

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-11-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-11-2025 13:30:00
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	Industries And Mines Department Gujarat
संगठन का नाम/Organisation Name	Centre For Entrepreneurship Development Gandhinagar
कार्यालय का नाम/Office Name	Gandhinagar
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, As per Scope of work attached; 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),OEM Authorization Certificate,OEM Annual Turnover,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 मेनू 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	3
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	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
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	40000
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

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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.
4. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

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

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

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

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

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

Financial Audit Services - Audit Report, As Per Scope Of Work Attached; CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , As per Scope of work attached
Type of Financial Audit Partner	CA Firm , 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 , Internal control of financial , Compliance with law & regulations , Bank Transactions , Internal Control over Financial Reporting , As per Scope of work attached
Type of Industries/Functions	Operational & Administrative , Human Resource & Payroll , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Purchase & Procurement , As per Scope of work attached
Frequency of Progress Report	Annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annual
State	NA
District	NA
एडऑन /Addon(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
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dharmendra Pandya	382007,Block no 1, 9th Floor, Udyog Bhavan, Sector 11, Gandhinagar	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. 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 Scope Of Work(SOW)

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

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---



The Centre for Entrepreneurship Development

(A Government of Gujarat Organization)

ઉદ્યોગસાહસિકતા વિકાસ સંસ્થાન

EXPRESSION OF INTEREST

The Centre for Entrepreneurship Development Organization Invites Expressions of Interest (EOI) in sealed covers from reputed firms of Chartered Accountants for appointment of Statutory Auditor for the financial year 2025-2026. Extension for another year will be based on Evaluation of the Performance of the firm at the end of each year. The committee constituted by the Competent Authority of the Organization will evaluate performance of the appointed firm at the end of year, based on criteria laid down by Committee. The firm must be empanelment with ICAI since at least 10 years.

The documents with relevant details can be downloaded from the Organization website www.ced.gujarat.gov.in Last date of submission of application duly filled in with relevant documents (duly certified). Further clarification / corrigendum in this regards, if any will be placed only on Organization website.

Director CED

**REQUEST FOR EXPRESSION OF INTEREST
FOR APPOINTMENT OF STATUTORY
AUDITOR OF
The Centre for Entrepreneurship
Development**



Block No:1 9th floor, Udyog Bhavan,
Sector-11, Gandhinagar-382010
Gujarat, India
Phone: 079-23243847-079-232-43706
Website: www.ced.gujarat.gov.in

The Centre for Entrepreneurship Development

Expression of Interest (EOI) : 09/2025-26

Request for Expression of Interest (EOI) for appointment of Statutory Auditors of The Centre for Entrepreneurship Development(CED)

The Centre for Entrepreneurship Development(CED) is established by the legislative assembly of the Government of Gujarat in the year 1979. CED has its Head Office at Udyog Bhavan, Sector-11, Gandhinagar-382010.

The Centre for Entrepreneurship Development(CED) invites Expressions of Interest from reputed firms of Chartered Accountants for appointment as Statutory Auditor for the Financial Year 2025-26 and further extendable for another one year. Extension for another year will be given based on Evaluation of the Performance of the firm at the end of each year. The committee constituted by the Competent Authority of the Organization will evaluate performance of the appointed firm at the end of year, based on criteria laid down by Committee. Please note that, Organization does not give assurance for extension of the Contract. Organization reserves its right to extend, award to another firm, cancel the EOI.

Interested firms are requested to quote the fees payable for the services rendered for the Financial Year 2025-26. Please note that, initially appointment will be given only for the Financial Year 2025-26. For the subsequent Financial Year i.e. 2025-2026 work may be allotted based on work volume and performance as indicated above at the same rates. Any application indicating direct/indirect effect of escalation clause will be summarily rejected.

To be eligible, the firm must be empanelled with ICAI since at least 10 years & should have experience of Statutory Audit of Government Organization. Also, it must have Head office in Gandhinagar/Ahmedabad city only as per ICAI records and possess experience of minimum 10 years in carrying out Statutory Audit.

Preferably, out of total assignments of the firm, one assignment should be of Organization.

I have read and understood all terms and conditions and implications thereon of the document

Interested and eligible firms should submit their data/details/documents as per mention in GeM Portal. Financial Proposal of technically qualified bidders only (as per eligibility criteria) shall be opened on a later date, which will be intimated to technically qualified CA Firms separately.

Important Information

Sr. No.	Event	Information to the bidders
1.	Last Date & time of Submission	As per mention in GeM Portal.
2.	Expression of interest (EOI) Document	The details can be downloaded from Organization's website:- www.ced.gujarat.gov.in
3.	Address for communication	The Centre for Entrepreneurship Development Organization Block No:1 9 th floor, Udyog Bhavan, Sector-11 Gandhinagar-382010 Gujarat Phone: 079-23243847-079-23243706 Email: cor-ced@gujarat.gov.in

I have read and understood all terms and conditions and implications thereon of the document

Specific Conditions of EOI

1. Tendering Process:

The offer is required to be submitted in two bid format i.e. “**Technical Proposal**” and “**Financial Proposal**”.

Envelop-1 consists :-

- (i) Covering note for Technical Proposal (**Annexure- A**)
- (ii) Form-1 (Technical Proposal)
- (iii) Application Form (**Annexure-B**)
- (iv) Undertaking on firms letter head (**Annexure-C, D, E, G & H**)
- (v) Certificate from Statuary auditor for overall Turnover and Turnover from audit and assurance service (**Annexure-F**)

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidd

4

(Form 1)

2. The Technical Proposal Comprises of (attach self -attested photocopies wherever required-

Sr. No.	Particulars	YES/NO	Page No.												
i.	Name of the Firm	—													
ii.	Registration certificates of Partnership Firm/LLP/Proprietor etc. issued by the ICAI containing inter-alia; for establishing date of formation of the Partnership Firm/LLP/Proprietor.														
iii.	Constitution of Partnership Firm/LLP/Proprietor etc. on the letter head of the firm containing inter-alia; Details shall be given as on date of application like, date of joining the firm, date of becoming FCA, and other interest/engagement, if any.														
	<table border="1"><thead><tr><th>Sr. No.</th><th>Particulars</th><th>Remarks</th></tr></thead><tbody><tr><td>a</td><td>Details of partners / Sole Proprietor</td><td></td></tr><tr><td>b</td><td>Number of fulltime FCA in the firm</td><td></td></tr><tr><td>c</td><td>Employees in the firm including CA.</td><td></td></tr></tbody></table>	Sr. No.	Particulars	Remarks	a	Details of partners / Sole Proprietor		b	Number of fulltime FCA in the firm		c	Employees in the firm including CA.			
	Sr. No.	Particulars	Remarks												
	a	Details of partners / Sole Proprietor													
	b	Number of fulltime FCA in the firm													
c	Employees in the firm including CA.														
iv.	Latest partnership deed/LLP agreement in the case of Partnership Firms/LLP respectively.														
v.	IT return of the firm, full time partners /the Sole proprietor as the case may be for the three Financial Years :	2021-22 2022-23 2023-24													
vi.	Average Annual Turnover for the last three Financial Years exceeding Rs. 50 lacs in each year. As per (Annexure-F)														
vii.	Certified copies of the following certificates a. PAN Card of the firm, partner/proprietors. b. GST Registration Certificate														
viii.	Financial Statement of the firm along with schedules for the preceding three Financial Year.	2021-22 2022-23 2023-24													
ix.	Details of court cases / arbitration cases / or any other case pending against the Firm, if any.														
x.	Details of audit experience of the firm for the last 10 years may be given in the specified format. (Only assignments which carry a fee of Rs. 1,00,000/- and above should be mentioned). (Annexure-G)														

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

Sr. No.	Particulars	YES/NO	Page No.
xi.	Certificate of Practice (in case of Partnership Firm/LLP, of all the partners to be attached);		
xii.	Undertaking, as per Annexure-G to be furnished by the firm that there are no legal suit/criminal cases pending against firms and/or its partners or		

Note :

Please ensure that, all entries in the Form- 1 and Application Form (**Annexure-B**) should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

Special Note:

- (1) The details shall be provided with certified photocopy otherwise EOI application will not be considered.
- (2) If any false information with a malafide intension of getting qualified is submitted, will be treated misconduct and firm will be blacklisted for any work of the Organization in future as per decision of the competent authority of the Organization.
- (3) CED may ask to produce original documents if required.

The Competent Authority of the Organization reserves the right to accept or reject any or all application without assigning any reason.

For short listing, applicants will be evaluated in the following manner:

- a) Documents submitted will be first be scrutinized and the applicant's eligibility for the short list for the work be determined.
- b) The applicants qualifying the above initial criteria will be evaluated for following criteria by scoring method based on details furnished by them.

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

Sr. No.	Particulars	Points	Max. Poin
1	Place / Location of the firm		10
	Head office at Gandhinagar/Ahmedabad (As per ICAI records)		
2	Number of Full Time partners associated with the firm in Gandhinagar/Ahmedabad for not less than 5 years. (Date of joining as partner to the applicant firm will be considered)		10
	(a) up to 3 partners	5	
	(b) above 3 partners	10	
3	Audit Firm should have at least 3 Full Time Partners, Experience of minimum 3 Full Time Partners. (Date of joining as partner to the applicant firm will be considered)		10
	(a) from 5 year to 10 years	5	
	(b) More than 10 years	10	
4	Number of qualified Assistants (CA only) employed with the firm having Minimum Experience of 3 years (Date of joining as Assistants to the applicant firm will be considered)		10
	(a) up to 5	5	
	(b) above 5	10	
5	Relevant Experience of the bidding firm		10
	(a) 10 years to 15 years	5	
	(b) above 15 years	10	
6	Experience of carrying out minimum one Statutory Audits / Internal Audits of Organization / Government Organization in last 5 years.		25
	(a) 1 to 5 years	10	
	(b) 5 to 7 years	15	
	(c) 7 to 10 years	20	
	(d) more than 10 years	25	
7	Average Turnover of the firm during the preceding 3 financial years from audit and assurance services (i.e. 2021-22, 2022-23 and 2023-24)		20
	(a) Rs.10-45 lakhs	5	
	(b) Rs.46-80 lakhs	10	
	(c) above Rs.80 lakhs	20	
8	Peer Reviewed Firm (valid certificate as on date)	5	5
	Total Points :		100

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

The applicant must secure at least 70 points for eligibility. Those firms which secure 70 points or more only that firm will be considered as a technically qualified for opening of Financial Bid.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- i) Made misleading or false representation or deliberately suppressed the information in the forms, statements, Annexure and enclosures required in the pre-qualification document.
- ii) Record of poor Performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

3. Financial Bid :

- i. Financial Bid may comprise of the Professional Fee to be charged from the Organization.
- ii. Taxes, if applicable, should be specified separately.
- iii. Any vague term mentioned in the Proposal shall make the offer rejected.

General Conditions :

1. Selection of the firm will be done only after detailed scrutiny of the documents submitted by the firm.
2. Firm shall have to qualify for at least 70 points in point table given above.
3. Firms, who will score 70 points or more, will be considered technically qualified and eligible for the Financial Bid opening.
4. **As per the weightage, the firm getting the minimum fees quoted will be considered as L1 and similarly L2, L3, L4, etc..... are selected. The L1 firm is eligible for appointment based on overall marks. However, the decision of Director CED will be final & binding to all.**
5. The selected firm will have to start the audit in consultation with Finance and Account Section of the Organization after the issue of the Letter of Appointment from The Centre for Entrepreneurship Development.
6. The Audit of Accounts as per the Scope of Work has to be completed in a time bound manner, audit should be carried out quarterly basis and final report should be submitted within 2 months of financial year end.
7. The Audit party will consist of sufficient number of experienced and qualified professionals.
8. The Chartered firm has to ensure that qualified C.A. and technical staff are deputed for audit work.

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

8

9. The selected firm will be required to comply with the instructions, if any, issued by the Organization.
10. The Audit work is to be undertaken as per Scope of Work as approved by the Organization.
11. Scope of Work can be modified, if required, at any time by the Organization at its sole discretion.
12. The selected firm is required to sign Agreement on Non-Judicial Stamp Paper of worth Rs.300/-. **(Annexure-I)**
13. **Submission of Audit Report:** CA Firm will submit 4 copies of Audit Report along with all the required statements, Financial Statements, with due signatures.
14. Auditor will have to comply with any comment raised by Finance Committee or Board of Management /of The Centre for Entrepreneurship Development Organization on the Financial Statement under Audit.
15. **Regulation of Audit fees:** In the Financial Bid, firm has to quote fees for conducting Statutory Audit and fees per certificate separately (Utilization Certificate, provisional Income & Expenditure statement etc.)
16. **For evaluation of the firm as per point 4 above, fees quoted for Statutory Audit only will be taken into consideration. L1 firm will be derived based on the Audit fees only.**
17. **Organization reserves right to split the work of Statutory Audit and Certification work.**
18. **If fee quoted for certification work is exceptionally high or higher than fees for Statutory Audit, certification work may be given to other firm or shall be negotiable.**
19. The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of Audit Report. However, fees for issuance certificate may be released on submission of bills. The Organization will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the CED along with a certificate indicating that audit has been conducted as per guidelines framed by the Organization and the work has been completed as per the agreed terms and conditions.
20. The statutory auditors shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.

I have read and understood all terms and conditions and implications thereon of the document

21. The Statutory auditors shall not be provided with any special transport facility. Hence, fees quoted should also include any out of pocket expense including conveyance.
22. **Confidentiality :**
The firm shall not disclose the documented management systems to any third party including their internal department. Firm selected by The Centre for Entrepreneurship Development Organization, shall have to give an undertaking to follow all ethics of faith and that the information provided by Organization or received during the work of Audit, shall be kept '*strictly confidential*'. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
23. **Taxes and Duties :** CED shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Firm under the agreement.
24. **Sub-Contracting :**
Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.
25. **Right To Accept / Reject The Proposal:**
CED reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds for the institute's action.
26. **Dispute Resolution :**
In case of any dispute, the decision of the Director, CED shall be final and binding. Jurisdiction for the arbitrary matter shall be court of Gandhinagar, Gujarat only.

I have read and understood all terms and conditions and implications thereon of the document

EOI FORMS
(On Firm's Letter Head)
Covering Letter for Technical Proposal
Annexure-A

To
The Director,
The Centre for Entrepreneurship Development
Block No.1/9th Floor, Udyog Bhavan,
Sector-11, Gandhinagar-382 010

Sub: Appointment of Chartered Accountant Firm for conducting Statutory Audit of CED.

Sir,

1. With reference to your Expression of Interest No: Datedfor appointment of a Chartered Accountants Firm for conducting Statutory Audit of CED, I/we wish to apply for the same. Technical Proposal (**Form-1**) duly signed and authenticated is enclosed.
2. Further, I/we hereby certify that :
I/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of EOI are acceptable to me/us and I /we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of EOI found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the CED.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 180 days from date of opening of Financial bids.

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

Signature.....
Designation/Firm Name.....
Seal of the firm

Full name.....
Address with Phone.....
.....
.....
.....

Telephone No. & Mobile No:

E-Mail:

Enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note:

- a. In absence of above declaration/certification, the offer is liable to be rejected and shall not be taken into account for evaluation.
- b. Bidders are advised to check & tick the respective checklist of documents being submitted along with page number.
- c. Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

I have read and understood all terms and conditions and implications thereon of the document

(On Firms Letter Head)
APPLICATION FORM
Annexure-B

Details of Chartered Accountant firm for appointment as the Statutory Auditor of CED :

Sr. No.	Particulars	Details	Page No.
1	Name of the firm		
2	Address of the Registered/Head Office		
3	Telephone no. and E-mail address		
4	ICAI Registration No. with Region Name		
5	Date of constitution of the firm (as per ICAI records)		
6	PAN of the firm		
7	Number of Full-Time Partners as on 1-4-2025 (Details to be provided in "Annexure- D")		
8	Number of Part time Partners (if any), as on 1-4-2025		
9	Number of Full Time Chartered Accountant Employees as on 1-4-2025		
10	Whether proprietor/partner of any other firm, If so, name and address		
11	Duration with the applicant firm		
12	Number of Branches (Details to be provided in "Annexure-E")		
13	Additional information, if any		

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

(On Firms Letter Head)

Letter of Non-disqualification

Annexure-C

I/We do hereby undertake that **[strike out which is not applicable]**

I/we/none of our employees are ex-employee of your Organization,

OR

I/... of our partners/... of our employees was/were ex-employees of your Organization (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment since last 3 years or more.

AND

I/We shall not induct/employ any partner/employee during the tenure of our appointment as an auditor, who is/are within the abovementioned cooling period of 3 years from the date of retirement / resignation

I/We do hereby solemnly declare and affirm that

- I/We have not been removed/dismissed from service/employment earlier
- I/We have not been convicted of any offence and sentenced to a term of imprisonment
- I/We have not been found guilty of misconduct in professional capacity
- I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958
- I/We am/are not undischarged insolvent(s)
- There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law

I/We have not been blacklisted/de-paneled by any Institution/organization/others etc. in the past

I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed.

I/We also affirm that terms & conditions of The Centre for Entrepreneurship Development relating to appointment of statutory auditors are acceptable to me/us and I/We also undertake to keep the Organization informed of any events /happenings which would make me/us ineligible for appointment as statutory auditor.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document

(On Firms Letter Head)
Details of Full Time Partners of the Firm
Annexure-D

Sr. No.	Name of the Partner	Membership No.	Whether FCA/ACA	Date of joining the firm (full time)	No. of Years of Association with the firm

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

(On Firms Letter Head)
Particulars of Branches (including foreign branches, if any)
Annexure – E

Sr. No.	Location	Complete address with PIN code and Telephone Number	Name of the Partner in charge of the branch.	Date of Opening of the Branch	Region

(Signature of Authorized Person with Seal of the Firm)
Place:
Date:

**(Certificate from Statuary auditor for overall Turnover and Turnover from
audit and assurance service)**

Annexure – F

F.Y.	Overall turnover (Rs.)	Turnover from audit and assurance service (Rs.)
2021-22		
2022-23		
2023-24		

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document

(On Firms Letter Head)

Annexure- G

Details of Statutory / Internal Audit Work / Any Other Accounting /Government Companies, Autonomous body, etc. in hand with the firm / undertaken in the last 10 year ending on 31-3-2023.

Name of the Client	Type of the Audit Work (Tick v appropriate box)		
	Statutory	Internal	Tax/Other
University			
1.			
2.			
3.			
Academic Institutions			
1.			
2.			
3.			
Government Companies			
1.			
2.			
3.			
Autonomous bodies			
1.			
2.			
3.			
Others			
1.			
2.			
3.			
TOTAL			

CED Experience would be addendum advantage.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

(On Firms Letter Head)

Undertaking

Annexure-H

I/We the following partners/Proprietors of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare –

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;
- (iv) that the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document

SCOPE OF WORK FOR THE STATUTORY AUDITOR OF CED

- **Scope of Work :**

1. Examination of books of accounts and financial records.
2. Verification of assets and liabilities.
3. Assessment of internal/ accounting controls.
4. Examining financial Statements for arithmetical accuracy, ensuring compliance with applicable accounting standards / guidelines and policies / disclosure requirements.
5. Preparation of audit observations and report for discussions with management.
6. Follow up on the compliance of the prior audit observations.
7. Advise the management on technical matter as and when required by the management.
8. A specific report on these aspects would be provided by the auditor annually as part of the management letter.
9. Matter relating to legal issue related to Accounts & Audit Work.

- **Responsibilities of the Auditor :**

1. Auditor should prepare a Detailed Plan of Audit in consultation with the officials of The Centre for Entrepreneurship Development for timely completion of Audit.
2. Issue Audit Report for the Audit conducted after completion of the Audit.
3. Audit should be completed within 2 month time from the end of the financial year and submit Audit Report to the Organization.
4. Audit should be conducted in accordance with the generally accepted accounting principles in India.

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bidder

20