

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	22-12-2025 20:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	22-12-2025 20:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	General Administration Department Gujarat
संगठन का नाम / Organisation Name	Planning Division General Administration Department
कार्यालय का नाम / Office Name	District Planning Office
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	11 Month(s) 4 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	1 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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
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	15000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Cash and Bank Balance , Purchase & Procurement , Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA

विवरण/ Specification	मूल्य/ Values
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

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	Patel Alpeshkumar Navinbhai	363001,District Planning Office Collectorate Surendranagar	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. 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. 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.

4. Service & Support

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

5. Service & Support

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

6. 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---

Terms of reference :-

1. The Auditor should be empanelled with C & AG for the respected year they are Commissionerate office auditing.
(The Auditor/CA Firm must be **empaneled with the Comptroller & Auditor General (C&AG) of India** for the relevant year for which audit District Office is undertaken.)
2. The Auditor should be conversant with all the schemes / guidelines / G.R.s / Circular, standing instructions. Orders issued from time to time by central /state government as well as Commissionerate.
(The Auditor shall be fully conversant with all applicable **Schemes, Guidelines, Government Resolutions (G.R.s), Circulars, Standing Instructions and Orders** issued from time to time by the **Central Government, State Government concerned**.)
3. 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.
(Audit shall be conducted personally by a **qualified Chartered Accountant** or authorized partner.)
4. It will be the responsibility of the auditor to carry our fast, prompt, accurate and correct audit.
(Audit work shall be completed and Audit Certificate submitted **within the time limit prescribed by MOS&PI / District Authority**.)
5. Auditor shall submit audit report on or before 31st January 2026. Final consolidated as well as scheme / MP wise separate audit report.
6. 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 service under this agreement, will conduct themselves in a manner consistent herewith.
(The CA firm must follow ICAI's **Code of Ethics** at all times.)
7. The auditor shall rise their bills for fees after completion of the audit. (Payment will be released **only after acceptance** of the audit certificate. No escalation in fees shall be admissible under any circumstances.)
8. The CA firm shall issue the **Audit Certificate strictly in the prescribed revised format only as attached herewith**, without any modification
9. The CA Firm shall not be responsible for **physical verification or engineering measurements**, which remain the responsibility of the implementing agency.
10. The CA Firm shall maintain **confidentiality of all records and data** inspected during the audit.
The CA firm shall not share, publish, or use the data for any purpose other than audit.
11. Sub-contracting or outsourcing of audit work is **strictly prohibited**.

Date : -

Place : -

Name of Firms : -

Name of Proprietor : -

Stamp and sign :-

Format for Audit Certificate

(The Certificate shall be on the Auditing Firm's Letterhead clearly indicating Signature, Name, Address, telephone, fax, and email of the auditor(s) with seal)

Subject: Audit Certificate for the Financial Year ended on 31st March ____ (Year)

Name of the District Authority (DA): _____

Name of the State: _____

It is certified that we have audited the Balance Sheet and accounts for <purpose of account> of <Name of Agency> (CNA/SNA/DA) as on 31st March ____ (year) and receipt and payment, income and expenditure for the year ending 31st March ____ (year) of Members of Parliament Local Area Development Scheme (MPLADS) from the book of accounts, records and other documents produced to us by the District Authority and the Implementing Agencies and a sample check of executed works (separately for the Development Funds and Administrative Funds) randomly selected from the e-SAKSHI portal pertaining to the district.

In our opinion and to the best of our knowledge and according to the explanations given to us and subject to our observations as detailed below, we report that:

1. The transactions undertaken through the e-SAKSHI portal for the MPLADS works under the jurisdiction of the above-mentioned District Authority (DA) have been carried out in compliance with the provisions of the MPLADS Guidelines and in accordance with the revised Fund Flow System implemented w.e.f. 01.04.2023
2. Administrative approvals and sanctions for MPLADS work were duly accorded by the DA before execution, in line with the applicable MPLADS guidelines 2023.
3. Transactions processed through the e-SAKSHI portal were verified at each stage by the IDA to ensure procedural and financial compliance.
4. The DA has maintained complete records, including supporting documents, tax invoices from vendors, for the works undertaken.
5. Tax invoices of projects under MPLADS are verified and found correct.
6. Payments to vendors/contractors were made strictly for duly sanctioned works and final payment is made to the vendor after completion of the project.

7. Asset Registers have been properly maintained by the DA in accordance with standard record-keeping norms.
8. TDS under the Goods and Services Tax (GST) has been appropriately deducted and deposited by the IA wherever applicable, and related returns have been filed within the statutory timelines.
9. TDS under the Income Tax Act has been correctly deducted on applicable payments by IA and remitted to the Central Government within the prescribed due dates.
10. The work status on e-SAKSHI portal has been updated as per the actual progress of the work.
11. Works for which the final payment have been released are marked as "Work Completed" on e-SAKSHI Portal.
12. Sanction and Expenditure of the Administrative Funds of DA has been done by the District Authority in accordance with MPLADS Guidelines 2023 and there is no case of diversion of funds and inadmissible items of expenditure.
13. Tax invoices in respect of Administrative Fund Expenditure of DA are verified and found correct.
14. The following Reports certified by the Competent Authority of the District Administration form part of the Audit Certificate:
- Physical and Financial Progress Report for the year ending 31st March ____ (year)
 - Cumulative Physical and financial progress report upto 31st March ____ (year). (In case of Lok Sabha MPs, right from the inception and for Rajya Sabha MPs, for the period of their tenure)
 - Physical and Financial details of works in Scheduled Caste/ Scheduled Tribe areas upto 31st March ____ (year):

Area	Physical (Number of Works)		Financial (Cost of works)	
	Sanctioned	Completed	Sanctioned	Completed
SC Area				
ST Area				

15. There is no audit objection in so far as the said accounts audited by us (In case there is any pending audit objection and objections raised during the present audit, please furnish the details. In case of Audit objections indicated by the Chartered Accountant, the same shall be attached to this Certificate with seal and signature along with the comments of the concerned authorities on these audit observations)

16. All works undertaken by the Trusts/Societies under the MPLADS receiving funds under MPLADS in the year ending 31st March ____ (Year) have been audited and found to be in order.

This certificate is issued based on verification of relevant records, sanction orders, and data available on the e-SAKSHI portal, along with other statutory, administrative and financial documents maintained by the DA.

(Signature, Name, Address, telephone, fax, and email and UDIN of the auditor(s) with seal)