



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5308852
Dated/दिनांक : 21-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	31-08-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	31-08-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Home Department Gujarat
Organisation Name/संगठन का नाम	Director General Of Police (dgp) Office
Office Name/कार्यालय का नाम	Dg And Ig Of Police Gujarat
Item Category/मद केटेगरी	Financial Audit Services - As per attached Document; CA Firm
Contract Period/अनुबंध अवधि	6 Month(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	34800
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:The firm should be existence for at least 3 years on the date of tender

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:least 3 years on the date of tender

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:CA Firm should have least 2 CA in the Firm.

Number of partners/ qualified professionals in full time employment with DISA/CISA qualificationCA Firm should have least 2 CA in the Firm.

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1724158187.pdf

Financial Audit Services - As Per Attached Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	As per attached Document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	As per attached Document
Type of Industries/Functions	As per attached Document
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Nayak Anil Laljibhai	382007, Police Bhavan, Sector 18 Gandhinagar.	1	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 3

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

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

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

CA Firm should have least 2 CA in the Firm.

Average Gross Receipt of the firm from Audit and Attestation should be more than 7 Lakhs during last 3 financial years. (i.e. FY 2020-21, 2021-22, & 2022-23)

Registered office of the firm should be in Ahmedabad or Gandhinagar.

The firm should be at least Category- IV as per ranking provided by ICAI on the date of tender.

Firm and its partner should not be blacklisted by any Govt / Semi Govt. entity government/ government board/ corporation/ company/ PSU Company/ statutory body/ non-government and any funding agencies.

Scope of Work

Checking of Trial Balance and Groupings.

Statutory auditor shall have to check the deduction of income tax from the payment of the various parties as per the provision of the Income Tax Act, 1961, GST and any other Taxes.

Bank reconciliation statement to be checked with reference to bank book. Prepare income tax returns for the financial years 2023-24 and submit online filling and other Compliances.

Grant Reconciliation.

Check list for conduct for statutory audit:

All check for Cash Book (Including Physical Cash Verification), Bank Book, Journal and other records.

Bank reconciliation.

Checking and verification of all Tax Compliances made from the Bills and challans.

Checking of Pay Bills/ Supplementary Pay Bills.

Finalization of books of accounts for the FY 23-24 and Comment on the erroneous Transactions if any. Verification of Asset Register.

Verification of Grants Received and Distributed along with Reconciliation.

OTHER TERMS AND CONDITIONS

The firm selected for Accounting work (book keeping) assignment of Suraksha Setu Society (State level) shall not become eligible for Statutory Audit of Suraksha Setu Society (State level) and vice-versa.

Firms shall maintain ethics of faith and the information provided by office shall be kept *Strictly Confidential'.

In case of any dispute, the decision Suraksha Setu Society (State level) shall be final and binding.

Suraksha Setu Society (State level) Office reserves the right to cancel selected firms, if it considers necessary.

In case of non-fulfilment of any instructions issued by Office of Suraksha Setu Society (State level) will be entitled to cancel the contract without any obligations.

The successful firm shall not be entitled to claim any additional amount For any reason whatsoever for the above Audit work. The firm must conduct assigned audit work at office of Suraksha Setu Society (State level), Gandhinagar.

The Office of Suraksha Setu Society (State level) reserves the right to reject any or all offers received without assigning any reasons.

These are only proposed draft terms and conditions and can be modified at any time by the Office of Suraksha Setu Society (State level) at its sole discretion.

PERIOD OF AUDIT WORK

The Contract of Audit work initially shall be for Financial year 2023-24 which will be further extendable for one financial year on satisfactory performance and mutually agreed terms and conditions.

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3. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

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

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

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

---Thank You/धन्यवाद---

Terms of Reference for Appointment of Auditor for F.Y. 2023-24

1. Background & Purpose

Suraksha Setu Society (State level) is Registered under the Societies Registration act -1860 and Public Charitable trust act-1950.

The audit to be conducted through a reputed firm of chartered accountants operating at Ahmedabad or Gandhinagar. CA firms fulfilling following criterion are here by invited to submit their expression of interest.

2. Eligibility Criteria

Sr.No.	Criteria	Minimum Requirement	Supporting Documents to be furnished	Remarks
1	Number of CA in the Firm	CA Firm should have at least 2 CA in the Firm.	Self-attested copy of latest Firm Card to be attached with Annexure-B.	
2	Existence of the Firm	The firm should be existence for at least 3 years on the date of tender.	Self-attested copy of Firm Registration Certificate issued by ICAI to be attached with Annexure-B.	
3	Audit and Attestation Income	Average Gross Receipt of the firm from Audit and Attestation should be more than 7 Lakhs during last 3 Financial years. (i.e. FY 2020-21, 2021-22, & 2022-23)	Copy of Self Certified Statement of Profit and Loss of FY2020-21, 2021-22, & 2022-23 with bifurcation showing Income from Audit and Attestation to be attached with Annexure-A.	
4	Firm's registered head office	Registered office of the firm should be in Ahmedabad or Gandhinagar.	Self-certified copy of latest Firm Card containing the details of Registered Office to be attached with Annexure-B.	
5	Category of the Firm	The firm should be at least Category- IV as per ranking provided by ICAI on the date of tender.	Self-certified Latest Multipurpose Empanelment Form (MEF) issued by ICAI containing the category of the firm.	

Sr.No.	Criteria	Minimum Requirement	Supporting Documents to be furnished	Remarks
6	Firm and its partner should not be blacklisted by any Govt / Semi Govt. entity government/ government board/ corporation/ company/ PSU Company/ statutory body/ non-government and any funding agencies		Self-declaration attached format – Annexure C	

3. Scope of Work

1. Checking of Trial Balance and Groupings.
2. Statutory auditor shall have to check the deduction of income tax from the payment of the various parties as per the provision of the Income Tax Act, 1961, GST and any other Taxes.
3. Bank reconciliation statement to be checked with reference to bank book.
4. Prepare income tax returns for the financial years 2023-24 and submit online filling and other Compliances.

5. Grant Reconciliation.

➤ **Check list for conduct for Statutory audit:**

1. All check for Cash Book(Including Physical Cash Verification),Bank Book, Journal and other records.
2. Bank reconciliation.
3. Checking and verification of all Tax Compliances made from the Bills and challans.
4. Checking of Pay Bills/ Supplementary Pay Bills.
5. Finalization of books of accounts for the FY 23-24 and Comment on the erroneous Transactions if any.
6. Verification of Asset Register.
7. Verification of Grants Received and Distributed along with Reconciliation.

4. PERIOD OF AUDIT WORK

The Contract of Audit work initially shall be for Financial year 2023-24 which will be further extendable for one financial year on satisfactory performance and mutually agreed terms and conditions.

5. OTHER TERMS AND CONDITIONS

- 1) The firm selected for Accounting work (book keeping) assignment of Suraksha Setu Society (State level) shall not become eligible for Statutory Audit of Suraksha Setu Society (State level)and vice-versa.
- 2) Firms shall maintain ethics of faith and the information provided by office shall be kept 'Strictly Confidential'.
- 3) In case of any dispute, the decision Suraksha Setu Society (State level) shall be final and binding.
- 4) Suraksha Setu Society (State level) Office reserves the right to cancel selected firms, if it considers necessary.
- 5) In case of non-fulfilment of any instructions issued by Office of Suraksha Setu Society (State level) will be entitled to cancel the contract without any obligations.
- 6) The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above Audit work. The firm must conduct assigned audit work at office of Suraksha Setu Society (State level), Gandhinagar.
- 7) The Office of Suraksha Setu Society (State level) reserves the right to reject any or all offers received without assigning any reasons.
- 8) These are only proposed draft terms and conditions and can be modified at any time by the Office of Suraksha Setu Society (State level) at its sole discretion.

6. CONTENTS OF THE TENDER PROPOSAL

Tenderer has to submit the offer online on Gem Portal.

(i) **Technical bid** will be opened after last date of bidding.

Technical Bid must contain the following:

- a) The Curriculum Vitae (CV) of the staff who will be available for the duration of the work;
- b) An undertaking to ensure continuity of staff on the project;
- c) All the supporting documents as mentioned in clause (2) above to assess the eligibility criteria/technical evaluation may also be furnished as given the formats in Annexure – "A" to Annexure – "C".
- d) Each page of the Tender documents is required to be signed. The documents / certificates in support along with the tender shall also be signed.

(ii) **Financial Bid** Will Contain Price of total Professional fee for Audit work + File income tax return (F.Y.2023-24) including all charges and cost

7. TENDER PRICE

The tender price is to be in Indian currency and must include applicable taxes. The price will be firm and fixed throughout the agreement period without any escalation.

8. EVALUATION METHODOLOGY:

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

9. REGULATION OF FEES

The payment of Audit work will be made only after satisfactorily completion of the work for both the Financial years and after approval of final accounts in Apex body i.e. Executive Committee of SSS (SL). Tax as applicable will be deducted at source and tax deducted certificate will be issued as per the law in force.

10. ARBITRATION

In case of any dispute, it shall be referred to Arbitration. The sole arbitrator will be appointed by the Suraksha Setu Society (State level). The place of Arbitration shall be Gandhinagar and the language will be English.



Annexure – "A"
Detail of income from Audit and Attestation

Sr.	Financial Year	Income (Rs.)
1	2020-21	
2	2021-22	
3	2022-23	
Total amount		
Avg. of above		

Annexure – "B"

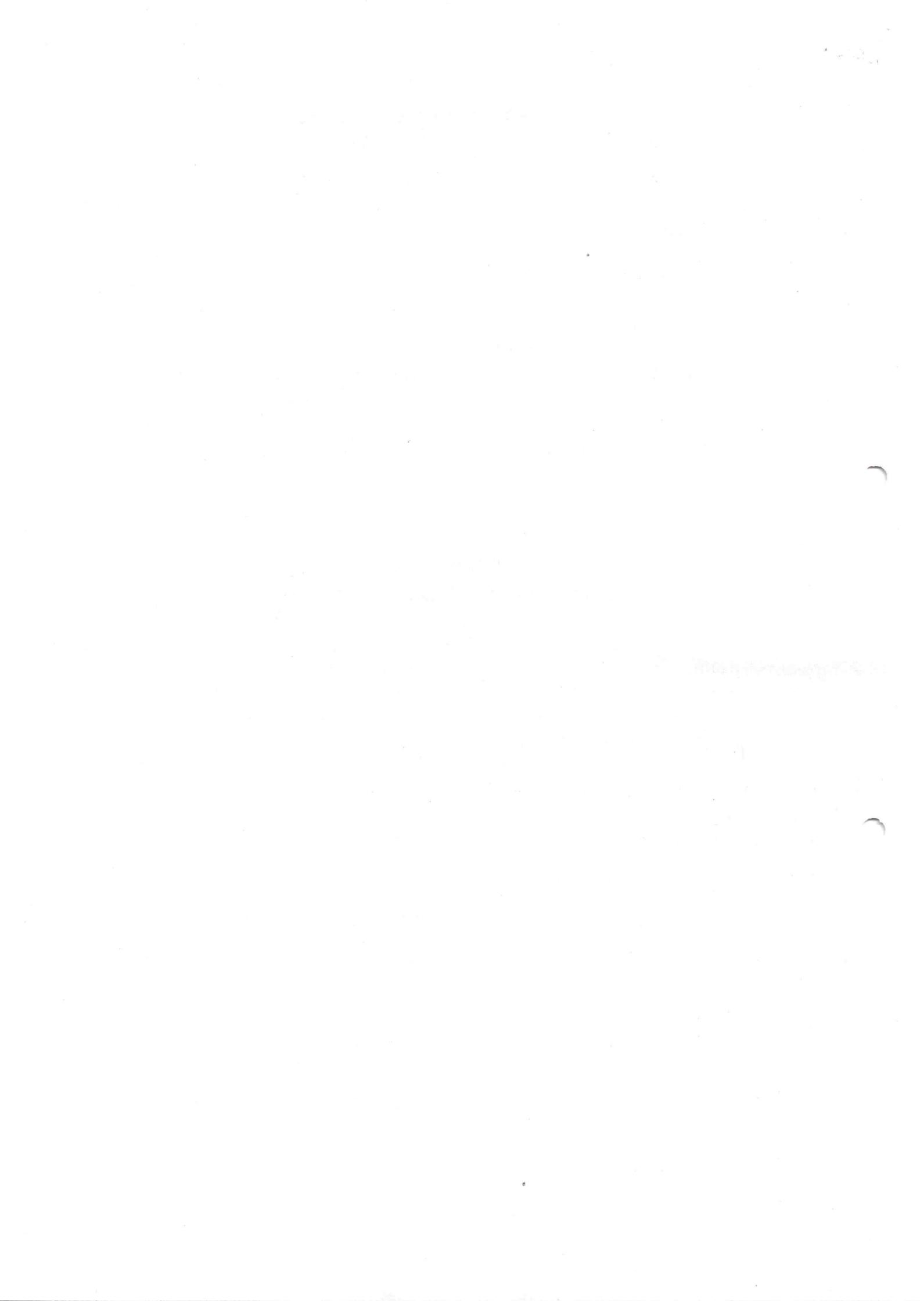
Sr.	Registered Office	Address	State	Year of Establishment	No. of CAs in the office
1	2	3	4	5	6

Annexure- "C"
FORMAT OF SELF DECLARATION

We hereby undertake that we, M/s _____, having registered Office at _____ and any of our Partners (in case of Partnership firm) is/are not blacklisted/ De-registered/ debarred or undergoing criminal proceedings by Central/State Government Offices/Department/Public Sector Undertaking/ Govt. owned society/Trust/Board/Corporation or any other agency for which we have rendered Services to them.

We further confirm that we are aware that our bid regarding the appointment for Auditor of the F.Y. 2023-24 would be liable for rejection in case any material misrepresentation is made or discovered with regard to the tender documents.

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





Forms of Tender
Technical Proposal for Appointment of Auditor for F.Y. 2023-24

Sr.No	Particular	Response
1	Name of firm (In Capital Letters)	
	Address of Head Office (with Contact no. and E-Mail Id)	
	PAN No. and GST No. of Firm	
2	ICAI Registration No.	
3	MEF Registration No.	
4	Date of Constitution of Firm	
5	Experience Details	To be attached separately herewith
6	Profile of Firm	To be attached separately herewith

We/I declare

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

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

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

