



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5935959  
Dated/दिनांक : 11-02-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-02-2025 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-02-2025 18:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Urban Development And Urban Housing Department Gujarat
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Gujarat Housing Board
क्रैता ईमेल/Buyer Email	buyer35.uduhdg.gj@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Engagement of Statutory Auditors for Gujarat Housing Board Pension Fund Trust for Financial Year 202425202526 and 202627; CA Firm
Contract Period/अनुबंध अवधि	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	6 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 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),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

**Bid Details/बिड विवरण**

<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<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>Estimated Bid Value/अनुमानित बिड मूल्य</b>	150000
<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**

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	60

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

**Beneficiary/लाभार्थी :**

cashier

Gujarat Housing Board, Urban Development and Urban Housing Department Gujarat  
(Vajubhai Mansangbhai Katariya)

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /

Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

#### **Pre Bid Detail(s)**

<b>Pre-Bid Date and Time</b>	<b>Pre-Bid Venue</b>
14-02-2025 15:00:00	1st floor FA & CAO office GHB ahmedabad

#### **Financial Audit Services - Engagement Of Statutory Auditors For Gujarat Housing Board Pension Fund Trust For Financial Year 202425202526 And 202627; CA Firm ( 1 )**

#### **Technical Specifications/तकनीकी विशिष्टियाँ**

<b>Specification</b>	<b>Values</b>
<b>Core</b>	
Scope of Work	Engagement of Statutory Auditors for Gujarat Housing Board Pension Fund Trust for Financial Year 202425202526 and 202627
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	pension Fund Trust
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly

Specification	Values
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	Yes

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Aditi Kiritbhai Badani	380013,GUJARAT HOUSING BOARD, NARANPURA, PRAGATINAGAR	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 48</li> </ul>

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. 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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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---**



**E – TENDER**

**FOR**

**Engagement of Statutory Auditors for Gujarat Housing Board Pension Fund**

**Trust for Financial Year 2024-25, 2025-26 and 2026-27**

**Address:**

**Gujarat Housing Board Pension Fund Trust  
1<sup>st</sup> Floor, F.A. & C.A.O. office, Gujarat Housing Board,  
Pragati Nagar, Naranpura ,  
Ahmedabad- 380013  
Phone: 079 – 2747000, 27447013, 014**

**Website: - [gujarathousingboard.gujarat.gov.in](http://gujarathousingboard.gujarat.gov.in)**

## **GUJARAT HOUSING BOARD PENSION FUND TRUST**

About the Gujarat Housing Board Pension Fund Trust is trust form to invest the fund and to deliver timely payment to pensioners of Gujarat Housing Board. The pension scheme is introduced from 01-04-1990 for employees in Gujarat Housing Board on the basis of Gujarat Govt. rules and regulations and to pay the pension liability of the Board, Pension Fund Trust has been constituted on 19-01-2007. At present a total of 1319 pensioners / family pensioners of the Board have to pay pension which is paid through Electronic Clearance System (ECS) by State Bank of India, Vijayanagar Branch, Ahmedabad as per Board resolution no. 504/2007 as approved by the Board with effect from 19-01-2007 the Pension Fund Trust has been constituted.

### **E-tender for Engagement of Statutory Auditors for Gujarat Housing Board Pension Fund Trust for the financial years 2024-25, 2025-26 and 2026-27.**

The **Gujarat Housing Board Pension Fund Trust** invites sealed quotation for conducting Statutory Audit, Income Tax Return And Tax Audit under Form-10B/10BB of Accounts of the trust for the financial years 2024-25, 2025-2026 and 2026-27. The intended bidders may upload their quotation upto 21-02-2025 by 18.00 Hrs. online. This TENDER DOCUMENT may be downloaded by the bidders free of cost from the GEM Portal ([www.gem.gov.in](http://www.gem.gov.in)).

**Housing Commissioner  
(Trustee)**

Tender for Statutory Audit, Income Tax Return & Tax Audit under Form-10B/10BB of the GHB Pension Fund Trust for the financial years 2024-25, 2025-26 and 2026-27.

Date of Issue of tender	11-02-2025 to 21-02-2025
Tender cost	Rs. 50,000/- p.a. ( inclusive of all taxes) For 3 Financial years, it shall be Rs. 1,50,000/- (inclusive of all taxes)
Last date of Submission of tender	21-02-2025 by 18.00 Hrs.
Pre Bid Meeting	14-02-2025 at 15.00 Hrs
Submission of Pre-bid queries	Mandatorily To be sent till 14:00 Hrs, Date: 13-02-2025 (before the pre bid meeting in word format via email at <a href="mailto:gujarathousingboard@gmail.com">gujarathousingboard@gmail.com</a> ) With clearly mentioning name of work
Date of Opening of tender	
Technical Bids	24-02-2025 at 15.00 Hrs

**Housing Commissioner  
(Trustee)**

## **SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERERS**

1. The Gujarat Housing Board Pension Fund Trust requires the services of reputed, well established and financially sound Chartered Accountant's Firms for conducting Statutory Audit, Income Tax Return and Tax audit under Form-10B/10BB of Accounts of the Gujarat Housing Board Pension Fund Trust for the year 2024-25, 2025-2026 and 2026-27.
2. Gujarat Housing Board Pension Fund Trust has requirement for the Audit work as per Scope of work (Scope of work for Statutory Audit is enclosed).
3. Technical & Financial Bids shall be submitted online only at GEM. Manual bids shall not be accepted. Kindly refer to the GeM website for the extension/corrigendum of the bid.
4. **Duration of work:** Three years i.e. Financial Year 2024-25, 2025-26 and 2026-27. However, considering satisfactorily work, the appointment may be extended on yearly basis based on Mutual Consent.
5. **Only EMD to be submitted physically which shall be Rs. 4,500/- (Rupees Four thousand Five hundred only) on or before 21-02-2025 at 6PM.by DD in favour of the "Gujarat Housing Board Pension Fund Trust" payable at Ahmedabad. The tender shall not be entertained after this date under any circumstances..**
6. Tendering Process:
  - a) The tenderer are required to submit two separate Bids i.e. Technical and Financial, as per prescribed proforma only at GeM portal. Only EMD to be submitted physically.
  - b) The Financial bids of only those Bidders who qualify in technical bid evaluation by the management shall be opened. The financial bids of all those Bidders who have failed to qualify in the technical bid will not be opened under any circumstances.

7. The interested Chartered Accountant's Firms are requested to enclose photocopies of the following documents (Self-attested) along with the Technical Bid, failing which their bids shall be summarily / out-rightly rejected and will not be considered any further:
  - a. Membership certificate of practice;
  - b. PAN Card;
  - c. Latest IT return filed by firm;
  - d. GST registration certificate;
  - e. Document in support of financial turnover of the agency;
  - f. Undertaking to be furnished by the service provider that the service provider is having no legal suit / criminal case pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.
8. The Conditional bids shall not be considered and will be out rightly rejected in very first instance.
9. The bids shall be valid for 180 days from the date of opening.
10. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. However, the cutting, if any, in the Technical Bid Application must be initialed y the person authorized to sign the bids.
11. The Technical bids shall be opened on the scheduled date and time (24-02-2025 at 15.00 Hrs), Gujarat Housing Board Pension Fund Trust, Ahmedabad, in the presence of the representatives of the Firms if any, who wish to be present.
12. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Bidders whose technical tenders are accepted will participate in the financial bids.

13. The EMD will be refunded to the Successful Bidder after execution of the Contract and submission of Performance Security Deposit (in DD form) valid for a period of 30 days beyond the Contract period; and EMD of unsuccessful bidders will be refunded within two month after the appointment of CA firm.
14. No Bidder will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the Bidder would stand forfeited.
15. In case the successful Bidder declines the offer of contract, for whatsoever reason(s),his EMD will be forfeited.
16. The competent authority of Gujarat Housing Board Pension Fund Trust reserves the right to annul any or all bids without assigning any reason.
17. **ALL Terms & conditions (including scope of work, Technical criteria, EMD , Minimum average turnover of bidder, years of past experience of similar services, minimum work order, registered head office etc.) in this Additional Terms & Conditions (ATC) shall be final & binding to all bidders.**
18. The competent authority of Gujarat Housing Board Pension Fund Trust reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.

**Housing Commissioner  
(Trustee)**

## APPLICATION–TECHNICALBID

### Detail of CA firms for the Statutory audit assignment of Gujarat Housing Board Pension Fund Trust for the financial years: 2024-25, 2025-26 and 2026-27

1. Name of the Firm (In Capital letters)\_\_\_\_\_
2. Address of the Head Office\_\_\_\_\_
- (Please also give telephone no. and\_\_\_\_\_E-mail address)
3. PAN No. of the Firm\_\_\_\_\_
4. Personal Detail:
  - a) ICAI Registration No.\_\_\_\_\_Region Name\_\_\_\_\_Region Code No.\_\_\_\_\_
  - b) Date of constitution of the firm:\_\_\_\_\_
  - c) Date since when the firms has a full time FCA\_\_\_\_\_
5. Number of Full-Time Partners in a firm as on 01-01-2025\_\_\_\_\_
6. Number of part time Partners if any, as on 01-01-2025\_\_\_\_\_
7. Number of Full Time Chartered Accountant Employees as on 01-01-2025\_\_\_\_\_
8. Number of Branches\_\_\_\_\_
9. Whether the firm is engaged in any Statutory/Internal of any Govt. Companies / Autonomous body, and Academic Institutions etc. Yes/No  
If yes, details may be given.
10. Turnover of the Firm

**APPLICATION– FINANCIAL BID (STATUTORY AUDIT)**

**For conducting Statutory audit of Accounts of Gujarat Housing Board Pension Fund Trust for the Financial years 2024-25, 2025-26 and 2026-27.**

1. Name of tendering Chartered Accountant's Firms:
2. Details of Earnest Money Deposit Rs. (Rupees Only)

D.D. No. & Date: - \_\_\_\_\_

Drawn on Bank:- \_\_\_\_\_

Sl. No.	Particulars	Total cost for contract period
1.	Charges for conduct of Statutory Audit, Income Tax Return & Tax Audit under Form10B/10BB of Gujarat Housing Board Pension Fund Trust for the year2024-25, 2025-26 & 2026-27	
<b>Grand Total (inclusive of all taxes)</b>		

**Signature of authorized person**

**Date:**

**Name:**

**Place:**

**Seal:**

**Notes:**

1. The rates quoted by the tendering agency should be inclusive of all statutory /taxation liabilities in force at the time of entering into the contract
2. No other payment of stationery, TA/ DA, out of pocket expense shall be made.

## Evaluation Method

The detailed evaluation methods for Technical and Financial proposal are specified below:

### 1. Evaluation of Technical Proposal

Technical proposals of all bidders which meet the basic requirements (i.e. timely submission, bid EMD etc.) would be taken up for evaluation as per the technical bid evaluation criteria. All applicants scoring 75 or above marks would be technically qualified and would not only move into the next stage of financial evaluation. The technical evaluation shall be carried out on the following criteria:

#### **MINIMUM ELIGIBILITY CRITERIA**

<b>Sr.</b>	<b>Minimum eligibility criteria</b>	<b>Proof to be enclosed</b>
1.	<b>The firm should have an average annual turnover of more than Rs. 30 Lacs (Rupees Thirty lakhs) in last 3 years ended on 31<sup>st</sup> March 2024.</b>	Last 3 (three) financial years duly audited and certified by another Chartered Accountant Certificate for the financial year 2021-22, 2022-23 & 2023-24 (average more than Rs.30 lakhs is required of last 3 FY.) and self-certified GST return of 12 months is require to support the same.
2.	The firm should have been registered for a period of at least 5 Years.	ICAI firm card as on or after 01.01.2025
3.	There must be at least 3 CAs fulltime in the firm and out of that 2 CAs must be FCA.	ICAI firm card as on or after 01.01.2025
4.	The firm should have work order of minimum Ten Statutory Audit services in Government or semi government organization during the last 3 financial years.	Copy of at least ten appointment having Statutory Audit issued in last three years. (self-certified).
5.	Firm's registered head office should be located in Ahmedabad only.	ICAI firm card as on or after 01.01.2025
6.	Firm should be empanelled with C&AG for the year 2024-25	Copy of Acknowledgement letter issued by the office of C&AG should be furnished. Mere Application letter would not be sufficient document.
7.	Firm and its partner should not be blacklisted by any Govt. / Semi Govt. entity government/ government board/corporation/ company/ PSU Company/statutory body/non-government and Any funding agencies	Notarized affidavit in attached format–Annexure 1

**If above information is not furnished with documentary evidence, it will result into non responsive bid. And will not be considered for opening technical and financial bid.**

Detailed evaluation of the proposals shall be undertaken for those Applicants, which qualify the above minimum requirement.

**Detailed Evaluation:**

<b>S. No.</b>	<b>Parameter</b>	<b>Max. Marks</b>
1.	Firm's existence in years after its registration: Firm should have registered head office in Ahmedabad only ( <i>Copy of Registration Certificate</i> )  -More than 5 years but less than 10 years : 60 % -More than 10 Years : 100 %	25
2.	No. of Audit Assignments of Statutory Audit of Govt. entity except Bank Branch Audit having for the years for which the audit has been done in the last 3 years: 10 to 15 Work Order : 60 % >15 Work Order : 100 % Each work order will be considered as separate experience to calculate total work order.	25
3.	Agency's Average Turnover in last 3 Financial Years: - More than 30 Lakhs And upto 50 Lakhs : 60 % - More than 50 Lakhs : 100 %	25
4.	Strength of Competent Manpower & Article Clerks as on 01.01.2025 ( Annexure-2 ) - More than upto 15 - 100 % - Less than and upto 15 - 60 %	15
5.	Peer Review Certificate issued by ICAI	10
	Total Score	100

The Bidder must Score minimum **Marks** out of total 100 marks in the Technical Score. The Proposals of applicants obtaining lower than 75 score will be declared disqualified and will not be processed further.

Evaluation would be done on the basis of supporting documents submitted along with the technical proposal.

**Final Evaluation:**

Final selection of the Firm shall be as per Least Cost method (L1).

**Minimum Fees Criteria as per ICAI Guidelines (PART A & PART B):**

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

The members may participate in tender if,

Minimum fee of the assignment is prescribed in the tender itself

In those areas, where along with Chartered Accountants, other professional can also apply for the tender.

In this connection minimum audit fees is kept at of **Rs. 50,000/- p.a. inclusive of GST & all other Taxes .**

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

a. Out of all bidders, if single bidder has given their consent to carry out work with minimum fees, work order may be given to such bidder.

b. Out of all bidders, if more than single bidder has given their consent to carry out work with minimum fees, the points shall be given on the basis of pre-determined criteria to such bidders. The bidder which gets maximum points shall be given work order. In case more than one bidder gets equal maximum points, then all such bidder shall be call for presentation about their firm, experience and methodology proposed

work and decision of authority for selection of bidder to a lot work shall be final and  
binding upon all the bidders.

**Penalties:**

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the auditor/auditors personnel, the auditor's contract may be terminated and the chartered accountant/firm may be black listed by GHB Pension Fund Trust which shall be communicated to all the government departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work. In such a case the C.A. of the C.A. firm shall be severally and/ or jointly directly responsible.
2. The violation of any of the terms will invoke penalty as deem fit by GHB Pension Fund Trust. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit. Failure to do leading to either undue delay, or laxity or failure to check irregularity in payments will make the chartered accountant/firm liable for being removed from the contract by Trustee of GHB Pension Fund Trust after issuing 15 days notice as well as disciplinary action including chartered accountant/firm may be black listed. The decision of the trust will be final.
3. In case of termination of this contract, GHB Pension Fund Trust can recover following penalty from chartered accountant/firm:
  - Amount of difference of price values of the new auditor appointed to execute statutory audit in the District.
  - Forfeit the audit fees remains unpaid until whole period.
4. The work shall be completed within the time frame or else penalty maximum 10% of contract value will be charged as mentioned in above point.

## **SCOPE AND COVERAGE OF AUDIT:**

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

1. Statutory Audit to cover the areas ensuring that,
  - a. Check all statutory records registers, including minute books and to see that accounting affected and all the decisions taken are given in the books of account.
  - b. Financial statements are compared to the summary of transactions and events recorded in the underlying accounts.
  - c. Assessing the consistency of accounting policies that are applied while the financial statements are prepared by the management and also the disclosure to the effect should be adequate.
  - d. Transactions are duly supported by proper supporting documents and there is clear linkage between books of accounts and reports presented to Bank/FA.
  - e. Propriety of the transactions.
  - f. Checking the maintenance of books of accounts and records.
  - g. Checking the bank reconciliation statements.
  - h. Checking of investments, short term deposit etc. made from time to time.
  - i. Checking of compliance of various taxes/statutory compliance.
  - j. Verification of fixed deposit register and checking of interest received.
  - k. To file income tax return, filing of Form 10B/10BB.
  - l. To solve all queries of income tax department and provide all documentation to I. Tax department.
  - m. The chartered accountant/firms so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/vouchers submitted at latter stage, to settle the audit qualifications in the statutory audit report of this assignment.
  - n. To check/inspect whether all the rules & regulations have been implemented as per trust act?
  - o. To give executive summary incorporating all points' matters; which are of very important nature.
2. Verification of accounting transaction and balances through necessary test on check basis, enquiries, and verification.
3. Financial statements are compared to the summary of transactions and events recorded in the underlying accounts.
4. Assessing the consistency of accounting policies that are applied while the financial statements are prepared by the management and also the disclosure to the effect should be adequate.
5. **Audit Procedures:** In the case of an audit, the Statutory auditor is required to express his opinion as to whether the financial statements give a true and fair view of the state of affairs of the assesses in the case of the balance sheet and in the case of the profit and loss account/ income and expenditure account, of the profit/loss or income/expenditure. As regards the statement of particulars to be annexed to the audit report, he is required to give

his opinion as to whether the particulars are true and correct. In giving his report, the Statutory auditor will have to use his professional skill and expertise and apply such audit tests as the circumstances of the case may require, considering the contents of the audit report. He will have to conduct the audit by applying the generally accepted auditing procedures which are applicable for any other audit.

6. **Statutory auditor's Responsibility:** Auditors' responsibility is to express an opinion on these financial statements based on my/our audit. They have conducted this audit in accordance with the Standards on Auditing issued by the Institute of Chartered Accountants of India. Those Standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
7. **Examination of Financial Statements:** The auditor thoroughly examines the financial statements, including the balance sheet, profit and loss statement, cash flow statement, and notes to accounts. The objective is to verify the accuracy, completeness, and consistency of the financial information presented.
8. **Verification of Tax Compliance:** The auditor assesses the compliance of the business with various tax provisions, including deductions, exemptions, and allowances. This involves confirming that all eligible tax benefits have been claimed correctly and ensuring adherence to tax regulations.
9. **Verification of Transactions:** The auditor should scrutinize specific transactions, expenses, incomes, and other financial activities to ensure their legitimacy and compliance with tax laws. Special attention should be given to related-party transactions.
10. **Verification of Deductions and Exemptions:** The auditor verifies the validity and accuracy of various deductions and exemptions claimed by the business. This includes evaluating documentation and supporting evidence for expenses and investments claimed for tax benefits.
11. **Documentation Review:** The auditor examines the documentation supporting financial transactions, receipts, payments, and other relevant records. This step ensures that proper documentation is maintained, facilitating transparency and audit trail.
12. **Assessment of Tax Withholding and Payment:** The auditor checks whether the business has withheld the appropriate taxes at source and made timely tax payments, such as advance tax and TDS (Tax Deducted at Source).

13. **Reporting and Compliance Certification:** Based on the audit procedures and findings, the auditor prepares the Statutory audit report in Form 3CD as specified by the Income Tax Act. This report includes details of financial statements, compliance assessment, and relevant disclosures.
14. **Disclosure of Tax Planning Schemes:** If the auditor identifies any aggressive tax planning schemes or arrangements, they are required to be disclosed in the Statutory audit report, ensuring transparency and discouraging tax evasion.
15. **Communication with Management:** Throughout the audit process, the auditor maintains clear communication with the management, addressing any queries, providing explanations, and discussing potential tax implications.
16. **Compliance Assistance:** After completing the audit, the auditor assists the business in rectifying any discrepancies or non-compliances identified during the audit, helping the entity to align with tax regulations.
  
17. The firm should submit final audit report, filing income tax return and filing of Form 10 B and availing Non-deduction of TDS certificate within due date

#### **Payments to the Auditor:**

The payment of fees will be made only after submitting final audit report, filing income tax return and filing of Form 10 B / 10 BB and availing Non-deduction of TDS certificate within due date from “Gujarat Housing Board Pension fund Trust”. Payment shall be made on yearly basis.

**Security Deposit** ; Security deposit shall be 5 % from the basic amount of bill. The said amount will be returned after the assessment is completed or 4 years from end of respective Financial Year whichever is earlier.

**ANNEXURE 1**

**AFFIDAVIT ON RS. 300/- STAMP PAPER**

I, \_\_\_\_\_ Partner of  
\_\_\_\_\_ Chartered Accountant firm, having office at  
\_\_\_\_\_ and practicing as Chartered Accountant as under:

I, solemnly affirm and say that our firm or any partner of our firm is/are not black listed by Central/State Government Department/Public Sector Undertaking for any work executed in past. I also affirm that, no disciplinary / criminal action is pending as on date of this bid and also should not be convicted / reprimand by any other authority or his parent authority against firm or any partner of our firm.

I know that wrong, false or concealing of an affidavit is an offence.

Sign:  
Name:  
Address:  
(Deponent)

Before Me, Notary

Date:  
Place:

**Annexure-2**

**Strength of Competent Manpower & Article Clerk as on January, 2025**

<b>S. no.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience ( In No. of Years)</b>