



**Tourism Corporation of Gujarat Limited  
Block No. 16-17, 4<sup>th</sup> Floor, Udhog Bhavan,  
Gandhinagar- 382 011**

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**TENDER FOR AN APPOINTMENT OF  
CHARTERED ACCOUNTANT FIRM/LLP AS  
A GST CONSULTANT & IT TDS  
CONSULTANT**

## CONTENTS

Sr no.	Particulars	Page no.
1.	Data Sheet	3
2.	Introduction	4
3.	Scope of Work	5
4.	Evaluation of Eligibility Criteria	8
5.	Selection of Bidder/Consultant	10
6.	Amendment/Corrigendum	10
7.	Duration of Assignment	11
8.	Award of the Contract	11
9.	Payment Terms	11
10.	Submission of Technical & Financial Bid	11
11.	Force Clause	15
12.	Disclaimer	15
13.	<b>Annexure 1:</b> Technical Proposal covering letter	17
14.	<b>Annexure 2:</b> Profile of Bidder	18
15.	<b>Annexure 3:</b> Details of Partners and Chartered Accountant Employees	19
16.	<b>Annexure 4:</b> Details of Staff	19
17.	<b>Annexure-5:</b> Turnover of Bidder	19
18.	<b>Annexure 6:</b> Experience of handling TI TDS Assignments of PSU/Local Authorities/Govt. Entities during last 5 years up to FY 2023-24.	19
19.	<b>Annexure 7:</b> Details of Experience of Handling Assignment of consultancy of Service Tax/GST of PSU/Local Authorities/Autonomous Bodies having Turnover of Rs. 30 crore or more during 5 years up to FY 2023-24.	19
20.	<b>Annexure 8:</b> Checklist of Documents to be submitted	20
21.	<b>Annexure 9:</b> Financial Bid	21

## 1. Data Sheet

S.N.	Information to Bidders
1	Name of the Client: <b>Tourism Corporation of Gujarat Ltd. (TCGL), Govt. of Gujarat (GoG)</b> Name of the Assignment: <b>“Appointment of the Chartered Accountant Firm/LLP as a GST Consultant &amp; IT TDS Consultant for Tourism Corporation of Gujarat Limited”</b>
2	Financial Proposal to be submitted Online only: <b>Yes (To be submitted on (n) Procure)</b>
3	Contact Person: Mr. Rakesh M. Sangada General Manager Finance Block No.16-17, 5 <sup>th</sup> Floor, Udhog Bhavan Gandhinagar – 382 011 Email: <a href="mailto:gm-finance@gujarattourism.com">gm-finance@gujarattourism.com</a>
4	Proposals must remain valid for 180 days from the submission date.
5	Earnest Money Deposit (EMD) amount is Rs. 50,000/- (Fifty Thousand only) and Bid Processing Fees is Rs. 2,950/- (Two Thousand Nine Hundred Fifty Rupees) in the form of Demand Draft in favor of “Tourism Corporation of Gujarat Limited.” payable at Gandhinagar
6	Consortium and Joint Ventures with other Firm/LLPs for this assignment are <b>NOT</b> permitted.
7	Amounts payable by TCGL to the Firm/LLP under the contract shall be subjected to local taxes if any. The TCGL will pay GST, on prevailing rates as applicable on the consultancy charges.
8	Technical Proposals Physically shall be submitted before 5.00 pm on 29-11-2025 Financial Proposals shall be submitted online on or before 3.00 pm on 29-11-2025
9.	<b>The duration of the assignment:</b> Initially for the period of One Year and it can be extendable for the further period depending on Performance.  Notwithstanding anything contained herein above, TCGL reserves the right to discontinue the services of Chartered Accountant Firm/LLP in the event their services are evaluated as unsatisfactory at any time during the period of contract.

## 2. Introduction:

### 2.1 About TCGL:

Tourism Corporation of Gujarat Limited is a Company completely belonging to Government of Gujarat established under Companies Act, 1956. This Corporation was established in the year 1975 and the Corporation started its commercial work from 1977-78. The Corporation undertakes commercial and promotional activities for development of tourism industry as Nodal Agency of State Government. As per audited report for the financial year 2023-24 the financial detail of the Corporation is as under:

• Authorized Share Capital	Rs.20.00 Crore
• Paid up Share Capital	Rs.19.99 Crore
• Total Revenue receipts for the year 2023-24	Rs.90.56 Crore
• Expenditure for the year 2023-24	Rs.53.27 Crore
• Profit before Tax for the year 2023-24	Rs.37.84 Crore
• Grant as on 31st March 2024	Rs 728.18 Crore

TCGL is having approx. 7 self-run hotels, while another 19 TIBs (Tourist Information Bureau). Out of 19 TIBs, 13 TIBs are located outside Gujarat State. Apart from this, TCGL conducts various Fairs & Festivals, Exhibitions like Statue of Unity, Rannostav etc.

### 2.1 List of Hotels/Tourist Information Bureau/TIB/Offices:

S.N.	State	Office	Type
1	Gujarat	Head Office	Head Office
2	Gujarat	Saputara	Toran Hotel & Restaurant
3	Gujarat	Saputara	Toran Hill Resort & Restaurant
4	Gujarat	Saputara	Hotel Ambika & Restaurant
5	Gujarat	Saputara	Purna Dormitory
6	Gujarat	Saputara	Surya Cottages
7	Gujarat	Dwarka, Tourist Bungalows	Toran Hotel & Restaurant
8	Gujarat	Narayan Sarovar	Toran Hotel & Restaurant
9	Gujarat	Gandhinagar Sector – 16	Tourist Information Bureau
11	Gujarat	H K House – Ahmedabad	Tourist Information Bureau
11	Gujarat	Vadodara	Tourist Information Bureau
12	Gujarat	Surat	Tourist Information Bureau
13	Gujarat	Rajkot	Tourist Information Bureau
14	Gujarat	Bhuj	Tourist Information Bureau
15	Rajasthan	Jaipur	Tourist Information Bureau
16	Maharashtra	Mumbai	Tourist Information Bureau
17	Tamil Nadu	Chennai	Tourist Information Bureau
18	West Bengal	Kolkata	Tourist Information Bureau
19	Andhra Pradesh	Hyderabad	Tourist Information Bureau
20	Uttar Pradesh	Lucknow	Tourist Information Bureau

21	Karnataka	Bengaluru	Tourist Information Bureau
22	New Delhi	New Delhi	Tourist Information Bureau
23	Kerala	Kochin	Tourist Information Bureau
24	Chhattisgarh	Raipur	Tourist Information Bureau
25	Bihar	Patna	Tourist Information Bureau
26	Uttar Pradesh	Ayodhya	Tourist Information Bureau
27	Uttar Pradesh	Varanasi	Tourist Information Bureau

As hotel business is taxable under GST, TCGL has taken GSTN in respective states. Every TIB accepts hotel booking for their hotels in Gujarat and provide ancillary services like vehicles, tours and specific events. Every TIB avails some GST Credit also on account of services and material received to run their offices.

For compliance purpose, TCGL needs to maintain books of accounts, register as per GST laws at every TIB office, train their accounting personnel and do return filling and other GST related compliance work.

**Additional Remarks: In Future Hotel/TIB unit may be add. The professional fees will be including as per terms and condition of this tender. No extra payable for additional unit if any.**

### 3. Scope of Work

#### 3.1 For GST Consultant:

i.	Calculation of IGST, CGST and SGST liability on monthly basis
ii.	Calculation of liability under Reverse Charge Mechanism
iii.	Reconciliation of <b>Input Tax Credit (ITC)</b> with GSTR-2B and books of accounts
iv.	Opinion on GST difference payment to vendor/contractors/agency, if any
v.	Your CA must visit the TCGL Head Office between the first and fifth of each month to review the GST Return Database before filing.
vi.	<b>Filing of GST returns</b> (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C, etc.) on a timely basis
vii.	Reconciliation of <b>Input Tax Credit (ITC)</b> with GSTR-2B and books of accounts.
viii.	Filling of all returns including GST TDS Return as well GST Returns for All units of TCGL
ix.	to ensure on monthly basis that the Input Tax Credit (ITC) claimed by Corporation matches the tax actually paid by the supplier/vendor to the government.
x.	Managing <b>GST refunds, notices, and departmental queries.</b>
xi.	Support in <b>E-invoicing and E-way bill compliance.</b>
xii.	Proposing / recommending tax clauses for future contracts/ agreements in case of any major change in GST law.
xiii.	Ensure smooth compliances of GST laws applicable to TCGL and suggest changes / remedial action/ system changes where necessary for the entire period of contract
xiv.	To update TCGL about various amendments taking place in GST laws/rules, Regulations, circulars, directions, etc. from time to time (compliance management), for enabling TCGL employees to be GST compliant.
xv.	Providing opinion on applicability of GST on TCGL transactions as referred by employees as well as providing clarifications required to address customer complaints/ representations on GST related matters.

xvi.	Provide opinion on applicability of GST TDS and ensure proper deduction from eligible invoices
xvii	In-case any registration requirement pending, then consultant will also help in suitable registration.
xviii	Generation of e-way bill, if required
xix	Generating GST TDS certificate to all vendors, if required
xx	Filing of Annual GST return as per GST law.
xxi	Drafting, filing of replies and representing Institute for various permissions, advance ruling, certificates, GST cases/matters before Competent/ Appellate Authority, etc. and expediting on any issue thereon.
xxii	Updating with notices received from statutory authorities replies made and final outcome thereof on regular basis (at each notice received).
xxiii	Advise on GST implications on transactions undertaken/ proposed to be undertaken by TCGL including day to day GST related queries. Reply shall be furnished within two working days.

### **3.2 Scope of Work of IT TDS Consultant:**

i.	Collecting relevant financial data and documents for TDS return and verification of the same
ii.	Filing of Monthly/Quarterly/Annually returns (as applicable) and any correction there in as per the Income Tax Act 1961 for the period of financial year 2025-26, on the basis of data and information provided by TCGL
iii.	Your CA must visit the TCGL Head Office between the first and fifth of each month/quarter to review the GST Return Database before filing.
iv.	Filing the quarterly TDS returns within the stipulated due dates to avoid any penalties or late fees
v.	Providing acknowledgements of the filed returns and maintaining proper records for the same
vi.	Provides Form 16 / 16A on timely basis as per data and information provided by TCGL
vii.	Any other compliance work under the Income Tax Act 1961.
viii.	Correction, revision, reply to notices and attending/representing Autonomous Body in any proceeding/assessment of Income Tax before the Income Tax Authorities, if any
ix.	Provide consultancy opinion on IT-TDS related matters
xii.	Downloading of TDS certificates from the TRACES and providing the same to the concerned party under the record, if required

### **3.3 Deliverables and timelines:**

#### **(I) For GST**

<b>S.N.</b>	<b>Deliverables</b>	<b>Due date</b>
1	Filing of GST Return(s) as well as GST TDS Return(s)	Continuous
2	Training and Guidance to Officials of Unit/TIBs of TCGL	Continuous
3	Submission of MIS for GST Liability	Continuous

(II) **For IT TDS**

S.N.	Deliverables	Due date
1	Form 24Q & 26Q TDS Return	Quarterly
2	Provides Form 16 / 16A	As and when required
3	Training and Guidance to Officials	Continuous

**3.4 Minimum Team Requirement for the Assignment:**

Position	No.	Qualification	Experience	Role & Responsibilities
Team Leader (to perform duty at Ahmedabad/ Gandhinagar)	1	CA	<ul style="list-style-type: none"><li>Experience in Taxation specifically GST &amp; IT TDS,</li><li>Should have proven record in anchoring/ conducting GST Implementation/Consultancy Assignments</li><li>Must have work in Assignment of Indirect Tax Consultancy in Government or PSU or Listed Company or Company having turnover more than 30 crores</li><li>Should have proficiency in use of Tally software and/or other accounting package</li></ul>	<ul style="list-style-type: none"><li>Provide technical leadership to the team including Regular co-ordination &amp; quality assurance</li><li>Overall, in- charge of GST Consultancy &amp; IT TDS Assignment</li><li>Regular reporting to Managing Director/ designated person.</li><li>Responsible for strengthening the existing accounting &amp; financial management practices</li></ul>
GST & IT TDS Assistant (to perform duty at Gandhinagar)	1	Semi Qualified	<ul style="list-style-type: none"><li>Experience in Taxation specifically in GST and IT TDS,</li><li>Should have proven record in anchoring/ conducting GST Implementation/Consultancy Assignments/IT TDS Consultancy.</li><li>Must have worked in Indirect Tax Consultancy.</li><li>Should have proficiency in use of Tally software and/or other accounting package</li></ul>	<ul style="list-style-type: none"><li>Regular reporting to Team Leader.</li><li>Responsible for strengthening the existing accounting &amp; financial management practices</li></ul>

#### 4. Evaluation of Eligibility Criteria:

The bidder shall be evaluated in two stages

- 1.) Pre-qualification stage
- 2.) Primary Technical Evaluation of Proposal
- 3.) Secondary Technical Evaluation –Presentation on Methodology and tools

##### A. stage –I: Pre-qualification Criteria for bidders

Sr.	Pre-qualification criteria	Documentary Evidence
1.	The Firm/LLP must have Head Office in Ahmedabad /Gandhinagar or in case of no Head Office in Ahmedabad /Gandhinagar; the Firm/LLP shall have at least 3 Full Time Branch Offices in Gujarat including in Ahmedabad /Gandhinagar continuously for 3 years as on 31.03.2025.	Self-certified copy of Firm/LLP Registration Certificate issued by The Institute of Chartered Accountants of India as on 31.03.2024. Profile of Bidder in Annexure-2
2.	The existence of CA Firm/LLP should have minimum 10 years as on 31.03.2024.	Detail of Partners and CA Employees in Annexure-3
3.	The CA Firm/LLP must have minimum 5 Chartered Accountants including 3 Full Time Partners as on 31.03.2024.	Details of Staff in Annexure-4
4.	The CA Firm/LLP must have minimum staff strength of 20 peoples on regular pay roll.	Calculation with the self-certified Copies of Financial Statements of Last 3 Years
5.	The CA Firm/LLP should have minimum average turnover of Rs. 50.00 lakhs during last three financial years i.e. 2021-22 to 2023-24. (2022-23 to 2024-25 – if finalized)	Self-Certified copy of Appointment Letter(s)/ Engagement Letter(s) issued by the PSUs/Local Authorities.
6.	The CA Firm/LLP must have experience of handling IT TDS Assignments of PSU/ Autonomous Bodies/Local Authorities/Govt. Entities during last 5 years up to FY 2024-25.	Self-Certified copy of Appointment Letter(s)/ Engagement Letter(s) along with Financials/Completion Certificates issued by the PSUs/Local Authorities/ Autonomous Bodies.
7.	The CA Firm/LLP must have experience of handling assignment of Consultancy GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs. 30 crore or more during 5 years up to FY 2024-25.	Self-Certified copy of Latest Empanelment Letter of C & AG along with Firm/LLP eligible for Audit of Major PSUs.
8.	The CA Firm/LLP must have empaneled with C & AG for Major Audit of PSUs.	Self-Certified copy of PAN and GST Registration Certificate.
9.	The CA Firm/LLP should be Firm/LLP with a valid Permanent Account Number (PAN) and GST Registration (copy to be submitted).	Self-declaration on Letter head to be given
10.	The CA Firm/LLP should not have been debarred /blacklisted by any State Government/Central Government/PSU/C & AG/SEBI and any proceedings against said Firm/LLP or any of the Partner/Employee of the Firm/LLP has not initiated by any Government authorities, for any reason as on bid calling date (Self-declaration of the same to be given).	

## B. Stage – II: Primary Technical Evaluation

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

Sr. no.	Evaluation Criteria	Criteria	Maximum Marks
1.	Existence of Firm/LLP as Partnership as on 31.03.2025	10 Years	10
		>10<15 Years	15
		> 15 Years	20
2.	No of Chartered Accountant in Firm/LLP including 3 Full Time Partners	5 CAs	10
		>5 CAs	20
3.	Minimum Average Turnover of last three financial years i.e., 2021-22 to 2023-24. (2022-23 to 2024-25 – if finalized)	Rs 50 Lacs	10
		>Rs 50 Lacs < Rs 1.00 cr	15
		>Rs 1.00 cr	20
4.	Experience of handling IT TDS Assignments of PSU/Local Authorities/Govt. Entities during last 5 years up to FY 2024-25.	5 Assignments	5
		>5<10 Assignments	10
		> 10 Assignments	20
5.	Experience of handling assignment of Consultancy of Service Tax/GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs.30 crore or more during 5 years up to FY 2024-25.	3 Organization	5
		4-7 Organization	10
		> 7 Organization	20

After evaluation of above details as per marking system, TCGL shall shortlist the bidder securing 65 or more marks. Such bidder shall be called for Presentation on Tools and Methodology to execute the work etc.

## C. Stage – III – Presentation on Concept, Design and Methodology

The agencies fulfilling primary technical evaluation criteria will be shortlisted for Secondary Technical Evaluation. The Secondary technical evaluation will be done only basis of presentation/interaction before the committee for the purpose:

### Indicative points to be covered in presentation are:

1. Understanding of scope
2. Approach and methodology
3. Case resolution strategy
4. Value-add through automation or tools
5. Risk mitigation strategies in GST/TDS compliance

The eligible bidders will have to make a presentation on the date and time intimated as aforesaid on the concept and design before the Committee for a secondary technical evaluation. The bidders who have pre-qualified stage will be informed about the date and time by E-mail or by Telephonic communication.

## **5. Selection of Bidder/Consultant**

### **Financial Bid**

- (i) The evaluation will be based on **Quality Cost Based System (QCBS)**.
- (ii) The bidder will be selected by giving 70% weightage on the presentation before committee and 30% weightage on the Financial Bid.
- (iii) Bidder shall fill up entire Financial bid along with final amount as part of Financial bid. This final amount shall be considered for further evaluation in QCBS formula.
- (iv) The marks obtained by bidder in Presentation to execute work shall be taken as Technical score of technically eligible bidder
- (v) On opening of Financial Bid online, the shortlisted bidders will be given weighted Average total score which will be determined as under:
  - (i.) 70% weightage will be given to Presentation.
  - (ii.) 30% weightage will be given to Financial bid.

Weighted Average Total score = (0.70\* Presentation) +(0.30\* Financial score)

- (a) Financial score of the bidder will be determined as per below mentioned

Formula:

*Financial score=Lowest Financial bid/Price quoted by respective bidder\*100.*

- (vi) Based on combined marks of Technical(presentation) and Financial Bid, bidder securing highest score/ranking will be selected and the Committee if required will further negotiate and finalize the price. The bidder having highest total score will be selected.

TCGL reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the services. TCGL shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

TCGL reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

## **6. Amendment/Corrigendum:**

At any time prior to the Proposal Due Date, TCGL for any reason, whether on its own initiative or in response to clarifications requested by a prospective applicant, may modify

and/or amend the Tender Document or part thereof by the issuance of an amendment/corrigendum.

Any amendment thus issued shall form a part of the Tender Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to TCGL.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, TCGL reserves the right to extend the Proposal Due Date.

## **7. Duration of Assignment:**

Initially for the period of One Year and it can be extendable for the further period depending on Performance.

## **8. Award of the Contract:**

The Firm/LLP will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of TCGL, within 30 days of issuance of the letter of intent. The Firm/LLP is expected to commence the Assignment/job on the date and at the location specified in the contract.

## **9. Payment Terms:**

No Advance Payment will be made. Payment will be made on quarterly basis.

Last quarter payment will be made after TCGL's acceptance of work completion for Annual Returns (GSTR9 and GSTR9C) & Form 16.

## **10. Submission of Technical & Financial Bid:**

The tender document may be downloaded from [www.gujarattourism.com](http://www.gujarattourism.com) or [www.nprocure.com](http://www.nprocure.com)

### **10.1 Contents of Technical Proposal:**

The Technical Proposal shall necessarily comprise the following:

- Technical Proposal covering letter **(As per Annexure 1)**
- Profile of Bidder **(As per Annexure 2)**
- Details of Partners/Chartered Accountant Employees (describing separately) **(As per Annexure 3)**

- Details of Staff **(As per Annexure 4)**
- Turnover of the Bidder **(As per Annexure 5)**
- Details of Experience of IT TDS Consultancy Assignments of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities during last 5 years **(As per Annexure 6)**
- Details of handling assignments of consultancy of service tax/GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs. 30 crore or more during 5 years up to FY 2024-25. **(As per Annexure 7)**
- Documents shall be submitted **(As per Annexure 8)**.

### **10.2      Tender Fee & EMD:**

Every Firm/LLP shall deposit Rs. 2950/- as Tender fee and EMD Rs. 50,000/- along with technical bid. For tender fee and EMD, the D.D. shall be drawn in favor of "Tourism Corporation of Gujarat Limited" payable at Gandhinagar.

The each and every page of the Tender should be signed and sealed of Technical Bid and supporting documents. Every Firm/LLP shall submit technical bid along with supporting documents with respect to selection criteria in spiral bound format.

### **10.3      Submission of Technical Bid:**

The Proposal shall be submitted in sealed envelopes as marked below. The Applicant shall submit its Proposal in the following covers:

**Envelope 1** – “Technical Proposal for Selection of Chartered Accountant Firm/LLP for GST Consultancy & IT TDS Consultancy of Tourism Corporation of Gujarat Limited”

**Envelope 2** – Bid security in the form of Demand Draft

The information “Technical Proposal” and “Bid Security” should be specifically mentioned on the cover of respective envelopes.

All parts of the Proposal (sealed Envelope 1 and 2) marked as above, shall be placed in a sealed outer envelope or a box, with the following inscription:

**“Selection of Chartered Accountant Firm/LLP for GST Consultancy & IT TDS Consultancy for Tourism Corporation of Gujarat Limited”.**

**To,  
The Managing Director,  
Tourism Corporation of Gujarat Limited**

**Block no 16-17, 4<sup>th</sup> Floor,**

**Udhyog Bhavan,  
Gandhinagar-382011  
Ph: -+7923977201  
Email: gm-finance@gujarattourism.com**

Submitted by:\_\_\_\_(Name & address of the Firm/LLP)

The Applicant can submit the Proposal by registered post/ courier or submit the same in person, so as to reach the designated address by **5.00 pm on 29-11-2025**. No delay in the submission of the Proposal for any reason will be entertained. Any proposal received by TCGL after the deadline for submission of the Proposals stipulated, shall not be opened.

#### **10.4 Submission of Financial Bid:**

The Format for Financial Proposal is given in **Annexure 10**. No document/s etc. of financial bid should be submitted physically. The financial bidding to be done through [www.nprocure.com](http://www.nprocure.com) only. Since it is an online tender system, bidders are requested to be conversant with the system and fill up the bid early so as to avoid last minute delays. Digital signature is required for filling online bid. Physical submission of financial bid will be outrightly rejected. The bidder shall need to log on [www.nprocure.com](http://www.nprocure.com) with a valid digital signature. (contact details for (n)code solutions - for registration – 94282 19505.

**The Financial Proposals shall be submitted online on or before 3 pm on 29-11-2025**

#### **10.5 Proposal Validity:**

The Proposal shall remain valid for acceptance by the TCGL for a period of 180 days from the last date of submission of proposals. If needed, TCGL may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

#### **10.6 Confidentiality:**

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant / Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a retained professional advisor advising TCGL in relation to, or matters arising out of, or concerning the Bidding Process. TCGL shall treat all information submitted as part of Proposal as confidential and shall require all those who have access to such material to treat the same in confidence. TCGL shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or TCGL.

#### **10.7 Fraud and Corrupt Practices:**

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, TCGL may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of TCGL hereinabove, if the Applicant is found by TCGL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice

during the Bidding Process, such Applicant shall not be eligible to participate in any TENDER issued by TCGL during a period of 2 (two) years from the date such Applicant is found by TCGL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

- a. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the TCGL who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the TCGL, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the TCGL in relation to any matter concerning the Project;
- b. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
- c. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
- d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the TCGL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- e. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

## 11 **Force Clause:**

- a) The Corporation reserves the right to accept or reject the tender for which, no reason shall be assigned.
- b) No dispute or correspondence in this respect shall be entertained.
- c) Jurisdiction will be Gandhinagar only.

## 12 **Disclaimer:**

The information contained in this request for proposal document (the “Tender”) or subsequently provided to applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Tourism Corporation of Gujarat Ltd. (hereinafter referred to as “TCGL”) or any of its employees or advisors, is provided to applicant(s) on the terms and conditions set out in this Tender and such other terms and conditions subject to which such information is provided.

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**Annexure 1: Technical Proposal covering letter**  
**(On Letter Head of the Firm/LLP)**

**To,  
The Managing Director,  
Tourism Corporation of Gujarat Limited  
Gandhinagar**

Dear Sir,

We, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Tender Document dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, sealed under an envelope.

We are submitting our Proposal in our own individual capacity as Firm/LLP. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Technical Proposal (*Please indicate date*).

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and Title of Signatory:

Name of Firm/LLP:

Address

**Annexure-2**

**Profile of Bidder:**

**The Bidder should furnish the following details:**

<b>Sr no.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Firm/LLP/Company	
2.	Year of Establishment	
3.	Firm/LLP Registration no with ICAI, New Delhi	
4.	Constitution	
5.	Office Address	
6.	Phone Nos	
7.	Email	
8.	Permanent Account Number of the Firm/LLP	
9.	Goods & Service Tax Registration no.	
10.	No. of years of existence of the Firm/LLP	

**Annexure: 3**  
**Details of Partners and Chartered Accountant Employees**

Sr no.	Name	Membership no	Year of Membership	Post Qualification Experience	Status, whether Partner or Full Time CA under employment

**Annexure: 4**  
**Details of Staff**

Sr no.	Name	Qualification

**Annexure: 5**  
**Turnover of the Bidder:**

Financial Year	Turnover amount (Rs in Lacs)
2021-22	
2022-23	
2023-24	
Total	
Average	

**Annexure-6**  
**Details of Experience IT TDS Consultancy assignments of PSUs/Local Authorities Autonomous Bodies/during last 5 years up to Financial Year 2024-25:**

Sr no.	Name	Year of assignment	Type of assignment

**Annexure-7**  
**Details of Experience of Handling assignment of consultancy of services Tax/GST of PSU/ Local Authorities/ Autonomous Bodies//Govt. Entities having turnover of Rs. 30 crore or more during 5 years up to FY 2024-25:**

Sr no.	Name	Year of assignment	Annual Turnover (Rs in crores)

Signature /Seal of Firm/LLP

**Annexure 8:**

**Checklist of Documents to be submitted:**

<b>Sr no.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1.	Existence of Firm/LLP as Partnership	Self-certified copy of Firm/LLP Registration Certificate issued by The Institute of Chartered Accountants of India as on 31.03.2025.
	No of Chartered Accountant in Firm/LLP 5 Chartered Accountants including 3 Full Time Partners as on 31.03.2025.	
2.	The established CA Firm/LLP must have minimum staff strength of 20 persons on regular pay roll.	Self-Declaration by the CA Firm/LLP.
3.	The CA Firm/LLP should have minimum average turnover of Rs. 50 lacs in last 3 financial years i.e FY 2021-22 to 2023-24. (FY 2022-23 to 2024-25, if finalized)	Self-Certified Copy of Audited Financial Statements of last 3 Financial Years.
4.	Experience of handling IT TDS Assignments of PSU/Local Authorities/Govt. Entities during last 5 years up to FY 2024-25.	Self-Certified copy of Appointment Letter(s)/ Engagement Letter(s) issued by the PSUs/Local Authorities.
5.	The CA Firm/LLP must have experience of handling assignment of Consultancy of Service Tax/GST of PSUs/Local Authorities/ Autonomous Bodies/Govt. Entities having turnover of Rs. 30 crore or more during 5 years up to FY 2024-25.	Self-Certified copy of Appointment Letter(s)/ Engagement Letter(s) along with Financials/Completion Certificates issued by the PSUs/Local Authorities/ Autonomous Bodies.
6.	The CA Firm/LLP must have empaneled with C & AG for Major Audit of PSUs	Self-Certified copy of Latest Empanelment Letter of C & AG along with Firm/LLP eligible for Audit of Major PSUs.
7.	The CA Firm/LLP should be Firm/LLP with a valid Permanent Account Number (PAN) and GST Registration.	Self-Certified copy of PAN and GST Registration Certificate.
8.	The CA Firm/LLP should not have been debarred /blacklisted by any State Government/Central Government/PSU/C & AG/SEBI and any proceedings against said Firm/LLP or any of the Partner/Employee of the Firm/LLP has not initiated by any Government authorities, for any reason as on bid calling date (Self-declaration of the same to be given).	Self-Declaration on Letter Head to be given.

**Tourism Corporation of Gujarat Limited**  
**Block No. 16-17,**  
**4<sup>th</sup> Floor, Udhog Bhavan, Gandhinagar- 382 011**

**TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANT  
FIRM/LLP FOR GST CONSULTANCY & IT TDS CONSULTANCY  
FOR TCGL**

**Financial Bid**  
***(To be submitted online only)***

<b>Sr. No.</b>	<b>Particulars</b>	<b>Professional Fee (p.a.)</b>
<b>1</b>	<b>Professional fees for Appointment of Chartered Accountant Firm/LLP for GST Consultancy &amp; IT TDS Consultancy for TCGL</b>	
<b>2</b>	<b>GST (Extra)</b>	
<b>TOTAL</b>		

**Total Rupees in words: \_\_\_\_\_**

