



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5425502
Dated/दिनांक : 21-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-10-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-10-2024 15:30:00
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	General Administration Department Gujarat
Organisation Name/संगठन का नाम	Administrative Reforms And Training Division General Administration Department
Office Name/कार्यालय का नाम	Sardar Patel Institute Of Public Administration
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	7 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
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) *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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
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	300000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. 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.
3. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1726909084.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
30-09-2024 15:00:00	SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION Opposite ISRO, Satellite Road, Ahmedabad-380015 Phone-079-26919900 Fax-079-26919945

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Agrawal Sharda Pawan	380015,Sardar Patel Institute of Public Administration (SPIPA) Opp ISRO, Satellite Road, Satellite, Ahmedabad, Gujarat 380015	1	<ul style="list-style-type: none">Number of Months : 12

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 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---

Bid Document

Bid for hiring CA Firm for Accounts Finalization & Pre Audit for the Year 2024-25 of
SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION / SPIPA

Bidding Authority : **SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION / SPIPA**

Name of Work : Hiring CA Firm for Accounts Finalization & Pre Audit for the Year 2024-25 of **SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION / SPIPA**

Last Date & Time of Bid Submission : As per Bid Document

Un-priced Bid Opening : As per Bid Document

Date & Time : As per Bid Document

Address : **SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION**
Opposite ISRO, Satellite Road, Ahmedabad-380015

Through GeM Tender Process

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION

Opposite ISRO, Satellite Road, Ahmedabad-380015
Phone-079-26919900 Fax-079-26919945

August,2024

SPIPA invites offer through e-tender for **Hiring an Agency of CA for Accounts Finalization & Pre Audit work & Pre Audit Work for the year 2024-2025 of SPIPA. The bid shall be for the year 2024-25 (Extendable for another year 2025-26 if the SPIPA finds the work of agency suitable and decides to give the extension)**

Offer is invited from the agency experienced in activities like Accounts Finalization & Pre Audit work.

Proposals are hereby called from the Bidders having capability for Accounts Finalization & Pre Audit work for the year 2024-2025 of SPIPA.

Bidders who wish to participate in this bid will have to register on <https://gem.gov.in> Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from any agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

Proposal in the form of BID are requested for the item(s) in complete accordance with the documents to be uploaded as per following guidelines.

1. Bidder shall submit their bids on <https://gem.gov.in>.
2. Bids complete in all respects should be uploaded on or before the BID DUE DATE.
3. Services offered should be strictly as per requirements mentioned in this Bid document. Please spell out any unavoidable deviations, Clause/Article-wise in your bid under the heading Deviations.
4. Bidder's offer for services as mentioned will remain valid as per the bid document.
5. In addition to the bid document, the following sections uploaded are part of Bid Documents.

Section: 1	Eligibility Criteria
Section: 2	Scope of Work
Section: 3	Instructions to Bidders
Section: 4	Technical and Financial Evaluation
Section: 5	Award of Contract
Section: 6	Formats of Form

Important Dates & Details:

1	Last Date & Time for Submission of Bidselectronically on https://gem.gov.in	As per Bid Document
2	Contact Person	Mrs. S. P. Agrawal, Mo.: 8980676432

Chapter - 1
Eligibility Criteria

The bidder must possess the requisite experience, strength and capabilities in providing services necessary to meet the requirements as described in the Bid document. Keeping in view the complexity and volume of the work involved, following criteria are prescribed as the eligibility criteria for the bidder interested in undertaking the project. The bidder must also possess technical know-how and financial wherewithal that would be required for successful annual accounts preparation of SPIPA.

S r. N o.	Eligibility Criteria	Document to be submitted with proposal*
1	Turnover: The firm/company should have average annual turnover of Accounting Services at least Rs. 7 Lakh in last financial year.	C.A. Audited Summary Statement
2	Past Experience in government bodies: The bidder should have experience Central Govt. / State Government in past min. 2 years. And overall experience 5 Years. (With minimum 1 client, whose Accounts Finalization & Pre Audit work of SPIPA/Corporation of Government of Gujarat)	Work Orders issued by client/Project completion certificate. Along with Self certified Summary for the said experience in order of recent being first.
3	Employees/Partner: Min. 2 CA	Copy of valid CA Certificate
4	Blacklisting: Bidders or any other Firm/Company, who is service provider in this project, should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat/Government of India and / or black-listed by Gujarat state Government departments or Any Central Government departments.	Self-declaration
5	The bidder should have registered office in the City of Ahmedabad (Ahmedabad Municipal Corporation).	Please attach the copy of any two of the following: Property tax bill/Electricity Bill/Telephone Bill/GST Registration/Lease Agreement.
6	The bidder must have a valid GST registration in India.	Proof of a valid GST in India.

7	Income tax returns of last 3 years with Audit Report (20-21,21-22,22-23)	Copy of IT Return
8	Firm Registration Certificate	Copy of Registration Certificate
9	Partner's Documents	PAN Card , Membership No.

Note: All the details and the supportive documents for the above-mentioned terms should be uploaded in eligibility section in the bid.

Chapter - 2

Scope of work

Accounts Finalization & Pre Audit work of following categories of work.

1. Pre audit of Vouchers to be done.
2. Voucher Entry to be done.
3. Check All Entry and do all entries.
4. Bank Reconciliation.
5. Preparation of Audit report.
6. Accounts preparation in uniform format of accounts.
7. The bid shall be for the year 2024-25 (Extendable for another year 2025-26 if the SPIPA finds the work of agency suitable and decides to give the extension)
8. DETAILS OF ACTIVITIES OF SPIPA AND RTCs:-

SPIPA invites Technical Bid and Financial Bid for its below mentioned Activities/Projects:

SPIPA Head Office & RTCs

Generally SPIPA provides training to Gazetted Officers (Class-I & Class-II Officers) and RTCs provides training to Non-Gazetted Employees (Class-III & IV Employees). SPIPA covers Gazetted Officers of whole of Gujarat, while RTCs have been assigned districts. Government Offices of particulars district send their employees to respective RTCs.

Every year SPIPA prepares Training Calendar in advance and sends to all Departments/Offices to nominate trainees for the Training Programs included in Training Calendar.

SPIPA and RTCs conducts various training programs for Gazetted Officers and Non-Gazetted Employees. Activities of SPIPA and RTCs can be summarized as under.

- (1) Foundation Training Programs (Mandatory training and post training Exam for all Employees and Officers)
- (2) Executive Development Programs (EDPs) of 2 to 5 days duration on various subjects for which SPIPA receives training fees.
- (3) Government of India sponsored training programs for which DoPT, Government of India gives grant as per norms.
- (4) Awareness Training Program on Right to Information Act.

- (5) Awareness Training Program on the Gujarat (Right of Citizens to Public Services), Act.
- (6) C.C.C+ Training Program and Examination for which SPIPA receives fees.
- (7) Tailor Made Training Program (Customized Training Programs) for specific needs of particular Department/Office on payment basis.
- (8) SPIPA runs U.P.S.C. study Center which gives training to the youth of Gujarat preparing for various cadre Posts of All India Service.
- (9) SPIPA runs Central Government Recruitment Study Center (C.G.R.S. Center) to train youth of Gujarat.
- (10) SPIPA conducts mandatory Examinations and also Examination on payment basis when such demand receives.
- (11) SPIPA has Good Governance Center to conduct research, evaluation and documentation on best practices on governance. This center also conducts Government of India sponsored "Comprehensive Online Modified Modules on Induction Training (COMMIT)" training.
- (12) SPIPA and RTCs maintains hostels for accommodation to trainees coming from remote areas for which rent is charged.
- (13) SPIPA & RTCs maintain Library to provide books and magazines to trainees.

9. Sources of Income

The main source of Income of SPIPA is Grant-in-aid from Government. SPIPA allots grants to 6 RTCs as per their budget requirement. Besides Grant-in-aid, other sources of Income includes:-

- (1) EDP Class Training fees
- (2) CCC+ training & Examination fees
- (3) project fees for RTI and RCPS projects
- (4) Grant from Govt. of India for conducting sponsored programs
- (5) Customized Training Class Fees.
- (6) Rent Income of hostel.
- (7) Library Membership Fees.
- (8) Interest on Saving Bank Accounts and FDs

Note: - SPIPA has been registered under section 12/A of Income Tax Act, 1961.

Annexure-3

Scope of work

1. Maintaining the continuity of accounting which was hereto followed at SPIPA and also ensure that the Operational Regulations of SPIPA is thoroughly followed.
2. Filing and maintenance of vouchers and placement of files.
3. Collection of accounting data from 6 Regional Training Centers for proper accounting.
4. Submission of status of unconfirmed/ outstanding advances, assets and liabilities

on monthly basis. Necessary entries to be passed timely.

5. Bank Reconciliation Statement of SPIPA should be prepared on a daily basis.

6. Preparation of MIS report on a monthly basis on or before 5th of next month. 7. The coordinator / Senior CA will meet Deputy Director (Account), SPIPA once

in a month regarding the accounts of SPIPA and RTCs.

8. Submission of the status of accounts on consolidated basis before 15th of end of every quarter.

9. Accounting of the any new project implemented during the agreement period.

10. Any other work assigned by the management.

11. Liaisoning with the banks.

12. Correspond and follow up with the various stakeholders.

13. Preparation of monthly MIS for all the payments where TDS has been deducted. deposited and outstanding and filing of TDS Return as per the applicable timelines.

14. Preparation of monthly MIS and filing of GST & other returns as per the requirements of law.

15. Preparation, reply and compilation of details to the notices/ letters received from tax authorities and to attend the hearing at tax departments/courts against

the any notice received from the tax authorities.

16. Strengthening the data security and accuracy:

a. To take data entry print out

b. Password protection at operation level and implementing data entry control and other user controls.

c. Introducing the cost centres for the receipts and payments so that MIS will show the correct picture.

d. Daily back up structure will be introduced.

17. To seek to align all the transactions, past and present within the discipline of the existing accounting and operational regulations, so as to make the accounts of

SPIPA in compliance with the Operational Regulations in all respect.

18. Make correspondence for necessary accounting entries may be done in consultation with Deputy Director (Account), SPIPA.

19. Submission of various Accounting Management Reports as per the Operational Regulations of SPIPA.

20. To attend all kind of Audit of SPIPA..

21. To prepare Note/Presentation from time to time as required by SPIPA.

22. Ledger scrutiny of all accounts.

23. Grant wise/ project wise expenditure booking and preparation and submission of Reports

24. Any other work provided by the management of SPIPA.

25. Compliance of Internal Audit reports for accounting related observations.

Compliance should be discussed with head of the branch and their views/explanations shall be incorporated.

26. The compliance of the earlier report should be produced while internal audit of next month to Internal Audit if any

27. Satisfactory hand over of the works to the newly appointed accountant and tax consultant after completion of assignment.

Other Terms and Conditions.

1. Firm will have to deploy at least 1 person every day. More manpower shall be deployed at time of urgency.
2. The deployed person must have thorough working knowledge of book keeping and accounting and must have good command in operating Tally accounting software.
3. The selected firm shall monitor and supervise the work carried on at regular intervals and will report to the SPIPA regularly.
4. Senior partners of the firm will have to visit the office of SPIPA for the discussion on being called upon by the higher authorities of SPIPA.
5. Firm cannot outsource/sublet the assignment or any part of the same to other firm of Chartered Accountants.
6. If any partner of the firm is found guilty of gross negligence, or any other fault regarding the assignment, SPIPA Management will have all remedies such as withholding of fees, removal from the existing assignment or any other action it may deemed appropriate in

the circumstances.

7. Though this appointment is for one year, further continuance for the second year shall depend purely on the yardstick of yearly performance of the firm. SPIPA reserves the right to cancel the assignment without giving any reason in case it may deem fit.

8. Senior Partner and staff deployed shall remain present at periodic review meeting of SPIPA.

9. The above conditions are not exhaustive. SPIPA will have absolute right to revise/abrogate/include any conditions as per its requirement.

PAYMENTS TERMS :

Payment will be made after Quarterly Report Submitted.

Sl. No.	Activity	Payment (%)
1	1 st Quarter	25% After submission of quarterly
2	2 nd Quarter	25% (Cumulatively 50%) after submission of second quarterly report
3	3 rd Quarter	25% (Cumulatively 75%) after submission of third quarterly report
4	4 th Quarter	25% (Total 100%) After Submit Accounts & Reports

Chapter - 3

Instructions to Bidders

BIDDING DOCUMENTS

Bidder can download the bid document and further amendment if any available free on <https://gem.gov.in> and upload the same on <https://gem.gov.in> on or before due date of the Bid. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or bid not substantially responsive to the bidding documents in all respect may result in the rejection of the Bid.

AMENDMENT OF BIDDING DOCUMENTS

- At any time prior to the deadline for submission of bids, SPIPA, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment & put on <https://gem.gov.in>.
- All prospective bidders are requested to browse our website & any amendments / corrigendum / modification will be notified on our website only and such modification will be binding on them. Bidders are also requested to browse the website of i.e. <https://gem.gov.in> for further amendments if any.
- In order to allow prospective bidders reasonable time to take the amendment in to account in preparing their bids, SPIPA, at its discretion, may extend the deadline for the submission of bids.

LANGUAGE OF BID

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and shall be in **English**. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

FRAUDULENT & CORRUPT PRACTICE

- Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the SPIPA of the benefits of free and open competition.
 - “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Contract execution.
 - SPIPA will reject a proposal for award and may forfeit the security deposit if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s)
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LACK OF INFORMATION TO BIDDER

- The Bidder shall be deemed to have carefully examined all Bid documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

MODIFICATION AND WITHDRAWAL OF BID

- The Bidder may modify or withdraw its bid before the due date of bid submission.
- No Bid may be modified subsequent to the deadline for submission of bids.
- No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the bidder's forfeiture of its Bid security.

CONTACTING SPIPA

- Bidder shall not approach SPIPA officers outside of office hours and/ or outside SPIPA office premises, from the time of the Bid opening to the time the Contract is awarded.
- Any effort by a bidder to influence SPIPA officers in the decisions on Bid evaluation, bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GOG, it should do so in writing.

REJECTION OF BIDS

- SPIPA reserves the right to reject any Bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.
- The bid shall be for the year 2024-25 (Extendable for another year 2025-26 if the SPIPA finds the work of agency suitable and decides to give the extension)

Chapter: 4

TECHNICAL EVALUATION OF BID

Sr. No.	Criteria	Value/Parameters	Marks
1.	Experience	Maximum Marks	40
		Less than 5 Years	0
		5 to 7 Years	20
		8 to 10 Years	30
		More Than 10 Years	40
2.	Government Client Experience	Maximum Marks	40
		No Client	0
		1 Client	10
		2 Client	20
		3 Client	30
		More than 3 Client	40
3.	No. of Chartered Accountants	Maximum Marks	20
		Less than 2	0
		2	10
		3	15
		More than 3	20

- The bidders obtaining less than 70 marks shall be declared as disqualified in the technical evaluation.

FINANCIAL EVALUATION

- After qualifying in the above technical evaluation (bidder's obtaining 70 marks in the technical evaluation), financial bids of the successful bidders shall be opened.
- Lowest Price (L1) among the Technically Qualified Bidder would be selected to award the contract.

Chapter: 5

AWARD OF CONTRACT

- The Criteria for selection will be in two stages as mentioned in Chapter: 4.
- The quantities may decrease or increase at the time of finalization, depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.

NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- After the bid evaluation, SPIPA will notify the successful Bidder and issue Work Order.
- Successful bidders will have to sign the contract upon receiving the Work order within 7 workingdays.

LIMITATION OF VENDOR'S LIABILITY:

- Vendor's cumulative liability for all its obligations under the contract shall not exceed the contract value and the Vendor shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.

FORCE MAJEURE

- Force Majeure shall mean any event or circumstances or combination of events or circumstances that materially and adversely affects, prevents or delays any Party in performance of its obligation in accordance with the terms of the Agreement, but only if and to the extent that such events and circumstances are not within the affected party's reasonable control, directly or indirectly, and effects of which could have prevented through Good Industry Practice or, in the case if construction activities through reasonable skill and care, including through the expenditure of reasonable sums of money. Any events or circumstances meeting the description of the Force Majeure which have same effect upon the performance of any contractor shall constitute Force Majeure with respect to the Bidder. The Parties shall ensure compliance of the terms of the Agreement unless affected by the Force Majeure Events. The Bidder shall not be liable for forfeiture of its implementation / Performance guarantee, levy of Penalties, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Agreement is the result of Force Majeure.

- Force Majeure Events

The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the definition as stated above.

Without limitation to the generality of the foregoing, Force Majeure Event shall include following events and circumstances and their effects to the extent that they, or their effects, satisfy the above requirements:

- FORCE MAJEURE EXCLUSIONS

Force Majeure shall not include the following event(s) and/or circumstances, except to the

extent that they are consequences of an event of Force Majeure:

- a) Unavailability, late work
 - b) Delay in the performance of Representative or Employee.
- **PROCEDURE FOR CALLING FORCE MAJEURE**

The Affected Party shall notify to the other Party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 5 (five) days after the Affected Party came to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Agreement.
-

CONTRACT OBLIGATIONS

Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the Bidder's bid and all previous correspondence.

AMENDMENT TO THE AGREEMENT

Amendments to the Agreement may be made by mutual agreement by both the Parties. No variation in or modification in the terms of the Agreement shall be made except by written amendment signed by both the parties. All alterations and changes in the Agreement will consider prevailing rules, regulations and laws.

USE OF AGREEMENT DOCUMENTS AND INFORMATION

- The Bidder shall not without prior written consent from SPIPA disclose the Agreement or any provision thereof or any specification, plans, drawings, pattern, samples or information furnished by or on behalf of SPIPA in connection therewith to any person other than the person employed by the Bidder in the performance of the Agreement. Disclosure to any such employee shall be made in confidence and shall extend only as far as may be necessary for such performance.
- The Bidder shall not without prior written consent of SPIPA make use of any document or information made available for the project except for purposes of performing the Agreement.
- All project related documents issued by SPIPA other than the Agreement itself shall remain the property of GoG and Originals and all copies shall be returned to GoG on completion of the Bidder's performance under the Agreement, if so required by the SPIPA.

ASSIGNMENT & SUBCONTRACTS

- Assignment by Bidder

The Bidder shall not assign, in whole or in part, its rights and obligations to perform under the Agreement to a third party, except with the prior written consent from SPIPA.

- Sub contracts: Sub contract shall not be allowed.

RESOLUTION OF DISPUTES

- If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavour to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days notice thereof to the other Party in writing.
- In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- The place of the arbitration shall be Ahmedabad, Gujarat.

- The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
 - The proceedings of arbitration shall be in English language.
-

- The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure. The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

BOOKS & RECORDS

Bidder shall maintain adequate books and records in connection with Contract and shall make them available for inspection and audit by GoG during the terms of Contract until expiry of the performance guarantee.

WARRANTY TERMS

In the event that the materials/services supplied do not meet the specifications and/or scope of work, GOG shall notify the Bidder giving full details of difference. The Bidder shall attend the issue within 15 days of receipt of such notice to meet and agree with representatives of SPIPA, the action required to correct the deficiency. Should the Bidder fail to address the issues within the time specified above, SPIPA shall be at liberty to rectify the work/materials and Bidder shall reimburse SPIPA all costs and expenses incurred in connection with such trouble or defect.

PAYMENTS TERMS

Sl. No.	Activity	Payment (%)
1	Accounts Finalization & Pre Audit work for the first quarter of Year 2024-2025 as mentioned in Chapter:2.	25%
2	Accounts Finalization & Pre Audit work for the Second quarter of Year 2024-2025 as mentioned in Chapter:2.	25% (Cumulatively 50%)
	Accounts Finalization & Pre Audit work for the Third quarter of Year 2024-2025 as mentioned in Chapter:2.	25% (Cumulatively 75%)
	Accounts Finalization & Pre Audit work for the fourth quarter of Year 2024-2025 as mentioned in Chapter:2. * Payment will be done after finalization of accounts by chairman of SPIPA.	25% (Cumulatively 100%)

INDEMNITY

- a. The selected agency shall indemnify SPIPA against all third-party claims of infringement of copyright, patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
- b. While passing on the rights (license) of using any software/software tool, the selected agency shall ensure that such rights are inclusive of the use of that software for development in addition to deployment.
- c. The selected agency is obliged to work closely with SPIPA's staff, act within its own authority and abide by directives issued by SPIPA.
- d. The selected agency will abide by the job safety measures prevalent in India and will free SPIPA from all demands or responsibilities arising from accidents or loss of life the cause of which is the selected agency's negligence. The selected agency will pay all indemnities arising from such incidents and will not hold SPIPA responsible or obligated.
- e. The selected agency is responsible for managing the activities of its personnel and will hold himself responsible for any misdemeanors.
- f. The selected agency shall employ and provide such qualified and experienced Personnel to carry out the Services. Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the bidder, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the bidder shall provide as a replacement a person of equivalent or better qualifications.
- g. The selected agency shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
- h. The selected agency will treat as confidential all data and information about SPIPA, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of SPIPA.

TERMINATION

- a. SPIPA may, without prejudice to any other remedy for breach of contract, by one week advance notice of default sent to the selected agency, terminate the Contract in whole or part:
 - if the selected agency fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by SPIPA; or
 - if the selected agency fails to perform any other obligation(s) under the Contract.
 - If the service provider, in the judgment of SPIPA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to

establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

- If the selected agency fails to conform to the quality requirement laid down/third party inspection/consultants' opinion.

Section - 6

**Format of
Forms**

Form 1: Covering Letter

*(To be submitted on the Bidder
letterhead)*

<<Insert Date and location>>

Proposal Reference
No:

To,

SARDAR PATEL INSTITUTE OF PUBLIC ADMINISTRATION
Opposite ISRO, Satellite Road, Ahmedabad-380015

Dear Madam/Sir,

Sub: Submission of proposal in response to bid for Accounts Finalization for the year 2024-2025 of SPIPA Ahmedabad”.

1. Having examined the bid, we, the undersigned, hereby submit our proposal in response to your notification for Preparing annual accounts of SPIPA; in full conformity with the said bid document
2. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized SPIPA Resolution/ Power of Attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the Bid document modification resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. If we are entrusted a consultancy assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.
4. We hereby declare that all the information and statements in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. If any negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Bid Document, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.
6. We understand you are not bound to accept any proposal you receive

Dated this (date / month / year):
Authorized Signature [in full and
initials]: Name of Authorized
Signatory: Designation of
Authorized Signatory: Name of
Bidder:
Address:

Form 2: General Information

Sr · No	Particulars	Details to be furnished		
1.	Details of Bidder			
a)	Name			
b)	Address			
c)	Telephone		Fax	
d)	Website			
2.	Details of Contact Person			
a)	Name			
b)	Designation			
c)	Address			
d)	Telephone no.			
e)	Mobile no.			
f)	Fax no.			
g)	E-mail			
3.	Details of Authorized Signatory (<i>please attach proof</i>)			
a)	Name			
b)	Designation			
c)	Address			
d)	Telephone no.			
e)	Mobile no.			
f)	Fax no.			
g)	E-mail			
4.	Information about responding Bidder			
a)	Status of Bidder (<i>Public Ltd. /Pvt. Ltd etc.</i>)			
b)	No. of years of operation in India			
c)	Details of Registration (<i>Refe.g., ROC Ref #</i>)	Date		
		Ref #		
d)	No. of resources/ staff in India			
e)	Locations and addresses of offices (in Ahmedabad City)			

_____ Duly authorized to sign bid for and on behalf of _____

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____, YYYY__ Between
_____ (Name of purchaser) of _____
(Country of Purchaser) hereinafter "the Purchaser" of the one part and
_____ (Name of Supplier) of _____
(City and Country of Supplier) hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and
ancillary services viz.,

_____ (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of _____ (Contract Price in Words and Figures) hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - 2.1 the Bid Form and the Price Schedule submitted by the Bidder.
 - 2.2 terms and conditions of the bid
 - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier areas enlisted in the enclosed annexure:

DELIVERY SCHEDULE: 2 Months

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Purchaser)

In the presence of _____

Signed, Sealed and Delivered by the

Said _____ (For the Supplier)

In the presence of _____

ANNESURE-7
FORMAT OF SELF DECLARATION

We hereby undertake that we, M/s _____

having registered Office at _____

and any of our Partners are not blacklisted/ De-registered/ debarred or undergoing criminal proceedings by Central/State Government 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 for the appointment as Statutory Auditors for the F.Y. 2021-22 would be liable for rejection in case any material misrepresentation is made or discovered with regard to the tender documents.

For, _____

Authorised Signatory (with Rubber Stamp)

Full Name:
FCA/ACA No.
Designation:
Date:
Place:

To.
Director General,
Sardar Patel Institute of Public Administration (SPIPA)
Opp ISRO, Satellite Road,
Satellite.
Ahmedabad-380 015