



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5398500
Dated/दिनांक : 23-09-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-10-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-10-2024 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Industries And Mines Department Gujarat
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Gujarat Petroleum Chemicals And Petrochemicals Sir
Item Category/मद केटेगरी	Financial Audit Services - Audit report, Financial Reporting Framework, Review of Financial Statements; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 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) *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	No

Bid Details/बिड विवरण	
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
Floor Price/न्यूनतम मूल्य	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value/अनुमानित बिड मूल्य	89000
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

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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:10 years

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.:5 years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:Minimum 3 CAs should be there. Out of which atleast 2 CAs should be partners.

Financial Audit Services - Audit Report, Financial Reporting Framework, Review Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Audit report , Financial Reporting Framework , Review of Financial Statements
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Review system & processes , Bank Transactions
Type of Industries/Functions	Operational & Administrative
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	Rujuta Parikh	382016,Block no:11-12, 3rd Floor, Udyog Bhavan, Gh-4, Sector-11, Gandhinagar	1	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 1

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. Service & Support

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

4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. Past Project Experience

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

7. 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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

TENDER DOCUMENT

For

**SELECTION OF EXPERIENCED CHARTERED
ACCOUNTANT FIRMS FOR STATUTORY
AUDIT OF GUJARAT PETROLIUM,
CHEMICALS, AND PETROCHEMICAL
SPECIAL INVESTMENT REGIONAL
DEVELOPMENT AUTHORITY (GPCPSIRDA)**

Through “GeM Portal” e-tendering process only

BY

MEMBER SECRETARY, GPCPSIRDA

Block No. 11-12, 3rd Floor, Udyog Bhavan, Sector-11,

Gandhinagar – 382011

Phone No. 079-23241018, E-mail: gpcpsir@gujarat.gov.in

CONTENTS

Sr. No.	Particulars
1.0	General terms and condition in respect of scope of work
2.0	Scope of work
3.0	Minimum eligibility criteria
4.0	Financial Proposals
5.0	General Terms and Conditions in respect of Tender
6.0	Payments
7.0	CONFIDENTIALITY
8.0	PENALTIES
	ANNEXURES 1. Checklist for technical bid 2. Details of Organization Structure Of The Bidder 3. Affidavit

Notice inviting On-line Tender

Department Name	:	Industries and Mines
Organization	:	Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority Block No. 11-12, 3rd Floor, Udyog Bhavan, Sector-11, Gandhinagar – 382011
Division	:	Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority
Types Of Service	:	Statutory Audit
Bid Opening Authority	:	Member Secretary, GPCPSIRDA
Address for any technical support	:	Visit https://gem.gov.in/

In case Bidder finds any difficulty in getting the necessary information / help from the GeM portal or for participating in online Tendering, they can contact the below office.

Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority Block No. 11-12, 3rd Floor, Udyog Bhavan, Sector-11, Gandhinagar – 382011 Phone No. 079-23241018, E-mail: gpcpsir@gujarat.gov.in	GeM Adviser 5th Floor, Industries Commissioner Office, Udyog Bhavan, Gh-Road, Gandhinagar-382010
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1.0 Introduction:

Establishment of GPCPIR:

- Government of Gujarat has declared Dahej PCPIR as Special Investment Region under Gujarat Special Investment Region Act, 2009 on 9th June, 2009. Total area of Dahej PCPIR is 453 Sq. Km. consisting of 33 villages of Vagra Taluka and 11 villages of Bharuch Taluka of Bharuch district.
- Government of Gujarat constituted Gujarat Petroleum, Chemicals and Petrochemicals Special Investment Regional Development Authority under SIR Act, 2009 on 18.09.2010.
- GPCPSIR has advantage of regional connectivity such as Port, Railway, Road, and Gas etc. therefore National and International Industries like ONGC, OPaL, GAIL, Gujarat Alkalis Ltd., Hindalco, BASF, Lanxess, Jubilant SEZ, Reliance Industries Ltd., GSPL, Adani Power Ltd., Rallis, Godrej, GSFC Pidilite, Birla Copper, Torrent Power etc. are established. And policy has been made for more investment through future establishment in PCPIR area.

Details of GPCPSIRDA Development Plan 2040:

- Development Plan 2040 for 453 Sq. Km. has been sanctioned by Apex Authority / GIDB under the provisions of Gujarat Special Investment Region Act, 2009 and Gujarat Town Planning and Urban Development Act, 1976 on 15.09.2012.
- As per Development Plan, 22,915 ha area is declared as Industrial zone from which 10,954 ha area is acquired by GIDC for Dahej estate 1,2,3, Vilayat and Saykha 1 & 2 for industrial development. 17,410 ha area is declared as residential, Commercial, Specific mix use zone etc. 11,800 ha area will be developed through T.P.Schemes. And 4,971 ha area is for existing forest, water bodies and agriculture land.
- Total cost of Development Plan is Rs. 16,785 cr. And is prepared for 30 years.
- As per the Development plan, about 6 lakh job opportunities would be created and approx 16 lakh people would reside in this region by 2040.

Details of TP scheme of GPCPSIRDA: -

- GPCPSIRDA planned to make town planning scheme. Authority has proposed 14 TP schemes covering an area of 118 sq.km. of residential, commercial, specific mix use and institutional zone etc.
- Apex Authority has sanctioned Draft TPs no.-1 (area – 213.61 hect.) and Draft T.P. Scheme No.-2 (area- 1045.81 hect.) and, preliminary scheme has been prepared. The construction of roads is in progress. The preparation of TP no. 8 (area – 213 hect.) is underway.
- Apex Authority has sanctioned Draft TPs no.-5 (area – 642.82 hect.) and Draft T.P. Scheme No.-14 (area- 868.19 hect.) on dated 19/07/2018 and, preliminary scheme is under preparation.
- Detailed Project report of 150 m & 120 m. Escape road, internal Infrastructure like road, water, sewage network, storm water network for TP no. -1, 2, 5 and 14. Has been prepared G.I.D.C. has been designated as Project Development Agency to execute all these projects.
- Major activities like Preparation of New TP Schemes, Implementation of sanctioned TP Schemes, and revision of Development Plan has been undertaken by the Authority.

2.0 SCOPE OF WORK

The Statutory Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under: -

1. Main Scope of work of the selected firm are as follows:

- a. Reporting after finalization of Audit, the Statutory Auditors shall submit Audit Report on the Accounts Audited. Statutory Auditor has to audit / compile GPCPSIRDA Funds or any other schemes' / activities' funds which will be managed by GPCPSIRDA.
- b. Preparing and filing of Income Tax Return of an organization within due date of filing IT return.
- c. To file revised return, if required.
- d. To appear and present before Income Tax Authority to attend Income Tax Scrutiny case, if required. The selected firm has to appear before Income Tax authority from time to time and has to take necessary compliance with the co-ordination of authority to rectify the demand. Fees for the Scrutiny case as per mutually agreed by both the parties.

2. Statutory Audit to cover the areas ensuring that

- (a) Transactions are recorded as per principles of generally accepted Accounting Principles and are booked to proper accounting heads.
- (b) Utilization of external funds is in accordance with financing agreements.
- (c) Counterpart funds are utilized for purposes for which they are provided.
- (d) Goods and services have been procured in compliance with the financing agreement.
- (e) Transactions are duly supported by proper supporting documents.
- (f) Propriety of the transactions.
- (g) Checking the maintenance of books of accounts and records.
- (h) Checking the bank reconciliation statements.
- (i) Checking of component wise, category-wise and account head wise expenditures.
- (j) Checking of investments, short term deposit etc. made from time to time.
- (k) Checking of various taxes/statutory compliance.
- (l) Verification of fixed deposit register and checking of interest received.
- (m) To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at General Meeting/Board of Governors Meeting /Audit Committee Meeting are given in the Books of Account.
- (n) To give executive summary incorporating all points/matters; which are of very important nature.

3. Financial Books

- (a) Verification of Bank Book Journal, Vouching of Imprest Cash.
- (b) Scrutiny of General Ledger, Staff Advance Registers, commenting on loan outstanding entries, etc.
- (c) Verification of cash, cheques on hand etc. as on 31st of March every year.

- (d) Verification of all computer vouchers and sheets ensure correct coding and accounting head.
- (e) Scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.
- (f) Verification of Salary/Consultancy payments, P.F, I.T., TDS, etc., and verification of submission of various return to the competent authority in time.
- (g) Verification of all financial information completely, promptly and after the necessary authorization was recorded.

4. Comprehensive audit

The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with prior periods and if available, with budgets and forecasts, investment decisions, delegation of financial powers and management of information systems, organizational effectiveness, management of equipment, plant and machinery etc.

5. Accounting policy & standard

- (a) To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- (b) Review of Accounts.
- (c) Check all recorded entries comply with accounting standard.

6. System Improvement

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

7. The Chartered Accountant firm so appointed would be required to give:

- (a) Audit Certificates and issue any other certificate as may be required by the GPCPSIRDA from time to time without any additional fee to be paid by the GPCPSIRDA.
- (b) Statements in annual report that describes the work of Indian Institute of Corporate Affairs. The responsibilities of the audit also include reporting on the adequacy of statements.

8. Liaison

The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.

9. To suggest the measures for cost control and increase the revenue of the Institute.

10. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/vouchers submitted at later stage, to settle the audit

qualifications in the Statutory Audit report of this assignment.

11. To enable the auditor to express a professional opinion on the financial position of Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority for the funds received and expenditure.

12. To enable auditor to prepare statements and to give necessary certificates as per guideline issued by the Institute of Chartered Accountants of India (ICAI).

13. Any other task which may be assigned by the Member Secretary or the authority of GPCPSIRDA related to auditing work of the GPCPSIRDA.

Above assignments will be carried out for the F.Y. 2017-18, 18-19 & 19-20 (Extendable based on performances).

3.0 Minimum eligibility criteria:

Sr.	Minimum eligibility criteria	Proof to be enclosed
1	Firm of Chartered Accountant or Chartered Accountant should be CAG Empaneled for Financial Year: 2024-25	Certificate/letter given by C & AG
2.	The Chartered Accountant firm should have minimum registration of 10 years of continuous practice.	Certificate of constitution as on 01.04.2024 or subsequent date issued by the Institute of Chartered Accountants of India till the last date of submission of tender shall be submitted.
3.	The firm should have at least 3 Chartered Accountants as partners in the firm as on 01.04.2024 out of which 2 must be FCA.	Copy of partnership deed duly notarized OR Certificate of constitution as on 01.04.2024 or subsequent date issued by the Institute of Chartered Accountants of India till the last date of submission of tender shall be submitted.
4.	The Firm should have an average turnover of more than Rs. 30 lacs of audit and attestation fees, in last 3 years ended on 31st March 2024.	Last 3(Three) completed financial years duly audited and certified by Independent Chartered Accountant or Chartered Accountant's Turn Over Certificate for the year 2021-22, 2022-23 & 2023-24. (Average more than Rs. 30 lacs is required of last 3 FY.)
5.	The Firm must have undertaken audit assignment of at least 20 Public enterprise (other than bank, Insurance and co-operative sector), Authorities, organization and GOG or GOI undertaking i.e. Society/ Trust/ Mission /Board/ Authority /institution/ entity in last 3 financial years completed on 31.03.2024 (e.g. Internal Audit, Pre audit, Statutory audit) (i.e. 2021-22, 2022-23 & 2023-24)	Copy of Appointment letter / Work order.
6	Firm's registered H.O or branch office should be located in Gandhinagar/Ahmedabad	As a proof scan copy of firm card or ICAI institute certificate
7	The firm must have minimum 20 Staff Including Article Assistants	As a proof, the bidder is required to submit List of Staff with names.
8	Annexure, Undertaking, Declaration.	Annexure, Undertaking, Declaration given in the bid document shall be filled and uploaded with the Technical Bid
9	GST NO and PAN card	Certificate issued by competent authority

4.0 Financial Proposals:

At the second stage, financial bids of only those bidders who have been declared qualified in the Technical proposal.

Minimum Fees Criteria as per ICAI Guidelines:

As per the announcement issued by Institute of Chartered Accountants of India, in the exclusive areas of practice of Chartered Accountants like audit and attestation services i.e. those areas where the assignment can be performed only by Chartered Accountants or where only Chartered Accountants have been invited for assignment, the members should not respond to such tenders.

The members may participate in tender if,

- a. Minimum fee of the assignment is prescribed in the tender itself.
- b. In those areas, where along with Chartered Accountants, other professional can also apply for the tender.

In this connection minimum audit fees is kept at of Rs. 25,000/- per year inclusive of all except taxes. i.e. Rs. 29,500/- inclusive of all taxes.

In the case, there may be chance the more than one firm of Chartered Accountants may give their consent to work with the minimum fees. In this case the final bidder may be selected by applying following method:

- a. Out of all bidders, if single bidder has given their consent to carry out work with minimum fees, work order may be given to such bidder.
- b. Out of all bidders, if more than single bidder has given their consent to carry out work with minimum fees, the final decision will be taken by Authority.

5.0

General Terms and Conditions in respect of Tender:

- 5.1 The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
- 5.2 The work shall be allotted to the bidder as per the methodology prescribed in Financial Proposal.
- 5.3 Bidder who have been awarded the respective work as per their concurrence have to provide audit firms service.
- 5.4 This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the Tender Documents.
- 5.5 Member Secretary (MS) of GPCPSIRDA reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.
- 5.6 If any of the bidder quote rate unreasonably very low or high than The Office of the MS, GPCPSIRDA has right to disqualify the Bidder or reject the entire tender Bid or the part of Bid.
- 5.7 The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
- 5.8 Bidder who have been awarded the respective work as per their concurrence have to provide audit firms service.
- 5.9 If the bidders will not provide CA as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under GPCPSIRDA.
- 5.10 The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.
- 5.11 The participating bidders shall not disclose details of their bids or other details of their e-bids to other bidders or indulge in any anti-competitive behavior including price manipulation in violation of Competition Act, 2002.
- 5.12 The GPCPSIRDA Office/GeM will not be held responsible for consequential damages such as no internet connection, no power supply, system problems, loss of electronic information, power interruption etc
- 5.13 The GPCPSIRDA Office reserves the right to postpone/cancel the e-bidding and intimation thereof will be sent by e-mail / GeM to the Bidders. Any amendment /corrigendum to the e-bid invitation issued by the Buyer will be made online and shall be uploaded on the GeM. Conditional offer will be out-rightly rejected. No condition shall be included in this e- tender. The GSCS reserves the right to qualify/ disqualify any applicant without assigning any reason.
- 5.14 Applicants shall be disqualified if they have
 - a) Made untrue or false representation in the forms, statements and attachments required in the prequalification documents, or
 - b) Record of poor performance either due to technical or financial or any other reasons.
- 5.15 All disputes and discrepancies relating to this Tender shall be governed by law of India and shall be subject to jurisdiction of court of Gandhinagar of Gujarat state.
- 5.16 The agency whose contracts were terminated on account of poor performance in GSCS work will not be eligible for this Tender. A Bidder shall be disqualified if Bidder is terminated due to poor performance technically, qualitatively, financially or any other reasons.

- 5.17 The bidder shall quote the lump sum professional fees inclusive of all cost, expenses etc. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc.
- 5.18 It should mention only the amount chargeable (including all the charges/ out of pocket exp.)
- 5.19 The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the GPCPSIRDA.
- 5.20 The documents as per Annexure - I and Minimum eligibility criteria are to be attached with the technical bid for scrutiny of the proposal. Each firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected. However, management may call for required details/information if it deems appropriate to do so in the interest of the GSCS Office.
- 5.21 Technical and Price bid must be submitted online on GeM portal only.
- 5.22 Further, firms or partners in respect of whom ICAI has taken penal actions or any department/office of government has initiated legal or criminal proceedings in past are considered ineligible from applying for this assignment.
- 5.23 For this assignment only those Chartered Accountant Partnership firms will be considered which satisfy the minimum criteria mentioned in tender document.
- 5.24 In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
- 5.25 The management reserves the right of awarding this assignment for one or more Firms.
- 5.26 The audit firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant firms/other individuals.
- 5.27 The senior partner of audit firm shall remain present in coordination / review Meetings and when called for and no additional fees/ Expenditure shall be paid extra for that.
- 5.28 If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least one year.
- 5.29 An abnormally low price raising concerns as to the capability of the bidder to perform the contract shall be liable to be rejected. All decision on reasonability of rates shall be taken solely by GPCPSIRDA.

6.0 PAYMENTS

- 6.1 Payment of fees will be made by GPCPSIRDA office.
- 6.2 All the applicable taxes will be deducted as TDS from the payments. No other taxes shall be paid.

7.0 CONFIDENTIALITY

- 7.1 The audit firm or their partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the business or operations without prior written consent of the Management.

- 7.2 All reports and other documents submitted by C.A. firm shall become and remain the property of the GPCPSIRDA office and the auditor shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the GPCPSIRDA office together with a detailed inventory thereof. The auditor 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 the GPCPSIRDA office.
- 7.3 The audit firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

8.0 PENALTIES

- 8.1 In case the chartered accountant firm refuses to carry out the audit before the completion of the contract period of the audit work and outstanding fees may be forfeited. The decision of the GPCPSIRDA Office is final in case of penalty.
- 8.2 In the event of gross negligence, irregularity, laxity or misconduct on the part of the audit team, the said contract may be terminated and the C.A. firm may get black listed at the discretion of the GPCPSIRDA which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debaring such firm from any assignment of any Government work. In such a case the C.A. of the C.A. firm shall be severally and/or jointly directly responsible and amount of Bank guarantee shall be forfeited including outstanding fees.
- 8.3 The violation of any of the terms will invoke penalty. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit. Failure to do so leading to either undue delay, or laxity or failure to check irregular payments will make the C.A. firm liable for being removed from the contract by the GPCPSIRDA, Gujarat after issuing 7 days' notice as well as disciplinary action including the forfeiture of performance guarantee amount or a portion thereof. The decision of the GPCPSIRDA will be final.
- 8.4 The work shall be completed within the time frame or else penalty will be charged.
- 8.5 In the event of termination of contract, either with mutual understanding or otherwise, the C.A. Firm is liable to repay the cost risk purchase to the Government. Government can forfeit the Bank guarantee submitted by the C.A. Firm, the due fee but not paid and from other sources.
- 8.6 In the event of establishment of the audit work is being carried out by other CA firm or sub-letting to other CA firm, GPCPSIRDA is empowered to withdraw or cancel the work of audit from that CA firm, and forfeit any dues on account of audit work with a notice of seven (7) days.

Annexure-I

Tenderer must submit following documents along with technical bid should be uploaded in clear and legible PDF Format Only

Sr.	Description																
1	Registration Certificate of audit firm from the Registration Authority Chartered Accountant from ICAI (NOTE: Firm's registered H.O or branch office should be located in Gandhinagar/Ahmedabad)																
2	GST number certificate from GST registering authority.																
3	The Firm should have an average turnover of audit and attestation fees more than Rs. 30 lacs in last 3 years ended on 31st March 2024. Note: Turnover certificate of last 3 (three) completed financial years duly certified by another Chartered Accountant & Chartered Accountant's Turn Over Certificate for the year 2021-22, 2022-23 & 2023-24 in original.																
4	Copy of permanent account number (PAN) card																
5	If the certificate as on 01.04.2024 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India's of India till the date of submission of tender shall be submitted.																
6	Details of Partners & Paid CA employees updated on 01.04.2024.																
7	Details of Professional fees receipts. (Last three years) <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">Year</th><th style="text-align: center;">Total receipt fees (in Rs.)</th><th style="text-align: center;">Total receipt of Audit and Attestation fees</th><th style="text-align: center;">Net Profit (in Rs.)</th></tr></thead><tbody><tr><td style="text-align: center;">2021-22</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2022-23</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2023-24</td><td></td><td></td><td></td></tr></tbody></table>	Year	Total receipt fees (in Rs.)	Total receipt of Audit and Attestation fees	Net Profit (in Rs.)	2021-22				2022-23				2023-24			
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2021-22																	
2022-23																	
2023-24																	
8	The Firm must have undertaken audit assignment of at least 20 Public enterprises (other than bank, Insurance and co-operative sector), Authorities, organization and GOG or GOI undertaking i.e. Society/ Trust/ Mission /Board/ Authority /institution/ entity in last 3 financial years completed on 31.03.2024 (e.g. Internal Audit, pre audit, statutory audit) (i.e. 2021-22, 2022-23 & 2023-24) The details of Appointment letters along with name of the agency, nature of work, period of appointment to be submitted.																
9	The firm should have at least 3 Chartered Accountants in the firm as on 01.01.2024 Note: The copy of partnership deed of Registered firm should be duly Notarized. Certificate of constitution showing necessary details issued by ICAI.																
10	Annexure – II: Details of Organization structure of the bidder																
11	Annexure – III : Affidavit																

Annexure – II

DETAILS OF ORGANIZATION STRUCTURE OF THE BIDDER

Tenderer is requested to submit following details with relevant documents without fail to pre-qualify for technical bid.

Sr.	Item	Details
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of concerned Person	
04	Whether Proprietorship/Partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr.No.4/Establishment Certificate.	
06	Annual Turnover in Rs.	Year Rs. 2021-2022 2022-2023 2023-2024
07	Pan card No. (Copy to be enclosed)	
09	GST Registration No. (Copy to be enclosed)	
10	Registration with ICAI Membership No.	
11	No. of Chartered Accountant/ Cost Accountant on your pay roll as on today.	
12	Whether the applicant has been blacklisted or debarred by the Central/State government/Public sector/Undertaking/Municipal corporation/local bodies etc.	

Signature of Bidder.....

