



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5377945  
Dated/दिनांक : 05-10-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-10-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-10-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Industries And Mines Department Gujarat
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Grimco Gandhinagar
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; As mentioned in Tender Document
Contract Period/अनुबंध अवधि	3 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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

<b>Bid Details/बिड विवरण</b>	
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Floor Price/न्यूनतम मूल्य</b>	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.
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work to be uploaded by buyer:**[1727167709.pdf](#)

**Financial Advisory Services - Onsite; As Mentioned In Tender Document ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	As mentioned in Tender Document
Sub-category of Financial Advisory Services	As mentioned in Tender Document
Financial Advisory Reports	Yes
Frequency of Progress Report	As mentioned in Tender Document
Type of Professional/Resources required	As mentioned in Tender Document
Qualification of Professional/Resources required	As mentioned in Tender Document
Certification of Professional/Resources required	As mentioned in Tender Document
Total Experience of Professionals / Resources (In years)	As mentioned in Tender Document
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

**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	Ketul Prajapati	382010,GUJARAT RURAL INDUSTRIES MARKETING CORPORATION LTD. (GRIMCO) Block No.17/5 Floor, Udyog Bhavan Gandhinagar.	1	N/A

**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. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

## 3. **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.

## 4. **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.

## 5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Buyer Added Additional Terms & Conditions

1. The contract period is of 3 months only. It may be extended as per the requirement of GRIMCO.
2. Estimated bid value for this tender is Rs. 1,77,000/- including GST for 3 months period.
3. Minimum value is Rs. 1,77,000/- for this tender. All bidders are required to quote their financial bid over and above this minimum value.
4. Financial bids of only technically qualified bidders shall be opened. After opening of financial bid, qualifying bidders have to participate in the Reverse Auction (RA) process for the specified period. After RA process, L1 bidder shall be awarded with contract.

## 6. **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---**



# Tender Notice

For inviting bids

from eligible Chartered Accountancy Firms

to do Pre-Audit of Claims received

from the

Empaneled Dealers under

Manav Kalyan Yojana of

Gujarat State Government

Published by



**GUJARAT RURAL INDUSTRIES MARKETING CORPORATION LIMITED  
(GRIMCO)**

**(A Government of Gujarat's undertaking)**

Block no. 17, Fifth Floor, Udyog Bhavan, Sector – 11, Gandhinagar -382 011

Phone: (079) 23223763, 23227243, Email: [grimco\\_1979@yahoo.com](mailto:grimco_1979@yahoo.com)

## INTRODUCTION

- The Gujarat Rural Industries Marketing Corporation limited is an undertaking of a Gujarat State Government which herein after referred to as GRIMCO. GRIMCO is a corporation set up under the purview of The Commissioner of Cottage & Rural Industries, Government of Gujarat which herein after referred to as CCRI.
- CCRI provides free of cost toolkits/items to its beneficiaries under Manav Kalyan Yojana every year to promote self-employment in the state. Till the last financial year, GRIMCO was purchasing these toolkits on behalf of CCRI through tender from process on GeM portal. From the current financial year, CCRI has decided to distribute these toolkits to its beneficiaries through local dealers.
- CCRI has given the responsibility of appointment of dealers through empanelment to the GRIMCO. GRIMCO has issued public notice to invite state/district level dealers, manufacturers and those dealers and manufacturers available on e-commerce platforms.
- CCRI shall be issuing e-vouchers to their beneficiaries. Beneficiary would be visiting the location of empaneled dealers/manufacturer's location or would be purchasing online from empaneled dealers/manufacturers via e-commerce platforms to purchase their choice of toolkits/items. While purchasing, beneficiary would redeem e-voucher issued to him/her.
- After completion of purchase, empanelled dealers/manufacturers would submit their claim to the GRIMCO along with documentary proofs as required by GRIMCO through mobile application developed by CCRI or through e-mail.
- A Claim would include an invoice in the name of beneficiary, photograph of the beneficiary with toolkit (Not applicable for e-commerce), Photograph or the packaging of the toolkits/item with clearly indicating MRP, delivery confirmation/Shipping and delivery confirmation (For e-commerce only).
- **The timeline for pre-audit is 24 hours only. The timeline shall be calculated from the time of receipt of a claim. Resources to be deployed by the C.A. firm must adhere to this timeline in any case.**
- Resources deployed by the C.A. firm are expected to do pre-audit of all the claims received by GRIMCO.
- **Appointment of C.A. firm shall be for the period of 3 months only.**

## PRE-BID QUALIFICATION CRITERIA

- The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid.
- Bids from consortiums are not allowed.
- Bids without documentary evidence will not be considered for further evaluation.

### The Tenderer must fulfil following eligibility conditions:

1. C.A. firm should have **minimum experience of 5 years** of continuous practice from the date of registration. In this regard, submit ICAI's firm registration certificate along with PAN card.
2. Bidder/Firm must have registered office located in Gujarat. Those firms who are registered outside Gujarat, such bidder/firm must have at least **one** working branch located in Gujarat and such branch must be working since past **three** years.
3. C.A. firm should have **minimum receipt of Rs. 15 lacs** from audit and attestation services in each of the last three years ending on 31-03-2024. **(Annexure-A)**
4. C.A. firm should have **at least 20 employed staff** at their office including article assistants. Bidder C.A. firm should submit a list of staff employed on the firm's letterhead. It should be signed by the practicing proprietor/partner chartered accountant of the firm. List should contain Name, Designation, Highest Qualification and No. of years of experience.
5. C.A. firm must deploy at least 4 resources, out of which one must have passed Inter CA exam and must have minimum 2 years of experience post qualification in audit & assurance area and other three resources should have postgraduation in commerce (M. Com) with minimum 3 years of experience after post-graduation. C.A. firm must provide all the certificates/degrees/experience certificates in this regard.
6. The Chartered Accountant (C.A.) firm must provide an undertaking on their letterhead, confirming that:
  - No legal or criminal proceedings are currently underway or have been instituted by any government department/office against the firm, its partners, proprietor, or employees.
  - No government department/office has initiated legal or criminal proceedings in the past against the firm, its partners, or proprietor.
  - No disciplinary actions are currently being taken by the Institute of Chartered Accountants of India (ICAI) against the firm, its partners, proprietor, or employees.
  - The firm, its partners, and proprietor have not been subject to any penal actions by the ICAI and are therefore eligible to apply for this tender.

## SCOPE OF WORK

1. Pre audit will cover all kinds of payments to be made to the dealers/manufacturers empanelled by the GRIMCO.
2. Pre-Auditor must be update with changes made in all applicable taxes/laws to the corporation and must inform about the same to the corporation.
3. To inform the GRIMCO as to whether proper Income Tax, TDS, G.S.T. T.D.S. and other applicable taxes have been deducted or paid properly. Also to verify whether proper PAN and G.S.T. numbers are mentioned or not.
4. To verify that the claim received from a dealer / manufacturer is equal to or less than the MRP.
5. The pre audit firm shall verify each claim as per scope of work and shall communicate their comments/objections if any to the concerned Manager.
6. If any irregularity fraudulent or otherwise is noticed during pre-audit, same shall be reported to the C.F.O. and the Managing Director.
7. The pre-audit shall exercise the checks (apart from regular routine checks) with reference to the provisions in the tender documents / contracts, / prevailing provisions for statutory deductions and dues, taxes, etc and arithmetical accuracy, Gujarat Financial Rules and any other statues, laws, Acts, GR, orders, circulars, instructions of GOVT. etc.
8. **Appointed Pre audit firm must provide list of audit representatives and audit in charge. Specimen signature of concerned audit in charge duly attested by the senior partner of the audit firm must be provided before the commencement of audit. Any change in the audit team should be communicated to Chief Financial Officer (C.F.O.).**
9. **Attendance register in prescribed format will be maintained for all the members of audit team.**
10. The pre audit firm will be required to give one month notice to the GRIMCO in case it intends to discontinue the contract at any point of time during the period of contract. GRIMCO on its discretions may cancel the assignment at any time if required to do so.
11. **Resources to be deployed by the C.A. firm must visit the office of the GRIMCO on all the working days.** The Management of the GRIMCO may at their discretion require resource/resources to visit the office of GRIMCO in case of urgency on holidays too.
12. **Any other work as informed by the Managing Director of the Corporation.**

## SPECIAL TERMS & CONDITIONS

1. C.A. firm will be paid fees on monthly basis which shall be inclusive of TA/DA and pocket expenses of the resources deployed. No other claims will be entertained.
2. The Managing Director reserves the right to issue directions or fix method for conducting certain audit and such directions shall be binding on the C.A. firm.
3. C.A. firm appointed as a pre-auditors of the corporation shall not sub-assign the works of audit to any other C.A. firm/Agency.
4. This appointment is for the three months only and further continuance depends on the discretion of the Managing Director of GRIMCO.
5. The Managing Director reserves the right to cancel the assignment without assigning any reason in case it may deem fit.
6. The above conditions are not exhaustive. The Managing Director will have absolute right to revise/abrogate/include any conditions as per GRIMCO's best requirement.
7. The bidder should enclose the ICAI's certificate or Certificate of Practice (COP) in case of proprietary concern.
8. The daily working hours are according to GRIMCO's office timings and in case of work exigency they should work beyond office hours.
9. As and when any of the Associates of the firm proceed on leave or absent for any reason, replacement shall have to be provided with Associates of similar capabilities.
10. The performance security / Bank Guarantee should remain valid for Contract period Plus 2 Months.
11. The performance security / Bank Guarantee will be released without any interest only after successful completion of contractual obligations.
12. All disputes and difference arising out of the contract shall have to be decided only by the court or Tribunal situated in Gandhinagar. No Suit or other legal proceedings shall be instituted elsewhere.

## GENERAL TERMS & CONDITIONS

1. The C.A. Firm shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the C.A. Firm to the GRIMCO on demand.
2. No medical facilities or reimbursement or any sort of medical claims or TA/DA thereof in respect of resource deployed shall be entertained by the GRIMCO.
3. The GRIMCO will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the C.A. Firm. The employees as well as the C.A. Firm shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the GRIMCO would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the C.A. Firm.
4. The C.A. Firm shall be required to keep the GRIMCO updated about the change of address, change of the Management of the C.A. firm from time to time.
5. The GRIMCO shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning or otherwise and similarly the C.A. Firm reserves the right to remove any personnel with prior intimation to the GRIMCO.
6. The C.A. Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under the contract to any other agency or organisation by whatever name called without the prior written consent of the GRIMCO.
7. The C.A. Firm shall nominate a co-ordinator who shall be responsible for regular interaction with the GRIMCO so that optimal services of the persons deployed could be availed without any disruption.
8. For all intents and purposes, the C.A. Firm shall be the “Employer” within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed by the C.A. Firm shall not have any claim whatsoever like employer and employee relationship against the GRIMCO Department.
9. The GRIMCO Department shall not be responsible for any financial loss or any injury to any person deployed by the C.A. Firm during their performing the functions/duties, or for payment towards any compensation.
10. The persons deployed by the C.A. Firm shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the contract or after expiry of it.
11. The personnel supplied by the C.A. Firm should not have any Police records/criminal cases against them. The C.A. Firm should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the C.A. Firm before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office.
12. The C.A. Firm will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The C.A. Firm shall withdraw such employees who are not found suitable by the GRIMCO for any reasons immediately on receipt of such a request.
13. The personnel deployed by the C.A. Firm shall be the employees of the C.A. Firm for all intents and purposes and that the personnel so deployed shall remain under the control and supervision of the C.A. Firm.

14. The C.A. Firm and the personnel deployed at the GRIMCO shall not divulge or disclose to any person, any details of GRIMCO's office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential in nature.
15. The C.A. Firm's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The C.A. Firm shall be responsible for any act of indiscipline on the part of persons deployed by him.
16. The C.A. Firm shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of the GRIMCO office. The decision of the Managing Director of GRIMCO upon any matter arising under the clause shall be final and binding on the C.A. Firm.
17. The C.A. Firm must provide the documentary proof for the qualifications and experience of the manpower deployed by them. The biodata, qualification and experience of the said manpower should be certified by the C.A. Firm.
18. The transportation, food, medical and other statutory requirements in respect of each personnel of the C.A. Firm shall be the responsibility of the C.A. Firm.
19. The C.A. Firm shall provide a substitute well in advance if there is any probability of the person leaving the job. The payment in respect of the overlapping period of the substitute shall be the responsibility of the C.A. Firm.
20. The C.A. Firm shall be always contactable, and messages sent by phone /e- mail/ fax / special messenger from GRIMCO shall be acknowledged immediately on receipt on the same day. The C.A. Firm shall strictly observe the instructions issued by the GRIMCO in fulfilment of the Contract from time to time.
21. The C.A. Firm and/ or the personnel deployed at the GRIMCO location shall be responsible for its belongings and GRIMCO shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment, or vehicles of the personnel of the C.A. Firm.
22. That the C.A. Firm on its part and through its own resources shall ensure that the goods, materials, and equipment etc. are not damaged in the process of carrying out the Services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If GRIMCO suffers any loss or damage on account of negligence, default, or theft on the part of the employees/agents of the C.A. Firm, then the C.A. Firm shall be liable to reimburse to the GRIMCO for the same. This is subject to the limitation of each Contract.

## ADDITIONAL TERMS & CONDITIONS

1. 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.
2. Bidders can also submit the EMD with Account Payee Demand Draft in favour of “GUJARAT RURAL INDUSTRIES MARKETING CORPORATION LIMITED” payable at Gandhinagar, Gujarat. Bidder must upload scanned copy / proof of the DD along with bid and must ensure delivery of hardcopy to the GRIMCO within 2 working days of Bid End date / Bid Opening date.
3. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft. DD should be made in favour of “GUJARAT RURAL INDUSTRIES MARKETING CORPORATION LIMITED” payable at Gandhinagar, Gujarat. After award of contract, Successful Bidder can upload scanned copy of DD in place of PBG and must ensure delivery of hard copy of the original DD to the GRIMCO within 15 days of award of contract.
4. **As the GRIMCO is Gujarat State Government’s Undertaking. Vouchers, documents, written communications, policies, Government resolutions, notifications, circulars are more over in Gujarati language. Hence it is mandatory for the bidder to deploy such resources and a supervisor who are from Gujarati background and/or are well versed with Gujarati language. They should be able to read, write and speak Gujarati, Hindi, and English languages.**
5. A practicing-chartered accountant of the CA firm must certify the query, remarks, suggestions and findings of their resources and must give in writing to the GRIMCO.
6. Bidder shall be following all the rules and regulations as defined in the Chartered Accountants Act 1949.

**PAYMENT TERMS & CONDITIONS**

1. No advance payment shall be made by GRIMCO.
2. C.A. firm shall be paid an amount as quoted in the financial bid in monthly instalments subject to deduction of amount due to non-performance or non-adherence to timelines given by GRIMCO.
3. The Amount to be quoted by the C.A. firm while submitting their financial bid on GeM must be inclusive of GST or any other taxes and inclusive of TA/DA, Food or any other expenses of resources deployed and for the period of three months only.
4. GRIMCO shall not pay any additional amount beyond the financial bid quoted by the C.A. firm.
5. In case of extension of a contract for additional months/days, Payment shall be made to the C.A. firm accordingly. In case extension in days, daily fees shall be calculated by dividing the monthly fees by 26 (Working days).
6. Payment shall be subject to TDS and GST TDS if applicable.

**PENALTIES/DEDUCTIONS**

1. If any resource deployed by the C.A. firm do not adhere to the timeline specified by the GRIMCO to verify the claims received from dealers/manufacturers.

<b>Instances</b>	<b>Penalty / Deductions</b>
Delay in verification of claims beyond 24 hours	Rs. 500 per claim per day for number of delayed days
Non deployment of required resource with specified qualification and experience in any case	Rs. 2000 per day per resource for number of delayed days
Noncompliance or non-adherence with the Scope of Work or any terms and conditions mentioned in the Tender or contract.	One notice would be given by GRIMCO in writing and non-adherence of which shall lead to cancellation of a contract.



ANNEXURE A

1. Name of C.A. firm .....
2. Registered Address  
.....  
.....
3. Address of the Branch Office in Ahmedabad or Gandhinagar  
.....  
.....
4. ICAI firm registration No. ....
5. PAN Card No. ....
6. Details of C.A.s as proprietor or partners on full time paid employees:

Sr. No.	Name	Membership No.	Qualification	Designation	Age	Date of Joining	Date of ACA	Date of FCA

7. Details of Pre-Audit engagement Team to be deployed.

Sr.	Name	Qualification	Designation	Age	Date of Joining

Place

Signature & Stamp

Date