



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5430885

Dated/दिनांक : 23-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-10-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-10-2024 18:30:00
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	Education Department Gujarat
Organisation Name/संगठन का नाम	Knowledge Consortium Of Gujarat (kcg)
Office Name/कार्यालय का नाम	Gujarat
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Pre Audit Bills Filing of GST GST TDS and Income Tax TDS return; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 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),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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
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
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

Bid Details/बिड विवरण	
Estimated Bid Value/अनुमानित बिड मूल्य	1500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
EMD Amount/ईएमडी राशि	45000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Knowledge Consortium Of Gujarat
Pragna Puram Campus, opposite PRL Between Govt. Girls Polytechnic and L.D College of Engineering,
Navrangpura, Ahmedabad, Gujarat 380015
(Knowledge Consortium Of Gujarat)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

--	--

MSE Purchase Preference/एमएसई खरीद वरीयता

No

1. 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.

2. 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

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1727090611.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1727090611.pdf)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
25-09-2024 12:00:00	Knowledge Consortium of Gujarat Pragna Puram Campus, opposite PRL Between Govt. Girls Polytechnic and L.D College of Engineering, Navrangpura, Ahmedabad, Gujarat 380015

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Pre Audit Bills Filing Of GST GST TDS And Income Tax TDS Return; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Pre Audit Bills Filing of GST GST TDS and Income Tax TDS return
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit

Specification	Values
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Investigating fraud , Risk Management , Compliance with contracts , Review system & processes , Treasury operations , Bank Transactions , defined by KCG
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , defined by KCG
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
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	Dave Darshini Chirag Bhai	380015, Knowledge Consortium of Gujarat Pragna Puram Campus, Opposite PRL, Between Govt. Girls Polytechnic and L.D College of Engineering, Navrangpura, Ahmedabad, Gujarat 380015	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 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. **Certificates**

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

3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Buyer Added text based ATC clauses

The bidder who avail EMD Exemption must submit NSIC certificate or CSPO certificate if they participate in the bid as a MSE/ Startup unit. EMD Exemption rule applicable as per GeM & Gujarat Procurement Policy-2024.

4. **Buyer Added Bid Specific ATC**

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

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

File Attachment [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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

APPOINTMENT OF INTERNAL AUDITOR AT KNOWLEDGE CONSORTIUM OF GUJARAT, AHMEDABAD

Subject: Terms of Reference and procedure for selection of a CHARTERED ACCOUNTANT Firm to act as internal auditor for Knowledge Consortium of Gujarat under the administrative control of education Department.

1. Introduction: -

Knowledge Consortium of Gujarat, Ahmedabad (now herein after referred to as the 'KCG') is a Society working as an independent body under the control of Education Department, Government of Gujarat. KCG is established with an aim of introducing Quality Reforms in Higher Education. It is a consortium of Universities, Colleges and other Educational Institutions of Gujarat and it provides a platform for conception, experimentation, and implementation of programmes of Quality Enhancement in the higher educational institutions of Gujarat. It is registered under the Societies Registration Act and Public Charitable Trust Act.

Annexure – 1

Details of Projects/Schemes: -

KCG office invites Bid for its below mentioned Projects/Schemes:

SN	Particular	Brief Description
1	KCG Initiatives	<p>KCG office envisions generating and providing ideas and paradigms for achieving excellence in education, educational management and policy framing for education in general and higher education in particular. Its head office is situated at Ahmedabad. KCG is disbursing grant(s) to various affiliated colleges; universities scattered all over Gujarat and organize different programmes for various initiatives as per the government norms and schemes.</p> <p>In persuasion of achievement of the above vision, KCG has started various initiative which are running at various stages such as:</p> <ol style="list-style-type: none">1. Mukhyamantri Yuva Swavalamban Yojana,2. Mukhyamantri Kanya Kelavni Nidhi3. Chief Minister Scholarship Scheme4. Interest subsidy scheme on education loan5. AISHE-All India Survey on Higher Education6. RUSA- Rashtriya Uchchar Shiksha Abhiyan7. Finishing School8. FDP - Training and Capability Program9. Student Startup and Innovation Policy 2.010. SHODH - Scheme of Developing High quality research11. Gujrat Gyan Guru Quiz (G3Q)12. Digital Education Development Fund (DEDF)13. TEERTH - Training for Excellence, Efficiency and Research Towards Higher education14. Cogent College Fees15. Gujarat Centre for Education Technology (GCET)16. Rating Fees Fund17. Study in Gujarat18. Azadi ka amrut mahotsav par yuva bharat ke shreshth panch prakalp19. Bharatnet20. Campus Development & maintainance21. Innovation Club22. New Course

		<p>23. Universal Development of Integrated Employ- Ability Skills through Higher Education Agencies (UDISHA)</p> <p>24. State Assessment and Accreditation Center (SAAC)</p> <p>25. Saptdhara Activity</p> <p>26. State Quality Assurance Cell (SQAC)</p> <p>27. World Class Universities</p> <p>28. Digi Locker</p> <p>29. Digital Library</p> <p>30. Fire Safety</p> <p>31. Gujarat Common Admission Service(GCAS)</p> <p>32. Kawach</p> <p>33. Learning and exposure cum study tour for Students</p> <p>34. Research Aid for Faculty and Research Fellowship Scheme</p> <p>35. Samarthya Sansthan</p> <p>36. Sarsavati Sanman Yojana</p> <p>37. Swayam Certificate Scholership</p> <p>38. Vocationalization Education</p> <p>39. Campus maintenance matters in government colleges in the state of Gujarat</p> <p>40. Graduate Intern and apprentice in Higher Education</p> <p>41. Assistance and Promotes University/Colleges for National Assessment and Accreditation Council (NAAC)</p> <p>42. Research Fellowship Scheme Promotion of Research and Facilities in Higher Education</p> <p>43. Assistance for Green Campus initiative in Higher Education</p> <p>44. Other Initiatives of KCG</p> <p>Grant is the main source of Income for KCG. At present KCG has Funds of approx. Rs.800 Crore and more than 1000 institutions in the state of Gujarat are affiliated with KCG. At presents, KCG maintains its books of account in 'Tally' accounting software on double entry system basis. The final accounts are made on Accrual basis.</p>
--	--	--

Annexure -2

General Terms & Conditions of the Tender Notice/Assignment: -

1. All Annexures mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work and other terms and conditions mentioned.
2. The Appointment period for the firm is for 1 year from the date on which the work order is assigned. However, if the services are found to be satisfactory it may be renewed or extended as per the mutual agreed basis.
3. The Whole Process of the Tendering can be Cancelled / Modified / Redefined / Altered by the Management of KCG without giving any prior notice or Information.
4. Any type of influence or any other mal practices may disqualify the bidder C.A. / C.A. firm and the bid will be outright rejected
5. For carrying out the said assignments, fees are payable for respective KCG's Projects / Schemes assigned to the firm of Chartered Accountant for the whole term of one year from the date on which the work order is assigned and will be paid on quarterly basis on submission of bill and fulfilment of relevant terms & conditions mentioned in the appointment order.
6. Internal Audit Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Internal Audit of GOG/GOI undertakings as well as Internal Audit of large-scale Companies. Further, Team must consist of sufficient qualified assistants to complete the assignment within stipulated time frame.
7. Subject to Ahmedabad Jurisdiction only.
8. The Decision of KCG Authority will be held final under any Circumstances.

Annexure -3

Previous Year Fees for Pre Audit & Internal Audit Work at KCG

SN	Assignment/Work	Previous Year Fees (Yearly) (Exclusive of Tax) (Rs.)
1	KCG All Initiatives including RUSA & All India Survey on Higher Education (AISHE)	10,38,400=00

Scope of Work and other Terms & conditions: -

All the assignment has been detailed below:

1. Internal Audit including Pre-Audit Assignment of KCG and its Project/Schemes.
2. E-TDS assignment on Quarterly basis for the complete year.
3. Income Tax Return Filing at the year-end of KCG from the date on which the work order is assigned.
4. GST Return Filing on every month for the appointed year.

2.1 Scope of Work:

2.1.1 Scope of Work :

1. The checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
2. The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
3. The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and KCG rules.
4. Pre-Audit all the payment transactions of value exceeding Rs. 50,000/- on daily basis to ensure that they are made as per the generally accepted accounting principles and KCG rules and report if any discrepancy/procedural lapse is noticed.
5. The checking and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income /receipts to ensure that no revenue leakage exists.
6. Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation.
7. The scrutiny of all assets and liabilities accounts to ensure their correctness.

8. The review of fixed assets register / records and their reconciliation with accounting records.
9. To ensure that the required monthly / quarterly reports on various matters are submitted to KCG Office properly and in due time.
10. To ensure that the salary to staff is being paid as per their terms and condition.
11. Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records, registers and reporting of the variations, if any.
12. Ensure that outstanding staff loans and advances are recovered as per the stipulated terms / KCG rules.
13. Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
14. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in NIFT purchase policies have been followed.
15. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
16. Ensure that KCG policies, rules, regulation and procedures are adhered to is all accounting matters and transactions.
17. Review of accounting and internal control systems for all type of financial transactions and suggestions for improvements where weakness/lacunae in accounting and internal control systems are observed.
18. Detection of flaws in the system and suggestions for adopting the corrective measures.
19. Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of KCG Campus for non-compliance / non-settlement.
20. To advice on income tax/GST/any direct or indirect taxes applicable/custom laws etc. applicable to KCG Campus time to time. To help in preparation and submission of necessary compliance with applicable laws.
21. Preparation of income tax return and submission of same to income tax authorities.
22. Preparation and filling of e-TDS quarterly returns within applicable due date & submission of the filled TDS documents like Form 27A, 26Q, 24Q, 16A and Acknowledgement receipt of TDS filling, etc., within one week to KCG office.
23. Preparation and filling of GST returns within applicable due date to carry out internal audit of KCG on quarterly basis and submit the final internal audit report to C.E.O., KCG with a copy to Coordinator, KCG in case of head office internal audit within a period of 60 days after the end of relevant quarter.
24. To ensure that the team deputed to carry out the internal audit should consist of at least one CA and two articles / audit clerks.

25. To discuss the draft internal audit report of KCG with the Coordinator, KCG and incorporate their comments before issuing final internal audit report. For internal audit report of the Office, the inputs of Director (A/C and Admin.) will be obtained before issue of final internal audit report.
26. Advice KCG authority/consultant on risk assessment and risk mitigation mechanism
27. The internal audit report is to be prepared quarterly in four parts as given below:-
Part I: Management Summary and Suggestion.
Part II: Detailed internal Audit Report (for Current Quarter)
Part III: Action Taken Report (Current/Previous)
Part VI: Non-Compliance with Previous Reports
28. For all matters, KCG internal auditor will co-ordinate with KCG officials.
29. Collection of Digital Signature Certificate (DSC) from the KCG authority/consultant whenever required and submission of the same after completion of the work.
30. The appointed firm should retain Digital Signature Certificate (DSC) for e-filing work provided by KCG.

2.1. Time Schedule for completing the Assignment:

Auditor is required to complete the quarterly Internal Audit assignment within a period of 60 days after the end of relevant quarter. Audit of KCG office and all Colleges/Universities shall be carried out at KCG office and all Colleges/Universities respectively.

2.2. Outputs that will be required from the Auditor:

2.2.1 Outputs that will be required from the Auditor (KCG):

On Completion of audit, Chartered Accountant firm so appointed should submit the following:

1. Internal Audit Report
2. Bank Reconciliation Statement account and bank wise.
3. Physical verification report of Investments and Bank Deposits.

2.3 Other Terms & Conditions:

1. Appointment of Firm:

The Appointment will be for one year from the date on which the work order is assigned. However, if the services are found to be satisfactory it may be renewed or extended as per the mutual agreed basis.

2. Payment of the Fees:

For carrying out the said assignments, fees are payable for respective KCG's Project/ Scheme / initiative assigned to the firm of Chartered Accountant(s) for the whole term of assignment i.e. for one year from the date on which the work order is assigned and / or for the renewed period as the case may be. The firm has to provide separate bills for each of its project/Scheme/ initiatives as mentioned in Annexure - 1. Payment of professional fee shall be made on quarterly basis.

Applicable taxes will be paid extra as per applicable rate from time to time.

3. Reporting at KCG:

The Selected bidder has to appoint 01 Chartered Accountant and 01 Accounts Assistant who shall remain present at KCG during office hours i.e., from 10.15 A.M. to 06.15 P.M.

4. Obligation on the Firm:

The CA / CA firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner whatsoever, or any portion to other C.A. /C.A. Firm.

5. Confidentiality: -

1. The Appointed Firm's, their sub-consultants, partners or either of them, shall not, of this contract, disclose any proprietary or confidential information relating to any of the project(s) / Scheme(s) / Initiative(s) services, of the contract, or the KCG's operations without prior written consent of the management.

2. All reports and other documents submitted by the firm shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to KCG together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of KCG.

3. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, 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.

6. Penalty: -

In case the work is not completed by the specified date or any extension thereof, Penalty of 10% of the order value will be deducted. The same will be increased by 2% for each calendar week of delay and the same shall be recovered from the bills. However, the total penalty shall not exceed 20% of the total value. The penalty will be calculated on week basis. In case the penalty exceeds 20%, the

order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages. The above provision is not withstanding the right of KCG to get the work executed at the risk and the cost of the Bidder and to avail of the other remedies/provisions laid down in the terms of bid/contract.

If any C.A./ C.A. Firm or the partner thereof 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, using or giving the details gathered during the assignment to other parties without permission of KCG, non-observation of instructions given by KCG, un authorized retention of records of KCG, violating the terms and conditions of this assignment, unauthorized changes in the records of KCG, indulging in malafide practices or any other cognizable offence or breach, C. A. / C. A. Firm will be punishable with any or all of the following consequences :-

- (i) Removal from the internal audit assignment with immediate effect/from the date specified.
- (ii) Removal from any other assignment with immediate effect/from the date specified given by KCG.
- (iii) Deduction of percentage of fees as determined by the management.
- (iv) Ban from accepting the future assignment of KCG for the period as specified.
- (v) Any other action deemed appropriate by the management.

6.1 Leave Penalty:

6.1.1 For Chartered Accountant: Rs. 2750/- per leave (per day)

6.1.2 For Account Assistant: Rs. 1000/- per leave (per day)

Annexure – 4

Pre-Qualification Criteria: -

SN	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empanelled with C & AG in the 2023-24.	The certificate issued by C & AG is to be enclosed.
2	It should be a partnership firm of C.A. having head office in Ahmedabad/ Gandhinagar for the past three years as per the ICAI certificate as of 31.03.2024.	1. Certificate of registration as Partnership firm. 2. Renewal receipt of the past three years issued as of 31.03.2024.
3	The firm should have at least 3 C.A. as a partner on 31/03/2024.	Copy of Partnership Deed along with a self-certified copy of registration letter issued by ICAI showing particulars of Partners.
4	The firm should have an average minimum gross receipt of Rs. 30 Lakhs from the profession in the last 3 years ended on 31/3/2023.	Copy of audited Balance Sheet and Profit and Loss Statements along with Income Tax Returns of the last 3 years.
5	The firm shall have carried out at least three assignments in the last three years or should have at least 3 assignments on hand as of the date of 31/03/2024 of Internal/Pre-audit of bills/filing of GST, GST TDS & Income tax returns of Office of Government/Public Limited Companies.	1. Appointment Letters along with the name of the Agency, Nature of work, Location, and period of Appointment are to be submitted along with a Satisfactory Work Completion Certificate from the respective agency. 2. Exposure to working with Government or Semi-Government Educational Institutions/societies as an Auditor will be given preference.
6	The Firm should not have been blacklisted by any authority at any time and any disciplinary action not initiated by ICAI at any time.	A notarized self-declaration should be attached on stamp paper of Rs 300/-.
7	The bidder must deposit of Rs. 45,000 as EMD.	The bidder must deposit of Rs.45,000 as EMD. (The bidder who avail EMD Exemption must submit NSIC certificate or CSPO certificate if they participate in the bid as a MSE/ Startup unit. EMD Exemption rule applicable as per GeM & Gujarat Procurement Policy-2024.)

Note:

If the certificate of constitution issued by the ICAI as on the last date of submission of the tender document is not possible to be made available to KCG, latest date certificate **(bearing the date before the date of issuance of advertisement of this notice)** issued by ICAI will be considered accordingly where ever mentioned in this document

Annexure -5
Price Break up

Name of Firm: _____

Registered Address: _____

Particulars	Yearly Fees (Inc GST)
Yearly fees for Pre Audit & Internal Audit Work for KCG All Initiatives including RUSA & All India Survey on Higher Education (AISHE)	

Date:

Signature

Seal of Office/partner

Name & Designation