

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	27-12-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	27-12-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Education Department Gujarat
संगठन का नाम / Organisation Name	Commissionerate Of Technical Education
कार्यालय का नाम / Office Name	Gujarat Technical Education And Research Society
वस्तु श्रेणी / Item Category	Financial Audit Services - Internal Audit, Pre-Audit Services and E-Filing & Compliance Services; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	25 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single 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	900000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	45000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	37

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). 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 :

GTERS

Gujarat Technical Education and Research Society, Education Department Gujarat, Commissionerate of Technical Education,
(Guj Tech Education And Research Society)

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:10

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.:05

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:03

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification02

Number of XX fulltime CA's required and YY professional audit staff03 and 10

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
16-12-2025 12:00:00	Contact person-Harshad Modi, Conference Room, 6th Floor, Block no-2, Karmyogi bhavan, Sector-10, Gandhinagar

Financial Audit Services - Internal Audit, Pre-Audit Services And E-Filing & Compliance Services; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Internal Audit, Pre-Audit Services and E-Filing & Compliance Services
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal Audit, Pre-Audit Services and E-Filing & Compliance Services
Type of Industries/Functions	Gujarat Technical Education and Research Society (GTERS)
Frequency of Progress Report	All payment transactions exceeding Rs 50000
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Harshadkumar Shankarlal Modi	382010,Gujarat Technical Education and Research Society 6th Floor, Block No. 2, Karmayogi Bhavan, Sector 10- A, Gandhinagar	1	Number of Months for which Post Audit Support is required : 36

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. Generic

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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---

CONSOLIDATED CONTRACTUAL FRAMEWORK FOR INTERNAL AUDIT, PRE-AUDIT SERVICES AND E-FILING & COMPLIANCE SERVICES

This document outlines the Scope of Work, Eligibility Criteria, Terms and Conditions, and Administrative Requirements governing the engagement of Chartered Accountant firms to provide Internal Audit, Pre-Audit Services, e-filing & Compliance Services to the Gujarat Technical Education and Research Society (GTERS), the Admission Committee for Professional Courses (ACPC), and the Admission Committee for Professional Diploma Courses (ACPDC).

I. Scope of Work (SoW)

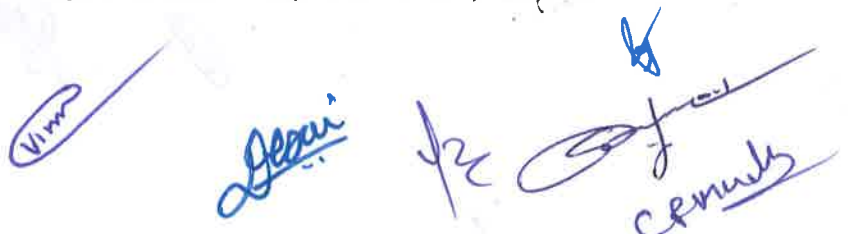
The appointed Chartered Accountant firm shall conduct comprehensive Internal Audit, Pre-Audit and e-filing & Compliance Services functions for GTERS, ACPC, ACPDC, and all affiliated institutions.

A. Transactional Verification and Audit Coverage

- **Audit Frequency:** Conduct quarterly internal audits at the GTERS headquarters, ACPC, ACPDC, and all affiliated institutions.
- **Pre-Audit Requirements:** Allocate one or two fixed audit days per week for conducting pre-audit at the Head Office, ACPC, and ACPDC. The firm shall conduct pre-audit of all payment transactions exceeding Rs. 50,000/- on a daily basis to ensure compliance with Generally Accepted Accounting Principles (GAAP) and the financial rules of GTERS.
- **Verification:** Verify vouchers, procurement records, payroll, store transactions, fixed assets, and payment authorizations.
- **Reconciliation:** Verify reconciliation of cash balances and review monthly bank reconciliations to ensure accuracy of receipts, vouchers, and expenditures, thereby minimizing revenue leakage.
- **Assets and Inventory:** Conduct annual physical verification of fixed assets and inventories, reconcile findings with accounting records, and verify the accuracy of all asset and liability accounts.
- **Deposits:** Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the accounting records.

B. Compliance, Risk Review, and System Improvement

- **Policy Compliance:** Verify compliance with the General Financial Rules (GFR), the Procurement Policy, and the Delegation of Financial Powers.
- **Procurement Checks:** Verify procurement of capital items to ensure that procedures prescribed under the Government of Gujarat Purchase Policy have been duly followed.



- **Contract Adherence:** Ensure that payments for Annual Maintenance Contracts (AMC) and service contracts are made in accordance with the agreed terms and conditions.
- **Statutory Dues:** Verify timely deduction, deposit, and compliance of statutory dues such as GST, TDS, EPF, and other applicable levies.
- **System Review:** Review internal control and accounting systems, workflow efficiency, and record management, and recommend improvements wherever weaknesses are observed.
- **Risk Mitigation:** Identify financial risks, control weaknesses, and system deficiencies, and advise GTERS on risk assessment and appropriate mitigation measures.
- **Improvements:** Recommend improvements in financial governance, documentation systems, and approval processes.
- **Legal Advice:** Provide advisory support on Income Tax, GST, and other applicable laws relevant to GTERS, and assist in preparing and filing related statutory compliances.

C. Taxation & e-Filing Compliance

1. Return Filing and Scrutiny:

- Prepare and electronically file **TDS, GST, EPF, ESI, and Income Tax returns.**
- Prepare and file the organization's Income Tax Return within the prescribed due date.
- File quarterly TDS returns in Form 24Q and Form 26Q.
- File revised e-TDS returns, if required.
- Generate and issue Form 16 and Form 16A.
- Appear and represent the organization before Income Tax Authorities in scrutiny or assessment proceedings, as required.

2. Compliance Management:

- Maintain a compliance calendar and ensure **zero default in filing timelines.**
- Coordinate with government departments for statutory queries or notices.
- Verify salary and consultancy payments, PF, IT, and TDS deductions, and ensure that all statutory returns are filed with the competent authorities within prescribed timelines.

D. Audit Coordination, Reporting, and Finalization

- **Standards:** Audits shall be conducted in accordance with the ICAI Standards on Internal Audit (SIAs) and applicable Government of Gujarat guidelines. GTERS reserves the right to prescribe audit methods and procedures, which shall be binding on the firm.
- **Finalization & Certification:** Finalize, audit, and certify the financial statements of GTERS, affixing the signature and seal of the authorized Chartered Accountant firm.

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- **Reporting Deadline:** Submit the final Internal Audit Report for each quarter to the Member Secretary, GTERS, within sixty (60) days from the close of the quarter.
- **Draft Review:** The firm shall discuss the draft internal audit report with designated GTERS officials and incorporate their feedback prior to issuance of the final report.
- **Report Content:** Each report shall include risk classification (High, Medium, or Low) and indicate the compliance status of prior audit observations.
- **Statutory Reporting:** Submit a report on outstanding C&AG audit paras at the close of each internal-audit period.
- **Format:** The internal audit report shall comprise the following four mandatory parts:
 - Part I:** Management Summary & Suggestions
 - Part II:** Detailed Audit Report (Current Quarter)
 - Part III:** Action Taken Report (Current/Previous Quarters)
 - Part IV:** Non-Compliance Report (Previous Observations)
 A separate Management Letter shall highlight key audit observations and recommendations for improvement.
- **Follow-up:** Assist GTERS in implementing corrective actions and attend audit review meetings as and when called by the management.

II. Eligibility Criteria

A. Registration & Good Standing

- **Basic Registration:** The firm must hold valid ICAI registration and possess GST, PAN, and GeM registration numbers.
- **Statutory Empanelment:** The firm must have a minimum turnover of ₹25 lakh in each of the three preceding financial years (FY 2022–23, FY 2023–24, and FY 2024–25).
- **Location:** The registered office of the firm must be located in Ahmedabad or Gandhinagar.
- **Non-Blacklisting:** The firm must not be blacklisted by any government body. A declaration of non-blacklisting and non-pendency of disciplinary actions must be submitted.

B. Experience & Financial Strength

- The firm must have been in continuous existence for more than ten (10) years/as of 31/03/2025.
- **Relevant Experience:** Minimum five (5) years of experience in conducting pre-audit and internal audit assignments for government or semi-government departments, Boards,



Corporations, Nigams, Trusts, or Societies under the Government of Gujarat during the last five financial years.

- **Financial Strength:** Minimum turnover of Rs. 5 lakhs in each of the last three financial years (FY 2022–23 to FY 2024–25).

C. Manpower Capacity and Supervision

- **Firm Structure:** The firm shall have a minimum of three (3) Chartered Accountant partners, including at least two (2) Fellow Chartered Accountants (FCAs).
- **Audit Team:** The audit team shall comprise at least ten (10) audit staff members.
- **Supervision:** Each audit visit shall be supervised by a partner or a senior Chartered Accountant supported by the audit team.

III. Terms and Conditions

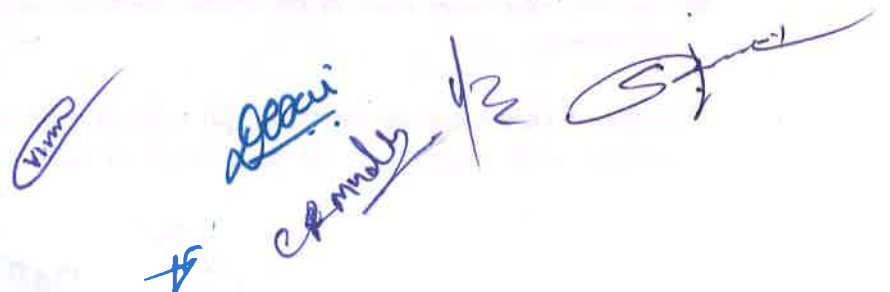
A. Contract Management and Tenure

- **Contract Validity:** The contract shall initially be valid for three (3) years and may be extended annually for up to two (2) years based on satisfactory performance.
- **Sub-letting:** Sub-letting of audit work is strictly prohibited.
- **Coverage:** GTERS reserves the right to add or remove institutions from audit coverage at any time.

B. Termination and Penalties

- **Termination Notice:** Either party may terminate the contract by giving thirty (30) days' written notice specifying valid reasons.
- GTERS reserves the right to terminate the contract with immediate effect in the event of proven non-performance, breach of contract terms, insolvency, or unsatisfactory service.
- **Withdrawal Compensation:** If the firm discontinues services without due notice, compensation equivalent to one month's average billing (calculated based on the preceding three months) shall be recovered from pending payments or the Performance Security Deposit.
- **Delay Penalty:** A delay penalty of five percent (5%) per month of the quarterly professional fee shall apply for late report submission.

C. Financial and Scope Clauses



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- **Payment:** Payments shall be released quarterly or half-yearly after acceptance of the audit report by GTERS.
- **Scope Adjustment:** GTERS reserves the right to modify, increase, decrease, or reallocate the scope or quantity of work at any time. Remuneration shall be **adjusted on a pro-rata basis** corresponding to the revised scope, effort, or quantum of work, as mutually agreed in writing. If the scope is reduced, the payment shall also be reduced proportionately. No claim for additional payment or damages shall be entertained unless such modification is approved in advance.

D. Proprietary and Ethical Rules

- **Ownership & Confidentiality:** All records, data, and reports produced or accessed during the audit shall remain the property of GTERS and must be treated as confidential by the firm.

IV. Administrative Requirements and Dispute Resolution

A. Exclusive Clause (Separation of Duties)

- **Conflict of Interest:** In the event that the same firm is declared as L1 (Lowest Bidder) for more than one of the GTERS tenders—namely, (a) Accounting & Finance Services, (b) Pre-Audit / Internal Audit Services, and (c) Statutory Audit, e-Filing & Compliance Services—**only one work order shall be awarded** to that firm. The final selection will be based on the firm's preference, subject to GTERS's acceptance and discretion, so as to maintain separation of accounting and auditing responsibilities and preserve independence of financial oversight.

B. Bid Submission Requirements

- **Platform:** Bids must be uploaded exclusively through the **GeM Portal**.
- **Validity:** The bid must be valid for a minimum of **180 days** from the opening.
- **Mandatory Documents (Consolidated):**
 - Firm profile & ICAI registration certificate (FRN), PAN, GST, and GeM certificate.
 - Copy of C&AG empanelment letter (for FY 2024–25).
 - Copy of partnership deed and Firm Certificate as on 31/03/2025 issued by ICAI.
 - Turnover certificate issued by an independent CA (last 3 years).

- Copies of work orders or completion certificates as proof of experience during the last five (5) years.
- Team details with assigned qualifications.
- Declaration of non-blacklisting and non-pendency of disciplinary actions.
- Duly signed Additional Term and Conditions.
- NSIC/CSPO & MSME Registration Certificate (if applicable).
- Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years.
- Firm has to purchase the official, authentic and latest version of tally on behalf of GTERS (i.e. GTERS must be the official owner of the said software) for three years, and after that the renewal of the purchased software will be performed by GTERS.

C. Total Estimated Base Value

- **Base Price** of above said services for three years is hereby fixed at:
₹ 9,00,000 (Nine lakh only) Including GST.

D. GTERS Rights and Dispute Resolution

- All disputes arising out of or in connection with this contract shall be resolved through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed by the Additional Chief Secretary, Education Department, Government of Gujarat. The competent courts at Gandhinagar shall have exclusive jurisdiction.

