

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	26-12-2025 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	26-12-2025 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	Panchayats And Rural Housing Department Gujarat
संगठन का नाम / Organisation Name	Vadodara District Panchayat
कार्यालय का नाम / Office Name	Vadodara
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (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) *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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	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 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	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	150000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	13

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

लाभार्थी /Beneficiary :

Director DRDA, Vadodara
District Rural Development Agency, Shripad Nagar Society, VIP Road, Kareli bag Vadodara. 390018
(Himanshu Ramanlal Parikh)

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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. 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.

3. 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.

4. 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.

5. 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**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm (1)**

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Investigating fraud , Compliance with contracts , Risk Management , Bank Transactions , Treasury operations , Internal Control over Financial Reporting
Type of Industries/Functions	Purchase & Procurement , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Annual Year
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annual Year
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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	Himanshu Ramanlal Parikh	390018,DISTRICT RURAL DEVELOPMENT AGENCY, SHREEPADNAGAR SOCIETY,V.I.P ROAD,KARELI BAUG, VADODARA	1	N/A

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. Service & Support

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

3. Service & Support

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

4. Service & Support

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

5. Certificates

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

6. Buyer Added Bid Specific ATC

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

7. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove;**

and

- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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---

List of Documents to be attached with the Technical Bid

1. EMD of Rs. 4,500/- (Four Thousand Five Hundred Only) in the form of Demand Draft/Pay Order/Bank Guarantee in favor of "Director, District Rural Development Agency Vadodara".
2. A copy of Partnership Deed.
3. A copy of letter from C.A. Institute mentioning Registration No. and details of Partners & Paid CA employees
4. Copy of Audited Balance Sheets for the last three years (F.Y., 2022-23, 2023-24, 2024-25)
5. Copy Professional Tax Return of the firm for the last three years. (F.Y., 2022-23, 2023-24, 2024-25)
6. Copy Professional Tax Return of the employees/consultants for the last three years. (F.Y., 2022-23, 2023-24, 2024-25)
7. A Copy of Provident Fund Return for the last three years. (F.Y., 2022-23, 2023-24, 2024-25)
8. Copies of List of Government work done during last three years along with the copies of work orders. (F.Y., 2022-23, 2023-24, 2024-25)
9. A Copy of List of Clients of General Experience of last three years. (F.Y., 2022-23, 2023-24, 2024-25)
10. A Copy of Service Tax/GST return for the last three years. (F.Y., 2022-23, 2023-24, 2024-25)
11. Succesfull bidder/L-1 bidder has to pay Security Deposit as per rules, valid up to 3 years Duration.
12. Sr. No. 2 to 10 must be uploaded in soft copy only.
13. The Head Office of the firm should be in Gujarat.



એ.પી.ઓ.

(હિસાબ)



ડી.સી.

(એસ.બી.એમ.)



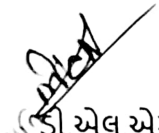
ડી.સી.

(પી.એમ.એ.વાય.)



ડી.ડી.પી.ઓ.

(મનરેગા)



ડી.એલ.એમ.
(એન.આર.એલ.એમ.)



એ.પી.ઓ.
(વહીવટ)



નિયામક
જિલ્લા ગ્રામ વિકાસ એજન્સી
વડોદરા

TERMS OF REFERENCE

1. In Gujarat various schemes of Rural Development of Central and State Governments are being carried out through the District Rural Development Agencies (DRDA). There are 33 DRDAs. Normally the central funds are received directly by DRDAs while the State funds are routed through the Commissionerate of Rural Development.
2. The audit will be concurrent and continuous.
3. The C.A. firm engaged for audit will ensure that all the expenditure and receipt/income are booked properly and accounted. Also ensure that no leakages are found during the audit work.
4. **The auditor shall ensure that all the payments are made, bills are cleared and FTO/Payment advice / cheques are issued only after the verification of pre-audit.** The Statutory auditor has to give separate report for the payment made without the pre-audit directly to the District Development Officer (DDO) as well as one copy to Commissionerate of Rural Development.
5. The auditor should be well conversant with all the schemes/ guidelines /G.R.s/ circulars, standing instructions, orders issued from time to time by Central /State Government as well as Commissionerate.
6. District will be treated as a unit and one district will not be divided between two or more C.A. firms for this assignment.
7. The auditor shall place qualified personnel for audit work not below the Inter C.A. or CA with minimum experience of one year of audit and with working knowledge of computer.
8. These personnel shall visit DRDA office and Block office (IRD branch) on a regular basis throughout the year. Records of the particular office cannot be taken away outside the office for audit work by the auditor.
9. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit.
10. The auditor will make a power point presentation half yearly to District Development Officer (DDO) or Officer designated by him in the Office about the findings, payments made without pre-audit and the work done by them during the particular half year. The presentation should mention the no. of Bills checked the number of bills in which irregularities are found, details thereof, the person responsible for that, etc. The presentation should form part of the bills submitted by C.A. Firm at the end year. Further every C.A. has to make Power Point Presentation at CRD office at the end of financial year about the working and findings of the audit.
11. The audit should be carried out independently without any pressure from any of the DRDAs or other offices. It may be clearly noted that for the purpose of audit the auditors will be appointed directly by District Development Officer (DDO) and shall be accountable to District Development Officer (DDO) as well as Commissioner of Rural Development (CRD).
12. The audit work should be carried out in an objective, impartial and fair manner.
13. The appointment of auditor will be made from the date of awarding the contract and the work of audit will start from the date mentioned in the letter of awarding the contract.

14. The auditor shall raise their bills within a month for fees at the end of the financial year on submission of the audit report.

The payment of fees will be made annually only after completing the Audit work and as per the time schedule given below.

Sr. No.	Time	Last Date	% Penalty
1.	All Scheme wise Report	30th June	Nil
2.	After 30th June	30th September	10%
3.	After 30th September	31st December	20%
4.	After 31st December		100%

The Audit Report submitted after 31st December will not be accepted and Auditor will be terminated from the work of the DRDA as well as his name will be removed from the panel of CA for the year as proposed by the District Development Officer (DDO) and deem fit by the Commissioner of Rural Development (CRD).

15. The auditor shall supply the details of qualifications of the personnel to be deployed for this job to the concerned DRDA office.
16. Any further clarification on the scope of work and terms of reference can be obtained from District office by written correspondence.
17. For more information see our website www.ruraldev.gujarat.gov.in
18. The auditor shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity as prescribed by the Code of Conduct and Code of the Institute of Chartered Accountants of India, New Delhi, having due regard to nature and purpose of the assignment, and shall ensure that the personnel assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.
19. The auditor shall audit all bills/vouchers of the DRDAs.
20. All audit requirement of the government of India and the comptroller and auditor general (CAG) of India as decided from time to time will be followed. DRDAs will ensure that the accounts are audited by chartered accountant selected from a panel approved by the CAG.

SCOPE OF WORK

Chartered Accountant is required to certify/Comment on the following in all the Audit Report.

1. Opening Balance & Closing balance of the receipt and payment accounts tallies with that of Cash Book.
2. Opening Balance adopted tallies with closing balance of last year.
3. All payments to the implementing agencies are shown as advances, pending adjustments.
4. Funds have been used for the purpose for which they were received.
5. There is no case of any diversion of funds from one scheme to another central or the state funded scheme.
6. There is only single bank account for each scheme.
7. There does not exist any minus balance at any stage during the year.
8. No funds of the scheme are placed in Fixed Deposit.
9. Schemes Funds are not being kept in current account.
10. Schemes Funds are not being kept in the state treasury.
11. Cashbook is written on accrual account basis.
12. Interest earned has been added to the scheme fund.
13. State share for the year has been received during the year.
14. Bank reconciliation is being done regularly.
15. All receipts/refunds have been correctly accounted for and remitted.

Also comments on the following.

16. He will specify comment on Bank reconciliation.
17. Unutilized fund is credited in Government Accounts for closed scheme.
18. Verification of registers: dead stock, grant release register etc.
19. Comments on steps taken by DRDA on objections raised by A.G. in previous years report of the respective scheme.
20. Scrutiny of II installment proposal of all schemes for the year as per guideline of Govt. of India and certificate for same.
21. C.A. firm will carry out audit of DRDA, Taluka/Panchayat/NGOs/PIAs and other implementing agencies and audit the funds released by DRDA.
22. C.A. firm will depute qualified staff in Audit party with qualified/semi qualified C.A. as a party leader (Details of man power for each district have to be provide along with the proposal by C.A.).
23. C.A firm will carry out audit of offices mentioned in item no. (21) on six monthly bases and such a manner that final audit statements available on or before 30th June of the next year.

24. Any matter requiring urgent attention involving financial or administrative lapse will have be separately reported and brought to the notice of authorities concerned.
 25. Chartered Accountant has to assist in preparing the final Accounts of DRDA and also consolidate the figure of the Taluka as well as PIAs.
 26. Auditor has to finalize the 2nd installment proposal and give all the certificates required for the proposal.
 27. Bank reconciliation certificate must be certified by the C.A.
 28. Auditor should certify that their accounts of DRDA are maintained on double entry system.
 29. Auditor has to give Scheme wise as well as consolidated audit report of all schemes to DRDA.
 30. Auditor should also comment on accounting system of PIA's voucher system & also on achievement of target.
 31. Auditor should also comment on time taken for releasing grant from CRD to Village Panchayat.
 32. Auditor should also comment on check singing authority, safe custody of checks etc.
 33. Auditor should also comment on unsettled suspense account, Current liabilities and differences in accounts.
 34. Auditor should also comment on Payment made through PFMS portal via cheque/RTGS/FTO/PPF/DSC whether the guidelines of Government of India has been followed or not?
- Auditor has to submit audit report up to 31st August for the half year ended 31st May and final consolidated as well as scheme wise separate audit report before 30th June.

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BRIEF OF SCOPE OF WORK

The following Registers /Records /Books/Classification register, compilations ledger will constitute the core of documents and auditors should ensure proper scrutiny of the same. The auditor has to cover 100% checking of the following for the particular year.

- 1) Cashbook/Bank Book
- 2) Classified Register/ledger
- 3) Vouchers.
- 4) Cheque Book.
- 5) Bank Slip Book.
- 6) Receipt Book (DR.Book)
- 7) Advance Register.
- 8) Security Deposit Register.
- 9) Measurement Books and Register thereof.
- 10) Works Contracts file.
- 11) A.G. Inspection Report.
- 12) C.A. Audit Report.
- 13) Log Book/History sheet.
- 14) Physical verification of stores file.
- 15) Stationery Register.
- 16) Inventory of Vehicles.
- 17) Muster Roll Register.
- 18) Contingent Register.
- 19) Review of M.B. by Dy. Accountant.
- 20) Petty Cash book & U.D.R.
- 21) Register of works & work abstract.
- 22) Library Register.
- 23) Fixed assets.
- 24) S.O.R.
- 25) Establishment Records.
- 26) Payments
- 27) Record regarding Bank reconciliation with bank.
- 28) Monthly Accounts.

CHECK LIST FOR CONDUCT OF AUDIT IN DRDA & BLOCK OFFICES

- 1) Verification of vouchers like payment, Receipt, J.V. etc.
- 2) The Auditor should check all kinds of Registers which including J.V. Register, fixed Asset Register, Bank Guarantee Register, T.D.S. register, other deductions Register and stock register.
- 3) Special care should be taken while checking the Cash book, Bank Book and General ledger.
- 4) Scrutiny of ledger should be done.
- 5) Checking of Subsidiary Registers of advances, Deposits etc.
- 6) Checking of Cash and Bank Contra transactions.
- 7) The auditors should check the Bank reconciliation statement of DRDA Offices and Block offices. They also ensure that whether the bank reconciliation statement has been drawn up and the outdated cheques are obtained back and entries reversed.
- 8) The posting of ledger should be verified.
- 9) Checking of Trial balances & groupings'
- 10) Checking of finalization of J.V.
- 11) The Auditors required to scrutinize the Accounts maintained by manually or on Tally & other Software and to see the correctness of errors of accounting principles.

- 12) The compliance of earlier audit report should be verified by the C.A. firm conducting the Current audit. A verification report to this effect should be attached with the current audit report.
- 15) The balance confirmation certificates to be checked with reference to third parties, Banks, Debtors, advances etc. T.D.S.,
- 16) While filling the Income Tax returns, he shall have to check the deduction of accounts.
- 17) The Auditors should exercise check in regard to the deductions of Professional Tax, G.P.F.,
He should also ensure that all the statutory and other deductions required to be made from bills are correctly made and accounted for.
- 18) The Auditor should check all the monthly Accounts submitted to DRDA and the same transactions are correctly complied with the books of accounts natured maintained by the Block Office.
- 19) The Auditor should check the maintenance of records, vouchers, registers, Records.
Ledgers, cash-Bank Books, J.V.Registers and also other computerized accounting
1. Checking of all statutory deductions made from the bills and also ensure the same are deposited correctly into appropriate authorities within the time limit prescribed.
2. Unnecessary keeping of unutilized fund in the Banks.
3. Check the submission of Bank statements, reconciliation Statement, Vouchers, imp rest account received from the Block offices as well as PIAs.
- 20) Physical verification of cash, stock, stores; etc.
- 21) The closing Balances are struck at the end of the month and the auditor should check the Balance of imprest, temporary advance etc and it should not exceed the current limit.

**Terms and Conditions****A. General Conditions****A-1 Bid Procedure**

The services of Chartered Accountant Firm should be availed through GeM portal as per G.R dated 03-02-2021 of Industry and Mines Department, Government of Gujarat.

Or

1. The whole process of tendering can be cancelled without giving any prior notice or information by Commissioner and Principal Secretary Rural Development (CRD)/Chairman & District Development Officer (DDO) of concerned district.
2. The evaluation of the tender will be as per the pre decided norms mentioned herewith. (Annexure-V)
3. Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.
4. The C.A. firm may submit quotation for one or more than one district. The allotment of districts will be on the merit basis. The CRD can allot more than one district to the same C.A. firm. The decision of the Commissioner & Principal Secretary will be final in distribution of work.
5. In the event that a CA firm stands L1 for more than 3 districts then it will be at the discretion of the Commissioner, Rural Development to offer the L2 in the districts to match the price of L1 for accepting the contract.
6. Quotation shall be in two covers, the first cover shall be marked "TECHNICAL BID FOR DRDA Statutory Audit" The same shall contain details regarding personnel, capability of firm in carrying out the work, copies of three years audited/un audited Balance sheet., names, qualifications of partners and employees, the list of Govt. Departments whose work has been carried out by the auditor along with attested copies of documents such as Balance sheet, I.T. returns work orders, Professional Tax returns during the last three years. The Financial bid should be in cover two marked "FINANCIAL BID FOR DRDA Statutory Audit" It should mention only the amount chargeable on yearly basis (including all charges, but without service tax) in the format enclosed herewith for a particular district only.
7. The technical bid will be opened first and will be evaluated by a committee of officers under the chairmanship of DDO's of the concerned districts. The financial bid will be opened by this committee only for those auditors who will get minimum of 40 marks in the Technical Bid.
8. The technical and financial bids must reach to the District DRDA office (At the concerned District DRDA) on or before.....at 6.10 p.m. by either Registered Post A.D. or Speed Post only (not by any other mode). No cover shall be entertained if the cover is received by the DRDA's office after the time limit.

9. The documents as per annexure- VI are to be attached with the Technical Bid for scrutiny of the proposal. Proposals without necessary documents may be rejected.
10. Each bidder has to pay non-refundable tender fee of Rs. 100/-at the time of obtaining tender documents from DRDA's office. If the bidder uses a tender form down loaded from web-site, non-refundable tender fee of Rs. 100/- in the form of demand draft in favor of Director, DRDA, District..... payable at..... (Concerned district) must be attached with the technical bid.
11. The bid without tender fee of Rs. 100/- shall not be considered.

A-2 Eligibility Conditions

1. The auditor who is executing Pre-Audit of a particular district will not be qualified for the Statutory -Audit for that particular district.
2. For this agreement C.A. Partnership firms or Individual C.A. will be considered eligible which have their registered offices in Gujarat, duly recorded in the records of the Institute of CAs and which have a gross receipt of professional fees Rs.10.00 lacs p.a. for the last three years. (Total of last three years' fees must be RS. 30.00 lakhs)

A-3 Miscellaneous

1. In case of operational difficulties, the Commissioner and Secretary, Rural Development may take steps to remove such difficulties without materially altering the scope of work or terms and conditions.
2. The Commissioner of Rural Development reserves the right of awarding this contract for one for several or all districts forthwith or at his discretion may not award this contract at all or may postpone the award for a reasonable time with regard to one or more than one district.

B. Taxes and Duties

1. All the applicable taxes will be deducted from the payments. However, the amount of Service Tax shall be paid to the CA firm.
2. The Service tax as applicable will be paid extra. The C.A. firm shall submit the proof of service tax paid within the following quarter. No other taxes shall be paid other than service tax, unless otherwise specified in the contract. The pre-auditor and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the contract price.

C. Commencement, Completion, Modification and Termination of Contract

1. The contract can be terminated from either side, at any time after giving a one-month notice to the concerned without mentioning any reason.
2. The contract is for three years. However, the work order will be renewed annually on satisfactory performance of the Chartered Accountant firm.

D. Payments to the Auditors

1. The payment of fees will be made annually only after completing the Audit work and as per the time schedule given below.

Sr. No.	Time	Last Date	% Penalty
1.	All Scheme wise Report	30th June	Nil
2.	After 30th June	30th September	10%
3.	After 30th September	31st December	20%
4.	After 31st December		100%

The Audit Report submitted after 31st December will not be accepted and Auditor will be terminated from the work of the DRDA as well as his name will be removed from the panel of CA for the year as proposed by the DDO and deem fit by the CRD.

2. The Chartered Accountant firm should quote the rates only for the first year. In case of continuation of work in the second year the Chartered Accountant's fee shall be raised by 5% of the fees paid in the previous year.

E. Obligations of Auditor

1. The auditor cannot assign this contract, or sub contract it, or any portion of it, to any other C. A/ CA firm.
2. The auditor shall remain present in coordination/ review meetings, and make presentations as and when called and no additional fees shall be paid for that.

F. Confidentiality

1. The auditor, their sub-consultants, partners and the personnel of either of them shall not, of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract, or the DRDA's or CRD's business or operations without prior written consent of the DDO/CRD.
2. All reports and other documents submitted by auditor shall become and remain the property of the DRDAs and CRD, and the auditor shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to the DRDA and CRD together with a detailed inventory there of. The auditor may

retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the DRDA/CRD.

3. The auditor has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the DRDA/CRD.

G. Obligation of the CRD and DRDAs

1. DRDA will provide office space including furniture, fixture, electricity, computer system, printer and accessories on sharing basis for Auditor.
2. DRDA will provide relevant guidelines, orders, resolutions GRs etc. bills, vouchers and any other relevant records for verification of audit.

H. Settlement of Disputes

1. The decision of the CRD/DDO in selection of the C.A. will be final. Deletion/termination of name from the panel can be done by the Commissioner and Secretary, Rural Development.
2. Any dispute between auditor and DRDA will be resolved by the DDO of the concerned district. The auditor dissatisfied with the decision of the DDO may approach the Additional Commissioner, Rural Development and the decision of the Additional Commissioner, Rural development will be final.
3. For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the courts of concerned District/Gandhinagar alone shall have jurisdiction.

I. Penalties

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the auditors personnel, the auditor's contract may be terminated and the C.A.firm may get black listed as proposed by DDO and at the discretion of the Commissioner Rural Development which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work. In such a case the C.A. of the C.A. firm shall be severally and/or jointly directly responsible.
2. The violation of any of the terms will invoke penalty. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit. Failure to do so leading to either undue delay, or laxity or failure to check irregularity in payments will make the C.A. firm liable for being removed from the contract by the DDO/CRD after issuing 15 days notice as well as disciplinary action including C.A.firm may get black listed. The decision of the CRD will be final.

3. The work shall be completed within the time frame or else penalty will be charged as mentioned in the para

D. In case of non-performance as directed payment will be made after deducting certain percentage of amount in proportionate of the

All the terms & conditions are acceptable to me and agreed.

Date:

Seal of Office/ firm Proprietor:

Sign:

Name& Designation: