



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5459692
Dated/दिनांक : 01-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	11-10-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	11-10-2024 14:30:00
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	110001
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)	20 Lakh (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 Details/बिड विवरण

Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
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
Estimated Bid Value/अनुमानित बिड मूल्य	600000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	Bank Of Baroda
EMD Amount/ईएमडी राशि	10000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(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 :

CHIEF OFFICER
110001, Industries and Mines Department Gujarat, N/A,
(Kothari Maheshbhai Govindbhai)

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.
4. 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

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	Indian Accounting Standards (Ind AS)
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	Kothari Maheshbhai Govindbhai	396155, Plot no 1240 Near Water Tank, GIDC Sarigam. TA: Umargam, Dist. : Valsad	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---

NOTIFIED AREA AUTHORITY



Office of the Chief Officer, Notified Area Authority
Plot No.1240, GIDC Building
GIDC, Sarigam-396155

E-NOTICE INVITING TENDER

(No.03/2024)

E-Tender through GEM portal for Hiring Services of Chartered Accountant Firm for Notified Area, Sarigam (Re-invited 3rd attempt)

Sealed E-Tenders are invited for award of below cited Annual Contract for a total period of 01 year (renewal on annual basis) from reputed Chartered Accountant Firms who are holding Valid Registration / License for providing Accounts Outsourcing and Advisory Services.

LAST DATE AND TIME FOR RECEIPT OF QUOTATION/ TENDER	:	Dt. 11.10.2024 (up to 1700 hrs.)
APPROXIMATE VALUE OF WORK	:	-----

The Chief Officer, Notified Area Authority, Sarigam reserves the right to reject any or all the tenders or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of Tender documents are available on GEM Portal.

Tender may be submitted online on <https://gem.gov.in>

Chief Officer,
N.A, Sarigam

SALIENT INFORMATION TO BIDDERS

NAME OF WORK: E-Tender through GEM portal for Hiring Services of Chartered Accountant Firm for Notified Area, Sarigam (Re-invited 3rd attempt)

Sr. No.	Particulars	Details
(A)	INSTRUCTIONS TO BIDDERS.	
1	Source of Funds	Notified Area, Sarigam
2	Area/District covered under the Bid.	Sarigam, Ta. Umargam, Dist. Valsad.
(B)	ESTIMATED COST OF WORK	-----
(C)	DETAILED TENDER NOTICE	Available on Notified Office NA, Sarigam & Website: www.gem.gov.in
(D)	BIDDERS RESPONSIBILITIES	
1	The date for downloading the tender.	Dt. 01-10-2024 to 11-10-2024 Up to 17.00 hrs.
2	Time limit for execution of works	12 month from the date of work order. (renewal on annual basis)
3	Designation and address of the Company officials to be contacted for the visits by the bidders.	The Chief Officer, Notified Area Office, GIDC, Sarigam – 396 155 VIA BHILAD, DIST : VALSAD, Phone: 0260- 2562183 E-mail: notifiedareasarigam@yahoo.com
4	Tender Fee	Rs. 1062.00 by DD in favour of “Chief Officer, Notified Area, Sarigam”
5	Category of Bidder Required.	Reputed Chartered Accountant Firms
6	PAN No.	Copy to be submitted to Chief Officer, NA, GIDC. Sarigam.
(E)	BIDDING DOCUMENTS	
1	Bid Document availability	The blank copy of the Bid Document available online from Dt. 01-10-2024 to 11-10-2024 Up to 17.00 hours only.
(F)	PREPARATION OF BIDS	
1	Bid Security – EMD	Rs.10,000/- By DD/FDR having Minimum Validity not less than 180 Days from nationalized banks only in favour of “Chief Officer, Notified Area, Sarigam”
2	Bid Validity	120 (One Hundred Twenty) days from online opening of Bid.
3	Pre Bid Conference	N. A.

(G) SUBMISSION OF BIDS		
1	Last date for Submission/ uploading of Bid.	Dt.11.10.2024 up to 17.00 hours.
(H) BID OPENING & EVALUATION		
1	Last Date of submission of Tender Fee & EMD & Documents	From Dt. 14.10. 2024 To 15.10.2024 up to 17.00 Hours. to the office of The Chief Officer, Notified Area Office, GIDC, Sarigam – 396 155 VIA BHILAD, DIST : VALSAD by RPAD/Speed post/ Courier/ Hand delivery
2	Opening of the Technical Bid	On date 16.10.2024 @12.00 by The Chief Officer, Notified Area Office, GIDC, Sarigam – 396 155 VIA BHILAD, DIST : VALSAD
(I) AWARD OF CONTRACT		
1	Price to be quoted	Lump sum monthly basis
2	Security Deposit	The selected firm shall have to enter into an agreement before work and submit a performance security of Rs. 50,000 (fifty thousand only) in form of Demand Draft /FDR in favour of The Chief Officer, Notified Area Authority, Sarigam having validity not less than 12 months. The deposit shall be refunded after satisfactory completion of work.
(J)	Joint venture	Joint venture is not allowed.
(K)	GST	<p>a) Bidders are requested to submit their price bid offer considering the prevailing statutory taxation structure of Central as well as State Government as on last date of on line submission of the bid. Any variation (+) or (-) in the prevailing taxation structure as mentioned above, will be paid extra to the successful bidder /or recovered separately on production of the required document in this regard.</p> <p>b) Estimated cost put to tender is excluding GST. GST will be paid additional as per applicable rate prevailing from time to time.</p> <p>c) All other statutory liabilities are part of estimated cost and will be bound by bidder.</p> <p>d) The Agency has to pay all Govt. Taxes (GST, etc.) whichever is applicable to this work as per the notification of government by time to time.</p>

	(L) Special Note:	Tender Fee & EMD must be uploaded online and physical copy must be send to office of Chief Officer, Notified area, Sarigam for realization. Offers submitted without tender fee & EMD shall be treated non-responsive and shall be rejected outright. Decision of Chief Officer, Notified Area, Sarigam shall be final in this regard.
	(M) Contact Person :-	Shri M.G. Kothari Chief Officer, Notified area Sarigam. Phone No. 9033969668.

Online E-Tender for Hiring Services of Chartered Accountant Firms

A) SCOPE OF WORK: Gist of Services Rendered

A. Internal Audit

- To study the present system and process of undertaking.
- To provide management presentation on the area of improvement.
- To conduct detailed Internal Audit.
- To provide detailed management report on the Wealth Creation.

B. Management Consultancy

- To prepare Management Information Reports.
- To prepare Management Audit Report.
- To advice policy changes to Management.
- To introduce new control systems.

C. Accounting & Audit Consultancy

- To prepare the Accounting Procedure.
- To evaluate the Accounting Policies.
- To suggest the improvement in accounting systems.
- To convert the accounting in Accepted format as per GAAP from other languages
- To recommend correct Accounting Standards and policies.
- To prepare audit report as per applicable statute and submission of financials

D. Tax Consultancy

- To provide Income Tax planning for Individuals, HUFs, partnership firms and trusts.
- To provide Corporate Tax planning for companies and related services.
- To provide Service Tax Consultancy to service providers.
- To provide Indirect Tax related Consultancy.

The scope of our services shall be to provide the following services to the NAA:

Sr. No.	Particulars	Explanation
1.	To prepare the Books of accounts as per the prevailing principles	<ul style="list-style-type: none"> ○ To present the books of accounts as per the accepted principles and format as per law. ○ To provide the reports and books as per the requirement of Board ○ Preparation of Bank Reconciliation Statement
2.	To conduct review and supervision of accounts	<ul style="list-style-type: none"> ○ To review the reliability and integrity of the financial statement ○ To undertake internal audit of the receipts and payments ○ To review the assets and liability ○ To review all the major expenses ○ To complete the Statutory compliances related to Direct and Indirect Taxes applicable ○ To review the finance segment
3.	To implement the works through the software with proper data base management and back up	<ul style="list-style-type: none"> ○ To interact with the department for understanding the operational requirements for maintenance of Notified Area Cash Books on Real time basis. ○ To suggest the software for booking the accounting and to add the modules wherever required. ○ To provide database management and maintenance by taking regular back up. ○ Providing MIS in standard printable and downloadable format as per the instruction of the department ○ To provide support and training to the department for proper operational functioning of Notified Area Cash Book.
4.	To conduct the Statutory Audit	<ul style="list-style-type: none"> ○ To prepare and submit of Audited balance sheet, trial balance, profit and loss account along with the schedules of balance sheet in printed format.

Related to Income Tax-TDS, GST-TDS

1.	To Prepare the Books of Accounts as per the Prevailing Principles
A	To present the books of accounts as per the accepted principles and format as per law
B	To provide the reports and books as per the requirement of Board.
C	Preparation of Bank Reconciliation Statement
2.	To Conduct review and supervision of accounts
A	To review the reliability and integrity of the financial statement
B	To undertake internal audit of the receipts and payments
C	To review the assets and liabilities
D	To review all the major expenses
E	To complete all the Statutory compliances related to Direct and Indirect Taxes applicable
F	To review the finance segments
3.	To conduct the Statutory Audits
A	To prepare and submit of Audited balance Sheet, trial balance, profit and loss account along with the schedules of balance sheet in printed format

Related to GST & Income Tax Matters: -

1.	To file online monthly/annual GST returns of the authority or any other return as required by the GST Authorities from time to time.
2.	To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
3.	Any other work related to GST which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
4.	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters.
5.	To prepare TDS sheet for deduction and filing of TDS Return as applicable.
6.	To prepare the Tax workings of employees for TDS deductions.

B) TERMS & CONDITIONS FOR SUBMISSION OF TENDER: -

a)	The firm should have at least 05 Years (Five Years) experience of providing similar outsourcing services to Govt. Departments/PSUs etc. (Please attach Proof).
b)	The firm must have an experience of handling CA&G audit being an Audited in at least 3 years.
c)	Turnover of firm providing such services should not be less than 20 lakh per annum for the last three years i.e. for 2023-24, 2022-23 and 2021-22. (Please attach Proof).
d)	The firm must have their active and fully functional office or branch in the Valsad District. (Please attach Proof). Only valid proof like GST registration certificate in the name of the firm will be accepted as proof. The authorised representatives of Notified Area Office may visit the offices of the bidders to satisfy that a fully functional branch of the firm exists in the city. If after the visit it is found that a firm operates with a just a dummy/skeleton office structure or in tie-up with other firms, then such firms are liable to be rejected technically.
e)	Initially the contract will be for a period of one year which will be extendable for another two years depending upon the satisfactory performance of the CA Firm.
f)	Payment will be released on monthly basis as desired by the Consulting firm. The TDS will be deducted as per rule from the bill.
g)	An undertaking that the Agency/company/firm is not blacklisted by any or any Govt. Department.
h)	The lowest quoting firm will be given preference over others. However, The Chief Officer, NAA Sarigam reserves the right to reject all or even the lowest quotation without assigning any reason
i)	The Chief Officer, NAA Sarigam may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
j)	The selected firm shall have to enter into an agreement before work and submit a performance security of Rs. 50,000 (fifty thousand only) in form of Demand Draft /FDR in favour of The Chief Officer, Notified Area Authority, Sarigam. The deposit shall be refunded after satisfactory completion of work.
k)	An Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees Ten Thousand only) shall be submitted by the tenderer having validity not less than 180 days from the nationalized bank only as part of the tender. The EMD must be made in favor of “Chief Officer, Notified Area, Sarigam” . The EMD shall be submitted in physical through the RPAD/ Speed Post or Courier or Hand delivery on or before closing date of the tender.
l)	The rate should be quoted as lump sum per month for all activities mentioned in scope of work incl. all taxes (except GST. Only GST shall be paid extra)
m)	The firms must submit their required documents and price bid through online mode on GEM Portal only. Submission in physical form shall be considered invalid and it will be liable to rejection of bid. Only tender fee and EMD shall be submitted in physical form to office.

C) SELF ATTESTED DOCUMENTS TO BE ATTACHED: -

1.	Copy of PAN Number and GST Number
2.	Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.
3.	RTGS/NEFT Details of the firm
4.	Copies of documents in support of experience, turnover and active fully functional branch in the city.
5.	Valid Address proof in the name of the firm for fully functional office in the city.
6.	An undertaking that the Agency/company/firm is not blacklisted by any or any Govt. Department.

D) FEE STRUCTURE & MODE OF PAYMENT: -

- Firm shall deploy a person under the supervision of the Chartered Accountant who shall be visiting daily for completing the scope of work in the desired format.
- Professional fees shall be per month plus GST shall be paid for the work mentioned in Para- A above towards submitting the report.
- For any other work other than the above, our professional fee shall be agreed mutually after our prior discussion.
- All payments (professional fee and out of pocket expenses) are to be sent through bank transfer to our bank account as intimated in our invoice from time to time.
- In addition to the professional fees set out above, Firm`s out-of-pocket expenses, traveling costs etc., if any, would be payable at actual on production of documentary proof. Firm shall however not incur any major cost without your prior written approval.

Technical Bid

Name of Work: - "Hiring Services of Chartered Accountant Firm for Notified Area, Sarigam"

DETAILED STATUS OF THE FIRM
PROFILE OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM

SR.	PARTICULARS REQUIRED	PARTICULARS GIVEN	*PAGE No.
I	II	III	IV
1.	Name of the Firm		
2.	Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	Annual Turn Over (Attach Copy)		
5.	Experience (Attach Copy)		
6.	Constitution of Firm (Proprietorship /Partnership/Pvt. Ltd. etc.)		
7.	Whether firm has its own office at Valsad District. (Attach valid address proof in the name of the firm)		
8.	Email address for all communications		
9.	Mobile Nos. of authorized persons		
10.	Any other information, if any.		

***Indicating page number in column No. IV above is mandatory.**

Declaration by the bidder: -

This is to certify that I/We before signing his tender and quoting the rates have fully understood all the terms and conditions, scope of work and undertake myself/over selves to abide by them.

Dated:

(Signature)
Authorised Signatory
WITH SEAL

PRICE BID

<u>PARTICULARS REQUIRED</u>	<u>PARTICULARS GIVEN</u>
NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM <i>(Telephone No., Mobile No. and E-mail)</i>	
QUOTED LUMP SUM AMOUNT PER MONTH (In Rs.)	Rs. In words: - (Rupees _____ _____ _____ only)

1.	The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for one financial year for all works as per scope of work. The tender can be extended for up to two years at the same rate and conditions if services are found satisfactory
2.	a) Firm quoting lowest overall will be treated as `L1` firm. b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate. Note: Rates must be inclusive of all types of charges and applicable statutory taxes and levies other than GST. Only GST Shall be paid extra.
3.	If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order: - a) Higher relevant experience (if both quoted rates are same) b) Higher turnover (if quoted rate as well as experience are same)
4.	The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.
5.	The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete tender/quotation may be submitted online on https://gem.gov.in on or Before Dt. 11.10.2024 (up to 1700 hrs.)

(Signature)
Authorised Signatory
WITH STAMP

સાદર રજુ-

સરીગામ નોટીફિકેશન એરીયાની સ્થાપના તા.૦૫/૦૫/૧૯૯૭ ના રોજ થયેલ. સરીગામ નોટીફિકેશન એરીયા હસ્તક શેરબત્તી જાળવણી, રોડ મરામત જાળવણી, ગરનારા, ગટર વ્યવસ્થાના કામ, , સાફ સફાઈ , આગ બુજાવવી જેવા વિવિધ કામોનો સમાવેશ થાય છે. સદર વ્યવસ્થા પુરા પડવા માટે સંકલિત વેરા, પાણી પુરવઠા વેરો, ગટર વેરો વિગેરે વસુલાત કરવામાં આવે છે. જેમાં દર મહિને આવક-ખર્ચના હિસાબ-મેળ કરવાનો હોઈ છે. આવક અને ખર્ચના તમામ હિસાબો રોજબરોજના ધોરણે વાણિજ્ય હિસાબી પદ્ધતિ એટલે કે ટ્રિનોઈ પદ્ધતિને અનુસરીને સરવૈયુ તૈયાર કરવાનું હોઈ છે. આ કામો ચાર્ટડ એકાઉન્ટન્ટ પાસે હિસાબોનું ઓડિટ કરાવવનું હોય છે. તેમજ સ્થાનિક ભંડોળ તપાસનીસ ધ્વારા પણ હિસાબોનું ઓડિટ થતું હોય છે.

સરકારશ્રીના તા.૦૧/૦૪/૨૦૦૮ ના સરીગામ નોટીફિકેશન એરીયાના જાહેરનામા પ્રકરણ -૩ ના (૧૭) અને (૧૮) માં પણ ચાર્ટડ એકાઉન્ટ પાસે હિસાબો તૈયાર કરાવી પ્રમાણિક કરવાનું જોઈએ એમ જણાવેલ. નોટીફિકેશન એરીયાની નાણાંકિય વહીવટી જોતા અત્રેની કચેરીએ અનુભવી ચાર્ટડ એકાઉન્ટ પાસે હિસાબોનું આવક અને ખર્ચનું વાણિજ્ય હિસાબી પદ્ધતિથી હિસાબોની નોંધ કરવી. સદર કામ માટે 'G E M PORTAL' મારફતે ઓન-લાઇન ટેન્ડર કરવાનું થાય. વધુમાં અત્રેની કચેરીના સ્થાનિક બોર્ડ ઓફ મેનેમેન્ટની બેઠક નં. ૪ તા.૦૪/૧૧/૨૦૨૩ રોજ યોજાયેલ. જેમાં ઠરાવ નં.૩ થી 'G E M PORTAL' મારફતે ઓન-લાઇન ટેન્ડર કરવાનું સર્વાનુમતે ઠરાવવામાં આવેલ. જેની વહીવટી મંજૂરી આપવા અને G E M PORTAL' માં ઓન-લાઇન ટેન્ડર અપલોડ કરવા માટે યોગ્ય માર્ગદર્શન આપવા અર્થે સાદર.



મુખ્ય અધિકારી
નિ.વિ.સરીગામ



જી.કલાર્ક