

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-01-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-01-2026 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	Panchayats And Rural Housing Department Gujarat
संगठन का नाम/Organisation Name	Ahmedabad District Panchayat
कार्यालय का नाम/Office Name	Ahmedabad
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience	Yes   Complete
वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Years Of Experience	Yes   Complete
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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	10
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
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	19514
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
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	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
5. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. 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.
7. 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

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1766384959.pdf](#)

#### Financial Audit Services - Audit Report; CA Firm ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	Reliability of financial reporting
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	ANNUALLY
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	ANNUALLY
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
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	Bavaliya Mansukhbhai Kiritbhai	380001,District panchayat ahmedabad District panchayat ahmedabad building Bhadra road Lal darwaza	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 10</li> </ul>

#### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific 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---**

## TERMS OF REFERENCE (E)

- 1 C.A. firm will carry out audit of GRAM HAT BHAVAN for the financial year of 2024-25
- 2 The audit will be concurrent and continuous.
- 3 The C.A. firm engaged for audit will ensure that all the expenditure and
- 4 receipt/income are booked properly and accounted Also ensure that no leakages are found during the audit work.
- 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 It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit.
- 9 The audit work should be carried out in an objective, impartial and fair manner.
- 10 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.
- 11 The auditor shall raise their bills within a month for fees at the end of the financial year on submission of The payment of fees will be made annually only after completing the Audit work. The Audit Report submitted after a month will not be accepted and Auditor will be terminated from The work of the GRAM HAT BHAVAN 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).
- 12 The auditor shall supply the details of qualifications of the personnel to be deployed for this job to the gram, Ahmedabad office.
- 13 Any further clarification on the scope of work and terms of reference can be obtained from District office by Written correspondence.
- 14 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.
- 15 The auditor shall audit all bills/vouchers of the GRAM HAT BHAVANs.
- 16 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 Works**

### **GRAM HAT BHAVAN**

Near IOC petrol pump, Anjali Cross Road, Vasana, Ahmedabad-380007

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.
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 bank account.
13. Bank reconciliation is being done regularly.
14. All receipts/refunds have been correctly accounted for and remitted.  
Also comments on the following.
15. He will specify comment on Bank reconciliation.
16. Unutilized fund is credited in Government Accounts for closed scheme.
17. Verification of registers: dead stock, grant release register etc.
18. 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.)
19. Any matter requiring urgent attention involving financial or administrative lapse will have be separately Reported and brought to the notice of authorities concerned.
20. Chartered Accountant has to assist in preparing the final Accounts of GRAM HAT BHAVAN
21. Bank reconciliation certificate must be certified by the C.A.
22. Auditor should also comment on check singing authority, safe custody of checks etc.
23. Auditor should also comment on unsettled suspense account, Current liabilities and differences in Accounts.

Auditor has to submit audit report within a 7 days after carry out audit work.

## **Terms and 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. of the tender will be as per the pre decided norms mentioned herewith. (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) Ahmedabad.
2. The evaluation 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 and financial bids must reach to the District DRDA office AHMEDABAD 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.
8. 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.

## **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 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 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 one 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

### **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. 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 what Except with the prior written permission from the DRDA/CRD

### **G. Settlement of Disputes**

1. The decision of the chairman of Gram hat bhavan 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 AHMEDABAD. 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 There with, the courts of Ahmedabad District alone shall have jurisdiction.

## 1. 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 work shall be completed within the time frame or else 10 % penalty will be charged In case of non-performance And delay audit report.

### Format of financial proposal

Sr. No.	Name	Amount of Fee for the year

1. Fees mentioned above is inclusive of all the cost (out of pocket expenses and transportation charges) no escalation of fees will be given during the year
2. Fees quoted above are net of Taxes
3. Taxes will be paid extra as applicable
4. Conditional offer will not be accepted

Date:

Seal of Office/ firm Proprietor:

Name & Designation: