



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6274988  
Dated/दिनांक : 26-05-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	05-06-2025 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	05-06-2025 19:30:00
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	Revenue Department Gujarat
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Collector Office Surat
क्रेता ईमेल/Buyer Email	buycon613.rdg.gj@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Audit report; CA Firm, Audit Firm
Contract Period/अनुबंध अवधि	2 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
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	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),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

<b>Bid Details/बिड विवरण</b>	
<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>Floor Price/न्यूनतम मूल्य</b>	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	65000
<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**

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

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	12

(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 :**

collector surat  
collector office surat, Revenue Department Gujarat, N/A,  
(Collector Surat)

**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

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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.
6. 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+15% 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.
7. 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.
8. 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**

**Financial Audit Services - Audit Report; CA Firm, Audit Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Audit report

Specification	Values
Type of Financial Audit Partner	CA Firm , Audit Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , statutory audit
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement
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

#### 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	Parmar Harshadbhai Khemabhai	395001,B/4 Jilla Seva Sadan-2 Athwalines Surat	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</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. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

##### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 4. **Generic**

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

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

Buyer uploaded ATC document [Click here to view the file.](#)

#### 6. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

#### 7. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

#### 8. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

#### 9. **Purchase Preference (State)**

**Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry / State of Bid inviting authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15 % of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25 percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM\_No.1\_4\_2021\_PPD\_dated\_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

## **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 कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**Tender Inviting Proposal from Chartered Accountant for Appointment of  
Statutory Auditor**

**DECLARATION OF INTENT:**

E-DHARA SOCIETY is registered society under society act 1860. as per mandate of Govt. of Gujarat, Accordingly the activity undertaken by the society includes issue of 7/12,8/A and various land certificate E-DHARA SOCIETY intends to appoint Chartered Accountant to conduct Statutory Audit, Preparing Final Accounts, Filing Income Tax Return as prescribe by Law, proceeding regarding the Assessment and correspondence relating to that. Proposals are invited from practicing Chartered Accountants Firms fulfilling the following Pre-Qualification Criteria to carry out the said assignment.

**PRE QUALIFICATION CRITERIA:**

- a. The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India. Registration period of the firm should be at least 15 years.
- b. Head office of the firm should be in Gujarat, if Head Office is not at Gujarat in that case well established branch office of a firm must have working at Gujarat from at least 3 years. Proof of the same shall be submitted with Annexure 2.
- c. A Firm conducting audit must have experience of at least Three (3) year for carrying out audit work of Government Company/Board/Society/Corporation.
- d. For the assignment only those CA Firms will be considered which satisfy the minimum criteria prescribed in Annexure 2
- e. The chartered accountant firm should not be debarred / delisted in past by any Government organization/undertakings or by any other institution. It has also to disclose that any disciplinary action has been taken by ICAI against the firm / Partner or any of its Directors. In such cases the firm is not eligible for appointment.
- f. Any Conditional offer shall not be accepted. The firm shall not make any addition or alteration to the prescribed format / terms of the tender (offer document)
- g. Only those Firms which fulfill minimum eligibility criteria as per Annexure 2 should apply and send their technical and financial proposal, scrutiny of the firm will be carried out exactly as per eligibility criteria
- h. The financial proposal of only those firms shall be open who qualify in technical bid.

- i. CA Firm will be selected on the basis of L1 in the financial proposals.

**IMPORTANT DETAILS OF THE TENDER:**

**1. Scope of Work:**

Scope of work for selected Chartered Accountant Firm as follows:

- a. Verification of all vouchers related to expenses.
- b. Verification of all receipts of income.
- c. Verification of application of Statutory Provisions like Income Tax, Labour Cess and/or any other duties, taxes, levies by central/state in this respect.
- d. Verification of receipts (Grant received from State Government, Central Government or any board/ Corporation/ Company established by State or Central Government) along with rates, norms and guidelines of E-DHARA SOCIETY).
- e. Verification of Cashbook and Bank reconciliation statements.
- f. Preparing Final Accounts as per rule (48) of Gujarat Town Planning and Urban Development Rules, 1979 in Form-Q and in Common Format.
- g. Filling Income Tax Return within Time limit.
- h. Proceeding regarding the Tax Assessment and correspondence relating to that Assessment.
- i. In Board Meeting and A.G. Audit of the Authority selected Firm's Executive must be present as and when required.
- j. Statutory auditor from period financial year of 2023-24 and 2024-25.

## 2. Submission of BID:

The intending Bidder should submit

- a. Interested firms shall submit their Technical Proposal in the format prescribed herewith in Annexure -1 & 2 and quote their Financial Offer in Annexure -3 (Financial Proposal) on GEM Portal online on or before the last date of submission

Technical proposal shall contain details as mentioned in **Annexure 1** and documents as mentioned in **Annexure 2 for qualifying minimum eligibility criteria**. The Financial proposal for Statutory Auditor shall be as per the mentioned Annexure -3

- b. The Successful CA Firm should deposit security deposit @5% of approved annual fees in **Favour of "COLLECTOR SURAT payable at Surat"**.

## 3. Terms and Conditions:

- a. Any modification in proposal after the opening date will not be considered.
- b. Proposal receive late will not be considered. E-DHARA SOCIETY will not be responsible for any Technical delay.
- c. E-DHARA SOCIETY reserve the right to accept or reject any or all proposal without assigning any reason.
- d. Copy of the PAN Card and GST registration must be submitted /uploaded along with the technical proposal.
- e. Proposals should be completed in all respects and should fulfill all requirements of else, it is liable to be rejected without assigning any reason & any communication, in addition the bidder will be disqualified if at any point if it found that the information provided by him is found incorrect.
- f. Submission of proposal in the above state period shall be the responsibility of the proposer, however, the proposals are liable to be rejected outright and shall not be evaluated if bidder fails to meet the deadline.
- g. The CA Firms cannot assign. Outsource /sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any other CA, CA Firms/Individuals.

- h. The CA Firm shall not disclose or pass on to any other , the proprietary of confidential information relating to the projects, their services or E-DHARA SOCIETY's business or operation without prior write consent of the Management.
- i. The CA Firms has to undertake that all knowledge and information not within the public domain which may be acquired during execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclose to any person whatsoever, except with the prior written permission from the appointing authority.
- j. The contract can be terminated from either side, at any time after giving a Two month notice to the concern without mentioning any reason.
- k. For any dispute Legal jurisdiction shall be Surat City Only.
- l. **The CA Firm must be in surat city only.**

**4. TERMS FOR PAYMENT OF FEES**

- a. The CA Firm shall submit their professional bill Approved by Competent Authority.
- b. Any delay in Submission of Statutory report will make chartered accountant firm liable for penalty @1 % per Week and maximum 20% of tender price subject to the decision of the collector surat
- c. Any penalty arising out due to late filing of the Income Tax Return and found to be due to error/ delay on part of the CA firm shall be deducted from the bill of the CA Firm subject to the decision of the Collector surat
- d. As per Govt. norms TDS etc / other deducting shall be deducted from the payable bill.

**ANNEXURE 1**

**(TECHNICAL PROPOSAL)**

**OFFER FOR APPOINTMENT OF CHARTERD ACCOUNTANT FIRMS AS STATUTORY AUDITOR OF E-DHARA SOCIETY UPTO LAST DATE OF TENDER SUBMISSION**

1	Name and address of the Firm	
2	Telephone / Mobiles Email Id	
3	Date of Establishment	
4	Constitution (Partnership/Company)	
5	Registration Number (enclosed copy of the latest ICAI certificate)	
6	GST Registration No.	
7	PAN	
8	No. and name of Partner  -FCA  - ACA	

**Note: All the above referred documents shall be self-attested along with seal of the firm.**

**Self Declaration :-**

I/we \_\_\_\_\_ Designated Partner of M/s \_\_\_\_\_ do hereby declare that information provided below is true and fair and binding to me/ us for penalty and cancellation/ termination of contract if anything found wrong later on.

- We further declare & certify that our firm has not been debarred / delisted in past by any Government organization/undertakings or not by any other institution. It is also certify that any disciplinary action has not been taken by ICAI against the firm / Partner or any of its Directors.
- We hereby declare that the firm or any of the partner / directors do not have any direct or indirect interest in E-DHARA SOCIETY.

Date:

**Signature of Partner**

Place:

**Mem No.** \_\_\_\_\_

**FRN No .** \_\_\_\_\_

**ANNEXURE 2**

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL PROPOSAL FOR QUALIFYING  
MINIMUM ELIGIBILITY CRITERIA:**

Sr. no	Minimum Eligibility	Proof to be Enclosed
1	Name and address of the Head office of a Firm and Branch (if any)	Address proof of the same
2	Practicing Chartered Accountants Firm should be registered in ICAI and registration period of the firm should be at least Fifteen (15) years	Latest Certificate of Constitute issued by the ICAI
3	The firm should have at least 5 fulltime CA as on 1.5.2025. Out of that min 3 should be partners.	-DO-
4	The firm should have gross receipts from profession of Rs.50 Lakh (Rupees Fifty Lakh) in the last three years including on 31.03.2023.	Copy of Tax Report, Income Expenditure Accounts, & Balance Sheet to be submitted
5	(1)The Firm conducting audit must have experience of at least Three (3) year for carrying out audit work of Government Company/Board/Society/Corporation/Listed Company.  (2) PSU of Govt. of Gujarat or  (3) Authority/Board/Corporation of Government of Gujarat	Letter from the concerned Entity.

**Note: All the above referred documents shall be self-attested along with seal of the firm.**

**Annexure -3**

**FORMAT FOR THE FINANCIAL PROPOSAL**

**(TO BE SUBMITTED IN SEPARATE SEALED COVER)**

<b><u>1</u></b>	<b>Name and address of the firm</b>	
<b><u>2.</u></b>	<b><u>Annual Professional Fees for Statutory Auditor (Excluding Taxes)</u></b>	<b><u>Rupees in figure</u></b> <b><u>Rupees in word</u></b>

**Official Seal and Signature of Chartered Accountant firm**