



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6196525  
Dated/दिनांक : 03-05-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-05-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-05-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Health & Family Welfare Department Gujarat
Organisation Name/संगठन का नाम	National Rural Health Mission (nrhm) State Health Society
Office Name/कार्यालय का नाम	Commissionerate Of Health
क्रेता ईमेल/Buyer Email	health-emriscm-108@gujarat.gov.in
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	3 Year(s) 1 Day(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
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

**Bid Details/बिड विवरण**

<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	AXIS BANK LTD
EMD Amount/ईएमडी राशि	15000

**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).	38

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

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

**Beneficiary/लाभार्थी :**

Head Finance

EMRI GREEN HEALTH SERVICES 108 Emergency Management Centre Naroda-Kathwada Road, Naroda, Ahmedabad 382330, Gujarat, India  
(Emri Green Health Services)**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+20% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
  - i. If number of technically qualified bidders are only 2 or 3.
  - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
  - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
  - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
  - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

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

**Number of Years of firm/company's existence as per ICAI certificate:** Please refer attached RFP

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:** Please refer attached RFP

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:** Please refer attached RFP

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:** Please refer attached RFP

**Number of XX fulltime CA's required and YY professional audit staff:** Please refer attached RFP

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:** [1746270347.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
08-05-2025 14:00:00	EMRI GREEN HEALTH SERVICES 108 Emergency Management Centre Naroda-Kathwada Road, Naroda, Ahmedabad 382330, Gujarat, India

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

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions
Type of Industries/Functions	Operational & Administrative , Human Resource & Payroll , Inventory & Store management , Purchase & Procurement , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	Yes

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

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**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	Ashish Kumar Muley	382330,EMRI GREEN HEALTH SERVICES 108 Emergency Management Centre Naroda-Kathwada Road, Naroda, Ahmedabad	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 36</li> </ul>

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

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Please refer attached RFP before finalization of your offer.

Attached RFP will be considered for final acceptance and execution.

**EMD is compulsory if not falling in exempted category as per Gujarat State Procurement Policy 2024.**

### 3. 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---

# **REQUEST FOR PROPOSAL (RFP) FOR APPONTMENT OF INTERNAL AUDITOR FOR FY 2025-26**

This document contains General Terms and conditions, including qualification criterion, Commercial terms and conditions that are followed by EMRI GHS for Appointment of Internal Auditor Firm. However, the terms and conditions are not binding on EMRI GHS and liable for change without any notice.

## **EMRI GHS Emergency Management and Research Institute**

Gujarat-108 Emergency Management Centre, Naroda -Kathwada Road,  
Naroda, Ahmedabad-382 330; Phone: 079-22814896 Email:- [ashish\\_muley@emri.in](mailto:ashish_muley@emri.in)

## **General brief about EMRI GHS:**

EMRI Green Health Services (EMRI GHS) was established as a not-for-profit Organisation. EMRI GHS is a Society, registered under the provisions of Andhra Pradesh Societies Registration Act, 2001, in February 2005 and provide services free of cost through a toll free number '108' to every Citizen of our country under Public Private Partnership (PPP) frame work. Vision of EMRI GHS is to support and build capabilities to save one million lives per annum nationally and establish EMRI GHS as a premier Research and Training Institute.

EMRI GHS, under the Public-Private-Partnership, has made substantial progress over the last 16 years in providing Emergency Response Services across the country and presently operate over 12000 state-of-the-art ambulances in 15 States and 2 Union Territories viz-Telangana, Tamil Nadu, Karnataka, Goa, Gujarat, Dadra Nagar Haveli, Daman & Diu, Chhattisgarh, Assam, Meghalaya, Himachal Pradesh, Uttar Pradesh, Rajasthan, Kerala & Delhi and to provide pre-hospital care covering a population of 765 million. Everyday EMRI GHS is serving on an average 21,850 emergencies (71.42 million emergencies attended since inception) and saving over 903 lives everyday and cumulatively have saved more than 33 lakh lives since the launch of the services and provide direct employment to over 51,000 associates while continuing to be a not-for-profit organization.

EMRI GHS's innovative approach has revolutionized the concept of Emergency Services in India. The organization to its credit has pioneered the first of its kind inventions in India such as providing a Single Toll-Free number (108) for initiating the emergency response and a comprehensive coverage of emergencies involving Medical, Police and Fire departments, In-ambulance Pre-hospital care to mitigate the effects of medical emergency of the victim under the guidance of a specially trained Emergency Physician, Research and Training etc. Today "108" is synonymous with the best-in-class emergency service and has been acknowledged as the most efficient, speedy, reliable and professional service provider in the category.

With increased focus on research and analytics and collaborations with internationally renowned institutions like Stanford School of Medicine, EMRI GHS has plans to significantly enhance the overall emergency management scenario – further reducing individual suffering.

### **Objectives :**

EMRI GHS, seeks to invite Proposal from **C & AG empaneled Chartered Accountants firms** meeting the minimum eligibility criteria for providing their services for the Internal Audit for the financial year 2025-26 of Gujarat State Unit operations.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C. A. firms are given in the following paragraphs.

# General Terms and Conditions

## Section I - Background

The audit firms have to bid for the audit of various projects of EMRI GHS Gujarat. Audit scope envisages pre-audit of all transactions and requires presence of the auditor's team in sufficient number at all times at EMRI GHS Ahmedabad and the auditor should conduct the pre audit as per Terms of reference given in the RFP.

## Section II - Terms of Reference:

Detailed Terms of Reference (TOR) defining the functional areas, checks to be performed, frequency of verification, reference to the Organization policies and the reporting requirements are given in Annexure 1. Deployment details are given in Annexure-2.

These are to be strictly adhered to.

## **Reporting and Timing:**

The Quarterly comprehensive Audit Report covering all the points defined in the TOR should be submitted after discussion with the Auditee one address to the CFO at corporate office, Hyderabad and the second to the State Head within 15<sup>th</sup> day following the end of the quarter. (Both hard copies and soft copies).

## Section - III Eligibility Criteria:

### **Pre- Qualification Criteria:**

- I. The CA firm must be empaneled with C & AG for the year 2024-25 (active) and CA firm should have applied for the year 2025-26. The particulars of the Firm H.O., B.O. and Partners and paid Chartered Accountants should match with the certificate issued by ICAI.
- II. CA Firms must qualify following minimum criteria:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Minimum Criteria</b>
1	Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 1.1.2025) i.e. <b><i>such partners should continue to be a fellow member during all the three years</i></b>	3 Nos.
2	Turnover of the firm (Average annual in last three financial yrs.)	Minimum Rs.25.00 Lakhs
3	No. of Years of Firm Existence as per ICAI Certificate No.	5 Years
4	Experience of audit assignments of Internal /Statutory Audit of Corporate/PSUs entities except Bank Branch Audit having a turnover of not less than Rs 20 Crore <u>for the years for which the audit has been done</u> in the last 3 years.	3 Years
5	No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years	3

6	Registered Office of the firm should be in Ahmedabad / Gandhinagar. ( If Registered Office is not in Ahmedabad / Gandhinagar, one full time branch should be in Ahmedabad / Gandhinagar for 3 years on full time basis)	3 years
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**Supporting Documents for Eligibility Criteria:**

Following supporting documents must be submitted by the firm along with the technical proposal:

- i. For S. No. 1 above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2024.
- ii. For S. No. 2, the firm must submit, a copy of the balance sheet for the last three years otherwise a Certificate issued by any C.A. Firm may also be provided in this regard giving the break-up of Fees (Audit Fee, Taxation and Others).
- iii. For S. No. 4 & 5, the firm must submit a copy of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.
- iv. Self certified copy of latest firm card containing the details of registered office or one full time branch to be submitted.
- v. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior.

**Section IV - Guidelines for Submitting the Proposals:**

**General Guidelines:**

CA Firms are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

1. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED. EMRI GHS shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
2. Team Composition for the assignment should be as specified in Annexure 2.
3. **Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
4. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
5. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
6. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.

7. Financial bids of only those firms who qualify in the Technical Proposal would be opened for evaluation.
8. The bid amount shall constitute the sole criteria for evaluation of financial bids.
9. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
10. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
11. EMRI GHS reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.
12. The internal audit team should adhere to the office timing of EMRI GHS strictly
13. **Award of Contract:** On completion of selection process, the firm selected shall be awarded the contract of audit by issuing the Letter of Award (LOA). The firm should execute a Contract with the EMRI GHS within 2 weeks of the award of the issuance of LOA. Based on the performance, the contract may be extended on yearly basis up to 3 years on mutual agreement with same terms and conditions.
14. **Payment Terms:**
  - a. CA Firm will be required to quote the professional fees as per the Annexure of Financial Bid given herewith. The rates invited will be inclusive of Traveling Expenses, Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment. However, GST at the applicable rate may be added separately.
  - b. Fees will be paid on Quarterly basis on submission of Internal Audit Report. The professional fees shall be paid within 30 days from the receipt of the Internal Audit Report
15. **Contract Termination:**

In the event of gross negligence, irregularity, laxity or misconduct undue delay in submission of monthly reports on the part of the CA firms personnel, the contract may be terminated .The violation of any of the terms of reference will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the contract after issuing the notice of 15 days as well as disciplinary action.
16. Biometric/Manual Daily attendance of all deployed staffs should be considered. The internal audit team should adhere to the office timing and holiday calendar of EMRI GHS strictly.
17. The performance of Audit will be considered on basis of coordination / support/ behavior of auditor with EMRI GHS team, attendance of support staff, accuracy, quality and timely report submission.
18. Audit will be conducted strictly in the EMRI GHS, Ahmedabad premises during working hrs and during working day only and no back of data in any electronic mode will be provided and access to system will be provided as per the policy of the company.

**EMRI GHS, Gujarat**

## Technical Proposal:

- i. Letter of Transmittal (**Form T-1**)
- ii. Details of the Firm along with Details of Partners (**Form T-2**) and attach required documents mentioned in Form T-2.
- iii. Details of Qualified Staff & Semi-qualified Staff (**Form T-3**),
- iv. Description of Approach, Methodology & Work Plan for performing the Audit of EMRI GHS States (**Form T-4**)
- v. Brief of the relevant experience (**Form T-5**)
- vi. Organization policies and the reporting requirements (Terms of Reference (TOR) / Scope Document for Internal Audit) (**Annexure 1**)
- vii. Deployment (**Annexure-2**)
- viii. Supplier Information Form (SIF) (**Annexure-3**)

## Financial Proposal:

- i. The financial bid shall be submitted only for the professional (audit) fee to be charged by the firm. This audit fee shall be exclusive of GST. The financial bid shall be submitted as per prescribed format for all Project. (Please refer Form attached herewith)
- ii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.

**Letter of Transmittal**

To,

Dear Sir,

We, the undersigned, offer to provide the internal audit services for *EMRI GHS* in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Audit Firm]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

**Stamp & Sign of the Firm**

**Form T-2****Particulars/Details of the Firm**

Sr. No.	Particulars	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of Head Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Registration No. with ICAI	Attach copy of Registration
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three years	Attach balance sheet of the last three years or a C.A. Certificate.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart
10	Audit Experience of the Firm:	
i	No. of audit assignments of Internal /Statutory Audit of Corporate/PSUs entities except Bank Branch Audit having a turnover of not less than Rs 20 Crore <i>for the years for which the audit has been done</i> in the last 3 years.	Copy of the Offer Letter
ii	No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of	Copy of the Offer Letter

	Charitable Institutions & NGOs) in the last 3 years	
11	<p>Details of Partners: Provide following details:</p> <ul style="list-style-type: none"> <li>- Number of Full Time Fellow Partners associated with the firm.</li> <li>- Name of each partner,</li> <li>- Date of becoming ACA and FCA</li> <li>- Date of joining the firm</li> <li>- Membership No.</li> <li>- Qualification</li> <li>- Experience</li> <li>- Whether the partners is engaged full time or part time with the firm.</li> </ul>	Attested copy of Certificate of ICAI as on 1.1.2024.

**Stamp & Sign of the Firm**

## Form T-3

### A. Details of Qualified Staff (Chartered Accountants)

*(Please provide attested copy of Certificate of ICAI as on -----for each qualified staff)*

Sr. No.	Name of Staff	Length of association with the firm (In years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

### B. Details of Semi-qualified Staff (including Article Clerks etc)

Sr. No.	Name of Staff	Length of association with the firm (In years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
<b>Semi Qualified Staffs:</b>						
1						
2						
<b>Article Clerks:</b>						
1						
2						
<b>Others</b>						
1						
2						

**Stamp & Sign of the Firm**

**Description of Approach & Work Plan for performing the Audit of EMRI GHS**

**A. Technical Approach :**

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

**B. Work Plan:**

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

**Stamp & Sign of the Firm**

**Brief of Relevant Experience:**

<b>Experience of audit in relation to Externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs)</b>						
<b>Sr No</b>	<b>Name of Auditee Organization</b>	<b>Grant-in-aids handled of the auditee organization</b>	<b>Type/Nature of Assignment</b>	<b>Scope &amp; Coverage of Completion of Assignment</b>	<b>Duration of Completion of Assignment</b>	<b>Proof of the letter of Work or Assignment awarded by the Auditee Organization (PI attach a copy of the letter)</b>

**Stamp & Sign of the Firm**

**Form F-1****FORMAT FOR FINANCIAL BID**

<b>Sr. No.</b>	<b>Item or Activity</b>	<b>Project wise Weightage</b>	<b>Rate for Year 2025-26</b>
1	GJ-108: Audit Fee (Rs.)	50.00%	
2	KK-102: Audit Fee (Rs.)	10.00%	
3	DAR: Audit Fee (Rs.)	9.00%	
4	MHU: Audit Fee (Rs.)	4.00%	
5	SHRAM: Audit Fee (Rs.)	1.00%	
6	MVD: Audit Fee (Rs.)	13.00%	
7	MVU: Audit Fee (Rs.)	2.00%	
8	KAA-1962: Audit Fee (Rs.)	2.00%	
9	WHL-181: Audit Fee (Rs.)	3.00%	
10	HHL-104: Audit Fee (Rs.)	1.00%	
11	TMH-1100: Audit Fee (Rs.)	0.25%	
12	CHL-1098: Audit Fee (Rs.)	0.25%	
13	DIAL-100 / ERSS-112: Audit Fee (Rs.)	0.25%	
14	SSH: Audit Fee (Rs.)	0.25%	
15	E-NARI: Audit Fee (Rs.)	0.25%	
16	ECD: Audit Fee (Rs.)	0.25%	
17	SMC: Audit Fee (Rs.)	0.25%	
18	GOG Health Dept Training Project: Audit Fee (Rs.)	0.25%	
19	UT-108: Audit Fee (Rs.)	1.25%	
20	UT-PI IND: Audit Fee (Rs.)	0.50%	
21	UT-GPPL: Audit Fee (Rs.)	0.50%	
22	UT-NARDES: Audit Fee (Rs.)	0.25%	
23	UT-GPS(COT) : Audit Fee (Rs.)	0.25%	

24	UT-MVU: Audit Fee (Rs.)	0.25%	
A	<b>Total Audit Fee (Rs.)</b>		
B	GST (In %)		
C	GST (In amount)		
D	<b>Total Amount (Rs.)</b>		

To be arrived based on the estimated man days for each category of staff proposed for the assignment.

Note:

1. Percentage of funds involved shall not be a basis of quoting the Audit Fee.
2. Bidder firm has to quote rate for all project compulsorily otherwise bid will be rejected. Lowest will be decided on total amount of all project.
3. Bidder need to submit Price Break up strictly after price bid opening on demand and not with Bid document.
4. In case of addition/deletion of any project ; same may be done with mutual agreement on pro rate basis.

**Stamp & Sign of the Firm**

**ANNEXURE : 1**  
**TERMS OF REFERENCE (TOR) / SCOPE DOCUMENT FOR INTERNAL AUDIT**

Sl. No.	Area	Checks to be performed	Reports & Compliance On Auditing	Policy Adherence	Frequency of Verification
1	Finance and Accounts Book Keeping.	Audit of all transactions with respect to all vouchers (i.e. Cash, Bank, Journal etc.).	All vouchers should be thoroughly examine along with supporting's and relevant records. Required to examine head of A/c, Amount, Date, Narration, Approving authority etc. during the course of vouching.	General guidelines for vouching should be followed. Delegation of Authority(DoA), Payment guidelines, Cash handling policy, Travel policy, HR policy, SCM Policy and other related policy should be strictly followed while authenticate the transaction	Ongoing Audit. Adequate audit resource should be stationed in state HQ for audit of all vouchers.
2	Cash	Surprise verification of cash, Accuracy of Cash Register maintenance and daily closing of balances and certification. Cash safe keeping procedure	Ensuring all Cash transactions are done correctly, duly signed by receiver and authorized person. Verify whether all payments are made within the limit of "Cash payment policy" or not. Verify whether any duplicate payment made on the same date to overcome the cash policy. Deviation if any should be reported separately	Cash handling policy, Payment process guidelines	Monthly
3	Bank	Bank reconciliation statement is prepared for all the bank accounts maintained by the company on regular intervals and Tax reconciliation statement maintained by the company on regular intervals	Ensure monthly preparation of Bank reconciliation statement for all banks. List out and Provide details for unusual bank charges such as Stop payment charges, bouncing charges etc. Ensure monthly preparation of Tax reconciliation statement for all the Projects Test the Arithmetical accuracy and identify the unusual and abnormal items and report the same	Payment process guidelines	Quarterly
		Cancelled/ Stale cheques.	Statements of all cancelled cheques with reasons should be obtained. Ensure cancelled cheques are properly maintained by Finance dept. Ensure accounting of all Cancelled/Stale cheque in books of account.		Monthly
		Mode of cheque operation	Ensure all cheques are printed and system generated .Manual cheque should not be issued in any cases unless approved by the state head. Xerox copy of cheque must be enclosed with Bank payment voucher.	Payment process guidelines	Ongoing Audit.

			All cheque should be serially issued and no cases it should be issued in third party name. For deviation proper clarification should be obtained along with proper documents.		
4	Inter unit Reconciliation	Verification of Inter unit reconciliations and reporting of unresolved entries.	Obtain balance confirmation and interunit ledger. Verify all the Invoices/bills enclosed to the voucher in case of HO transactions.		Quarterly
			Verification of Inter State reconciliation (within Projects and with HO balances) and reporting unresolved entries		
			Verify the inter office correspondence (Debit or Credit note) received.		
			Verification of Inter unit reconciliation and reporting of unresolved entries with full details of long outstanding items.		
5	Travel claim	Process of field travel authorizations, bill verification and recording of expenses versus Travel Policy.	Verification of travel claim as per travel policy.	Travel policy	On going Audit.
6	Staff Advance settlement	Employee advances and recovery process.	Approval for advance, advance taken Vs Settlement.		Monthly
7	Bad Debt	Bad Debt	Report on Writing off bad debts with comments on authorization.		Quarterly
8	Manpower/ Payroll	Verification of Payroll output and tallying with accounting entries in Oracle and tally.	HRMS operation review. Proper accounting entry should be passed matching with payroll output. Salary certificate must be approved from H.O.	EMRI GHS Service Rules, Leave policy, Benefit policy and other relevant policy.	Quarterly

		Attendance and records.	Obtain master sheet of Bio metric attendance(Bio metric attendance is mandatory as per H.R policy) and review all important aspects like timely coming and leaving from work place. Delay coming and early leaving from office subject maximum days permissible as per H.R policy and with proper approval from reporting manager.		Quarterly
			Verify the process of collating attendance data from the field and authorizations, leave and loss of pay Attendance tallying with attendance register		Quarterly
Manpower/Pay roll	Leave		verify whether leave letters has been obtained from the employees in case of leave granted and also verify credit leaves have been adjusted for the leaves granted. All Leave should also be granted and accounted as per Leave policy.		Quarterly
			verify whether credit leaves has been adjusted in case of leave letter have not been obtained from staff. If so, rectify the same and consider it as Loss of Pay.		Quarterly
			No Leave encashment is permitted at any time as per Leave policy. Deviation should be reported.		Quarterly
			Observe how the different types of leave treated in attendance sheet. Obtain the latest leave policy and report for any deviation.		Quarterly
		Compliance of salary with offer letters / revision letters.	Salary sheet should be randomly cross check with offer letter/revision letter.	Quarterly	
		Over Time	Obtain the manpower ratio and justify the Overtime. Verification of Overtime Authorization and payments.	Quarterly	
		treatment of unpaid salaries/hold salaries	Follow payment release process. Verify whether proper approval was obtaining for release for unpaid salaries/hold salaries. HO Approval.	Quarterly	

		Misc. reimbursement and deductions tallying with HR advices	All reimbursement should be made as per company policy. Personal usage of mobile are subject to deduction.		Quarterly
		Total Cash and Bank payment tallying with Payroll cost	Reconciliation of total salary payment in bank/cash with salary certificate.		Quarterly
		Final settlement sheet for resigned employees showing computation of amount payable and recoverable tallying with Payroll and accounts.	All FFS should be accompanied with resignation letter, acceptance copy of resignation. No-Dues certificate should be attach with FFS sheet. Need to check whether notice period served or not. Company asset must be submitted at the time of FFS in good condition. Deduction should be made for non-submission of company asset or submission of damage asset.		Quarterly
9	Procurement, Stores & Accounts Payable	Purchase policy	Adherence to Purchase Policy and Delegation of Authority Policy for all purchase with respect to Indenting, PRF, Placing of PO and Payments	Procurement process, Delegation of Authority (DoA), Tyre/Scrap disposal process etc..	Ongoing Audit.
			Procurement cost as per Purchase tracker (Invoices) tallying with Oracle system		Quarterly
		Tender	Verification of tender processes followed and evaluation of tenders		Quarterly
		Stock Physical verification	Obtaining Stock certificate at the month ending day duly stamped and signed by the SCM/Store dept.		Quarterly
			Physical verification of closing balance of inventory/medical consumables at the end of the month. Remarks should be clearly mention in stock physical verification report for scrap, expairy items or damaged items. Whether it is possible to return goods to the vendor for expired/damaged products and obtain fresh stock.		
		Store Accounting	Checking reconciliation of accounts with suppliers including balance confirmations at the financial year end.		Yearly

			Check the accounting of store receipt and issues in proper accounting heads in Oracle. All Inventory clearing account should be reconcile.		Monthly
		Obsolete/ expired stock	Obsolete/ expired stock returns from the field and replacement with vendors		Quarterly
		Vendor Payment/settle ment process	Payment of advances as per PO.All advances should be timely settled against the bill. Deviations should be reported.		Ongoing Audit.
			Deduction of applicable tax and performance retention amounts as per PO and quotations.		Ongoing Audit.
			Checking of Vendor Advances and recovery Process		Quarterly
			Check the procedures of collection of EMD, Security Deposite, Retention Money and Refund there of and their accounting.		Quarterly
		Scrap	Procedure and approvals for disposal of scraps. There must be proper record for replacement of tyre and other spare parts which are resulting to scrap. Record must be updated for scrap generated.		Quarterly
10	Fleet Management	Fleet Policy	Strict adherence of fleet policy need to be reviewed during audit process.	National fleet policy	Ongoing Audit.
		Fleet review	Review of Fleet registration and updatation in OSD /FMS.		Quarterly
			Review of KMPL data and evaluation of excess fuel consumption based on standard average. List of the fleet to be reported showing item wise fleet for the discrepancies /excess consumption.		
			Review of policy adhered for schedule servicing of Fleet, procurement of spare parts and its authorization.		
	Comparison of Budgeted expenditure Vis-à-vis Actual expenses.				

		Reconciliation	Fuel Reconciliation should be done on monthly basis based on base documents and records like Fuel company portal data, FMS data and fleet records .Amby wise critical check should be performed for fuel reconciliation. Proper clarifications and action must be taken by respective dept. head based on audit observations. Further it is also necessary to analyze fuel consumption during off road days.		Monthly
		Fleet card control and safe keeping	Each amby should have his own and one petro card.Un-used petro cards must be reconciled periodically and should kept with finance dept. as per fleet policy.limit of each fleet card should be within the prescribed amount as per fleet policy.		Monthly
		Fitness/Insurance	Review of Ambulance fitness/insurance periodically		Ongoing Audit.
		Tyre & Battery Register	Checking of Tyre purchases and consumption and procedure for approval of Tyre replacements- verification of Tyre & Battery register		Quarterly
		Checking Authorization for repairs, process of awarding job work, refurbishment and insurance claims on accidents	Review of Minor Breakdown,Major breakdown,scrap amby and odometer not working.List of fleet where odometer was not working and reason thereof. To verify whether the report was sent to H.O.Details of insurance claim lodged, claims received and outstanding balance and comment thereof for long outstanding.		Quarterly
11	Fixed Asset	Fixed Asset Register verification	Check the Asset register (Govt.Assest,EMRI Asset) and ensure that it was properly updated with total history of the asset.		Quarterly
			Verify All the additions and deletions made during the year are appropriately updated in the Fixed Asset register		Quarterly
			Verify whether reconciliation has been made between manual register of assets and Balance sheet assets. Differences if any obtain		Quarterly

			clarifications and give comments.		
		Physical verification	Check whether Physical verification was done at regular intervals. Differences if any, obtain clarifications and give comments.		Yearly
		insurance	Whether insurance policies have been taken for all the fixed assets or not		Quarterly
12	Grants & Revenues	Grant received from Govt.,their accounting, Follow-up for pending claims etc.	Verification of Receipt of grants as per agreement with state governments and the relevant Govt. Proceeding.		Monthly
			Verification of all pending claims with the Govt. and follow-up done by the State unit.		Monthly
			Verification of reconciliation of unutilized Grants Vs. bank balance.		Quarterly
			Checking approved budgets vs actual expenses and reporting line item wise variances.		Quarterly
			Proper accounting of Capex and Opex grants separately and their utilization.		Quarterly
			Certification and Issuance of periodic utilization certificates for submission to Government.		Monthly
			check for any open Audit queries from Govt.		Quarterly
13	Statutory Compliance & GST	Computation of Statutory dues, their payment and return file.	Verification of Statutory Compliance w.r.t TDS, PF, ESIC, Gratuity, PT etc		Monthly
			Critical analysis of computation of Statutory liability, timely deposit and their accounting in books of Account.		
			Review of timely deposit of all the statutory dues along with challan copy with competent authority. Any delay should be reported along with reason and Interest/Penalty imposed thereof.		
			Non-deduction, short deduction of TDS should be reported separately.		
			Verify the returns filed by the company and whether they are in according to the books of accounts.		

			Monthly GST return (GSTR-1, GSTR-3B) review. Review of GST compliance applicable to project. Tax Invoice/Bill of Supply verification. Report on delay filing of return if any.	
14	Others	Other Assets and liabilities	Remarks on other Assets and liabilities not covered in other above parts as per Balance Sheet.	Quarterly

### **Role and responsibilities of Internal Auditor while performing Audit**

- The auditor shall submit the audit report in the form and within the time periods with details report as specified in TOR.
- The coverage of audit should be 100% within specified time period as stipulated in audit scope.
- The auditor shall hold an entry conference before they commence the audit.
- Likewise, the exit conference shall also be held on completion of the audit, so that the issue arising during audit can be discuss with all the concerned authorities. Head of operation of the state and Head of finance of the state should be the part of both the entry and exit conference.
- The comprehensive audit report should be submitted in two copies viz. one address to the CFO at corporate office, Hyderabad and the second to the State Head within 10th of the following month. (Both hard copies and softcopies).
- No report shall be submitted without discussion with the state units. For issues which are urgent or any serious irregularities and requires immediate attention shall be directly escalated to CFO at Corporate office, Hyderabad.
- The auditor undertakes to perform the services with the highest standard of professional and ethical competence and integrity in line with the engagement and quality control standard issued by ICAI.
- The auditor should maintain the confidential and should not disclose any material information relating to services, its contract or the clients' business or operations without the prior written consent of the client under any circumstances.

### **Role and responsibilities of Finance dept. during Audit process**

- Finance Head should circulate the audit schedule and intimate the audit program to all the departmental Head including State Head.
- Attend the audit entrance meeting schedule by the audit team.
- Circulate the audit check list and arrange the required data timely.
- Provide the complete information/Data/Records required by internal audit team.
- Co-ordinate with the audit team in day to day activities for timely completion of audit.
- Finance Head should attain and clarify the interim audit observations/queries if any arises during the course of audit.
- Proper and systematic filing system should be followed in finance dept. for easy access of information and vouching.
- Ensure timely submission of proper replies to all audit queries.
- Attend the audit exist conference schedule by the audit team.

### **Closure of Internal Audit and submission of Action taken Report (ATR)**

- Responsibility to resolve issues and manage agreed action lies with the management.
- After obtaining a copy of Internal Audit report, Finance Head should circulate the same to different departmental Head to submit audit reply and action taken report based on audit observations. Audit recommendation / suggestion should be reviewed and proper action to be taken immediately

**Annexure – 2**

**Deployment**

<b>State Name</b>	<b>Chartered Accountant. Required Man Days.</b>	<b>Semi-Qualified (CA Inter) Required Man Days.</b>	<b>Support Staff (Jr Auditors) Required Man Days. Per</b>
Gujarat 108	One person (min) 1 day in week	One Person (min) for all working days	One Person (min) for all working days
Other Projects			One Person (min) for all working days

**Note :Please ensure availability of required Manpower as per above; any  
noncompliance may lead to penalty at Rs.500/- per manpower per day**

**Annexure -3**

**Supplier Information form (SIF)**

1. Name of Organization: \_\_\_\_\_

2. Permanent Account Number (PAN): \_\_\_\_\_

(Pls. enclose Copy)

3. Registered Address: \_\_\_\_\_  
\_\_\_\_\_

4. Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

5. Deal in kind of Services/Products: \_\_\_\_\_

6. GST Registration:- \_\_\_\_\_

7. Bank A/C Details

Name of Bank : \_\_\_\_\_

Bank A/C No : \_\_\_\_\_ (Current/Saving)

Branch & Add : \_\_\_\_\_

IFSC code : \_\_\_\_\_

MICR code : \_\_\_\_\_

8. Contact Details

Contact Person : \_\_\_\_\_

Telephone No : \_\_\_\_\_

Mobile No : \_\_\_\_\_

E-Mail ID : \_\_\_\_\_

9. Name of sister concern or any \_\_\_\_\_

Interdependent Entity (If Any) \_\_\_\_\_

**(Signature of Authorized Person) Date:**

Name \_\_\_\_\_ : Designation \_\_\_\_\_

**1. Definitions:**

**"Local Content"** means the amount of value added in India (in % of total value of item) which shall be the total value of the item to be procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

**Local Content for Class I:** The supplier, who has the production/manufacturing / service activities in India and meets the criterion of minimum local content of 50%, shall be considered as Class I.

**Local Content for Class II:** The supplier, who has the production/manufacturing/ service activities in India and meets the criterion of minimum local content of 20%, shall be considered as Class II.

**'Class-I Gujarat MSE'** means a manufacturer of goods or provider of services located/situated and registered in Gujarat as Micro or Small Enterprise as per the MSMED Act 2006 as amended from time to time including Start-ups recognized by DPIIT and having Udyam registration & CSPO/NSIC registration as an MSE, and subsequent revisions under the said Act, whose goods or services offered for procurement, through its production / manufacturing/service activities in Gujarat, meets the condition of Local content for Class I.

**'Class-I Local Supplier'** means a supplier of goods or provider of services from India, other than Class-I Gujarat MSE whose goods or services offered for procurement, meets the condition of Local content for Class I, that is minimum local content of 50%.

**'Class-II Gujarat MSE'** means a manufacturer for goods or provider of services located/situated and registered in Gujarat as Micro or Small Enterprise as per the MSMED Act 2006 as amended time to time including Start-ups recognized by DPIIT and having Udyam registration & CSPO/NSIC registration as an MSE, whose goods or services offered for procurement, through its production/manufacturing/service activities in Gujarat, meets the condition of Local content for Class II.

**'Class-II Local Supplier'** means a supplier or service provider from India, other than Class-II Gujarat MSE whose goods or services offered for procurement, meets the condition of Local content for Class II, that is minimum local content of 20%.

**'Non — Local supplier'** means a supplier of goods or provider of services, whose goods or services offered for procurement, has local content less than that prescribed for Local Content for Class II Supplier under this resolution.

**'Global tender Enquiry'** means where the Estimated value of procurement of item/s is more than Rs. 200 Crore shall be eligible to float Global Inquiry.

**'L1'** means the lowest Tender/lowest Bid/lowest Price or Rate quoted among all tenders whose price bid is as adjudged in the evaluation process as per the tender or other procurement solicitation.

**'Margin of purchase preference'** means the margin for purchase preference shall be maximum to the extent of 20% over the price/rate quoted by L1 bidder. This means price/rate offered by any bidder above 20% of L1 bidder shall not be eligible for purchase preference.

**‘Tender Scrutiny Committee’** means internal technical committee of the procuring entity who shall finalize the technical specifications & scrutinize the tender bids, evaluate & qualify bidders, to put purchase agenda to concern purchase committee for finalizing L1.

**‘Procuring Entity’** means a Department/Head of the Department (HoD) of State Government, or its boards/corporations/societies registered under the Societies Act or subordinate office of, or autonomous body controlled by the Government of Gujarat and includes Government companies.

## **2. Make in India**

**Eligibility criteria for different types of procurement:**

- a) In procurement of goods and services, only 'Class-I Gujarat MSE', 'Class-I Local Supplier', 'Class-II Gujarat MSE' and 'Class-II Local Supplier', as defined under this resolution, shall be eligible to participate in bid/tender.

## **3. Criteria for Tender Fee and Earnest Money Deposit (E.M.D)**

### **A. Eligibility for Exemption:**

- a) Micro & small-scale enterprises which participate directly in tendering process for the product which they are manufacturing / service which they are providing and having Udyam registration for items / service under procurement and having registration with CSPO or National Small Industries Corporation.
- b) Startups which participate directly in tendering process for the product which they are manufacturing / service which they are providing and recognised by DPIIT under the Start-up India Program and has obtained Udyam registration & CSPO/NSIC registration as MSE.
- c) Organization which has registration certificate for the manufacturing product of the tender, from Gujarat Khadi Gramodyog Board or Khadi and Village Industries Commission (K.V.I.C) or Commissioner of Cottage Industries.
- d) Board/Corporations/PSUs of the Central/State Government for their own manufactured items.
- e) State Government recognized organizations like (i) organizations for blinds, dumb and deaf, disabled, mentally disabled persons; (ii) women's self-help group recognized by Gujarat Livelihood Promotion Company; which participate directly in tendering process for the product which they are manufacturing / service which /they are providing.
- f) Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies through GeM for the Primary Product/Primary Service for which Bid/RA floated on GeM.
- g) In keeping with GeM guidelines, OEM and service providers rendering services directly or by its own and having annual turnover of INR 500 Crore or more.
- h) In keeping with GeM guidelines, Sellers/Service ProViders holding BIS license for the Primary Product Category whose credentials are validated through BIS database.

## **4. Security Deposit:**

In Tender Process, for L-1 Bidder (Lowest Bidder) Security Deposit will be charged as per table below. This will also be applicable as Performance Security/e-PBG for procurement through GeM.

Category of the Unit	Security Deposit	
	Purchase upto Rs. 5 Lakh	Purchase of more than Rs. 5 Lakh
Enterprises Or Organizations Which Are Exempted From Paying Tender Fees & EMD As Per This Procurement Policy	Exempted	3% of order value
For all other enterprises	5% of order value	5% of order value

5. **Procurement from Startups**

Start-ups recognized by DPIIT under the Start-up India Program and having Udyam registration certificate as well as registration with CSPO or National Small Industries Corporation as a MSE.

Startups having a valid recognition and registration as above shall be exempted from the criteria of minimum prior experience and minimum turnover requirements, which would otherwise make them ineligible to participate in the procurement process. The total annual production capacity of startups claiming exemption under this Clause shall be at least twice the bid quantity.

Reseller/Trader of any products shall not be eligible to get benefit as startup.

6. Restriction on Public Procurement from bidders of certain countries:

Restrictions would be applicable as per the GFR order (Public Procurement No. 1) with F. no. 6/18/2019-PPD dated 23 July 2020 and as amended from time-to-time by the Ministry of Finance, Government of India which has been circulated by the Industries and Mines Department, Gujarat vide letter no. SPO-102020-UOR-10-CH dated 15<sup>th</sup> October 2020 to all the Departments.

List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
  - Radio Sets:**
    - HF/VHF/FM Manpack Radio
    - Vehicle Radio Set
  - Tactical Communication Systems:**
    - Software Defined Radio (SDR) Systems
    - VHF/UHF Tactical Communication Systems
    - Handheld Satellite Phones (e.g., Iridium)
    - Combat Net Radio (CNR) Systems
  - Satellite Communication Systems:**
    - Very Small Aperture Terminal (VSAT) Systems
    - Satellite Phones
    - Mobile Satellite Communication Systems
  - Command and Control Systems:**
    - Battlefield Management Systems (BMS)
    - Tactical Data Links
    - Encryption Devices (e.g., VINBAX)
    - Surveillance and Reconnaissance Communication:
    - Unmanned Aerial Vehicle (UAV) Communication Systems
    - Ground Control Stations (GCS) for UAVs
    - Remote Video Terminals (RVTs)
  - Electronic Warfare (EW) Communication:**
    - EW Communication Jamming Systems
    - Communication Intelligence (COMINT) Systems
  - Network Infrastructure:**
    - Field Deployable Communication Nodes
    - Tactical Communication Switches
    - Mobile Communication Shelters
  - Navigation and Positioning Systems:**
    - GPS Receivers
    - Navigation Systems for Vehicles and Personnel
  - Specialized Communication Equipment:**
    - Underwater Communication Systems
    - Special Forces Communication Gear
    - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots