

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-10-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-10-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	General Administration Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Gujarat State Non Resident Gujaratis Foundation
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	6 Month(s) 2 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	50000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	9

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

लाभार्थी /Beneficiary :

Director
Block No.16, 3rd floor, udhyog bhavan, sector-11,gandhinagar-382011
(Gujarat State Non Resident Gujaratis' Foundation)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. 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.
2. 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.
3. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per Scope of Work Uploaded

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.:As per Scope of Work Uploaded

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per Scope of Work Uploaded

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per Scope of Work Uploaded

Number of XX fulltime CA's required and YY professional audit staff:As per Scope of Work Uploaded

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Internal control of financial , Internal Control over Financial Reporting , Bank Transactions
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	One Time Report
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	One Time
State	NA
District	NA
एडऑन /Addons	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Jyotiben Taili	382011,Block no.16,3rd Floor,Udhyog Bhavan,Gandhinagar-382011,Gujarat(India)	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 3

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

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The bidders are requested to go through the ATC Document attached in this bid. All bidders are required to fulfil the conditions mentioned in the ATC documents to qualify for the financial evaluation.

4. 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.

अस्वीकरण/Disclaimer

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Gujarat State Non-Resident Gujaratis'
Foundation (NRGF)
Udhyog Bhavan,
Sector 11
Gandhinagar – 382 010

Name of Work:

Appointment of Chartered Accountants firm for statutory Audit of
NRGF.(F Y – 2025-26)

No. NRGF/Accounts/20-44 /Date – 17-09-2025

NOTICE INVITING TENDER

Subject: Appointment of Chartered Accountants firm for **Statutory** Audit of Gujarat State Non resident Gujaratis' foundation, Gandhinagar.

Gujarat State Non-Resident Gujaratis' Foundation (NRGF) has been established by Government of Gujarat to further the common interests, concerns and historical ties that bind people of Gujarat to NRGs (Non- Resident Gujaratis) or people of Gujarati origin living in Gujarat, in other states within India as well as places outside the country) with a firm believe the contact and friendship established through programs of the foundation can go a long way towards generating mutual benefits for the people of Gujarat as well as NRGs and achieve the avowed objectives of the NRGF.

The objectives of the Gujarat State Non Resident Gujaratis' Foundation ("Gujarat Rajya Niwasi Gujarati Pratisthan.") are to explore the possibility as to how Non Resident Gujarati Non Resident Indians (NRGs/ NRIs) can play a vital role in the development of the state and identify the areas where Government can be of assistance to NRGs / NRIs. In short time, through active interaction with NRGs / NRIs the FOUNDATION has identified several areas and initiated actions.

Tenders are invited from Chartered Accountant Firms (CA Firms) for appointment as Pre cum Statutory Auditor.

- The interested CA firms may submit their tender in the prescribed Proforma provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Capability Criteria) as per Annexure-I and the Financial Bid (Professional Fee) as per Annexure – 2. The bidder shall have to deposit tender fees of Rs. 500/-(Non-Refundable) at NRGF office, Gandhinagar, Gujarat from 17th Sep - 2025 11:00 a.m. & up to 30th Sep – 2025 17.00 p.m.,

receipt of the same should be uploaded along with tender documents. If such receipt is not uploaded along with tender documents than such bidder shall be dis qualified.

- EMD shall be sent in sealed cover addressed to Director, NRGF, Udhog Bhavan, Sector-11, Gandhinagar-382011. The sealed tender must be dropped at above mentioned office address by Registered Post/Speed Post only, on or before 30th Sep - 2025 at 5:00 P.M.
- The financial bid shall include professional fee/ charges for all services including expenses for boarding/ lodging of staff to be incurred in carrying out the pre cum statutory audit services and all type of taxes like GST etc. NRGF will not accept any claim other than professional fee/ charges etc. specified in financial bid.
- The technical bid will be opened at NRGF, Udhog Bhavan, Sector-11, Gandhinagar-382011. on 4th Oct-2025. The Financial bid will be opened to only those bidders who are found technically qualified after evaluation of technical bid as per selection criteria provided.
- Eligibility/Qualification: The bidder Agency is expected to examine all terms and instructions contained in these documents. Failure to provide all requested information will be at the risk of Agency and may result in rejection of your offer. It is expected that the Agency has to examine all terms and instructions contained in these documents. The majority of the key professional proposed to put for the job must be either permanent employee or should be associated with the firm on long terms basis. A good working knowledge of Gujarati is essential for key professional staff of this assignment. Failure to provide all requested information will be at your risk and may result in rejection of your offer.
- Offer Evaluation: A two-stage procedure will be adopted in evaluating offers as explained in bid.
 - Eligibility evaluation: Which will be carried out prior to opening of Financial Offer.
 - Financial evaluation: The Financial Bid of qualified agency will be opened.
- Award of Work: The selected agency will be Appointed for the Pre cum Statutory Audit work of the Gujarat Pollution Control Board. The period of Appointment will be for one year and there after it can be extended on mutual understanding of both part; however, the

decision regarding the further tenure Appointment is at the sole discretion of Director NRGF.

- The original bid document shall be submitted/ returned with sign and stamp of bidding firm.
Any conditional offer/ bid shall not be accepted and treated as rejected.
- EMD:
 1. All participating firms have to compulsory submit Rs. 5000/- in form of Demand Draft drawn in favor of “Gujarat Pollution Control Board” along with bid.
 2. EMD of successful bidder on completion of work to be return.
 3. EMD is liable to forfeit in case of denial after selection.
 4. For the selected Firm EMD will be return only after having Security Deposit inform of Demand Draftin favor of “Gujarat State Non-Resident Gujaratis' Foundation”.
 5. Selected Firm have to deposit Rs. 10,000.00Security Depositmust be submitted by selected firms in form ofDemand Draftin favor of “Gujarat State Non-Resident Gujaratis' Foundation”.
 6. SD shall be subject to forfeiture in case of non-completion of work as per specified conditions.
- Important dates:

1	Tenders Available from:	Date:19.09.2025 to 30-09-2025
2	Last Date for Submission of Tenders:	Date:30.09.2025
3	Opening of Technical& FinancialBid.	Date: 04.10.2025

A.: EligibilityCriteria:

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender: -

Sr. No.	Particulars	Documents Required
1.	NRGF is category IV organization as per Finance Department circular no JNV-10-2018-1143-A Dated: 16/09/2019 and Dated:08/06/2020 so firm should fulfill all criteria as per such circular. In addition to that firm should fulfill following criteria also.	Firm Card and MEF category proff.
2	The Firm of Chartered Accountants must be in existence for at least 10 years as on 01.01.2025. Please submit Constitution Certificate as on 01.01.2025 issued by the Institute as proof of the same.	Firm Card
3	The CA Firm Should have Head Office at Gandhinagar and working for at least 3 years as on 01.01.2025. Please submit necessary proof for the same and the Constitution Certificate as on 01.01.2025 issued by the Institute in proof of the same.	Firm card
4	The CA Firm must have a minimum annual professional receipt of Rs. 10 lacs for Average of last three years. Please enclose Copies of Audited Accounts along with Tax Audit Report and Income Tax return copy for all the years or turnover certificate.	Turnover Certificate
5	The CA Firm must be empaneled with C&AG. (Attach Certificate)	C&AG Empanel Letter
6	The firm must Have audit experience of Govt. organization in last 3 years. (Attach Certificate stating satisfactory performance of work.)	Copy of Work Order
7	The firm or any partner of the firm should not have been black listed by any authority at any time and any disciplinary action not initiated by ICAI at any time. A notarized self-declaration should be attached on stamp paper.	Notarized Declaration

8	The Auditors 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	Self Declaration
9	Tender Fees deposit receipt (Rs. 500/-) copy received from NRGF Gandhinagar, Gujarat.	Receipt issued by NRGF
10	The Auditors firm Must have minimum 2 Chartered Accountants.	Firm Card

Following additional conditions should also be fulfilled by CA Firm:

- a.** Joint Venture is not allowed.
- b.** The sister concern of the Audit firm shall not be allowed for appointment as statutory auditor.
- c.** The firm or its proprietor / partner /directors should not have any interest in GSNRGF or in any schemes implemented by it.
- d.** The Agency shall have to enclose a Full CV of team leader,designed for its assignment.The team leader must be a Chartered Account (FCA) and have an experience of minimum 5 years as CA.
- e.** Agency shall have to furnish details in prescribed format as attached with this tender document On GEM. All documents are need to be submitted online only. Except DD of EMD Should be physically submitted to NRGF before last date of tender.

The interested CA Firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender.

C.:Other Terms:

- Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
- Director has reserved all the right to appoint any one or more of firms for the Audit of the NRGF.
- Any Scheme, Program run by NRGF during any time of financial year will be considered part of NRGF's activity and its Accounts has to be covered under the work of Audit assigned to the firm.
- Director NRGF will be the sole authority for any interpretation of terminology or any contents of the tender document. The firm can clarify any of its doubts before submission of proposal.
- Director NRGF will be the sole authority for taking any decision about contract & can discontinue contract during contract period.
- Tender shall be submitted in prescribed / official tender document only along with the receipt of tender fees issued byNRGF office only. If submitted in any other form or in any photo copy or without receipt of tender fees, the same shall be summarily rejected.
- The agency has to submit all the required information on the prescribed format only. Any deviation from it or information submitted in any other format will be treated a non-submission of bid and the application/ tender will be liable to be cancelled.
- The Auditors firm should have to depute required number of employees for the audit work on regular basis. The Qualified CA / proprietor / partner / Director has to attend & verify the audit related work with own signature for minimum 1 day in a week at GSNRGF Office.
- The Audit work will be carried out at the Office of the GSNRGF.

D.: SCOPE OF WORK FOR AUDITOR:

ThePre cum statutory Audit will be carried out in accordance with Auditing Standard and will include such test and controls, as the auditors considers necessary under the circumstances. The major areas will be covered are as under:

(a) To cover the areas ensuring that

- Books of Account maintained in Tally Software should match with all relevant records.
- Transactions are recorded as per principles of Cash Based accounting and are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority.
- Utilization of external funds is for purposes in accordance with the financing agreements.
- Counterpart funds are utilized for purposes for which they are provided.
- Transactions are duly supported by proper supporting documents and clear linkage between books of accounts and reports presented to Bank/ FA.
- Where special accounts have been used, they have been maintained in accordance with the provisions of the relevant financing agreements.
- Checking of daily cash, bank and expense journal transactions to ensure Transactions are recorded in principles of commercial accounting and are booked to proper accounting heads. Also includes:

(b) Checking the maintenance of books of accounts and records.

(c) Checking the bank reconciliation statements.

(d) Checking of components-wise, category-wise and account head-wise expenditures.

(e) Checking of running bills raised for payment under each project pertaining to NRGF.

(f) Checking of investments, short term deposit etc. made by the authority from time to time.

(g) Checking of compliance of various tax like PF, IT, PT, TDS, GST – TDS and GST reverses mechanism etc.

(h) Fund management of the authority.

(i) Suggesting revision in forms and formats from time to time.

(j) Physical verification of fixed assets on yearly basis.

(k) payment is made according to the procedure and guidelines lay down. Observations are to be communicated to Director NRGF.

(L) Provide required guidance regarding transactions of GSNRGF as and when required.

(m) Pre-audit of all referred transactions in order to ensure that payments are made according to the procedures and guidelines laid down. Observations are to be communicated to Director/ Designated officer.

(n) Pre-audit of bills as and when required

(o) In case of any query from CAG for audit period the auditor will have to provide necessary data & co-operation.

❖ Utilization Certification: -

Auditor shall have to verify & certify all expenditure against grant receipt and issue audited UTC.

❖ Report and returns: -

1. CA Firm has to submit the statutory Audit Report in the prescribed Format which cover all criteria as per scope defined above before 31st of July.
2. CA firm has to file income tax return and form 10B/BB before due date.
3. Security Deposit will be forfeited in case of failure/non completion of Audit Work in given time limit. And further Action will be taken as decided by Board.

❖ Jurisdiction: -

In case of any dispute Gandhinagar will be only Jurisdiction

❖ Audit Fees payment condition: -

- Fees shall be paid after completion of all work as mentioned in the scope.

Annexure- 1
Profile

1. Name of the Firm:
2. Date of Establishment:
3. Constitution (Proprietor / Partnership / Company):
4. Office Address:
.....
.....

1. Phone No:
Fax No:
Email:

2. Branch Address (with full details) :
.....
.....

Phone No:
Fax No:

5. Registration No. of the firm with ICAI :
date.....

5 A. Details of Proprietor / Partners / Director:

Sr. No.	Name	Qualification	Year of Reg. as CA	Member Ship No.	Address	Place of practice
1						
2						
3						
4						
5						

6. Details of supporting staff:

(A) Details of total staff:

Sr. No.	Particular	No.
1	CAs	
2	Audit staff	
3	Article	
4	Other	
	Total	

7. Experience:

Govt/Semi.Govt.Organization:

Sr. No.	Name of Org.	Address of Org.	Order No. & Date	Year allotted for audit	Type of audit (Pre/Statutory)	Audit Report submitted or not?
1						
2						
3						
4						
5						

Note: Please attach the copy of appointment order/(Pre/ Statutory Audit only).

8. Details of key personnel (Audit Team)deputed for audit work of GSNRGF.

Sr. No.	Name	Designation	Qualification	Total Experince	Date of Appoinment in Bidder Firm	Contact no. & Address
1						
2						
3						
4						
5						

9. Audit work on Hand:

Sr. No.	Type of audit (Statutory /Tax/Other etc.)	No. of audit	Government Undertaking	Staff allotted (Man Month)	Non-Government Organization	Staff allotted (Man Month)
1						
2						
3						
4						
5						

Seal of firm

(Name)
Authorised Sign.

Enclosure

1.
2.
- 3.....
- 4.....

On letter head of the firm

Certification:

This is to certify that I.....undersigned is fully authorized by.....(name of Firm) to submit this document for Appointment of Chartered Accountant Firm for Pre-Audit & Statutory Audit of Gujarat State Non-Resident Gujaratis' Foundation.

This is to further certify that our firm is not debarred / delisted by any government organizations/undertakings or there is no adverse action taken or proposed against the firm or any of its partners/directors. We hereby confirm that all the information given in tender document submitted hereby is correct to the best of our knowledge.

Date:.....

Place:

(Name)

Authorised Sign.

Reg. No:

Seal of firm

On letter head of the firm