft of the Agreement, including suggestions on the proposed methodology (work plan), staffing and any suggestions, which may be (in the opinion of the Bidder) required to be made to improve the scope of work to be performed by the Selected Bidder, at any time but prior to the pre-bid meeting, to be organized by the Authority, in accordance with the terms of the RFP.
- 5.3.3** Any clarification provided by the Authority may not be relied upon by the Bidder unless such clarification is provided in writing by the Authority.
- 5.3.4** The Authority reserve the right to not respond to any query or clarification or amendment / modification to the Agreement, sought by a Bidder or provide any clarification to the Bidder, at its sole discretion; no extension of time shall be granted to a Bidder with respect to the Bid Due Date based on not having received a response to clarifications sought from the Authority or its authorized representatives. Nothing in this paragraph shall be considered or read as compelling or requiring the Authority to respond to any query or to provide any clarification to the queries raised by a Bidder.
- 5.3.5** The Authority may, at its absolute discretion issue interpretations and clarifications and corrigendum to address the query or clarification or amendment/ modification to the Agreement, as sought by a Bidder. All clarifications and interpretations circulated by the Authority shall be deemed to be part of this RFP if provided in writing. Verbal clarifications and information provided by the Authority, or its employees or representatives shall not in any way or manner be binding on the Authority or be deemed to amend/ supplement this RFP.
- 5.3.6** At any time before the submission of the Bids, the Authority may for any reason, whether at its initiative or in response to a clarification requested by a Bidder, modify

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the RFP by amendment. Any such amendment shall be issued in writing through corrigenda. Corrigenda shall be uploaded on the website mentioned above and shall be binding on all Bidders.

- 5.3.7** During the evaluation of Bids, the Authority may, at its discretion, request a Bidder for further clarifications and/or information. The request for clarification and the response thereto shall only be in writing; the Bidder shall be required to reply to the clarification within a period as specified by the Authority.
- 5.3.8** The Authority also decide to conduct the pre-bid meeting on a virtual platform as well as physical, details of the online meeting link has been shared in this RFP (Refer Data Sheet, point no. 5)
- 5.3.9** A maximum of 2 (two) representatives of each Bidder shall be allowed to participate physically in such pre-bid meeting, on the production of authority letter from the Bidder.
- 5.3.10** The Authority at its absolute discretion shall prepare a response to the queries so raised and upload the same as a corrigendum/ addendum on the above- mentioned website. The Bidders are advised to keep checking the same from timeto time.

5.4 Preparation and Submission of Bid

The Bids shall be submitted latest by the Bid Due Date. The Bidders are required to submit the Bid in 3 (three) parts, viz.:

- (a) **Part 1:** EMD and Affidavit
- (b) **Part 2:** Technical Bid. (Online and hard Copy)
- (c) **Part 3:** Financial Bid (Online only)

Bids shall be accepted by the Authority only during office hours on Business Days, up to the Bid Due Date. It is further clarified that the Authority shall have the sole discretion to reject and return Bids which are received by the Authority after the Bid Due Date.

5.4.1 Part 1: Earnest Money Deposit:

- (a) **Earnest Money Deposit (EMD):** A Bidder is required to submit earnest money deposit amounting to Rs 15,000 /- (Rupees Fifteen Thousand Only) via account payee Demand Draft drawn in favor of Gandhinagar Urban Development Authority payable at Gandhinagar of any scheduled bank enlisted in latest GR of Finance Department, Gujarat in this regard. The EMD of the unsuccessful bidders shall be returned by the Authority preferably within 15 days from the date of signing of the contract agreement with the Successful Bidder. The EMD of the successful bidder shall be returned upon submission of the Performance Guarantee. It is hereby clarified that non-submission of the EMD by a Bidder, along with the submission of the Bid, shall lead to the rendering of that Bid as non-responsive, and accordingly, the Authority shall have the right to reject such Bid. The Authority shall be entitled to forfeit the EMD of the relevant Bidder, in the event, inter alia:
 - (i) the Bidder fails to extend the validity of the EMD as may be required by the Authority; or
 - (ii) a Bidder withdraws from the Bidding Process (having submitted the Bid) at any time after the Bid Due Date; or
 - (iii) the Bidder is found to have made a false or misleading representation or statement in the Bid or under any document prepared, submitted and/or executed by the Bidder in relation to the same; or
 - (iv) the Bidder is found to be ineligible to submit the Bid under the terms of this RFP or as per Applicable Laws; or
 - (v) the Bidder (being a Selected Bidder) fails to perform its obligations within timelines as prescribed in this RFP or timelines as may have been agreed between the Authority and such Bidder; or
 - (vi) any other non-compliance with the terms and provisions of the Bidding Process or the Bid submitted by the Bidder.

Note: ensure that the purchaser of the DD towards the Earnest Money Deposit should be the Bidder only. DDs purchased under the hand / in the name of any purchaser other than the Bidder may render the bid non-responsive.

5.4.2 Part 2: Technical Bid - (To be submitted in physical copy)

- (a) The Technical Bid must provide the requisite information, as specified in the below-mentioned formats (being annexed in this RFP):

Form 1:	Format for Technical Bid Submission Cover Letter
Form 2:	Format for General Information
Form 3:	Format for Power of Attorney for Authorized Representative
Form 4:	Format for Letter of Declaration
Form 5:	Format of Affidavit
Form 6:	Format for showcasing Experience

- (b) The Technical Bid shall be submitted in a bound format, with a cover letter and index page. A scanned copy of the Technical Bid (including all documentary evidence, presentation etc.) shall be submitted in a pen drive along with the physical copy of the Technical Bid.
- (c) The Technical Bid Must **Not** include any financial information with respect to the Bid.

5.4.3 Part 3: Financial Bid (to be strictly submitted through online only)

The Financial Bid shall be submitted by the Bidders substantially in the format specified in **Annexure 1 (Financial Bid Submission Form) online on GeM Portal**

- (a) **The responsive bids shall be** consider based on Lowest (L1) Based Selection.

Note: The cost should be inclusive of all the taxes (excluding GST), duties, fees, levies, and other charges imposed under the Applicable Law on the Bidder and its personnel.

- (b) It is expected that Bidders shall determine all the costs appropriately and shall take necessary care in allocating budgets adequately to major components of the study.

5.5 Submission, Receipt, and Opening of Bids

5.5.1 Language

- (a) The Bid and all related correspondence and supporting documents in relation to the Bidding Process shall be in the **English language** only.
- (b) If the supporting documents and printed literature furnished with the Bid are in a language other than English, official translated documents shall be provided and should be duly authenticated and certified by the respective Bidder. Supporting documents and printed literature submitted with the Bid, which are not translated into English, may not be considered, for the purpose of interpretation and evaluation of the Bid.
- (c) The Bidder is required to submit information in accordance with this RFP. The Bidder should provide the information sought herein, to satisfactorily establish its competence and ability to undertake the Services, to the satisfaction of the Authority.

5.5.2 Sealing and Marking of Bids

- (a) The Bid shall be prepared in indelible ink It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the Bidder. Any such corrections must be initialed by the person who signs the Bid.
- (b) The Bid, along with its relevant enclosures should be bound, paginated, with an index of submission on the first page. Unbounded submissions are liable to be treated as non-responsive.
- (c) An authorized representative of the Bidder shall initial all pages of the Bid. The representative's authorization shall be in the form of a notarized power of attorney accompanying the Bid, or in any other form demonstrating that the representative has been duly authorized by the Bidder to sign the Bid, on behalf of the Bidder.
- (d) The signed Technical Bid shall be submitted along with a scanned copy of the complete set of Technical Bid (including all Forms and annexures) in a Pen Drive. The EMD must be in one Envelope (Cover-1) and Technical Bid (along with the pen drive) must be in another envelop (Cover- 2). The envelope (Cover - 2) must be clearly marked on top as "Technical Bid".
- (e) The two separate envelopes containing the EMD in one envelope and Technical Bid along with Pen Drive in the other should be placed in one cover envelope which shall be clearly marked with the following transcript:

"Private and Confidential"

“Bid for Appointment of Firm / LLP for maintenance of Books of Accounts.”

**To,
Additional Collector
Gandhinagar Urban Development Authority
2nd Floor,
GUDA Bhavan,
KH – 0, Sargasan – 382421, Gujarat, India**

All envelopes used by the Bidder for the purpose of any submission and communication should be adequately sealed to prevent any interference/tampering while in transit. The Authority shall assume no responsibility for the delay in submission of the Bid or misplacement or premature disclosure of the contents of the Bid and consequent losses, if any, suffered by the Bidder.

- (f) **Financial Bid is required to be submitted online on GeM Portal only.**

5.5.3 Opening of Technical Bids

After the Bid Due Date, the envelope containing the Technical Bid shall be opened in the presence of the Bidders/ their Authorized Representatives who choose to attend such opening of the Technical Bid, on the date and time indicated in this RFP.

5.6 Bid Evaluation

The evaluation of the Bids shall constitute of the following stages:

5.6.1 Stage 1: Test of Responsiveness

Prior to the evaluation of the documents contained in the envelope containing the Technical Bid envelope, the Authority shall determine whether such Bid is 'responsive' to the requirements set out in this RFP. A Bid shall be considered responsive only if the Bid:

- (i) Is received by the respective due dates including any extensions thereof.
- (ii) Contains the EMD in accordance with the terms of this RFP.
- (iii) Does not contain any condition or qualifications and is not non- responsive in terms of the RFP.

Responsive Bids, fulfilling the criteria as given above, shall be evaluated as per Stage 2 given below.

Note: Bidders must take utmost care that the submission made by them shall also adhere to the following:

- (i) is received in the formats prescribed in this RFP.
- (ii) is signed, sealed, bound together, and marked as per the requirements mentioned in the RFP.
- (iii) contains all information as per the formats specified in the RFP.
- (iv) contains all necessary documentary proof as specified in the checklist mentioned in RFP.

5.6.2 Stage 2: Eligibility Criteria

A Bidder shall be eligible to participate in the Bidding Process only upon compliance and fulfillment of the below-mentioned criteria.

Eligibility Criteria	
1	<p><u>Criteria (Period of Existence):</u> The firm must be a firm / LLP and should have been registered for a period of 20 years as at 30.06.2024.</p> <p><u>Proof to be enclosed / Documents Required:</u> Self-certified copy of Constitution of firm issued by relevant Authority as on bid date. For example: 1) If it is CA firm, certificate issued by ICAI. 2) If it is company /LLP, certificate issued by Registrar of Companies.</p>
2	<p><u>Criteria (Income Threshold):</u> The firm / LLP must have annual income from providing of service of maintenance of books of accounts as well as similar to the scope of work mentioned hereafter of more than Rs. 1 Crore for each of the last 3 financial years ended 31.03.2023.</p>

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	<p><u>Proof to be enclosed / Documents Required:</u> For 3 years i.e., FY 2020-21, 2021-22 and 2022-23 submit the below documents.</p> <ol style="list-style-type: none"> 1. Copy of Audited Balance Sheet 2. Copy of audited Profit & Loss statements 3. Copy of Income Tax Returns / Income Tax Acknowledgement 4. Separate CA certificate indicating income from providing of service of maintenance of books of accounts as well as similar to the scope of work mentioned hereafter is more than Rs 1 Crore.
3	<p><u>Criteria (Partners):</u> The Firm / LLP should have at least 7 Chartered Accountants out of which at least 5 should be partners. If Chartered Accountant is employee of the firm / LLP than that Chartered Accountant must be associated with the firm / LLP for a minimum period of one year as on 30.06.2024.</p> <p><u>Proof to be enclosed / Documents Required:</u></p> <ol style="list-style-type: none"> 1. Self-certified copy of latest registered partnership deed. 2. Supporting document issued by ICAI as on bid date and /or self-certified undertaking by the bidder giving list of having more than 7 CA with the firm of LLP out of which 5 should be partner.
4	<p><u>Criteria (Employees):</u> The firm / LLP should have a least 50 employees who pertains to maintenance of books of accounts related work.</p> <p><u>Proof to be enclosed / Documents Required:</u> The list of staff along with qualification to be provided.</p>
5	<p><u>Criteria (Work Experience):</u> The Firm / LLP must have done at least 3 assignments, either jointly or severally of maintenance of books of accounts in last 5 years (as on 31.03.2024)</p> <p>A) Of a Public Limited company registered under companies act 2013 which is having turnover of not less than Rs 500 Crore or net-worth of not less than Rs 500 Crore.</p> <p align="center">AND / OR</p> <p>B) of organizations mentioned in Annexure 1 to 3 pertaining to category 1 or 2 of GR no JNV-10-2018-1143-A dated 16.09.2019 of Finance Dept and amended vide GR JNV-10-2018-1143-A dated 08.06.2020 as a whole.</p> <p><u>Proof to be enclosed / Documents Required:</u></p> <ol style="list-style-type: none"> 1. Work order / appointment letter issued and/or agreement entered for each case for each separate year. 2. Execution Certificate By Client with Contract Value, period and nature of assignment. (As per Form – 6 attached with bid document) <p>Note:</p> <ol style="list-style-type: none"> 1) The appointment should be for three separate organizations. Three consecutive assignment of single organization will be ineligible assignment / appointment. 2) In case of maintenance of accounts of division branch of particular organization, the firm should have carried of the work of maintenance of more than 50% of the total divisions / offices/ branch offices of that particular organization.
6	<p><u>Criteria (Statutory Requirements):</u> The firm / LLP must have valid GST Registration, PAN Registration and Firm Registration</p>

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	<p><u>Proof to be enclosed / Documents Required:</u> 1. GST registration certificate 2. PAN Card</p>
7	<p><u>Criteria (Location):</u> A. The Firm's Registered head office should be located in Gujarat. OR B. The firm must have two fully functional and independent branch office situated in Gujarat since last three years (as on 30.06.2024).</p> <p><u>Proof to be enclosed / Documents Required:</u> A. Copy of Two proofs, preferably government issued, which confirm location of registered head office in Gujarat. B. Copy of Two proofs, preferably government issued, which confirm location of two fully functional and independent branch office in Gujarat since last three years (as on 30.06.2024).</p>
8	<p><u>Criteria:</u> Affidavit and declaration regarding pending disciplinary matters, debarments and disqualifications and other matters.</p> <p><u>Proof to be enclosed / Documents Required:</u> Affidavit duly signed in the letterhead of the firm as per annexure III on stamp paper of Rs 300.</p>
9	<p><u>Criteria:</u> Earnest Money Deposit of Rs 15,000 /- via account payee Demand Draft drawn in favor of Gandhinagar Urban Development Authority payable at Gandhinagar of any scheduled bank enlisted in latest GR of Finance Department, Gujarat in this regard.</p> <p><u>Proof to be enclosed / Documents Required:</u> EMD as above.</p>
10	Firms / LLPs already engaged with the Authority in the existing assignment of pre audit and / or statutory audit and / or any audit work will be ineligible for this assignment.
11	Firms / LLPs who are applying for the said assignments has to attach the proof in support of various eligibility criteria as stated above. All the documents such attached has to be duly signed by authorized representative of the firm / LLP along with seal of the firm / LLP.
12	Maintenance of books of accounts of bank, insurance and NBFC will not be considered as eligible assignment.

Note:

1. The decision of the Authority towards adjudging eligible projects shall be final and binding on the bidders.
2. Bidders are instructed to read each requirement of qualification very carefully and submit adequate, appropriate, and certified information. Documents without adequate and appropriate information shall not be considered. No communication shall be made or paid attention to at a later stage.

5.6.3 Stage 3: Financial Bid Evaluation:

- i. After the evaluation of the Pre-qualification criteria is complete, the Authority will notify, before the date of financial bid opening, those Bidders whose Bids were considered responsive and who have qualified in the Pre - Qualification. **All the bidders found compliant will be considered responsive for Financial Evaluation.**
- ii. It is expected that Bidders shall determine all the costs appropriately and shall take necessary care in allocating budgets adequately to major components of the study.
- iii. The Evaluation Committee shall consider the price quote and the Technically Eligible Bidder based on Lowest (L1) Based Selection.

5.7 Right of Acceptance

- 5.7.1 The Authority reserve all rights to reject any Bid including those Bidders who fail to comply with the instructions of the Authority, without assigning any reason whatsoever and does not bind itself to accept the highest/ lowest or any specific Bid. The decision of the Authority regard shall be final and binding on all Bidders.
- 5.7.2 Any failure on the part of a Bidder to observe the prescribed procedure and any attempt to canvass for the Bid shall render such Bidder's Bid as liable for rejection.

5.8 Negotiations

1. Upon conclusion of the evaluation of the Financial Bid, the Authority may notify and invite the Selected Bidder to negotiate with the Authority on the Financial Bid.
2. The Selected Bidder will, as a pre-requisite for attending negotiations, confirm the availability of all resources if any, staffing, logistics, and reporting, and satisfy other pre-negotiation requirements as may be specified by Authority. The aim of such a negotiation meeting shall be to reach an agreement on all points and execute the Agreement by the time of the conclusion of negotiations between the parties.

5.9 Notification of Award by Issuance of "Letter of Award"

1. After the conclusion of negotiations as specified in Clause 5.10 of the RFP, the Authority shall issue a Letter of Award in duplicate in favor of the Selected Bidder, who will return one copy to the Authority, duly acknowledged, accepted, and signed by the authorized signatory of such Selected Bidder, within 7 (seven) days of receipt of the same by the Selected Bidder.
2. The Selected Bidder with whom the Agreement is to be executed by the Authority shall be required to commence the Services within **30 (thirty) days** of issuance of the Letter of Award, following the signing of the Agreement.

5.10 Selection of Bidder for assignment:

All the firms / LLPs meeting with the minimum technical eligibility criteria as evidenced by the proof mentioned against each point will be considered as qualified one. Price bids of all such technically qualified firms / LLPs will be opened and considered for evaluation. In other words, proposals of the firms not meeting with any of the criteria outlined in clause 5.6 of this tender document will be rejected forthwith and will not be considered for further process of evaluation. The L1 bidder firm remaining out of technical eligibility round will be selected for the assignment. If there are more than one firm qualified as L1, authority reserves right to take appropriate decision as it deems fit in such circumstances. The methodology

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adopted in this case for selection of bidder and the decision of management will be final where more than one firm is L1 bidder.

5.11 Performance Guarantee

The successful bidder will be required to place the Performance Guarantee @ 10% of the value of the contract as per Letter of award issued to the selected bidder by way of bank guarantee OR Fixed Deposit of 1 year period in favor of "Gandhinagar Urban Development Authority" payable at Gandhinagar of any scheduled bank enlisted in latest GR of Finance Department, Gujarat in this regard within 15 days from the date of issue of Letter of award (LoA)., failing which a penalty of Rs 1000/- per day will be imposed till the date of continuation of the delay. The Performance Guarantee to be submitted for One Year.

5.12 Period of Contract

The period of contract will be of 1 year commencing from 1st October 2024 and ending on 30th September 2025. On satisfactory performance and with mutual understanding the period may be extended further for a period of 1 year limiting to maximum two extension.

5.13 General Terms & Conditions:

1. The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the authority.
2. The bidder has to quote lumpsum fees for one year contract period for entity mentioned in Clause 4 of this RFP separately. Fees quoted must be exclusive of GST and inclusive of all out-of-pocket expenses. No reimbursement other than quoted fees will be allowed.
3. The financial bid of the firm will not be opened if it doesn't meet eligibility criteria.
4. The firm shall not sub-contract the assignment without prior approval of authority.
5. The fees will be paid quarterly after submission of details like establishment of dedicated team, submission of reports of work done etc.
6. No escalation / price rise/ fees increase will be allowed to successful bidder.
7. In the interest of the assignment and interest of authority, management reserves the right to call for additional documents / information / data from the concerned forms applying for assignment.
8. The selected firm shall follow timings and provide services according to the timings and working days of The Authority.
9. The decision of The Authority will be final and binding on all bidders for any interpretation in technical eligibility criteria / admissibility – inadmissibility of any document or experience for eligibility.
10. The team should have expertise in both Gujarati & English language since work orders / invoices / related documents will be both in Gujarati & English language.

5.14 Confidentiality & Penalty

1. The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the authority's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by firm shall become and remain the property of the Authority and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Authority together with a detailed inventory

thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the authority.

3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.
4. If the firm or the partner there of is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties or non-performance of duties as per scope, using or giving the details gathered during the assignment to other parties without permission of the Authority, non-observation of instructions given by the Authority, unauthorized retention of records of the Authority, violating the terms and conditions of this assignment, unauthorized changes in the records of the Authority, indulging in mala-fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences.:-
 - (I) Removal from the assignment with immediate effect/ from the date specified.
 - (ii) Removal from any other assignment with immediate effect / from the date specified / given by the Authority.
 - (iii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee.
 - (iv) Ban from accepting the future assignment of the Authority for the period specified.
 - (v) Any other action deemed appropriate by the management. The decision / interpretation in all /any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.
 - (vi) If firm / LLP leaves during the tenure of assignment without any proper procedure or prior intimation, Bank guarantee and outstanding fees may be forfeited. The decision of authority is final in case of additional penalty.

5.15 Settlement of Disputes

1. The decision of the Authority in selection of the C.A. firm will be final.
2. Any dispute w.r.t assignment will be resolved by the Account Officer, GUDA. The consultant is dissatisfied with the decision of the Account Officer, Additional Collector / Chief Executive Authority may be approached, and the decision of the Additional Collector / Chief Executive Authority will be final and binding one.
For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the Court at Gandhinagar, Gujarat alone shall have jurisdiction.

5.16 Corrupt Practices

- 5.16.1 The Bidders and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the LOA and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained herein, or in the LOA or the Agreement, the Authority may reject a Bid, withdraw the LOA, or terminate the Agreement, as the case may be, without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, as the case may be, has, directly or indirectly or through an agent, engaged in Corrupt Practice, Fraudulent Practice, Coercive Practice, Undesirable Practice or Restrictive Practice in the Bidding Process. In such an event, the Authority shall be entitled to forfeit and appropriate the EMD and /or Performance Guarantee, as the case may be, as damages, without prejudice to any other right or remedy that may be available to the Authority under the RFP and/or the Agreement, or otherwise.

5.16.2 Without prejudice to the rights of the Authority hereinabove and the rights and remedies which the Authority may have under the LOA or the Agreement, or otherwise if a Bidders found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Corrupt Practice, Fraudulent Practice, Coercive Practice, Undesirable Practice or Restrictive Practice during the Bidding Process, or after the issue of the LOA or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender issued by the Authority during a period of 2 (two) years from the date such Bidder is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Corrupt Practice, Fraudulent Practice, Coercive Practice, Undesirable Practice or Restrictive Practice, as the case may be.

5.17 Right of Rejection

5.17.1 Authority reserves the right to reject any or all Bids, to waive any informality in such Bids, to request new Bids, to revise the RFP prior to, and including, but not limited to, proceed to do the work otherwise, withdraw this RFP, not award the work, or not award a portion of work at any time. The receipt of Bids shall not in any way, obligate the Authority to enter into an agreement of any kind with the Bidder.

6. Terms of Reference (Scope of work)

Scope of Work	
1	<p>Day to day bookkeeping & Account Maintenance</p> <ol style="list-style-type: none"> 1. Maintenance of Books of Accounts of authority. Including closed offices and any offices / units / divisions to be opened in future on day-to-day basis. 2. Books of accounts to be maintained in double entry system of accounting according to the method of accounting followed by the authority on day-to-day basis. 3. Books of accounts to be maintained as per the provisions of Gujarat Town planning and Urban Development Act as well as prevalent accounting standard (or IFRS) applicable, both updated time to time. 4. Prepare and pass routine and yearend provision entries on day to day basis. 5. Ensuring that thorough ledger scrutiny of accounts of all entities are done by senior person of the firm guaranteeing the accuracy and compliance with accounting norms. 6. Processing of all vouchers / invoices in accounting software along with all necessary direct and indirect cost and taxes. 7. Journals have to be posted based on proper understanding of transactions and vouchers on day-to-day basis. 8. Daily Bank Reconciliation of all bank accounts of all entities 9. Narrations of each journal has to be complete and accurate consisting of necessary information like period of invoice, voucher number, invoice number, date of invoice, quantity of goods / services, rate of goods / services etc. 10. Scheme wise expenditure booking, and preparation and submission of reimbursement claims under various schemes. 11. While carrying out day to day book-keeping existing and/or revised cost centers, cost category hierarchy needs to be followed. 12. Preparation of reconciliations including but not limited to a) revenue for both online, offline, cash etc. b) GST and Tax Reconciliation i.e., reconcile tax ledgers with various returns filed (TDS, GST, PF, PT ESIC etc.) c) GL and vendor reconciliation d) advance and deposit etc. 13. Preparation and maintenance of Fixed Asset Register as per prescribed format 14. Timely booking of beneficiary share under various housing schemes like PMAY

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	<p>as and when bank MIS and statement available for which agency to coordinate with concerned branch and other stake holders.</p> <p>15. Reconciliation of bank accounts with accounts and submission of report within 10 working days of end of month.</p>
2	<p>Periodical Financial Reporting & Management Information System Reporting</p> <ol style="list-style-type: none"> 1. Report on accounting and financial matters with detailed analysis (Like Ratio analysis, trend analysis, variance reports, project cost – actual v/s estimated) 2. Any other report / registers required by the management pertaining to accounts and finance including trial balance, grant register, cash flow statement etc. 3. The registers shall be updated weekly and shall be part of monthly MIS pack. 4. The registers mentioned above shall be substantiated with ledgers. The balance of the registers and ledgers must match with each other. 5. There shall be a system of maintaining advance and deposit registers contract wise, party wise and division wise. 6. Monthly balances of advances and deposits along with transactions shall be submitted to concerned authority within 10 working days of the end of the month. 7. Maintenance and preparation of Monthly expense statements. 8. Tracking of various income and expense heads against budgets or by profit center and cost center.
3	<p>Income Reconciliation</p> <ol style="list-style-type: none"> 1. Daily & monthly reconciliation of all types (online, offline, cash etc.) of incomes between income generating platform, bank, book and applicable taxes. Reconciliation reports has to be submitted daily and combined report monthly. 2. The authority also undertake various housing schemes for which it collects certain amount from beneficiary under various schemes like PMAY etc. Agency will need to book beneficiary share in accounting software individually and reconcile that with timely MIS received from bank.
4	<p>Payroll Accounting utilizing payroll module</p> <ol style="list-style-type: none"> 1. Liaise with payroll team internally on a periodic basis and record monthly salary in accounting software payroll module employee wise. 2. Record employee related taxes and salary payments in payroll module of accounting software
5	<p>Compliances & Related Coordination</p> <ol style="list-style-type: none"> 1. Finalization of books of accounts periodically for audit purpose. 2. Finalization of balance sheet, profit loss and related documents to be placed before approval board of authority. 3. Prepare books of accounts, financial statements as per applicable laws to authority. 4. Prepare books of accounts, financial statements, notes to accounts, obtaining of balance confirmations for any type of audit as well as required under applicable acts and government guidelines. 5. Coordination for financial and accounting matters with auditors, tax consultants, government offices and departments and government auditors. 6. Liaise with internal audit, C&AG audit as well as any other type of audit and ensuring compliance of auditor's remarks. 7. Providing necessary information that is required to complete the audit on time. 8. Replies of observations, draft comments issues by auditors. 9. Preparation of replies of auditor for the accounting maintenance matters. 10. Provision of accounting information for tax and various regulatory filing / compliances in mutually agreed format to consultants and authorities. 11. Coordination with third party consultants. 12. Audit documentation & Coordination 13. Preparing the presentations, notes, brief notes etc. for the management in respect of matters of account and finance as and when required.

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6	Accounting Software & Hardware <ol style="list-style-type: none">1. At present accounting is being done in Tally.2. Necessary software and hardware will be provided by authority.3. The selected bidder will have to carry out migration activity of all accounting data in Tally then carry-on day to day book-keeping from the start of the engagement.
7	Manpower Deployment <ol style="list-style-type: none">1. Partner to visit and attend meeting as and when required for discussion with Senior Management of the authority.2. Selected bidder has to nominate an experienced partner and / or Chartered Accountant for overall supervision, monitoring of the assignment and for assurance of quality and accuracy of the assignment.3. The firm / LLP has to deploy following minimum manpower at the office of authority on permanent basis.<ol style="list-style-type: none">a. 1 Person – Master in Commerce / Inter CA with at least 1 year of experience in carrying out the tasks mentioned in scope of work.
8	Advisory <ol style="list-style-type: none">1. Expressing opinions in writing with respect to accounting and financial matters.2. Preparing detailed instructions / guidance note / circulars / Training materials / Presentations etc. time to time in respect of general as well as specific points of accounting, finance and bookkeeping in Gujarati and English on need basis.3. Preparation & time to time updating of accounting manuals based on applicable guidelines and public accounting standards. This should include but not limit to show process of accounting areas with flow charts and accounting treatment for various transactions, roles and responsibilities of different authorities in the accounting system and authorization matrix at the transaction level.4. Preparation & time to time updating of accounting instructions.5. Evaluate existing chart of account and updating time to time on need basis.6. Evaluate existing cost centers & cost categories and updating time to time.7. Coordination and assistance in developing in fresh accounting software / ERP if required.8. Advice and analyze various agreements entered by authority from finance and account point of view.
9	Indicative list of Periodic output in form of registers / reports etc. is enlisted in Annexure 3.

Form 1: Technical Bid Submission Cover Letter

(To be furnished by the Bidder or Lead Member of the Consortium on its letterhead)

Date: _____

To,
Additional Collector
Gandhinagar Urban Development Authority
2nd Floor,
GUDA Bhavan,
Sargasan – 382421, Gandhinagar
Gujarat, India

Sub: Submission of Bid for “Appointment of Firms / LLP for maintenance of Books of Accounts

Sir,

In response to the Request for Proposal (RFP) for the “**Appointment of Firm / LLP for maintenance of Books of Accounts**” going through all the information and terms and Conditions given in the Tender document including addendums, we are submitting our Bid as under.

1. We are submitting this Bid (Proposal) on our own.
2. The required general information and details along with supporting documents are enclosed along with this Bid. The undersigned declares that the statements made, and the information provided herein are complete, true, and correct in all aspects. This Bid shall be valid for 180 days from the Bid Due Date.
3. We acknowledge that the Office of CEA, GUDA will be relying on the information provided in this Bid and the documents accompanying such Bid for qualification of the Bidders for the aforesaid project, and we certify that all information provided in the Bid and in the Annexures are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Bid are true copies of their respective originals.
4. All the required documents as per the format provided in the RFP, duly signed, are enclosed.
5. I/We, hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Office of CEA, GUDA in connection with the selection of Bidders, or in connection with the Bidding Process itself.
6. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. I/ We certify that in the last 3 (three) years, we nor our affiliates or associates have neither failed to perform on any contract, as evidenced by the imposition of a penalty by an arbitrator judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

any contract terminated by any public authority for breach on our part.

8. I/we agree and undertake to abide by all the terms and conditions of the RFP.
9. We also understand that:
 - (a) Office of CEA, GUDA is not bound to accept the Bid of any Bidder, either in part or in full. If the Office of CEA, GUDA rejects any Bid or does not shortlist any Bidder, it may do so without assigning any reasons thereof.
 - (b) Office of CEA, GUDA has the right to change or alter the details of the Services or scope of work.
 - (c) Office of CEA, GUDA reserves the right, in its absolute discretion, at any stage without prior notice and without giving any reasons, to terminate further participation in the Bidding process by any party, change the structure, procedures, and timing of the Bidding process, alter the terms of participation in the Bidding process at any stage of the Bid process and to suspend or terminate the Bid process.
 - (d) Authority may seek any additional information it may find necessary or require to be supplemented for authenticating the information provided as part of our Bid.
10. I/We hereby confirm that we have the required persons on our rolls.
11. In the event of my/ our being declared as the Selected Bidder, I/We agree to enter into the Agreement in accordance with the draft that has been provided to me/us. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
12. If negotiations are held during the period of the Bidding Process, we undertake to negotiate. Our Bid is binding upon us and subject to the modifications resulting from negotiations.
13. Capitalized terms used but not defined herein shall have the meaning ascribed to such terms in the RFP.

We understand you are not bound to accept any Bid you receive. Yours Sincerely,

Authorized Signature (in Full and Initials)

Name and Title of Signatory:

Name of Firm:

Address:

Note: Strike out which is not applicable

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

Form 2: Format for General Information

(To be submitted on the letter head of the bidder's)

Sr No	Particulars	Details																					
1	Name of Firm																						
2	Year of Establishment																						
3	Registration Number																						
4	Constitution (Firm / LLP)																						
5	Office Address																						
6	Contact Number																						
7	Email																						
8	Details of Partners	Separate table containing 1. Name, 2. Membership Number, 3. Year of Registration with ICAI,																					
9	Details of Staff	Separate table containing number of staff including Chartered accountants and other staff with supporting documents to full fill eligibility criteria																					
10	Income Tax PAN No	Number as well as document separately attached																					
11	GST Number	Number as well as document separately attached																					
12	Experience (as per Eligibility Criteria form 7 of this RFP)	Separate Table as below or as per form 7																					
	<table border="1"> <thead> <tr> <th>Sr.no</th> <th>Name of the Project</th> <th>Name of the Organization along with address</th> <th>Year of Assignment</th> <th>Date of Allotment</th> <th>Project Fee (Annually) (exclusive of taxes) in INR</th> <th>Date of Completion</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr.no	Name of the Project	Name of the Organization along with address	Year of Assignment	Date of Allotment	Project Fee (Annually) (exclusive of taxes) in INR	Date of Completion	1.							2.							
Sr.no	Name of the Project	Name of the Organization along with address	Year of Assignment	Date of Allotment	Project Fee (Annually) (exclusive of taxes) in INR	Date of Completion																	
1.																							
2.																							
<p>Note: Submit separately work order / order of allotment as well as document supporting completion of assignment.</p>																							

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts
Form 3: Format for Power of Attorney (POA) for Authorized Representative

{On Requisite Stamp Paper}

Know all men by these presents, We, **[name of organization and address of the registered office]** do hereby constitute, nominate, appoint and authorise Mr. / Ms. **[name]**, son/ daughter/ wife of **[name]**, and presently residing at **[address]**, who is presently employed with/ retained by us and holding the position of [designation] as our true and lawful attorney (hereinafter referred to as the “**Authorised Representative**”), with power to sub-delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for and “**Appointment of Firm / LLP for maintenance of Books of Accounts**” by the **Authority** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all Agreement and undertakings consequent to acceptance of our bid and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said Project and / or upon award thereof to us until the entering into of the Consultancy Agreement with the Authority.

AND we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in the exercise of the powers conferred by this Power of Attorney and that all acts, and deeds and things done by our said Authorised Representative in the exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, **[name of organization]**, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS **[date in words]** DAY OF **[month]** **[year in “YYYY” format]**.

For

[name and registered address of organization]

[Signature]

[Name]

[Designation]

Witnesses:

1. [Signature, name and address of witness]

2. [Signature, name and address of witness]

Accepted

[Signature]

[Name]

[Designation]

[Address]

Notes:

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

1. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under seal affixed in accordance with the required procedure.
2. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
3. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

Form 4: Format for Declaration

(Same should be furnished by the bidder on their letterhead)

This is to certify that I _____ undersigned fully authorized by (Name of Firm/LLP) to submit this tender document **"Appointment of Firm / LLP for maintenance of books of accounts" of GUDA.**

This is further certified and / or confirm that,

- A. all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document (s) / information is false, fraudulent or forged or fabricated.
- B. the price quoted by us is without any condition and deviation.
- C. we are not under any "liquidation, any "court receivership' or similar proceedings and "bankruptcy"
- D. Our firm / LLP / any of its partners are not debarred / disqualified / penalized by any government organization, department, board, corporation, tribunal, court of law or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, or National Financial Reporting Agency, RERA or any court etc.
- E. In case of any adverse / disciplinary action is initiated during the procedure for appointment of CA Firm for this assignment and also after appointment (If selected), the organization can terminate the appointment without assigning reasons thereof.
- F. The firm / LLP is not issued with any order of disqualification, debarment or termination by any government organization, department, board, corporation, tribunal, court of law or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, RERA or National Financial Reporting Agency or any court etc. for which proceedings are ongoing.
- G. All the information given in tender document submitted by us is correct.
- H. 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 stand disqualified.
- I. We have read entire tender document and agree to carry out scope of work mentioned in document and all terms and conditions mentioned will be acceptable to us.
- J. Tender document shall be deemed to form part of our bid and in the event of award of work to us the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the tender document as a token of acceptance and as a part of the contract in the event of award of contract to us.

Date:

Sign of Authorized Partner

Place:

(With Firm Name, Seal & Stamp)

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

Form 5: Format for Affidavit

(On Non-Judicial Stamp Paper of Rs 300/-)

To,

**Additional Collector,
Gandhinagar Urban Development Authority,
2nd Floor,
GUDA Bhavan,
Sargasan – 382421, Gandhinagar
Gujarat, India**

Sub: Submission of Bid for “Appointment of Firm / LLP for maintenance of Books of Accounts.

I _____ Aged ____ having permanent residence at _____ solemnly affirm that I as the _____ (Post of the Signing Authority) of the _____ (Name of the Bidder) and the person duly authorized to submit the bid state that the information and documents submitted by me in the Technical Bid are true and correct and complete to the best of my knowledge and I shall be responsible in law for any mis-representation and wrong information.

Solemnly affirmed on this _____ day of 2024

Yours Faithfully,

(Signature of Authorised Signatory)
(Name, Title, Address, Date)

Note: In case of consortium this Affidavit shall be signed by all the members including Lead member.

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

**Form 6: Format for obtaining Experience Certificate/ completion certificate.
[To be issued on the letter head of organization]**

This to certify that M/s _____, have successfully handled the assignment of maintenance of books of accounts and similar services for the following financial year:

Financial Year	Net worth (Rs in Crore)	Turnover (Rs In Crore)

Above details are certified on the basis of records of _____. (Name of organization)

Date: -

(Signature of Authorized Person)

Place:

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

Annexure 1: Financial Proposal Submission Form
(To be uploaded separately on GeM portal in applicable section)

Format for Financial Bid

Particular	Fees (In Rs)	Add: Taxes & Duties	Total
Gandhinagar Urban Development Authority [Professional Fees for Maintenance of Books of Accounts For One Year]			
Total In 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)

RFP for Appointment of Firm / LLP for maintenance of Books of Accounts

Annexure 2: List of Banks

As per the **GR No. FD/MSM/e-file/4/2023/4020/DMO dated 11st March 2024** from Finance Department, wherein the Government has decided that the banks as given below are the approved Banks whose Bank Guarantees would be accepted for the period up to **March 31, 2024**.

- Guarantees issued by the following banks will be accepted as SD/EMD on a permanent basis.
- All Nationalized Banks.
- Guarantees issued by the following Banks will be accepted as SD / EMD for the period up to **March 31, 2025**. The validity cut-off date in GR is with respect to the date of issue of the Bank Guarantee irrespective of the date of termination of the Bank Guarantee.

1.	AXIS Bank	2.	Kotak Mahindra Bank
3.	AU Small Finance Bank	4.	South Indian Bank
5.	Bandhan Bank	6.	Tamilnadu Mercantile Bank
7.	City Union Bank	8.	Utkarsh Small Finance Bank
9.	CSB Bank	10.	Ahmedabad Mercantile Co-Op. Bank
11.	DBS Bank India Limited	12.	Nutan Nagarik Sahakari Bank Ltd.
13.	DCB Bank	14.	Rajkot Nagarik Sahakari Bank Ltd.
15.	Equitas Small Finance Bank	16.	Saraswat Co-Operative Bank Ltd.
17.	FEDERAL Bank	18.	SVC Co-Operative Bank Ltd.
19.	HDFC Bank	20.	The Cosmos Co-Op Bank Ltd
21.	HSBC Bank	22.	The Gujarat State Co-operative Bank
23.	ICICI Bank	24.	The Mehsana Urban Co-Op. Bank Ltd.
25.	IDBI Bank	26.	The Surat District Co-Operative Bank Ltd.
27.	IDFC First Bank	28.	The Surat People's Co-Op. Bank Ltd.
29.	IndusInd Bank	30.	The Kalupur Commercial Coop Bank
31.	Jana Small Finance Bank	32.	Baroda Gujarat Gramin Bank
33.	Karnataka Bank	34.	Saurashtra Gramin Bank
35.	Karur Vyasa Bank		

All the eligible banks are instructed to collect the original documents/ papers of guarantee from the concerned tendering authority.

Annexure 3: Indicative list of Periodic output in form of registers / reports etc.

Sr No	Registers / Reports	Detail	Period
1	Payment Register	Payment registers with details like accounting code, name of work, contractor or payee, bill number, date of payment, receipt number etc.	On regular basis, updating on weekly basis.
2	Cheque Book Register	Details of bank wise cheque books received, issued etc	Regular basis
3	Imprest	Form 2 Register – Cash transactions [Getting temporary advance and withdrawing amount against it and making payments of expenditures / advances]	On complete utilization of the same or monthly basis, whichever is earlier
4	Journal Entries / Transfer Entry Orders (TEOs)	Recording of TEOs in Account Branch Registers	Weekly basis
5	Collection and recording of income	Preparation of Temporary Receipt (TR) registers, reconciliations of Direct Receipts (DRs) with TRs and tracking missing serial numbers	Monthly
6	Collection and recording of income	Recording of DR in accounting software	Regular
7		Generation of bills for services provided	Regular
8	Income registers for all type of incomes	Containing Details of (quantity & amount) party wise opening balance, amount recoverable, amount recovered and closing balance	Regular basis with weekly update
9	All type of Deposit Register	Work Wise & Party Wise Opening Balance, hold during the month, released during the month and closing balance. Balance must match with Accounting Software	Monthly basis
10	Preparation of bank guarantee register	Given format	Monthly basis
11	Tools & Plants Register	Prescribed format	Monthly Basis
12	Stationery Register	Prescribed format	Monthly Basis
13	Contingent Register	Prescribed format	Monthly Basis
14	Library Register	Prescribed format	Monthly Basis
15	Fixed Asset Register	Prescribed format	Monthly Basis
16	Contractors Ledger	Prescribed format	Monthly Basis
17		Registers for statutory deductions like TDS, GST Royalty etc and payment thereof through accounting software	Monthly Basis
18	Any other register as per PWD format	Prescribed Format	Monthly Basis