



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5685476
Dated/दिनांक : 10-12-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 24-12-2024 14:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 24-12-2024 14:30:00 |
| 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 | 110001 |
| Item Category/मद केटेगरी | Hiring of Consultants - Per Person Per Month Based - CA Firm; Finance& Accounts; CA; NA |
| Contract Period/अनुबंध अवधि | 2 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 50 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 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),OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| Bid Details/बिड विवरण | |
|---|--|
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | Yes |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| 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 | 17551320 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है | Yes |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-----------------------------|---------------------|
| Advisory Bank/एडवाइजरी बैंक | KOTAK MAHINDRA BANK |
| EMD Amount/ईएमडी राशि | 250000 |

ePBG Detail/ईपीबीजी विवरण

| | |
|--|---------------------|
| Advisory Bank/एडवाइजरी बैंक | KOTAK MAHINDRA BANK |
| ePBG Percentage(%) /ईपीबीजी प्रतिशत (%) | 3.00 |
| Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने). | 36 |

(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 कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी 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/लभार्थी :

Head Office
Gandhinagar 382010
(Gujarat Industrial Development Corporation)

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|---|----|

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

Last 3 years average business revenue from consulting:Rs.50 Lacs

Number of Consultants on payroll of firms:As per tender document

Number of projects completed in India having similar scope & size of proposed project under hiring:As per tender document

Scope Of work:[1733817078.pdf](#)

Profile of Consultants:[1733817088.pdf](#)

Hiring Of Consultants - Per Person Per Month Based - CA Firm; Finance& Accounts; CA; NA (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---|---|
| Core | |
| Consulting Category/ Stream | CA Firm |
| Consultant's Profile | Finance& Accounts |
| Indicative generic Qualification of consultants/ resources/ SME | CA |
| Proof of Concept (POC) Required | NA |
| Total Experience of Consultants/ Resources (in Years) | 15 to 19 Year |
| Deployment of Consultants/Resource | Onsite |
| Certifications | Other Certification as indicated in BID |
| Addon(s)/एडऑन | |
| Additional Details/अतिरिक्त विवरण | |
| Required Expertise of Consultant in the Subject Matter/Sub-Sector | Chartered Accountant Firm |
| Position of the Consultant | |
| Required Educational Qualification of Consultants | As per tender document |

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 Consultants / SMEs | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|--|------------------------------|--|
| 1 | Rajnikant Patel | 382011,Vlce Chairman & Managing Director, Gujarat Industrial Development Corporation, Block No. 4, 2nd floor, Udyog Bhavan, Sector-11, Gandhinagar- 382011 | 1 | <ul style="list-style-type: none"> Duration of Hiring of Consultant/SME in months During the Contract Period : 24 |

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

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **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.

4. **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.

5. **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.

6. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

7. **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.

8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Gujarat Industrial Development Corporation
payable at
Gandhinagar

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

9. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

Gujarat Industrial Development Corporation
payable at
Gandhinagar

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy

to the Buyer within 5 days of Bid End date / Bid Opening date.

10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Gujarat Industrial Development Corporation

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

11. **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---

Tender Notice No.:
GIDC/Accounts/Tender/2024/001

TENDER DOCUMENT

For

**EMPANELMENT/SELECTION OF AGENCY/FIRM FOR MANAGEMENT OF
ACCOUNTS FOR GUJARAT INDUSTRIAL DEVELOPMENT CORPORATION**

2024-25



Notice Inviting Request for Proposal
Details about Tender:
Tender Notice No: GIDC/Accounts/Tender/2024/001

| | | |
|---|---|---|
| Department Name | : | Gujarat Industrial Development Corporation |
| Address | : | Block no. 3,4,5, Second Floor, Udhyog Bhavan, Sector-11, Gandhinagar-380011 |
| Division | : | Head office |
| IFB No./ Tender Notice No. | : | GIDC/Accounts/Tender/2024/001 |
| Name of Project | : | Account Management Service |
| Name of Work | : | Accounts Management Service |
| Period of Completion | : | - |
| Bidding Type | : | Open |
| Class of Bidder | : | Not Applicable |
| Tender Currency Type | : | Single |
| Tender Currency Settings | : | Indian Rupee (INR) |
| <i>Amount Details</i> | | |
| Bid Document Fee. | : | |
| Bid Document Fee Payable to | : | “Gujarat Industrial Development Corporation” payable at Gandhinagar |
| Bid Security /EMD (INR) | : | Rs. 2,50,000/- |
| Bid Security/ EMD in favor of | : | “Gujarat Industrial Development Corporation” payable at Gandhinagar |
| <i>Tender Dates</i> | | |
| Bid upload Date | : | 10/12/2024 |
| Last date for online submission of bids | : | 24/12/2024 |
| Last Date & Time for Receipt (Submission) of Bids physical Document | : | 24/12/2024 @ 06.00 P.M. |
| Date of Tender opening | : | 26/12/2024 |
| Pre-bid Meeting Date | : | |
| Bid Validity Period | : | 180 days from opening of price bid |
| Phone | : | 079-23250636 |
| <i>Other Details</i> | | |
| Officer Inviting Bids | : | General Manager (EST), GIDC, Gandhinagar |
| Bid Opening Authority | : | General Manager (EST), Block no. 3,4,5, 5 th Floor, Udhyog Bhavan, Sector-11, Gandhinagar-380011 |

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INVITATION FOR BIDS (IFB)

Gujarat Industrial Development Corporation (GIDC) is a Corporation established by State Government for the purpose of securing and assisting in the rapid and orderly establishment, organization of industries in industrial areas and industrial estates in the state of Gujarat having its Head office at Gandhinagar. GIDC has various regional and divisional offices at various places of Gujarat.

Gujarat Industrial Development Corporation invites proposal from Chartered Accountant Firms for Appointment/selection of accounts management agency/firm that can manage the accounts and provide the required resources for it. On the basis of eligibility criteria mentioned, A Firm will be selected or empaneled by GIDC for Accounting work of the corporation for next two years. However, owing to special circumstances, GIDC may at its discretion choose to invite fresh tender for any services.

The Background Information and Terms of Reference of the proposal are provided in the Request for Proposal (RFP). This RFP is available to all eligible Chartered Accountant Firms involved in accounting and financial management services.

A chartered accountant firm will be selected as per procedures described in this RFP.

The Eligible agency has to submit its proposal in the prescribed format/schedules of RFP along with Supporting documents to confirm its eligibility.

Important Dates:

| <i>Tender Dates</i> | | |
|---|---|------------------------------------|
| Bid upload Date | : | 10/12/2024 |
| Last date for online submission of bids | : | 24/12/2024 |
| Last Date & Time for Receipt (Submission) of Bids physical Document | : | 24/12/2024 @ 06.00 P.M. |
| Date of Tender opening | : | 26/12/2024 |
| Pre-bid Meeting Date | : | |
| Bid Validity Period | : | 180 days from opening of price bid |

SECTION 1.

MINIMUM ELIGIBILITY CRITERIA FOR BIDDERS

1. The Chartered Accountant Firm should be Category-1 Firm as per ranking given by The Institute of Chartered Accountants of India and shall have valid Firm Registration Number.
2. The bidder should have minimum annual turnover of Rs. 50 Lakhs in each of last 3 financial years. (2021-22, 2022-23 and 2023-24)
3. The Bidder/Management Agency/Firm shall be in existence since last 15 years as on 31/03/2024.
4. The firm must have Minimum 5 Chartered Accountants working with firm since at least 1 year out of which 3 must be Partners of the firm as on date 31/03/2024
5. The firm must have its Head Office in Gujarat or in Case of No Head Office in Gujarat, The Firm Shall have at least 2 Full time Branch offices in Gujarat since last 3 years as on 31/03/2024.
6. Participating firm should be firm with a valid Permanent Account Number (PAN) and GST Registration (copy to be submitted.)
7. The bidder should not have been debarred / blacklisted by any State Government / Central Government / PSU / Reputed Organizations for any reason in the last three financial years as on bid calling date. (Notarized Self-declaration on Rs. 300 Stamp paper to be given)
8. The Firm shall not be the Internal Auditor of the Specific zone for which bid is submitted.

SECTION 2

GENERAL TERMS AND CONDITIONS

1. CHECKLIST OF DOCUMENTS COMPRISING THE BID

The bid / bids submitted shall have the following documents:

- 1.1. Tender Fees, Earnest Money Deposit
- 1.2. Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.
- 1.3. Technical Bid with Tender Document in the form prescribed in the Tender.
- 1.4. List of present Partners as applicable.
- 1.5. Notarized copy of Self Declaration on Rs. 300 Stamp paper stating that bidder has not been debarred / blacklisted by any State Government / Central Government / PSU / Reputed Organizations for any reason in the last three financial years as on bid calling date as per format given in Annexure-9
- 1.6. Original Copy of Satisfactory Work Completion Certificate from Organization for which experience is mentioned.
- 1.7. General power of attorney/Board of Directors resolution/Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at Annexure 7.
- 1.8. Details in the formats as given at Annexure. (please check all the Annexures)
- 1.9. All Documentary Evidences regarding fulfillment of Eligibility Criteria as per Checklist given at Annexure-10

2. BIDDING DOCUMENT

Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

3. AMENDMENT OF BIDDING DOCUMENTS

- 3.1. At any time prior to the deadline for submission of bids, GIDC for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
- 3.2. All prospective Bidders who have received the bidding documents will be notified of the amendment and such modification will be binding on them.

3.3. GIDC may amend the document if required and the details shall be made available at our website.

3.4. In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their bids, GIDC, at its discretion, may extend the deadline for the submission of bids.

4. BID FORMS

4.1. Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.

4.2. For all other cases, the Bidder shall design a form to hold the required information.

4.3. Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

5. FRAUDULENT & CORRUPT PRACTICES

5.1. Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the GIDC of the benefits of free and open competition.

5.2. Tenderer will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

6. LACK OF INFORMATION TO BIDDER

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

7. CONTRACT OBLIGATIONS

If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee/security deposit within the prescribed time limit, the GIDC reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

8. BID PRICE

- 8.1. The Financial bid should indicate the prices in the format/price schedule given at Annexure – 11. Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.
 - 8.1.1. Any effort by a Bidder or Bidder's agent/consultant or representative howsoever described to influence the GIDC in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
 - 8.1.2. Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the Tender.
 - 8.1.3. Bids should be submitted directly by the Bidder.
- 8.2. GIDC reserves the right to seek clarification/justification from the Bidder on the bid price in case GIDC deems it necessary. Based on the justification provided by the Bidder, if GIDC feels that the price is unrealistic/ infeasible in order to execute a project of this nature, GIDC reserves the right to reject the said bid. The Bidders shall be governed by the decision of GIDC.
- 8.3. The bidder must take into consideration the rates of minimum wages payable for providing the required manpower for submission of Financial Bid. Any bid submitted below the stipulated minimum wages will be subject to rejection at the sole discretion of the Corporation.
- 8.4. The Bidder may submit the bids for providing manpower for one or more zones at their discretion.
- 8.5. The Bidder shall submit financial bid strictly as per Format Given in Annexure-11 through Online Mode only.

9. EARNEST MONEY DEPOSIT

- 9.1. The Bidder shall furnish, as part of the Bid, EMD for the amount as specified in the tender document in form of DD in favor of “Gujarat Industrial Development Corporation” payable at Gandhinagar in a separate envelope. Only after the confirmation of valid bid security/EMD, the Technical Bid will be opened.
- 9.2. No interest shall be paid on same.
- 9.3. EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.

9.4. The EMD will be forfeited either in full or in part, at the discretion of GIDC, on account of one or more of the following reasons:

9.4.1. The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.

9.4.2. Bidder does not respond to requests for clarification of their Bid.

9.4.3. Bidder fails to co-operate in the Bid evaluation process, and

9.4.4. In case of a successful Bidder, the said Bidder fails:

9.4.4.1. To sign the Agreement in time; or

9.4.4.2. To furnish Performance Guarantee/Security Deposit

10. PERIOD OF VALIDITY OF BIDS

10.1. Bids shall remain valid for 180 days after the date of Bid opening prescribed by GIDC. A Bid valid for a shorter period shall be rejected as non-responsive.

10.2. In exceptional circumstances, the GIDC may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

11. FORMATS AND SIGNING OF BID

11.1. The Bidder shall prepare required number of copies of the bid, clearly marking each "Original Bid" and "Copy of Bid" as appropriate. In the event of any discrepancy between them, the original shall govern.

11.2. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized (as per Annexure 7) to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

11.3. The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the GIDC or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

11.4. All the pages of Tender Document along with all corrigendum shall be signed by the Bidder or a person duly authorized and submitted along with bid envelope.

12. SEALING AND MARKING OF BID

- 12.1. Bidder shall submit their bids **TWO SEPARATE** sealed envelopes as under;

Envelope:1

The Tender fees and EMD in a separate sealed envelope super scribed with the “Envelope for EMD and Tender Fees” and Tender Notice Number

Envelope:2

Original and one copy of TECHNICAL BID complete with all technical and commercial details other than price.

NOTE: Filling up or submission of Financial quotes in physical form will render the Bidder disqualified.

- 12.1. All the envelopes mentioned above should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed.
- 12.2. The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.
- 12.3. If these envelopes are not sealed and marked as required, the GIDC will assume no responsibility for the bid's misplacement or premature opening and rejection.

13. BID DUE DATE

- 13.1. Bid must be received by the GIDC at the address specified in the Tender Document not later than the date specified in the bid.
- 13.2. The GIDC may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the GIDC and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

14. LATE BIDS / CONDITIONAL BID

- 14.1. Any bid received by the GIDC after the bid due date/time prescribed in the Tender Document shall be rejected.
- 14.2. Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.

15. MODIFICATIONS AND WITHDRAWAL OF BID

- 15.1. Modification of Bids is not allowed
- 15.2. The Bidder may withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal of the bids, is received by the GIDC prior to the deadline prescribed for submission of bids.

- 15.3. The Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.
- 15.4. No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its EMD

16. OPENING OF BIDS BY THE GIDC

- 16.1. Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 16.2. The Bidder's names, bid modifications or withdrawals and the presence or absence of relevant EMD and such other details as the GIDC at his/her discretion, may consider appropriate, will be announced at the opening.
- 16.3. At the pre-decided time, the GIDC authorized person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

17. BID EVALUATION

17.1. Technical Evaluation:

The Bidders who have fulfilled the minimum eligibility criteria (as per Section-1) will be evaluated further. The technical evaluation and comparison of the bids shall be done by Authorized Committee in this regard.

Proposals will be assessed by the Authorized Committee based on the specified parameters and the data and documents submitted by the bidders to substantiate their claims. The evaluation committee shall have the right to verify the claims made by the bidder, in whichever way it deems fit. Based on the vide evaluation, only technically qualified bidders scoring more than cut-off marks shall be short-listed and Financial bids for only Short listed bidders will be opened.

17.2. Financial Evaluation:

The price bids of only technically qualified bidders would be opened for further consideration. The Final Selection/Appointment of Agency will be selected on the basis of Lease Cost method. Corporation shall have right to empanel one or more firm for each zone, shall also have right to empanel single agency for one or more zone.

18. THE GIDC's RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD

If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the GIDC changed order.

19. GIDC'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The GIDC reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

20. NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- 20.1. Prior to expiry of the period of Bid validity, the GIDC will notify the successful Bidder in writing that its Bid has been accepted and send successful Bidder the Contract Form.
- 20.2. Within 10 days of receipt of the Contract Form/Work order, the successful Bidder shall sign and date the contract and return it to the GIDC. If the successful Bidder thus selected fails to sign the contract/acknowledge the work order as stipulated, the GIDC reserves the right to offer the contract to the next lowest Bidder.

21. PERFORMANCE GUARANTEE / SECURITY DEPOSIT

- 21.1. The contract performance guarantee/Security Deposit has to be submitted within 10 (TEN) days of receipt of contract form/Work order. The performance guarantee/security deposit shall be 3% of the Total Accepted Tender Value.
- 21.2. Upon the successful Bidder's furnishing of performance guarantee/security deposit and signing of contractual documents, the GIDC will promptly notify all Short-listed Bidders and will refund their EMD.
- 21.3. The performance guarantee/security deposit Format is given at Annexure –8.
- 21.4. The performance guarantee/security deposit of the successful Bidder shall be refunded after successful completion of annual accounts of both the

financial year and clearance of the same by statutory audit.

21.5. The Security Deposit forfeited either in full or in part, at the discretion of GIDC, on account of one or more of the following reasons:

21.5.1. In case the service provider fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by GIDC by giving one month's notice. The performance guarantee/security in that case shall be forfeited without assigning any reason.

21.5.2. In case the agency wants to withdraw the contract their Security Deposit will be forfeited.

22. PAYMENT TERMS

22.1. The payment terms will be as per the following conditions:

22.1.1. No advance will be paid.

22.1.2. Payment will be made on quarterly basis.

22.1.3. The Agency shall raise the quarterly Invoice/bill to respective office where the person is deputed. The said bill shall be duly verified by Respective Filed Office and submitted to Head Office for Payment.

22.1.4. All the payments shall be released on certification of satisfactory completion of work along with attendance sheet duly certified by respective AO/SAO/DY.CAO/RM/XEN.

22.1.5. Deduction will be made from the quarterly bill for inadequate and unsatisfactory service.

22.1.6. In the event of non-attendance or unexplained absence of any deputed personnel on any given working day, the Corporation will make a deduction calculated on a per-day basis as per the rate mentioned for affected personnel in the Annexure-12. Further, in the event of Not providing required manpower due to non-attendance or unexplained absence of any deputed personnel within period of 15 days from date of intimation, The Corporation will make a deduction of 1.5 Times of fees calculated on a per-day basis as per the rate mentioned for affected personnel in the Annexure-12.

22.1.7. The Appointed agency shall produce proof/evidence of Payment made to the deputed person as and when demanded by the Corporation.

22.1.8. If it is found that the Agency has not adhered to any of the conditions mentioned in this tender and contract, a penalty as decided by GIDC up to 5% of Total Annual Fees of specific zone will be deducted/recovered from the agency.

22.2. Documents to be submitted for payment:

Payments shall be made on submission of following documents.

22.2.1. Request letter clearly mentioning the amount of payment

22.2.2. Bank Details

22.2.3. Invoices with stamp and authority signature.

22.2.4. Details for payment: Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR Code (if these details are not incorporated in contract).

23. PATENT RIGHTS

The Bidder shall indemnify the GIDC against all third-party claims of infringement of patent, trademark/copyright arising from the use of services/product or any part thereof.

24. GIDC HAS RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS

The GIDC reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

25. CONTRACT PERIOD

This contract will be valid for a period of 2 years. However, the Corporation will conduct an annual review of performance of the agency and determine the contract's continuation on a yearly basis. The Financial bid shall be submitted for first year. The contract period beyond 2 years can be extended for further period at sole description of the corporation based on satisfactory performance and mutual consent.

26. BIDDER'S OBLIGATION

- 26.1. The Bidder shall appoint, an authorized person not lower than the rank of Manager as "Coordinator -Bidder" to co-ordinate with the GIDC in all matters related to Bidder for the successful implementation and operation of the project and to be responsible for all necessary exchange of information.
- 26.2. The Bidder shall provide all assistance to the GIDC representative/s as they may reasonably require for the performance of their duties and services.

27. MINIMUM WAGES COMPLIANCE

- 27.1. The bidder shall comply with all minimum wage laws, rules, and regulations enforced by the relevant labor authorities during the entire duration of the contract.
- 27.2. The bidder shall ensure that all personnel involved in the project receive wages and benefits not less than the minimum wage rates prescribed by the respective labor laws and regulations. Any applicable updates to the minimum wage rates shall be implemented by the bidder without delay.
- 27.3. The bidder shall maintain accurate records of wage payments made to each worker or personnel and shall provide these records to the bidder upon request for verification.
- 27.4. The bidder must take into consideration the rates of minimum wages payable for providing the required manpower for submission of Financial Bid. Any bid submitted below the stipulated minimum wages will be subject to rejection at the sole discretion of the Corporation.
- 27.5. In the event of increase in the minimum wage rates specified by the applicable labor laws exceed the wage rates mentioned in the bid submitted by the bidder at future stage, the bidder shall bear any additional costs necessary to comply with the legal requirements. No claim for variation in contract price shall be entertained on account of the increased minimum wages.
- 27.6. GIDC reserves the right to verify and audit the bidder's compliance with the minimum wages clause at any time during the contract's duration. Failure to comply with the minimum wages requirements may result in penalties, termination of the contract, or other appropriate actions as per the applicable laws.

28. FORCE MAJEURE

- 28.1. Notwithstanding anything contained in the RFP, The Agency shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- 28.2. For purpose of this clause "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and which was not foreseeable such as Act of God, Act of War, Act of Public enemy, Natural Calamities, Fires, Floods, Epidemics, Frost, Quarantine restrictions, Strikes, and Lockouts etc. the decision of GIDC regarding Force majeure shall be final and binding on the agency.
- 28.3. The Agency shall promptly notify to GIDC in writing, of such conditions and the cause thereof. Unless otherwise directed by GIDC in writing, the agency shall continue to perform its obligations under the agreements far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.
- 28.4. No Price Variation shall be allowed during the period of force majeure and liquidated damages would not be levied for this period.

29. TERMINATION OF THE CONTRACT

- 29.1. The GIDC and bidder reserves the right to terminate this contract at any time during its duration without assigning any reason for such termination.
- 29.2. Termination shall become effective upon the delivery of a written notice of termination by the Terminating party. The notice shall be issued at least 2 months in advance of the termination date, which will be considered the official date of termination for all purposes..
- 29.3. Upon issue of the termination notice, the contractor shall cease all work and activities related to the contract from Termination date, except as otherwise directed by the GIDC.
- 29.4. In the event of termination, GIDC shall compensate the contractor for any work satisfactorily completed and accepted by GIDC up to the termination date. The compensation amount shall be calculated based on the payment terms and rates specified in the contract.
- 29.5. The contracting authority shall not be liable for any damages, costs, losses, or expenses incurred by the bidder as a result of the termination, including, but not limited to, anticipated profits, overhead costs, or any other indirect or consequential damages.
- 29.6. The agency shall return any unused materials, equipment, or documents provided by the contracting authority for the execution of the contract promptly after the termination notice is received.

30. “NO CLAIM” CERTIFICATE

The Bidder shall not be entitled to make any claim, whatsoever, against the GIDC, under or by virtue of or arising out of this Contract, nor shall the GIDC entertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a “No Claim” Certificate in favor of the GIDC in such forms as shall be required by him after the works are finally accepted.

31. SUSPENSIONS

GIDC may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:

31.1. Shall specify the nature of the failure and

31.2. Shall request the Bidder to make rectify such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

32. DETAILS TO BE KEPT CONFIDENTIAL

The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the GIDC. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the GIDC whose decision shall be final. The Bidder or his representative should neither disclose the data nor sell the data or use it for commercial exploitation or research work without the written permission of the GIDC.

33. TRANSFERS OF RIGHTS

The Bidder shall not transfer the Contract to anybody except with the prior permission of the GIDC.

34. DELIVERY SCHEDULE

Time is essence of this order and no delay shall be allowed in the schedule mentioned in the contract/work order.

35. GIDC AUTHORITIES

Over and above all, the decision of GIDC will be final and the agency/firm shall abide by it.

36. LEGAL DISPUTES

Legal dispute, if any, would be subject to the Gandhinagar jurisdiction.

SECTION 3

SCOPE OF WORK

1. Providing Accounts Services at Various Field Offices of GIDC by deploying and monitoring required number of Personnel on full time basis for following works related to accounts:
 - 1.1. Data Entry of Vouchers in Software
 - 1.2. Posting of Receipts and payments in Software
 - 1.3. Preparation of Bank Reconciliation Statements
 - 1.4. Reconciliation of Party accounts
 - 1.5. Preparation of Register of receipts & cheques, Daily - cashbook and depositing the cheques in the Bank.
 - 1.6. Follow ups with Banks for Regular Transfer of Funds to Head Office
 - 1.7. Compilation of accounts on monthly basis and preparation of Monthly reports prescribed by the Corporation with all supporting schedules on monthly basis.
 - 1.8. Preparation of Annual Statements of Field offices in prescribed proforma for submission at field office
 - 1.9. Reconciliation of accounts and schedule thereof, reconciliation of HQ accounts and inter unit accounts. Reconciliation of bank account and statement thereof,
 - 1.10. To assist in Internal Audit & Statutory Audit and in replying Audit Reports/queries
 - 1.11. Any other account related matters and reports regarding financial discipline to comply requirement of the state Government or as per internal procedure of GIDC.
 - 1.12. Monthly reports, Annual reports and Bank Reconciliations shall be duly certified by the Authorised Representative/Partner of the bidder
 - 1.13. Any other works as entrusted by Designated Authority.

2. **Estimated Requirement of Manpower:**

Estimated Manpower required for All Offices is 44 Person containing Clerk, Assistants Inter CA and CA. Zone wise requirement of Manpower is as under while office wise requirement of Manpower Given as Annexure-1 in this Tender Document.

| Sr No. | Zone | No. of Persons required | | | |
|--------|--------------|-------------------------|-----------|----------|----------------|
| | | Clerk | Assistant | CA | Inter CA/M.Com |
| 1 | Zone-1 | 3 | 9 | 1 | 1 |
| 2 | Zone-2 | 4 | 4 | 0 | 0 |
| 3 | Zone-3 | 4 | 8 | 0 | 0 |
| 4 | Zone-4 | 3 | 7 | 0 | 0 |
| | Total | 14 | 28 | 1 | 1 |

Note:

- 1) Agency shall have to take prior approval of GIDC for appointing any candidates on any of the post mentioned above.
- 2) The bidder shall ensure that the personnel deployed for the assignment possess the necessary qualifications, skills, certifications, and training relevant to the scope of work specified in this tender.
- 3) In the event that personnel provided by the bidder are found to be unsatisfactory, unfit, or unqualified for the assignment, the bidder shall promptly replace such personnel with individuals who meet the required qualifications and training standards.
- 4) The bidder shall ensure the continuous availability of trained personnel throughout the duration of the assignment. Any disruptions or gaps in service due to the unavailability of personnel shall be the sole responsibility of the bidder.
- 5) GIDC can ask for the additional human resources from the bidder. The bidder will be paid amount calculated as per remuneration mentioned in Annexure-12 For additional manpower.
- 6) The Minimum Qualification of above mentioned manpower required shall be as under:
 - i. **Accounts Clerk:** Graduate from recognized university with minimum 2 years of Experience.
 - ii. **Accounts Assistance:** B. Com from recognized university with minimum 4 years of Experience in Accounts Field.
 - iii. **Inter CA/ M.Com:** Must have passed Inter/IPCC/PE-2 or equivalent exam of The Institute of Chartered Accountants of India with 2 years of experience or M.Com with minimum Second Class with 4 years of experience.

- iv. **CA:** Must be a Chartered Accountant with 2 years of experience.
- 7) No TA/DA will be paid by the Corporation and shall be borne by the agency selected.
- 8) The Above Zone wise and office wise combination of manpower may be changed by the Corporation at its description.
- 9) It is the sole discretion of GIDC to change the location or duty of any of the appointed person of agency.

Work allocation to all the staff deputed by agency will be decided by the competent authority of GIDC.

- 10) Staff deputed by the agency shall attend the office on all working days and shall follow working hours as decided by the Corporation.
- 11) GIDC has a right to vary the requirement of number of persons mention above at each office. Increase or decrease of number of persons is as per sole discretion of GIDC. However, number of persons shall not be increased/decreases by more than 50% of Estimated Manpower required mentioned in this document.

3. **Other Terms and Conditions**

- 1) **Review of Contract:** The contract will be reviewed every year. However, during the term of contract, if GIDC is of the opinion that proper services are not rendered by the agency, the same will be discontinued at the notice of two month. It is clarified that the GIDC will be at liberty to hire more than one agency for this purpose.
- 2) **Increase in Fees:** The Financial bid shall be submitted for first year only. Increase in Annual fees up to @ 5% may be given by the Corporation based on review of performance.
- 3) If any information/facts submitted by the bidder are found misleading/incorrect etc., GIDC reserves the right to reject any or all bidder for the current/future contract or may impose penalties as deemed unfit. Non-compliance of any of the terms & conditions of the tender will also warrant penalties mentioned in this tender.
- 4) Interest free performance security deposit equivalent to 10% of the total estimated value of the supply order will be deposited by the successful bidder, within seven days of award of supply order. Security Money will be refunded within 60 days on completion of all contractual obligations, if no complaints are received during the period of warranty.

- 5) GIDC will have the right to reject any or all the bids without assigning any reason.
- 6) GIDC taking into accounts past performance of party/Agency, reserves the right to reject any tender.
- 7) In case any dispute arises in regard to the tender, the decision of the Vice Chairman & Managing Director, GIDC will be final and binding.
- 8) It must be noted that this is just an enquiry and does not amount to any commitment on the part of Gujarat Industrial Development Corporation. The decision of GIDC in this regard would be final and be entirely, at its discretion.
- 9) The agency shall be solely and exclusively liable for employing persons in execution of contract given under this tender. GIDC shall have no liability whatsoever concerning the agency's employees in any respect.
- 10) The agency shall ensure that all the provisions of labour laws are complied with and the GIDC shall not be liable for any breach thereof. The agency shall have to bear all costs and consequences of breach of any labour laws and other applicable legislation and also indemnify the GIDC in case of any breach of liability while discharging its responsibilities. On demand, the agency shall give the copies of various registers maintained by them under various labour laws.
- 11) Required manpower used to be deployed within 7 days from the work order or within the time line mention in the work order.
- 12) A senior level representative of the Agency shall visit GIDC office at least once-a-month for review. It will be responsibility of the agency to train its manpower on internal procedure and accounting system of GIDC. The team leader is expected to visit different offices to supervise the accounting work once in a month.
- 13) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters. In this regard separate undertaking from every personnel deployed in GIDC shall be taken by the service provider and same shall be forwarded to GIDC.
- 14) The service provider shall provide backup of the accounts on daily basis.
- 15) The contract given under this tender is non-transferable and non-assignable.
- 16) Increase or decrease of manpower is as per sole discretion of GIDC.

SECTION-4 ANNEXURES

ANNEXURE –1

List of all offices and Requirement of Manpower

| Sr. No. | Name of Office | Address | Person required | Role |
|----------------|--------------------------------------|--|------------------------|-------------------------------|
| A | ZONE-1 | | | |
| 1 | Head office - Gandhinagar | Block No. 3,4,5, Udyog Bhavan, Sector-11, Gandhinagar-382011 | 3 | Account Assistant |
| | | | 1 | Chartered Accountant |
| | | | 1 | Inter CA/ MBA(Finance)/ M.Com |
| 2 | Regional Manager office- Ahmedabad-1 | 2nd Floor, GMDC Building, Khanij Bhavan, University Ground, New Helmet Circle, Memnagar, Ahmedabad. -380015. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 3 | Regional Manager office- Ahmedabad-2 | Plot no SM-39/1, Sanand Industrial Estate, Opposite Ford Plant, Near Shiyawada Cross Road GIDC, Sanand.-382170 | 1 | Account Assistant |
| 4 | Executive Engineer office- Ahmedabad | Ground Floor, GMDC Building, Khanij Bhavan, University Ground, New Helmet Circle, Memnagar, Ahmedabad-380015 | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 4 | Regional Manager office- Gandhinagar | Plot No: B-23, Electronic Estate, GIDC, Sector-25, Near K-5 circle, Gandhinagar, -382024 | 1 | Account Assistant |
| 5 | Regional Manager office- Mehsana | Plot No.4/3, Near FCI, Godown, Modhera Road, Mehsana – 384002. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 6 | Executive Engineer office- Mehsana | Plot no. 4/3, Nr. FCI Godown, Modhera Road, Mehsana-384002. | 1 | Account Assistant |
| B | ZONE-2 | | | |
| 1 | Regional Manager office - Vapi | Plot No C/5,101, Nr. Telephone Exchange, New Office Bldg, Cross Road, GIDC Industrial Estate, Vapi–396195. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |

| | | | | |
|----------|--|--|---|-------------------|
| 2 | Executive Engineer office - Vapi | Plot No C/5,101, Nr. Telephone Exchange, New Office Bldg, Cross Road, GIDC Industrial Estate, Vapi-396195. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 3 | Regional Manager office - Surat | Plot No.: 326+327, Bhatpor GIDC Fire Station Building, Next to B.P.C.L, Bhatpor-GIDC, Surat-394510. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 4 | Executive Engineer office - Surat | Plot No.: 326+327, Bhatpor GIDC Fire Station Building, Next to B.P.C.L, Bhatpor, Surat-394510. | 1 | Account Assistant |
| | | | 1 | Accounts Clerk |
| C | ZONE-3 | | | |
| 1 | Regional Manager office - Ankleshwar-1,2,3 | GIDC Admin Building, Plot no. 624/B, Valia Road, GIDC, Ankleshwar-393002 | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| | | | 1 | Account Assistant |
| 2 | Executive Engineer office - Ankleshwar | GIDC Admin Building, Plot no. 624/B, Valia Road, GIDC, Ankleshwar-393002 | 1 | Account Assistant |
| | | | 1 | Accounts Clerk |
| 3 | Executive Engineer office - Bharuch | Narmada Commercial Complex,2nd floor, Panchbatti, Bharuch - 392001 | 1 | Account Assistant |
| | | | 1 | Accounts Clerk |
| 4 | Executive Engineer office - Dahej | Narmada Commercial Complex, 2nd floor, Panchbatti, Bharuch - 392001 | 1 | Account Assistant |
| 5 | Regional Manager office - Baroda | Unique Trade Centre,5,6-Floor, Hotel Kansar, Sayaji Ganj, Vadodara-390005. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 6 | Executive Engineer office - Baroda | Unique Trade Centre,5,6-Floor, Hotel Kansar, Sayaji Ganj, Vadodara-390005. | 1 | Account Assistant |
| 7 | Regional Manager office - V.U.Nagar | Near Water Tank, Mogri Road, Vitthal Udhoygnagar-388121. | 1 | Account Assistant |

| D | ZONE-4 | | | |
|----------|---|---|-----------|-------------------|
| 1 | Regional Manager office - Rajkot | Navsarjan Bldg, Opp. Swaminarayan Gurukul, Gondal Road, Rajkot- 360002. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 2 | Executive Engineer office - Rajkot | Navsarjan Bldg, Opp. Swaminarayan Gurukul, Gondal Road, Rajkot- 360002. | 1 | Account Assistant |
| | | | 1 | Accounts Clerk |
| 3 | Regional Manager office - Bhavnagar | Vithalwadi, Udyognagar, Bhavnagar-364001 | 1 | Account Assistant |
| 4 | Regional Manager office - Jamnagar | GIDC, Jamnagar Indl. Estate, Shankar Tekri, Jamnagar- 361004. | 1 | Accounts Clerk |
| | | | 1 | Account Assistant |
| 5 | Regional Manager office - Surendranagar | Housing Plot No.12,13, Near Shopping Centre, PhaseIII, Wadhwan City, Surendranagar-383030. | 1 | Account Assistant |
| 6 | Regional Manager office - Junagadh | GIDC, Dolatpura, Junagadh-362003. | 1 | Account Assistant |
| 7 | Regional Manager office- Bhuj | 1st floor, DIC Building, Opp. G.K.General Hospital, Hospital Road, Bhuj- 370 001 | 1 | Account Assistant |
| | | | 44 | |

Note:

Above mentioned requirement is Estimated requirement of Manpower which may change by Number or type as decided by the corporation

ANNEXURE – 2

PROFILE OF THE BIDDER

The Bidder should furnish the following details:

| Sr. No. | Particulars | Details |
|----------------|--|----------------|
| | HEAD OFFICE | |
| 1. | Name of the Firm | |
| 2. | Name of the Authorized Person | |
| 3. | Address of the Head office as registered with the ICAI | |
| 3. | Contact Details : Head Office | |
| | i) Telephone No. | |
| | ii) Mobile No. of the Partners | |
| | iv) Email address | |
| | v) Website of the Firm, if any | |
| 4. | Firm's Registration Number | |
| 5. | Permanent Account Number of the Firm | |
| 6. | Goods & Service Tax Registration No. | |
| 7. | Date of Firm Registration with ICAI | |
| 7. | No. of Years of Existence of the Firm | |
| | BRANCH OFFICE (Details of each Branch office to be Submitted) | |
| 2. | Name of the Authorized Person | |
| 3. | Address of the Branch office as registered with the ICAI | |
| 3. | Contact Details : Branch Office | |
| | i) Telephone No. | |
| | ii) Mobile No. of the Authorized Person | |
| | iv) Email address | |
| | v) Website of the Firm, if any | |
| 7. | No. of Years of Existence of the Branch | |

Signature of the bidder with seal

ANNEXURE -3

TURNOVER OF THE BIDDER

| Financial year | Turnover Amount (In INR Full Figure) |
|-----------------------|---|
| 2021-22 | |
| 2022-23 | |
| 2023-24 | |

ANNEXURE – 4

Information about Assignments handled

| Sr. No. | Name of the Client | Constitution (Government/ PSU/ Company) | Type/Nature of Assignments | Duration | No. of Manpower deputed |
|----------------|---------------------------|--|-----------------------------------|-----------------|--------------------------------|
| | | | | | |
| | | | | | |

NOTE: - (PROOF TO BE SUBMITTED FOR ALL THE ANNEXURES AND DETAILS GIVEN WITH CERTIFICATES OF SATISFACTORY SERVICES OF PREVIOUS ORGANIZATIONS)

ANNEXURE -5

INFORMATION ABOUT PARTNERS

| Sr. No. | NAME | MEMBERSHIP NO | YEAR OF MEMBERSHIP | ACA/FCA |
|----------------|-------------|----------------------|---------------------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ANNEXURE - 6

STAFF STRENGTH ON REGULAR PAYROLL

| Sr. No. | Team Member | Work Experience with Firm | No.s |
|----------------|--------------------|----------------------------------|-------------|
| 1. | Employees - CA | Less than 1 Year | |
| | | More than 1 Year | |
| 2 | Employees - CS | Less than 1 Year | |
| | | More than 1 Year | |
| 3. | Employees - Others | Less than 1 Year | |
| | | More than 1 Year | |
| | Total | | |

ANNEXURE – 7

PROFORMA OF GENERAL POWER OF ATTORNEY

(To be signed and executed in non-judicial stamp paper of Rs. 300/-)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt _____ S/O _____
Residing at _____
2. Sri/Smt _____ S/O _____
Residing at _____
3. Sri/Smt _____ S/O _____
Residing at _____

I/We all the Partners/Directors/Board members/proprietors/ Designated authorities of M/s _____ having its registered office at _____ hereby appoint Sri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Office of Gujarat Industrial Development Corporation (GIDC), Gandhinagar in connection with its tender No. _____ Dated _____ For the supply of _____ due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/ proprietors/Designated Authority

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/Agency/ firm)

ANNEXURE –8

FORMAT FOR PERFORMANCE GUARANTEE/SECURITY DEPOSIT

To

Gujarat Industrial Development Corporation

2nd Floor, Block No, 3,4,5

Udhyog Bhavan, Sector-11,

Gandhinagar

In consideration of the GIDC, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the “GIDC” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No____dated____ issued by the GIDC, Gandhinagar 382010, which has been unequivocally accepted by the Agency/Firm, work of Accounting service provider for Gujarat Industrial Development Corporation (hereinafter called the said Contract) to accept a DD of performance Guarantee as herein provided for Rs._____ (Rupees_____only) from a Nationalised Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract.

We, _____ further agree that the GIDC shall be the sole judge of and as to whether our Agency/firm has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GIDC on account thereof and the decision of the GIDC that our Agency/firm has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the GIDC from time to time shall be final and binding on us.

Name & Designation of Authorised Person

Date and Place

ANNEXURE-9

DECLARATION OF NON-DEBARRMENT

(TO BE PROVIDED ON RS. 300 STAMP PAPER DULY NOTARISED)

I _____, representing _____,
(Firm Name) do hereby declare that _____ (Firm
Name) is not debarred, Blacklisted, prohibited or suspended by any State
Government/Central Government/PSU/Reputed Organization for any reason in Last 3
Years as on bid calling date.

Authorized Signatory

Date and Place

ANNEXURE-10

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

| Sr. No | Particulars | Documents to be Submitted | Page No. |
|---|---|---|-----------------|
| For Minimum Eligibility Criteria | | | |
| 1 | The Firm should be Category-1 Firm as per ranking given by The Institute of Chartered Accountants of India and shall have valid Firm Registration Number | Self-Certified copy Firm Registration Certificate issued by The ICAI and Copy of category-1 Certificate generated from ICAI | |
| 2 | The bidder should have minimum annual turnover of Rs. 50 Lakhs in each of last 3 financial years. (2021-22, 2022-23 and 2023-24) | Self-Certified Copy of Audited Financial Statements of Last 3 Financial Years | |
| 3 | The Bidder/Management Agency/Firm shall be in existence since last 15 years as on 31/03/2024 | Self-Certified Copy of Firm Constitution Certificate/Firm Card issued by The Institute of Chartered Accountants of India (ICAI) | |
| 4 | The firm must have Minimum 5 Chartered Accountants working with firm since at least 1 year out of which 3 must be Partners of the firm as on date 31/03/2024 | Self-Certified Copy of Firm Constitution Certificate/Firm Card issued by The Institute of Chartered Accountants of India (ICAI) and Declaration of Chartered Accountants working with Firm with name, designation and period of appointment | |
| 5 | The firm must have its Head Office in Gujarat or In Case of No Head Office in Gujarat, The Firm Shall have at least 2 Full time Branch offices in Gujarat since last 3 years as on 31/03/2024 | Self-Certified Copy of Branch Registration Certificate issued by ICAI and Address proof in The Name of Firm | |
| 6 | Participating firm should be firm with a valid Permanent Account Number (PAN) and GST Registration (copy to be submitted.) | Self-Certified copy of PAN and GST Registration Certificate | |
| 7 | The bidder should not have been debarred / blacklisted by any State Government / Central Government / PSU / Reputed Organizations for any reason in the last three financial years as on bid calling date. (Self-declaration of the same to be given) | Notarized Copy of Self-Declaration on Rs. 300 Stamp paper | |

| Additional Documents for technical evaluation purpose | | | |
|--|--|---|--|
| 8 | Staff strength (Excluding Article Trainees) on regular payroll as on 31/03/2024 as per Annexure-6. | Self-Declaration | |
| 9 | Handled Similar Assignment for Providing Manpower for Accounting Services in any Government/ Government organization/PSU | <p>Self-Certified copy of Appointment/Engagement letter issued by the Organization and Original Satisfactory Performance Letter/Certificates issued by the Organization.</p> <p>Also to provide the statement showing :</p> <ul style="list-style-type: none"> a) Number of resources deployed in each similar assignment stated above & b) Yearly billing amount of assignment stated above. | |

ANNEXURE -11
FINANCIAL BID FORMAT

| Particulars | Manpower | No. | Zone-1 | Zone-2 | Zone-3 | Zone-4 |
|---|-----------------|------------|---------------|---------------|---------------|---------------|
| Estimated Manpower Required | Clerk | A | 3 | 4 | 4 | 3 |
| | Assistant | B | 9 | 4 | 8 | 7 |
| | Inter CA/M.Com | C | 1 | 0 | 0 | 0 |
| | CA | D | 1 | 0 | 0 | 0 |
| | Total | E | 14 | 8 | 12 | 10 |
| Fees per Annum on Lump sum basis (in Full INR) | | F | | | | |

Note:-

- All rates should be inclusive of all charges excluding taxes.
- GST will be applicable and paid as per government norms separately.
- Rates shall be quoted in full amount in Indian Rupees (INR)
- L1 will be evaluated Zone Wise on Total Annual Fees.
- GIDC can ask for additional resources as per the rates given in the Annexure-12 for each qualification.
- Increase or decrease of human resource is as per sole discretion of GIDC.
- The Above fees shall be quoted for first year.

ANNEXURE-12

**STATEMENT OF MINIMUM REMUNERATION PAYABLE TO EACH
MANPOWER BY AGENCY.**

| Sr. No | Manpower Category | Minimum Remuneration payable Per Month (In Full INR) |
|---------------|--------------------------|---|
| 1 | Accounts Clerk | |
| 2 | Accounts Assistant | |
| 3 | Inter CA/M.Com | |
| 4 | Chartered Accountant | |

Signature of the Bidder with Seal

GeM મારફત આઉટસોર્સિંગ એજન્સી નક્કી કરવા સંદર્ભે રાખવાની થતી શરતો
(ચાર્ટર્ડ એકાઉન્ટન્ટ, એકાઉન્ટ આસીસ્ટન્ટ, એકાઉન્ટ કલાર્ક તથા ઈન્ટર સીએ)
(રૂ. ૧,૭૫,૫૧,૩૨૦/- અંદાજીત)

એજન્સીનું ટર્નઓવર

- એજન્સીના છેલ્લાં ૩ વર્ષનું એવરેજ ટર્નઓવર કુલ બીડની વાર્ષિક રકમના ૩૦ % રકમ જેટલું હોવું જરૂરી છે. (રૂ. ૧,૭૫,૫૧,૩૨૦/- ના ૩૦ %)

એજન્સીનો કામનો અનુભવ

૧. કોઈપણ ૧ કામ બીડના ૮૦ % જેટલી રકમનું કરેલ હોવું જોઈએ અથવા
 ૨. કોઈપણ ૨ કામ જેમાં પ્રત્યેક કામ બીડના ૫૦ % જેટલી રકમનું કરેલ હોવું જોઈએ અથવા
 ૩. કોઈપણ ૩ કામ જેમાં પ્રત્યેક કામ બીડના ૪૦ % જેટલી રકમનું કરેલ હોવું જોઈએ.
- } અંદાજીત રકમના

એજન્સીઓ માનવબળ પુરું પાડવાનો અનુભવ

૧. બીડમાં માંગેલ કુલ માનવબળના ૮૦ % જેટલી સંખ્યાનું એક કામ કરેલ હોવું જોઈએ.
 ૨. બીડમાં માંગેલ કુલ માનવબળના ૫૦ % જેટલી સંખ્યાના ૨ કામ કરેલ હોવા જોઈએ.
 ૩. બીડમાં માંગેલ કુલ માનવબળના ૪૦ % જેટલી સંખ્યાના ૩ કામ કરેલ હોવા જોઈએ.
- } અંદાજીત માનવબળના

(ઉપરની શરતો મુજબ માર્ક્સ નક્કી કરવા)

મીનીમમ સર્વિસ ચાર્જ નક્કી કરવા બાબત

- એજન્સીને ન્યુનતમ સર્વિસ ચાર્જ ૩.૮૫ % નિગમ દ્વારા મળશે.

સામાન્ય શરતો

- એજન્સી ગુજરાત રાજ્યમાં રજીસ્ટર્ડ થયેલ હોવી જોઈએ.
- બીડમાં દર્શાવેલ કામનો અનુભવ હોય તેવી એજન્સીને નિમણુંક આપવામાં આવશે.