

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-11-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-11-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Education Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Get Ltd Gandhinagar
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, Internal Audit; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

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	10000
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
-------------------	----

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
-------------------	----

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference

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

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:The firm should be in existence for a minimum of 10 years as on the date of bid submission.

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.:Bidder must have executed or is currently executing at least 3 similar assignments for internal/statutory audit for Central Govt/State Govt/PSU clients in last five years.

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:The bidder shall have at least 10 fulltime employees working in its firm.

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:The bidder shall have at least 10 fulltime employees working in its firm.

Financial Audit Services - Audit Report, Internal Audit; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Internal Audit
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Reliability of financial reporting , Audit of financial statements , Internal control of financial , Compliance with law & regulations , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functio nctions	Operational & Administrative , Cash and Bank Balance , Payables , Receivables
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addo(n)s	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Vishal Soni	382021,Gujarat Education Technologies Ltd., Vidya Samiksha Kendra, Sector-19, Gandhinagar-382021	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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

1. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

2. Generic

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

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---

Tender Documents for
“Appointment of chartered
accountant firm for carrying out
Internal Audit work”



Issued by:

Gujarat Education Technologies Ltd. (GETL),

Registered Address: Gujarat Education Technologies Ltd. (GETL),

Vidya Samiksha Kendra, Sector-19,

Gandhinagar-382021, Gujarat.

getgujarat@gmail.com

Phone (O): +91 9825212021

DISCLAIMER:

This Tender document for “Appointment of chartered accountant firm for carrying out Internal Audit work” (hereinafter referred to as the “Tender”) contains brief information about the scope of work and qualification process for the selection of agencies. The purpose of the Document is to provide the bidders with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal/s”).

This Tender is not an agreement and is neither an offer by Gujarat Education Technologies Ltd. (hereinafter referred to as the “GETL”) to the prospective bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their Bids pursuant to this Tender. While all efforts have been made to ensure the accuracy of information contained in this Tender document, this document does not purport to contain all the information required by the bidders. The bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. The GETL or any of its employees or existing Bidders shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the Tender Document. The GETL reserves the right to change any or all conditions/ information set in this Document by way of revision, deletion, updating or annulment through issuance of appropriate corrigendum and addendum as the Authority may deem fit without assigning any reason thereof.

The GETL reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The GETL will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this Document.

Information provided in this Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The GETL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

1 DATA SHEET

1.	Name of the Bid	“Tender Documents for Appointment of chartered accountant firm for carrying out Internal Audit work”
2.	Date of Issue of Invitation	As per GeM Portal
3.	Estimated Cost	As per GeM Portal
4.	Bid Due Date	As per GeM Portal
5.	Date and Time of Opening Bids	As per GeM Portal
6.	Opening of Financial Proposal	Immediately after Technical Evaluation
7.	Authorized Representative	Managing Director, Gujarat Education Technologies Limited
8.	Email for correspondence	getgujarat@gmail.com
9.	Name of the Client’s official for addressing queries, clarifications and bid submission	Contact Person: Managing Director, Gujarat Education Technologies Ltd. (GETL), E-mail: getgujarat@gmail.com Corporate Address: Gujarat Education Technologies Ltd. (GETL), Vidya Samiksha Kendra, Sector-19, Gandhinagar-382021, Gujarat. getgujarat@gmail.com Phone (O): +91 9825212021
10.	Proposal Language	English
11.	Proposal Currency	INR
12.	Consortium allowed (Yes/No)	No
13.	Location	Offline: Gujarat Education Technologies Ltd. (GETL), Vidya Samiksha Kendra, Sector-19, Gandhinagar-382021, Gujarat. getgujarat@gmail.com Phone (O): +91 9825212021

2 INTRODUCTION AND BACKGROUND

2.1 INTRODUCTION OF THE COMPANY

Gujarat Education Technologies Limited (GETL) is a wholly owned Government of Gujarat company, established under the Companies Act, 2013, with the primary objective of developing and promoting technology-driven solutions in the education sector. Functioning under the administrative control of the Department of Primary and Secondary Education, GETL plays a vital role in building robust e-learning platforms, curating high-quality e-content, and providing end-to-end IT support services to transform traditional education systems into efficient, technology-enabled learning environments.

Recognizing the transformative power of technology in education, the Education Department, Government of Gujarat, vide GR No. SSA-1220-535-N dated 06/01/2021, established Gujarat Education Technologies (GETL) Limited as an autonomous public sector company. The initiative aims to enhance the quality and reach of education across the state by integrating innovative digital solutions in classrooms and educational institutions. With an increasing need for scalable and affordable e-learning systems, GETL has been envisioned as the strategic technology partner of the education ecosystem in Gujarat.

Gujarat Education Technologies Limited (GETL) is committed to revolutionizing the education landscape by leveraging digital tools and platforms. As an implementation arm of the Government of Gujarat’s digital education initiatives, GETL focuses on:

- Development and deployment of e-learning platforms and curriculum-aligned e-content.
- Offering IT consultancy and support services for software development, implementation, and monitoring of education-related IT projects.
- Managing bid processes, vendor selection, and execution of IT services through in-house resources or external agencies.

GETL serves not only the Education Department but also extends its services to other government departments, ensuring value-driven, tech-enabled educational reforms.

2.2 BACKGROUND

Gujarat Education Technologies Limited (GETL) seeks bid for “Appointment of chartered accountant firm for carrying out Internal Audit work”.

The fees should be quoted as a lump sum through online tendering on the GEM Portal, inclusive of GST and all out-of-pocket expenses. Documents related to eligibility criteria /technical eligibility must be uploaded on the GEM Portal.

- a) The qualifying criteria for appointment of consultant are given in **Annexure A** attached to this bid document.
- b) Indicative scope of work is given in **Annexure B** to this bid document.
- c) You are requested to respond to this bid document as per detailed instructions given in **Annexure C** to this bid document.

- d) GETL may at any time terminate the contract by giving notice to the Successful bidder, if the Successful bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the GETL.
- e) GETL reserves the right to terminate the services of consultant if not found satisfactory with giving one-month prior notice.
- f) In case of any Bidder being found to be indulging in unethical practices, GETL may terminate the contract and take legal action against successful bidder as well as recover amount of liquidated damage. GETL may also declare the successful bidder blacklisted either indefinitely or for a stated period of time, for bidding in future works.

Annexure – A

3. PREQUALIFICATION REQUIREMENTS

Sr No	Eligibility Criteria	Documentary Evidence
1.	The firm shall be registered with ICAI.	Registration certificate issued by ICAI
2.	Firm must have their Registered office Branch in Ahmedabad or Gandhinagar, Gujarat.	Registration certificate issued by ICAI providing details of all offices/ documentary evidence such as ICAI registration/utility bill/lease agreement
3.	The bidder shall have at least 10 fulltime employees working in its firm.	Self-certified list of all employees working in the bidder’s firm including name, education qualification and no. of years of experience.
4.	The bidder must have at least 3 years of past experience in providing similar services (Internal Audit / Statutory Audit / Financial Audit) to Government Departments / PSUs / Autonomous Bodies / State Government Companies / Central Government Companies.	Copies of Work Orders / Appointment Letters / Completion Certificates issued by clients clearly mentioning scope of work and duration of assignment.
5.	The firm shall be empaneled with CAG for the financial year 2024-25. If the empanelment process is not completed, the firm shall have submitted application for empanelment with CAG.	Empanelment Certificate/Application for empanelment.
6.	Average annual turnover of the bidder for any three out of last five financial years i.e. FY 2024-25, FY 2023-24, FY 2022-23, FY 2021-22 and FY 2020-21 shall be at least INR 20 lakhs.	Turnover certificate issued by independent CA/Statutory Auditor along with audited financial statements.
7.	The firm should be in existence for a minimum of 10 years as on the date of bid submission.	Certificate of Incorporation/Registration or ICAI Registration Certificate./ documentary evidence shall be provided
8.	Bidder must have executed or be currently executing at least 3 similar assignments for internal/statutory audit for Central Govt/State Govt/PSU clients in last five years.	Copies of work order/appointment order and work completion certificate.
9.	Bidder must not be blacklisted or any disciplinary proceedings by any government authority or ICAI as on date of bid submission.	Self-undertaking / declaration on the bidder’s letterhead, duly signed and stamped by the authorized signatory
10.	GST & PAN	The firm must have valid GST & PAN Number

Annexure – B

4. SCOPE OF WORK FOR INTERNAL AUDIT

4.1 OBJECTIVE

Internal Audit is a control that functions by examining and evaluating the adequacy and effectiveness of other controls throughout the organizations. The objective of the current internal audit is to seek a professional opinion on the financial position of Gujarat Education Technologies Limited (GETL). The internal auditor should also ensure that funds received and expenditure incurred for the accounting period are in accordance with laid out financial regulations, procurement procedures and other orders issued from time to time and that proper accounts are maintained at GETL.

4.2 SCOPE OF WORK

The Scope of work shall be as under:

The scope of work of the Internal Auditor firm shall cover all operations/activities in FY 2025-26.

Expenditure is incurred against various activities as per the approved budget of GETL. The internal auditor is required to exercise tests of accounting records, internal checks and control and other necessary internal audit of the accounts as per general principles. In conducting the Audit, specific attention should be given to the following:

- a) The internal audit activities should include payment audit as well as independent appraisals for examination and evaluation of adequacy effectiveness of the financial, operational and control activities of GETL.
- b) The responsibilities of the internal auditors include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safe guarded, and the level of compliance with applicable financial norms.
- c) All necessary supporting documents, record and accounts have been kept in respect of all expenditure including expenditure covered by Statement of Expenditure.
- d) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- e) Goods/works/services have been procured in accordance with relevant provision of the Procurement Procedure prescribed for the purpose. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, Pay Bills, T.A. bills etc. are maintained and linked to the transactions and retained.

- f) Expenditure is incurred with reference to the budget allocation approved by the GETL
- g) Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis.
- h) The Auditor shall submit necessary details as required by GETL/its authorized officers from time to time.
- i) Internal audit report should contain annexure on year wise pending audit paras and year wise and activity wise outstanding advances if any.

4.3 GOVERNING FACTORS

- a) All or any of the information provided by GETL shall not be used for any other purpose; Internal Audit shall return all the documents to GETL on completion of work.
- b) Work shall be completed within stipulated time limit.
- c) The auditor shall as and when require visit GETL for compliance of work.
- d) The auditor shall remain present in coordination / Review meetings as and when called.
- e) Rates agreed shall be firm till the completion of work inclusive of all govt. taxes, Transportation Charges, Daily Allowance, Accommodation Charges or any other charges except GST.
- f) The assignment shall be carried out by the qualified and experienced staff.
- g) The auditor shall provide methodology for internal audit.
- h) The auditor team shall have considerable strength of expertise and established track record of providing quality assurance services. Audit team will be led / closed supervised by Chartered Accountant.
- i) The name of the auditors to be deployed along with their CV's shall be furnished to GETL.
- j) The auditor should submit his report indicating the result of his review of the accounts, all discrepancies noticed in the financial accounts, procurement, bank reconciliation etc.
- k) While carrying out of the audit at the respective office, the observations noticed by auditor shall be given to the concerned officer as audit para and their compliance shall have to settle after scrutinizing compliance at the respective station.
- l) The assignment mentioned herein is intended to be job oriented and not time oriented and the auditor shall not be entitled to claim any compensation in the event of the time estimated for the completion of the work being extended for any reason whatsoever.

4.4 INTERNAL AUDIT REPORT SHOULD CONTAIN DETAILS OF:

The appointed Internal Auditor shall be responsible for carrying out independent, objective assurance and advisory activities to evaluate and improve the effectiveness of financial controls, risk management, and compliance processes. The scope of audit shall include, but not be limited to, the following:

1. Verification of Records and Registers

- Verification of all accounting registers, including cashbook, journal, ledger, and subsidiary registers.
- Examination and verification of the bill register to ensure completeness, accuracy, and authenticity of entries.
- Review of voucher files (payment, receipt, journal vouchers) to ensure proper authorization, documentation, and compliance with financial rules.

2. Payment and Order Verification

- Verification of payment orders to confirm accuracy, proper approvals, and compliance with delegated financial powers.
- Ensure supporting documents are attached, validated, and in accordance with prescribed norms.

3. Bank Reconciliation & Financial Control

- Bank statement matching and verification with cashbook and other records.
- Identification and reporting of discrepancies, delays, or un-reconciled items.
- Review of fund flow management, advances, and settlements.

4. Compliance and Internal Controls

- Assessment of adherence to statutory requirements, financial rules, circulars, and organizational guidelines.
- Verification of compliance with procurement, payment, and contractual obligations.
- Review of internal control mechanisms and suggesting improvements.

5. Audit Reporting

- Preparation and submission of audit reports on an annual basis as specified.

- Highlighting of irregularities, lapses, or deviations, along with recommendations for corrective action.
- Certification of financial records/statements, where required.
- Submission of a consolidated audit report for the financial year, covering findings, observations, and management responses.

6. Additional Responsibilities

- Assistance in the preparation and finalization of annual accounts and financial statements.
- Verification of utilization of grants/funds as per sanctioned purposes.
- Reporting of any fraud, misappropriation, or significant risk exposure immediately to the management.
- Compliance to previous Internal Audit Reports.
- Exception report with respect to deviations and non-compliances from / to prescribed rules/instructions/circulars.
- And such other reports as may be required by the Management.
- All-important/serious matters must be immediately brought to the notice of GETL.
- In addition to the above, the Internal Auditor shall also undertake such other related assignments and responsibilities as may be reasonably assigned by the Managing Director/Chief Executive Officer of GETL from time to time, provided that such assignments fall within the general scope of internal audit and financial compliance.

4.5 KEY PERSONNEL

The key personnel in the audit team, their minimum qualifications, and their anticipated inputs are indicated below:

- a. The audit team should be led by a Chartered Accountant with a minimum 10 years' experience in audit.
- b. The audit team should include sufficient number of appropriate staff (Articles / Audit Clerks and other audit staff), commensurate with the size and scope of the assignment. Sufficient staff must be deployed so as to complete the assignment within the deadline.

4.6 EXTENSION OF DURATION OF SERVICES:

The initial contract period shall be for 1 year, extendable by an additional 1 year at the finalized rates.

4.7 Format for financial bid:

- **Name of Work:** Appointment of Chartered Accountant Firm for carrying out Internal Audit work of Gujarat Education Technologies Ltd. (GETL)
- **Financial Quote (to be submitted online on GeM portal only):**

Sr No	Description of Services	Unit	Consolidated Amount (INR) (Inclusive of GST & all out-of-pocket expenses)
1	Professional Fees for conducting Internal Audit of GETL for FY 2025-26 as per Scope of Work	Lump sum (Per Annum)	₹ _____
Total Amount (in figures): ₹ _____			
Total Amount (in words): Rupees _____ only			

Note:

- (1) The quoted amount shall be all-inclusive, covering professional fee, GST, travel, lodging, boarding, printing, conveyance, or any other incidental costs.
- (2) No claim over and above the quoted price will be entertained under any circumstances.
- (3) The quoted fee shall remain firm during the entire contract period.
- (4) All rates shall be inclusive of GST. No payment over and above the quoted rates shall be made under any circumstances.

Annexure – C

INSTRUCTION FOR SUBMISSION OF BIDS

1. The evaluation of bids shall be carried out based on the eligibility criteria specified in this document.
2. Only those bidders who meet all the prescribed eligibility criteria shall be considered technically qualified and eligible for financial bid evaluation.
3. The financial bids of only the technically qualified bidders shall be opened.
4. The bidder quoting the lowest financial offer shall be declared as the L1 (lowest) bidder, and the work shall be awarded to the L1 bidder at the finalized rate.
5. Proposals which do not fulfil all or any of the conditions or submitted incomplete in any respect will be rejected.
6. The award of contract shall be made to L1 Bidder or at the discretion of Company by the competent authority with proper justification. The financial bid of the Accounting firm will not be opened, if the qualification (technical) criteria are not satisfied. In the event that two or more bidders have quoted the same financial bid,
7. Conditional tender shall not be accepted.
8. Wrong / fraudulent data submission may lead to disqualification and blacklisting for future participation. Please ensure that you furnish correct data.
9. GETL reserves the rights to reject any or all tenders without assigning any reasons thereof.
10. All forms (Form-1 to Form-6) and supporting documents as prescribed in this tender document shall be duly filled, signed, and uploaded only on the GeM portal in the designated bid submission section. No physical/hard copy submission will be accepted.

Bidders must ensure that:

- The forms are completed in all respects, signed by the Authorized Signatory, and uploaded in PDF format on GeM.
- Any missing or incomplete form may result in rejection of the bid.
- Supporting documents (ICAI registration, GST, PAN, Work Orders, Financial Turnover certificates, etc.) must also be uploaded along with the respective form on GeM.

Form -1

Cover Letter

(To be submitted on the letterhead of the bidder)

To,

Date

Managing Director,
Gujarat Education Technologies Ltd. (GETL),
Vidya Samiksha Kendra, Sector-19,
Gandhinagar-382021, Gujarat.

Sub: Submission of proposal in response to Request for Proposal for Appointment of chartered accountant firm for carrying out Internal Audit work at Gujarat Education Technologies Ltd. (GETL).

Dear Madam/Sir,

1. Having examined the bid, we, the undersigned, hereby submit our proposal in response to your Request for Proposal for Appointment of chartered accountant firm for carrying out Internal Audit work at Gujarat Education Technologies Ltd. (GETL) in full conformity with the said bid document
2. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of upload within bid validity from the date fixed for submission of Proposals as stipulated in the Bid document modification resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. If we are entrusted a consultancy assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.
4. We hereby declare that all the information and statements in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. If any negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Bid Document, we undertake to negotiate on the basis of our proposal. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.
6. We understand you are not bound to accept any proposal you receive.

Dated this (date / month / year):

**Authorized Signature [in full and initials]: Name of Authorized Signatory:
Designation of Authorized Signatory:**

Name and address of Bidder:

Form-2

**FORMAT OF SELF DECLARATION CUM
UNDERTAKING**

To
Managing Director,
Gujarat Education Technologies Ltd. (GETL),
Vidya Samiksha Kendra, Sector-19,
Gandhinagar-382021, Gujarat.

We hereby undertake that we, M/s _____, having registered Office at _____, and our proprietor/any of our partners are not blacklisted/ De-registered/ debarred or undergoing criminal proceedings by Central/State Government Department/Public Sector Undertaking/ Govt. owned Society/Trust/Board/Corporation/ICAI or any other agency for which we have rendered Services to them. Also, our firm or partner or employees are not undergoing any disciplinary action with ICAI or National Financial Reporting Authority (NFRA) or any other statutory authority.

We further confirm that we are aware that our bid for the appointment as chartered accountant firm for carrying out Internal Audit work at Gujarat Education Technologies Ltd. (GETL) would be liable for rejection in case any material misrepresentation is made or discovered with regard to the tender documents. We further certify that all the information provided by us in this bid document is correct. In case of submission of incorrect information, action is liable to taken against us in accordance with the applicable laws.

For _____,

**Authorized Signatory (with Rubber
Stamp) Full Name: FCA/ACA No.**

Designation

Date:

Place:

Form 3: General Information

Sr. No	Particulars	Details to be furnished	Page No
1.	Details of Bidder		
a)	Name		
b)	Address		
c)	Telephone		
d)	Website		
e)	Firm Registration number		
f)	Number of years of existence		
g)	GST Number		
h)	Pan Number		
i)	Total number of CA		
j)	Total number of Audit Staff		
k)	CAG Registration number for FY.2024/2025		
2.	Details of Contact Person		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
3.	Details of Authorized Signatory		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
4.	Information about responding Bidder		
a)	Status of Bidder		
b)	Locations and addresses of offices (in Ahmedabad/Gandhinagar)		

Form-4
Bidder's Financial Turnover

Sr No	Financial Year	Turnover (INR)
1	2020-21	
2	2021-22	
3	2022-23	
4	2023-24	
5	2024-25	
Average Annual turnover for any three out of last five financial years as specified in the RFP		

Note: The turnover certificate shall be issued by independent chartered accountant/statutory auditor on its letterhead, including its signature, membership number and UDIN.

Form-5
Bidder's similar experience

Sr. No	Name of Client	Name of Assignment	Date of Start of Work	Date of Completion of Work	Work Order/Work Completion Certificate

Form-6

Document Checklist

Sr No	Document	Submitted (Yes/No)
1.	ICAI Registration Certificate	
2.	CAG Empanelment/Application for Empanelment	
3.	Form 1	
4.	Form 2	
5.	Form 3	
6.	Form 4	
7.	Form 5 along with work orders/completion certificates	
8.	GST Registration Certificate	
9.	PAN Card	
10.	Any other document as may be required in the RFP	