

Tender Notice No. 26

TENDER DOCUMENT

For

**SELECTION OF CHARTERED ACCOUNTANT FIRM FOR
VARIOUS SERVICES OF GUJARAT PAVITRA YATRADHAM
VIKAS BOARD.**

Through online e -tendering process only



GUJARAT PAVITRA YATRADHAM VIKAS BOARD

Block No.3 & 2, 1st Floor, Dr.Jivraj Mehta Bhavan

Gandhinagar

Phone: 91-079-23252459, 23252468

www.yatradham.gujarat.gov.in

NOVEMBER, 2025

Notice inviting On-line Tender**Details about Tender: Tender Notice No. 26 of 2025**

Name of Department/Corporation	:	Gujarat Pavitra Yatradham Vikas Board
Name of Authority inviting bids/bid opening Authority	:	The Secretary, GPYVB, Block No. 3, 1 st floor, Dr.Jivraj Mehta Bhavan, Gandhinagar Ph: (079) 23252459, 23252468
Nature of work	:	Selection of Chartered Accountant Firm for Various Services of Gujarat Pavitra Yatradham Vikas Board
Period of Contract	:	The contract period shall be for 14 months (February & March 2026 and F.Y. 2026-27) from the date of signing of agreement/issue of work order to successful completion of the project.
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Allowed
<i>Amount Details</i>		
Bid Document Fee	:	Rs.2500/- in form of Demand Draft (DD). The list of acceptable banks for Tender fee/EMD is given at Annexure -12.
Bid Document Fee Payable to	:	Nonrefundable by Demand Draft in favor of “Gujarat Pavitra Yatradham Vikas Board”
Bid Security /EMD (INR)	:	Rs.1,00,000/-
Bid Security/ EMD in favour of	:	(Rupees One Lakh only) in form of DD in favor of “Gujarat Pavitra Yatradham Vikas Board” at Gandhinagar The list of acceptable banks is given at Annexure -12.
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	20/12/2025 at 15.00 hrs.
Bid Document Downloading and Online submission End Date	:	09/01/2026 at 18.00 hrs
Pre-bid Meeting Date	:	29/12/2025, at 13.00 hrs at GPYVB office or any other location need to ask GPYVB official before attending Prebid.
Last Date & Time for Receipt (Submission) of Technical Bid	:	13/01/2026 at 17.00 hrs
Date of Tender opening	:	13/01/2026 at 18.00 hrs
Concept presentation& financial bid Opening	:	To be Communicated later
Bid Validity Period	:	180 days from opening of price bid
Submission of certain documents, etc.	:	Submission of EMD, Tender fee, Technical Bid and other Documents from 20/12/2025 at 15.00 hrs. upto 13/01/2026 at 17.00 hrs in the office of Secretary, GPYVB, Block No. 3, 1 st floor, Dr.Jivraj Mehta Bhavan, Gandhinagar by the RPAD, speed post, Courier and hand delivery shall be considered.
Phone	:	(079) 23252459, 23252468

General Terms and Conditions

- (1) Bidders can download the tender document free of cost from the website.
- (2) Bidders have to submit Price bid in Electronic form only on nprocure website till the last date & time for submission.
- (3) Price bid offers in physical form will not be accepted in any case.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n)Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed. The bidder should contact at below mentioned address for Free vendor training camp will be organized every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

Website :- www.tender.nprocure.com

Ahmedabad Sales Office

(n)Code Solutions (A Division of GNFC Ltd.)
304, GNFC Infotower, Nr. Hotel Grand Bhagwati,
S G Highway, Bodakdev,
Ahmedabad - 380054,
Gujarat, India.
Phone: 079 - 40007317
Email : dscsales[at]ncode[dot]in, ahdsales[at]ncode[dot]in

(n)Code Solutions (A Division of GNFC Ltd.)

14th Floor, Tower One, Road 5C, Zone 5,
Gujarat International Finance Tech City (GIFT City) Gandhinagar - 382 355.
Phone : (079) 6674 3300 / 6674 3200

CONTENTS

CHAPTER NO.	PARTICULARS
	INVITATION FOR BIDS (IFB)
I	INSTRUCTIONS TO THE BIDDER
II	GENERAL TERMS AND CONDITIONS
III	TERMS OF REFERENCE
IV	SPECIAL TERMS AND CONDITIONS OF CONTRACT
V	ANNEXURES

INVITATION FOR BIDS (IFB)

The Gujarat Pavitra Yatradham Vikas Board is owned by the Government of Gujarat. This Board was established in the year 2002 under the society Act 1860. The Board work for the development of pilgrimages sites, temples situated in Gujarat. The Budget detail of the board is as under:

Budget Provision are as under;

a)	From State Government for the year 2024-25	Rs 307.99 Crore
b)	From State Government for the year 2025-26	Rs 462.27 Crore

Considering the need, now GPYVB invites through tender for selection of Chartered Accountant (CA) firm for various services like an Pre/ internal audit and financial consultancy services to the GPYVB as per requirement.

The objective is to engage a competent CA firm that can support GPYVB in:

- Periodic internal audit support and financial compliance verification.
- Verify recommend and certify the financial claim of applicants through verification of various documents, records, books of accounts, transaction of the applicants
- Monitoring and reporting of project-related funds.
- Assistance/Advise in statutory requirements and adherence to applicable financial rules.
- Any additional financial or advisory services assigned by GPYVB.

The cost of works under the scope is estimated at **Rs. 25.00 lakhs plus applicable GST.**

SCHEDULE FOR INVITATION OF TENDER

To	Name of Tender: Selection of Chartered Accountant (CA) Firm for Various Services of GPYVB.
	Issue of Tender From 20/12/2025 at 15.00 hrs to 09/01/2026 at 18.00 hrs (Online Bid Submission)
	Technical Bid (Physical Document) Due Date: 13/01/2026 at 17.00 hrs
	Pre-Bid Meeting: 29/12/2025, at 13.00 hrs
	Bid Submission Address The Secretary, GPYVB, Block No. 3-2, 1st floor, Dr.Jivraj Mehta bhavan, Gandhinagar by the RPAD, speed post, Courier and hand delivery shall be considered.
	Technical Bid Opening Date & Time: 13/01/2026 at 18.00 hrs
	Presentation and Price Bid opening: To be communicated later
	Venue: To be communicated later

1. Please address all queries and correspondence to The Secretary, GPYVB, Block No. 3-2, 1st floor, Dr.Jivraj Mehta bhavan, Gandhinagar. email address: gpyvb@yahoo.co.in and ao-gpyvb-gnr@gujarat.gov.in
2. If the Office of the GPYVB happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office upto the same time and at the same venue.
3. Please quote Ref. Number in all your correspondence.

General Instructions

- 1.0 Technical Bid:** Bidders shall submit physically their bids in TWO SEPARATE PARTS in sealed envelopes super-scribed with due date, time, project and nature of bid). **Bidder has to submit hard bound document duly numbered. Loose documents may be outrightly rejected.**

PART-I: Bid Security and Price of the Tender Document in a separate sealed envelope superscripted with the Tender Document number. Please enclose EMD of **Rs.1,00,000/-** and Price of one copy of the Tender Document of **Rs.2500/-** in form of Demand Draft drawn in favour of **“Gujarat Pavitra Yatratham Vikas Board”** payable at Gandhinagar. **The Tender fee/EMD should be in the name of the bidder’s firm only. Tender fee/EMD in the name of the other firm shall not be accepted.**

PART-II: Original and one copy of TECHNICAL BID complete with all technical and commercial details **except the prices.** Original printed document shall be considered as authentic.

Note: Filling up prices in Part II will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

- 2.0 Financial Bid: Bidder shall submit the FINANCIAL BID online through www.nprocure.com only.**
- 3.0** Goods offered should be strictly as per specifications mentioned in this Tender document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading “**Deviations**”.
- 4.0** Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

Yours faithfully,
SECRETARY,
Gujarat Pavitra Yatradham Vikas Board (GPYVB)
Block No. 3-2, 1st floor, Dr.Jivraj Mehta
bhavan, Gandhinagar

***To be pasted on the outer envelope containing Bid Security,
Tender Fees, Technical bid and Main Cover.***

Important Data

DO NOT OPEN – THIS IS A BID

Bid Security/Tender Fees/Technical Bid/Main Cover

To	Name of Tender: Selection of Chartered Accountant (CA) Firm for Various Services of GPYVB.
	Issue of Tender From 20/12/2025 at 15.00 hrs to 09/01/2026 at 18.00 hrs (Online Bid Submission)
	Technical Bid (Physical Document) Due Date: 13/01/2026 at 17.00 hrs
	Bid Submission Address The Secretary, GPYVB, Block No. 3-2, 1st floor, Dr.Jivraj Mehta bhavan, Gandhinagar (By RPAD only)
	Technical Bid Opening Date & Time: 13/01/2026 at 18.00 hrs
	Financial bid opening: To be communicated later
	Issue of Tender From 20/12/2025 at 15.00 hrs to 13/01/2026 at 18.00 hrs

CHAPTER – I INSTRUCTIONS TO THE BIDDER

ARTICLE-1: DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) **“Agreement”** means the document signed by the GPYVB and Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
- 2) **“Bid”** means the complete bidding document submitted by the Bidder to the The Managing Director, Tourism Corporation of Gujarat Limited (GPYVB) and shall include any corrections, addenda and modifications made therein.
- 3) **“Bidder”** shall mean a corporate entity or a society or a corporation or a firm eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
- 4) **“Proposal”** means all documents and information submitted by an Applicant supporting its bid to provide the Services to GPYVB, as required under this tender document.
- 5) **“Contract Period”** shall mean entire term of the contract as indicated in the Article 1, Chapter IV.
- 6) **“Contract”** shall include the Terms of Reference as outlined under Chapter III within time limits indicated under Article 1, Chapter IV in accordance with the terms and conditions of the Agreement.
- 7) **“Corrupt Practice”** means the offering, giving, receiving or soliciting of any thing of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- 8) **“Authority”** shall mean Tourism Corporation of Gujarat Limited, Government of Gujarat for this purpose.
- 9) **“Agency”** shall mean successful bidder shortlisted and allotted this work
- 10) **“Operator’s Equipment”** shall mean all equipment, instruments, tools, machinery and other appliances and things of whatsoever nature required for the fulfillment of the Contract or of the Operator’s Obligations, but not including those items which are intended to form, or which form part of the Facility.
- 11) **“Financial Capability”** means financial worthiness of Bidders as per the terms of the Tender.
- 12) **“Local Language”** means the language declared by the concerned State Government as their official language.

- 13) **"Selection Procedure"** means the entire procedure conducted by GPYVB to select and appoint the Successful bidder for the provision of the Services pursuant to the Tender process and the subsequent negotiation, finalization and execution of the Agreement.
- 14) **"Total Accepted Tender Value"** means the total value of services and supplies as covered under this Tender and agreed upon by the Tendered and the Bidder.
- 15) **"Chartered Accountant Firm"** is a firm Providing services in C&AG/Statutory Audit, GST Audit and filing of GST return, Pre-Audit or Concurrent Audit and Tax Consultancy (GST/TDS) preparing annual report etc.

ARTICLE - 2: ELIGIBILITY CRITERIA FOR BIDDERS

The bidder shall be evaluated in two stages

A. Pre-qualification stage

B. Technical Evaluation of Proposal

The bidder fulfilling pre-qualification criteria shall be shortlisted for Technical Stage. The bidder should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. **Bids from consortiums are not allowed.**

GPYVB reserves the right to verify the claims made by the bidders and to carry out the capability assessment of the bidders and the GPYVB's decision shall be final in this regard. GPYVB may, in its absolute discretion, waive any of the conditions and / or requirements in this tender in respect of any or all of the bidders.

(A) Pre-qualification Criteria for bidders

Sr.	Pre-qualification criteria	Documentary Evidence
1	The bidder should be registered as a chartered accountant (CA) with institute of chartered accountant of India for a period of at least 10 years till date.	Certificate of Incorporation & MOA for company/ Registered Partnership deed for partnership firm/ Shop & Establishment certificate for proprietorship firm, Other related documents to establish the qualification. Registration certificate for firm by Institute of Chartered Accountants of India and membership no. for partner/director from ICAI
2	The firm should be empaneled with C&AG (Comptroller & Audit General of India) for major audit/government assignment.	Empanelment Letter/Certificate
3	The bidder must have minimum average turnover from consultancy/ Audit assignments more than	The bidder shall also submit CA certified audited Balance sheet and

	Rs.1.00 Crore in any five years from the last seven year F.Y 2018-19 to 2024-25.	Income statement , GST details duly signed by the CA/self certified by CA firm and authorized signatories of the bidders.
4	<p>i) The firm should have at least 4 Chartered Accountants in the firm out of which two Chartered Accountants must be partners of the firm as on 01.04.2025</p> <p>ii) If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least six months.</p>	ICAI Firm Constitution Certificate or Partnership Deed clearly show the names of partners designated as chartered accountant
5	The firm should have at least 20 persons staff having relevant experience pertaining to Audit and Assurance work (Articled clerks will not be considered as staff)	<p>I. CA certified copy as per Annexure 6 (A)</p> <p>II. Qualification certificate (B.Com, M.Com, MBA(Fin.)or Chartered Accountant</p> <p>III. Appointment letters Joining letters</p> <p>IV. latest salary slip</p> <p>V. Fill in Annexure:6A and Certify</p>
6	The bidder should have similar work experience of undertaking any kind of Internal audit/Pre-Audit/GST compliance support of at least 5 assignment of Government/semi govt./Municipal corporation/Govt. Boards/PSU etc. clients from the F.Y 2018-19 to till date.	Work order/work completion certificate/ CA certificate/ letter of empanelment with banks and other details indicating the detail work, cost of work etc.
7	The firm should have branch office in Ahmedabad/Gandhinagar operating for atleast one year.	Address proof like ownership/rent details, Municipal tax, correspondence proof, GST/PAN address details, Undertaking to set up branch etc.
8	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power Attorney as per the format given in Annexure -2
9	The bidder shall provide PAN, GST Number and GST Return Statement/certificate of last year.	A copy of PAN, GST Tax Return Statement /Certificate. The bidder shall also submit copy of the returns of GST for last three years.
10	The bidder shall provide a valid EMD acceptable to GPYVB. EMD deposit of Rs.1,00,000/- has to be submitted along with bid document. Non-refundable Tender fees of Rs 2500/- through DD favoring “Secretary, Gujarat Pavitra Yatradham Vikas Board” payable at Gandhinagar has to be annexed with the bid document.	<p>Envelope:1= Tender Fee & EMD</p> <p>Envelope:2= Technical Bid</p>

11	History of Litigation	As per the format given in Annexure -9
12	The bidder has to submit self certified letter indicating that the firm or any partner of firm has not been blacklisted by any Government/Semi Government/Municipal Corporation/Government Board/PSUs etc. and they have not any disciplinary matters pending with ICAI/RBI/CBI/CVC etc.	Self certified letter
13	Peer review certificate from ICAI. The firm should be reviewed by ICAI for last two years.	The firm should be reviewed by ICAI for last two year and should attach peer review certificate.

(B) Technical Evaluation

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

Sr .	Criteria	Documentary evidence	Marking Pattern	Max Marks
1	The bidder should be registered as a chartered accountant (CA) with institute of chartered accountant of India for a period of at least 10 years till date.	Certificate of Incorporation & MOA for company/ Registered Partnership deed for partnership firm/ Shop & Establishment certificate for proprietorship firm, Other related documents to establish the qualification. Registration certificate for firm by Institute of Chartered Accountants of India and membership no. for partner/director from ICAI	if 10 years $\leq x \leq 15$ years : 5 Marks if 15 years $< x \leq 20$ years : 7 Marks $x > 20$ years : 10 Marks	10
2	The bidder must have minimum average turnover from consultancy/ Audit assignments more than Rs.1.00 Crore in any five years from the last seven year F.Y 2018-19 to 2024-25	The bidder shall also submit CA certified audited Balance sheet and Income statement , GST details duly signed by the CA/self certified by CA firm and authorized signatory/ies of the bidders.	If 1.00 cr $\leq x \leq 2.00$ cr : 5 Marks If 2.01 Cr $< x \leq 3.00$ cr : 10 Marks If $x > 3.00$ Cr : 15 Marks	15
3	The bidder should have similar work experience of undertaking any kind of Internal audit/Pre-Audit/GST compliance support of at least 5 assignment of Government/semi govt./Municipal	Work order/work completion certificate/ CA certificate/ letter of empanelment with banks and other details indicating the detail work, cost of work etc.	5 Projects/Assignments : 10 Marks 5 to 10 Projects/Assignments : 12 Marks	15

	corporation/Govt. Boards/PSU etc. clients from the F.Y 2018-19 to till date.		11 and above Projects/Assignments: 15 Marks																																	
4	No of Technical Manpower Manpower I. The firm should have at least 4 Chartered Accountants in the firm out of which 2 Chartered Accountants must be partners of the firm as on 01.04.2025. If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least six months. II. Intermediate CA/M.com/MBA (ICAs) III. B.Com/BBA/Taxation/Audit Assistants (AA) IV. Office Staff (OS)	Work order/work completion certificate/ CA certificate/ letter of empanelment with banks and other details indicating the detail work, cost of work etc.	<table><tr><td colspan="2">I) CA</td></tr><tr><td>If 4 CAs</td><td>5 Marks</td></tr><tr><td>If 4 to 6 CAs</td><td>10 Marks</td></tr><tr><td>More than 6 CAs</td><td>15 Marks</td></tr></table> <table><tr><td colspan="2">II) ICAs</td></tr><tr><td>If 5 ICAs</td><td>4 Marks</td></tr><tr><td>If 5 to 10 ICAs</td><td>6 Marks</td></tr><tr><td>More than 10 ICAs</td><td>8 Marks</td></tr></table> <table><tr><td colspan="2">III) AA</td></tr><tr><td>If 10 AA</td><td>2 Marks</td></tr><tr><td>If 10 to 15 AA</td><td>3 Marks</td></tr><tr><td>More than 15 AA</td><td>4 Marks</td></tr></table> <table><tr><td colspan="2">IV) OS</td></tr><tr><td>If 3 OS</td><td>1 Marks</td></tr><tr><td>If 4 to 6 OS</td><td>2 Marks</td></tr><tr><td>More than 6 OS</td><td>3 Marks</td></tr></table>	I) CA		If 4 CAs	5 Marks	If 4 to 6 CAs	10 Marks	More than 6 CAs	15 Marks	II) ICAs		If 5 ICAs	4 Marks	If 5 to 10 ICAs	6 Marks	More than 10 ICAs	8 Marks	III) AA		If 10 AA	2 Marks	If 10 to 15 AA	3 Marks	More than 15 AA	4 Marks	IV) OS		If 3 OS	1 Marks	If 4 to 6 OS	2 Marks	More than 6 OS	3 Marks	30
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If 3 OS	1 Marks																																			
If 4 to 6 OS	2 Marks																																			
More than 6 OS	3 Marks																																			
5	Sub Total (The bidder has to score 50 marks out of 70 to be eligible for presentation)			70																																
6	Concept presentation including <ul style="list-style-type: none">• Concept, Designing, methodology to execute & run the proposed project.• Details of license/accreditations• Past Experience in handling similar projects.• Key Personnel for the project.• Implementation schedule	Presentation showing understanding, approach and methodology to execute the proposed project	Based on presentation As date and time will be provided by Dept. to bidder. So, bidder need to do presentation in front of committee as per instruction.	30																																

	<ul style="list-style-type: none"> • Prestigious assignments completed so far • Manpower details • Overall plan to carry out the work as per tender <p>(The bidder has to score minimum 15 marks out of 30 for further eligibility)</p>			
7	Total (The bidder has to score minimum 70 marks out of 100 to be eligible for financial bid opening)			100

- Note:** 1. The bidder shall be bound to submit additional information/documents as per requirement on urgent basis.
2. **The bidder shall be required to score at least 50 marks out of 70 marks assigned for technical qualification except marks for presentation. Only those bidders shall eligible for further process and be informed to prepare presentation.**
3. **The bidders will have to make a presentation on the date and time intimated as aforesaid on the concept and design before the Committee. The bidders will be informed about the date and time by E-mail or by Telephonic communication. All the bidder shall have to carry copy of presentation in Soft and hard copy with them and present in front of Committee. If bidder fails to represent with presentation copy, he will not be considered eligible for financial bid opening and further process.**
- If bidder remain, absent during presentation than he will be considered Disqualified/not eligible for further Financial bid opening.**

In order to qualify for financial bid opening, bidder should secure at least i.e 15 marks in presentation and score overall at least 70 marks out of 100 in technical evaluation

C) PRICE BID

- 1) The evaluation will be based on **Quality Cost Based System (QCBS)**
- 2) The Committee will select the bidder by giving **70%** weightage on the Quality of Concept and Design presented before it and **30%** weightage to the Price Bid. All concerned details mentioned in price bid are to be supported with Annexures. Presentation will be given marks out of 100.
- 3) Bidder shall fill up entire price bid along with final amount as part of price bid. This final amount shall be considered for further evaluation in QCBS formula.
- 4) The marks obtained by bidder in Presentation on Concept, Design and Methodology to execute work shall be taken as Technical score (T) of bidder.
- 5) Comparison of Price Bid shall be done by the formula as under:
 1. **$Sf = 100 \times Fm/F$**
 2. Where: Sf is the standard financial score of the Price Proposal being evaluated

3. Fm is the lowest price bid
 4. F is the Price Proposal under consideration
- 6) Based on combined marks of presentation and Financial Bid, bidder securing highest score/ranking will be selected and the Committee if required will further negotiate and finalize the price.

$$\text{Highest Score} = T \times 0.7 + Sf \times 0.3$$

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

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

ARTICLE – 3: CORRECTION OF ERRORS

Price Proposals determined to be substantially responsive will be checked by the GPYVB for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern
- b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
- d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as mistake in totaling.

However, the decision of GPYVB in this regard shall be final and binding.

The amount stated in the form of bid for Price Proposal will be adjusted by the GPYVB in accordance with the above procedure for the correction or errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

ARTICLE – 4: COMPARISON OF PRICE BIDS

- GPYVB will evaluate and compare only the bids determined to be substantially

responsive in accordance with relevant clause.

- GPYVB's evaluation of a bid will take into account, in addition to the bid prices indicated in the Schedule of Prices, the following costs and factors that will be added to each Bidder's bid price in the evaluation using pricing information available to the GPYVB, in the manner and to the extent of the requirement of the GPYVB.
 - a) If the price stated is not realistic the bid is liable to be rejected.
 - b) Compliance within the time schedule called for in the Appendix to Price Proposal within and evidenced as needed in a milestone schedule provided in the bid;
 - c) The functional guarantees of the facilities offered against the specified performance criteria of the plant and equipment; and
 - d) The extra cost of work, services, facilities etc., required to be provided by the Employer of third parties.
- GPYVB reserves the right to accept or reject any variation or deviation and other factors, which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unsolicited benefits to the GPYVB, may not be taken into account in bid evaluation.
- If the bid of the successful bidder is substantially below the GPYVB's estimate for the contract, GPYVB may require the bidder to produce detailed price analysis to demonstrate the internal consistency of those prices.

ARTICLE –5: PRE-BID MEETING

- A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing or by Email at the Employer's address indicated in the Invitation for Bid. The Employer will respond to any request for clarification which he receives prior to or during Pre-Bid Meeting.
- NO QUERIES OF ANY TYPE SHALL BE ENTERTAINED ON PHONE.
- NO QUERIES SHALL BE ENTERTAINED ONCE THE DEADLINE TO RAISE THE QUERY IS OVER.
- Pre-bid meeting shall be convened on the specified date in the Conference Hall, GPYVB, 1st floor-Block no.3, Dr.Jivraj Mehta Bhavan, Gandhinagar. Evaluation criteria and Price-Bid will be discussed in this meeting. It will be essential for the Bidders to attend the Pre-Bid Meeting so as to understand and clarify any issues related to Tender and related works. The bidder shall be bound to submit queries in hard copy within the date of deadline to raise the query is over.

CHAPTER-II

GENERAL TERMS AND CONDITIONS

ARTICLE - 1: CHECKLIST OF DOCUMENTS COMPRISING THE BID

1.1 The bid submitted shall have the following documents:

Part-I

Earnest Money Deposit and Price of one copy of the Tender Document in the form prescribed in the Tender.

Part - II

1. Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.
2. A CD containing the softcopy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company- Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations,

Or

In case the Bidder is a society- Certified copy of registration deed with objects of constitution of society

Or

In case Bidder is a corporation- Authenticated copy of the parent statute

Or

In case of Trust- Certified copy of the Trust Deed

Or

In case of Firm/LLP- Certified copy of the Registration Deed

Certified copies of documents submitted, as above, must be signed and carry the seal of the authorised signatory.

4. List of present Directors/owners/executive council members/trustees/ Board members as applicable.
5. Technical Proposal should include the following:
 - i. All the annexures except the financial bid format shall be submitted with Technical Proposal.
 - ii. The bidder shall provide an undertaking, on a separate letter on company letter head signed by the authorized signatory, in the technical bid that all the profiles of the proposed resources are complete and accurate. In addition, each

profile shall be signed by the resource (*of whom the profile is submitted*) and the authorized signatory.

iii. Indemnity Undertaking as per the format given in **Annexure -10**

6. GST Return Statement for last three years.
7. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at **Annexure-2.**
8. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for any five years from the last seven year viz. F.Y 2018-19 to 2024-25. Firms that do not publish financial statements, such as partnerships, submit specially prepared statements. A qualified external auditor should certify such statements. Annual reports shall include the auditor's certification.
9. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in **Article 2, Chapter I.**
10. Clause by clause compliance statement for the whole Tender Document including all Annexures.
11. All deviations and/or non-compliance clauses shall be listed separately.
12. Details in the formats as given at Annexures. (please check all the Annexures)

Part-III

- a) Financial Bid as per *Annexure – 1* to be **submitted on-line only**. No deviations and/or non compliance clauses shall be allowed.

ARTICLE – 2: BIDDING DOCUMENT

- 2.1 Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid. **Bidder has to submit hard bound document duly numbered. Loose documents may be outrightly rejected.**

ARTICLE – 3: CLARIFICATION ON BIDDING DOCUMENTS

- 3.1 Bidders can seek written clarifications within stipulated time from the date of issue of the tender document, to The Managing Director, GPYVB, Gandhinagar. The clarification shall be issued without any delay.

ARTICLE – 4: AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, GPYVB for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment.
- 4.2 All prospective Bidders who have received the bidding documents will be notified of the amendment through website <https://www.nprocure.com> and such modification will be binding on them.

- 4.3** In order to allow prospective bidders a reasonable time to take the amendment into account in preparing their bids, GPYVB, at its discretion, may extend the deadline for the submission of bids.

ARTICLE – 5: LANGUAGE OF BID

- 5.1** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and GPYVB shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

ARTICLE – 6: COST OF BIDDING

- 6.1** The bidder shall bear all costs associated with the preparation and submission of the bid and GPYVB will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

ARTICLE - 7: BID FORMS

- 7.1** Wherever a specific form is prescribed in the tender document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- 7.2** For all other cases, the Bidder shall design a form to hold the required information.
- 7.3** Authority shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

ARTICLE - 8: FRAUDULENT & CORRUPT PRACTICE

- 8.1** Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the GPYVB of the benefits of free and open competition.
- 8.2** Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

ARTICLE - 9: LACK OF INFORMATION TO BIDDER

- 9.1** The bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the document.

ARTICLE - 10: CONTRACT OBLIGATIONS

- 10.1** If after the award of the contract the bidder does not sign the agreement or fails to furnish the performance guarantee within the prescribed time limit, the GPYVB reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

ARTICLE - 11: BID PRICE

11.1 The financial bid should indicate the prices in the format/price schedule given at *Annexure – I*.

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- a) Any effort by a bidder or bidder's agent/consultant or representative howsoever described to influence the GPYVB in any way concerning scrutiny/consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- b) The Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the tender.
- c) Bids should be submitted directly by the bidder.

11.2 GPYVB reserves the right to seek clarification/justification from the bidder on the bid price in case GPYVB deems it necessary. Based on the justification provided by the Bidder, if GPYVB feels that the price is unrealistic/infeasible in order to execute a project of this nature, GPYVB reserves the right to reject the said bid. The Bidders shall be governed by the decision of GPYVB.

ARTICLE - 12: BID CURRENCY

12.1 For the services required in the tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

ARTICLE - 13: BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)

13.1 The bidder shall furnish, as part of the Bid, a bid security for the amount of **Rs. 1,00,000/- (Rupees One Lakh Only)** in favour of **“Gujarat Pavitra Yatradham Vikas Board”** payable at **Gandhinagar** in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.

13.2 No interest shall be paid on bid security.

13.3 EMD of bidders not short-listed will be refunded within 30 days from the date of declaration of short-listed bidders. If the bidder is short-listed then the security will be refunded within 30 days from the date of signing of the Agreement.

13.4 **The successful bidder's bid security will be discharged upon the bidder signing the contract/Agreement, and furnishing the Security Deposit and Bank Guarantee.**

13.5 The bid security may be forfeited either in full or in part, at the discretion of GPYVB, on account of one or more of the following reasons:

- a) The bidder withdraws their bid during the period of bid validity specified by them on the bid letter form.
- b) Bidder does not respond to requests for clarification of their bid.
- c) Bidder fails to co-operate in the bid evaluation process, and
- d) In case of a successful bidder, the said bidder fails:

1. to sign the Agreement in time; or
2. to furnish Performance Guarantee and Security Deposit

ARTICLE - 14: PERIOD OF VALIDITY OF BID

- 14.1** Bids shall remain valid for 180 days after the date of bid opening prescribed by GPYVB. A Bid valid for a shorter period shall be rejected as non-responsive.
- 14.2** In exceptional circumstances, the GPYVB the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request is not required nor permitted to modify the Bid.

ARTICLE - 15: FORMAT AND SIGNING OF BID

- 15.1** The bidder shall prepare required number of copies of the bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. **The bidder shall submit all the bid documents appropriately hard bound. If bid is submitted in loose form it may be outrightly rejected.** In the event of any discrepancy between original bid document and the copy of the bid, the original shall govern.
- 15.2** The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 15.3** The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the GPYVB or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

ARTICE - 16: SEALING AND MARKING OF BID

Bidder shall submit their bids in THREE SEPARATE PARTS, out of which two parts are to be submitted in sealed envelopes super-scribed with due date, time, project and nature of bid (Bid Security, Technical) and Financial Bid is to be submitted online.

Part: I Tender Fee & Bid Security in a separate sealed envelope super scribed with the Tender Document number.

Part: II Original and 1 copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out.

NOTE: Filling up prices in Part-I or II will render the Bidder disqualified.

PART - III: Original FINANCIAL BID online Only with full price details.

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in cases it is declared 'late' or the bidder has not submitted the price through online process.

- 16.1 If the outer envelope is not sealed and marked as required, GPYVB will assume no responsibility for the bid's misplacement or premature opening.
- 16.2 The Tender Fee, Bid Security and Technical bids shall be placed in separate envelopes and then placed in double envelope as explained above.
- 16.3 If these envelopes are not sealed and marked as required, GPYVB will assume no responsibility for the bid's misplacement or premature opening and rejection.

ARTICLE - 17: BID DUE DATE

- 17.1 Bid must be received by the GPYVB at the address specified in the Tender Document not later than the date specified in the bid. Late bid shall be outrightly rejected by GPYVB.
- 17.2 GPYVB may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the GPYVB and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

ARTICLE - 18: LATE BID/CONDITIONAL BID

- 18.1 Any bid received by GPYVB after the bid due date/time prescribed in the tender document shall be rejected.
- 18.2 Any bid indicating conditions beyond those indicated in this tender document i.e. conditional bid shall be rejected.

ARTICLE 19: MODIFICATION AND WITHDRAWAL OF BID

- 19.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the GPYVB prior to the deadline prescribed for submission of bids.
- 19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.
- 19.3 No bid may be modified subsequent to the deadline for submission of bids.
- 19.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid letter form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its Bid security.

ARTICLE - 20: OPENING OF BIDS BY THE GPYVB

- 20.1** Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2** The bidder's names, bid modifications or withdrawals and the presence or absence of relevant Bid security and such other details as the GPYVB at his/her discretion, may consider appropriate, will be announced at the opening.
- 20.3** At the pre-decided time, the GPYVB contact person shall open the Technical Bids and list them for further evaluation. The Financial Bid will be submitted online. Financial Bids shall be in custody of a designated officer for opening after evaluation of Technical Bids. Any participating Bidder may depute a representative to witness these procedures.
- 20.4** The bidder has no right for submission of any additional documents/information/clarification after closure of bid date. However, GPYVB at its own absolute discretionary right may ask for submission of such additional clarification/information/documents from any or all bidders during further evaluations

ARTICLE - 21: CONTACTING THE GPYVB

- 21.1** Bidder shall not approach GPYVB officers out side of office hours and/or out side the GPYVB premises, from the time of the Bid opening to the time the Contract is awarded.
- 21.2** Any effort by a Bidder to influence the GPYVB officers in the decisions on bid evaluation bid comparison or contract award may result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the notice of the GPYVB, it should do so in writing.

ARTICLE - 22: BID EVALUATION

22.1 Parameters and Procedure of Evaluation

The bidder shall bid for the said work mentioned in this document. GPYVB is not bound in any manner to select any of the bidders submitting proposals or to select the bidder offering lower quote.

The bidder fulfilling the pre-qualification criteria and technical eligibility criteria mentioned in this document shall be shortlisted for financial bid opening.

The technically eligible bidder securing Highest Combined Score as per Quality Cost Based Evaluation Method will be shortlisted and may be invited for negotiation and contract will be awarded. Bidders submitting the bids should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure, as per authority's discretion.

Evaluation shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims.

The above evaluation shall be done by an Evaluation Committee decided by the GPYVB. The Committee shall determine the approach and methodology for the issues,

which may arise during the above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

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ARTICLE - 23 : GPYVB's RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD

23.1 GPYVB may at any time, by a written order given to the Bidder make changes which include inclusion of more villages/area to be surveyed or exclusion of some villages/area to be surveyed within the general scope of contract.

23.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the GPYVB changed order.

ARTICLE - 24 : GPYVB'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

24.1 GPYVB reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

ARTICLE - 25: NOTIFICATION OF AWARD & SIGNING OF CONTRACT

25.1 Prior to expiry of the period of Bid validity, GPYVB will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.

25.2 Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to GPYVB. If the successful Bidder thus selected fails to sign the contract as stipulated, GPYVB reserves the right to offer the contract to the next lowest Bidder.

ARTICLE - 26: SECURITY DEPOSIT AND PERFORMANCE SECURITY:

26.1 Security Deposit of Rs. 1,00,000/- shall be paid in the form of DD/Cheque before signing the contract. The same shall be released after successful completion of the contract. The Security Deposit shall be valid up to 30 days after completion of the contract period.

- 26.2** The Performance Security shall be equal to **2.5% of the quoted/agreed amount in form of Bank Guarantee/FDR** shall be provided by the bidder to GPYVB at the time of signing of Agreement and shall be issued as per the given format and shall be issued from any applicable bank as per annexure 13. The performance bank guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion report from GPYVB/Concerned Authority/Consultant.
- 26.3** If the Bidder fails to remit the performance guarantee the EMD remitted by him will be forfeited by the GPYVB and his bid will be held void.
- 26.4** Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the GPYVB will promptly notify all Short-listed Bidders and will refund their Bid Security.
- 26.5** **In case of bidder does not perform the work at all, or bidder shuts down the services before the duration of as agreed upon, the amount of performance guarantee shall be forfeited and the agency shall be blacklisted alongwith other suitable punitive actions. It may also result into heavy penalty as decided by GPYVB.**
- 26.6** Format of Performance Security as **per Annexure -3.**

ARTICLE – 27: FORFEITING OF SECURITY DEPOSIT/BANK GUARANTEE

- 27.1** If bidder fails to sign the contract /agreement within the prescribed time shall empower GPYVB to cancel the Letter of Acceptance and take appropriate action against the contract including forfeiture of the ‘EMD’ and black listing of the bidder
- 27.2** The successful bidder shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to give the Contract, within the time set forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of security deposit.
The security deposit maybe fortified in case of but not limited to this:
- 1) In case of complains in regards to poor performance or non performance as mentioned in tender documents**
 - (2) In case of damage to GPYVB property.**
 - (3) In case of wilful irregularities in service causing financial loss to GPYVB and/or furnishing image of GPYVB.**
 - (4) In case of Termination of Contract by GPYVB for any breach of contract mentioned in this document/agreement.**

ARTICLE -28: GPYVB's RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS

GPYVB reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

ARTICLE – 29: BIDDER AS SUBCONTRACTOR

The bidder shall not be sub-contractor of another bidder at the bidding stage.

CHAPTER – III

TERMS OF REFERENCE

ARTICLE –I: SCOPE OF SERVICES

The Chartered Accountant Firm shall provide comprehensive financial, accounting, audit, and advisory services to Gujarat Pavitra Yatraddham Vikas Board.

The major work scope includes:

- **The Pre-audit for February 2026 and March 2026.**
- **The Pre-audit for the F.Y. 2026-27.**
- **The internal audit for F.Y. 2025-26, Upon year ending.**
- **The internal audit for F.Y. 2026-27.**

Further the work scope will include the followings but not limited to it.

A) Pre-audit of Vouchers/Bill Recommendations/Day to Day Accounting Support:-

The following team members will be deployed at GPYVB office at Gandhinagar, unless otherwise communicated in writing at a later stage during the engagement period. The team members will be required to visit office at Gandhinagar to review infrastructure/work station.

Sr. no.	Position	Qualification Criteria
1	Team Leader	Chartered Accountant having minimum 3 years of Experience
2	Team Member 1	Inter CA/ MBA / M.Com

- The deployed manpower will observe Rules and Regulation of the board.
- Under Pre-audit system, pre-audit of vouchers for payment of more than Rs. 5,000/- of the Board shall be conducted at Head Office during all working days.
- During office working day the “Pre audit” will be conducted by experience person who have completed CA/Inter CA both Group as per the institute of chartered accountant of India and with have fully knowledge of GST Act 2017, Labour Act, and Construction related Review work (PIU) and other all law of Income Tax. (Internship or running article ship student will be disallow for Pre- Audit). However, they will be free to assist. The deployed person and learn.
- The pre-audit office hours will be the same as the regular office hours.

- The Pre-audit and Internal audit shall be conducted for a period of two years, If required in matching with the financial year.
- The pre-audit office hours will be the same as the regular office hours.
- The Pre-Audit report shall be submitted on a monthly basis, and the Internal Audit shall be conducted on a quarterly basis. Two copies of each report must be submitted to the Member Secretary, Gujarat Pavitra Yatradham Vikas Board, Gandhinagar.
- The bidder shall be required to submit/allowed to interview the manpower to be deployed before issue of work order. The consent of GPYVB is must before such deployment. The changes /replacement deployed manpower shall be only after GPYVB approval/consent.
- No frequent changes in deployment shall be allowed for consistency. If deployed specific individual is not found suitable, the same may be replaced as per requirement of GPYVB.

B) Internal Audit & Compliance:-

- Conduct periodic internal audits covering all financial transactions, schemes, grants, and project activities of the Board.
- Verify vouchers, bills, expenditure records, and ensure compliance with Government of Gujarat guidelines and GRs.
- Identify financial irregularities, risks, and provide recommendations for corrective actions.

C) Project Fund Monitoring & Verification:-

- Examine project expenditure submitted by contractors, consultants, and implementing agencies.
- Verify measurement books, work bills, purchase documents, and utilization of sanctioned funds.
- Certify project-wise fund utilization and ensure adherence to approved budget and financial norms.

D) Miscellaneous Financial Services/Advisory Role:-

- The team of the firm including Senior Chartered Accountants shall provide professional advice/services for variety of related aspects. A quarterly/monthly meeting by such senior professional is considered a part of scope of work.
- The guidance/comments/opinion/recommendation/Support from senior members of the firm on various Accounting/Audit/Taxation/GST/Budget/Annual report etc. as per requirement shall be provided. The general guidance/opinion on other taxation, accounting, GST, Annual report is also expected from Senior CA for better conduct of business.

- Any additional financial, accounting, audit, or certification work assigned by GPYVB from time to time.
- Support in special studies, financial analysis, or project-specific evaluations.

❖ **DELIVERABLES**

- Quarterly and annual internal audit reports
- Monthly Pre-Audit report
- Any other deliverables requested by GPYVB

ARTICLE-2: SITE/OFFICE VISIT

The bidder shall visit the GPYVB website for understanding the policies of Gujarat Pavitra Yatradham Vikas Board.

ARTICLE-3 : SAFETY MANAGEMENT AND RESPONSIBILITIES

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the supervisor must be present on site at all times of work to carry out safety audit checks to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed in designated venue.

The contractor is responsible to ensure that necessary and adequate personal protective equipments are all the times available for the service personnel working.

The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the designated venue.

ARTICLE -4: SAFETY RULES AT WORK

The bidder's supervisor is responsible for ensuring that the workers comply with the safety rules at work. A proper care should be taken and training should be provided while working with live cables and in case of fire or other disaster.

ARTICLE -5: ACCIDENTS

- a) If any accident occurs due to operations or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the bidder.

ARTICLE -6: EPIDEMICS

In the accommodation facility of any outbreak of illness of an epidemic nature, the applicant shall comply with and carry out such regulations, orders and requirements as may necessary and issued by the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same.

ARTICLE -7: ALCOHOLIC LIQUOR OR DRUGS

The bidder shall not, otherwise than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or

otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation., sale, gift, barter or disposal by his Subcontractors, agents, staff or labour.

ARTICLE -8 : ARMS AND AMMUNITION

The bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

ARTICLE -9: ASSIGNMENT

The bidder shall not sub-contract any part of his obligation to any third party without prior approval of the GPYVB.

ARTICLE -10: FORCE MAJEURE

Force Majeure shall mean such an Event or Circumstance or combination of Events and Circumstances which are beyond the reasonable control of the Affected Party and which the affected party could not have prevented by Good Industry Practice or by the exercise of reasonable skills and care for the purpose of discharging its obligations under the Contract. The Force Majeure will tend to have material adverse effect on the performance of- such affected party.

The following shall be the events and circumstances of Force Majeure:

- a) Act of War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage
- b) The expropriation or Compulsory acquisition or seizure of the assets of the Agency by any Governmental Instrumentality, provided that this clause shall not apply where such Act constitutes a remedy or sanction lawfully exercised as a result of a breach by the Agency of any Indian law or Indian Directive but excluding any change in law.
- c) Act of God epidemic, lightning earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion to the extent generated from the source external to the Agency or his assets due to reasons other than, those caused by negligence of the Parties, chemical or radioactive contamination or ionizing radiation.
- d) Procedure for Calling Force Majeure: The affected party shall notify to the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 24 hours (Twenty Four hours) after the Affected Party knew, or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Contract.
- e) The notice shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the Affected Party's performance of its obligations and the measures which the Affected Party is taking, or proposes to LA-e, to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. When the affected Party is able to resume performance of its obligations under this Contract, it shall promptly give the other party written notice to that effect provided

that in no event shall the suspension of performance be of greater scope and of longer duration than is necessitated by Force Majeure.

The rights and obligations of the affected party shall be suspended to the extent they are affected by the Force Majeure. GPYVB shall not be liable to make any payments to the Agency for it being affected on account of Force Majeure.

GPYVB reserves the right to terminate the contract if the Force Majeure continues for more than 15 (Fifteen) days at a stretch.

ARTICLE -11: ARBITRATION

- (a) If a dispute of any kind whatsoever arises between the GPYVB and Bidder in connection with, or arising out of, the Contract or the execution of the Works or after their completion and whether before or after the repudiation or other termination of the Contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- (b) The reference to arbitration may proceed notwithstanding that the Works shall not then be or be alleged to be completed, provided always that the obligations of the GPYVB, the neer and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the Contract.
- (c) Arbitration proceedings shall be held at Ahmedabad and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the GPYVB and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- (e) All arbitration awards shall be in writing and shall state the reasons for the award.

ARTICLE – 12: VARIATION, MODIFICATION

Variations and modifications in works/plans are subject to consultation and approval of GPYVB/authority.

CHAPTER – IV

SPECIAL TERMS AND CONDITIONS OF CONTRACT

ARTICLE - 1: CONTRACT PERIOD

The contract period shall be for **14 months (February & March 2026 and F.Y. 2026-27)** from the date of signing of agreement/issue of work order to successful completion of the project. The authority shall have discretionary right to extend for further **two years** if required, and also depending upon satisfactory performance.

ARTICLE -2: BIDDER'S OBLIGATION AND RESPONSIBILITY

- The bidder shall be responsible to see that GPYVB properties/Infrastructure/Office set up are properly maintained and restored throughout the contract period.
- The bidder shall be responsible to protect the GPYVB properties.
- The bidder shall be responsible to handover back the GPYVB properties.
- Information, material etc. borrowed by the Bidders, if any, shall remain the property of the GPYVB and shall be provided by the GPYVB for information, solely for the purpose of execution of this Contract. All such borrowed material shall be sole property of the GPYVB and shall be returned to GPYVB after submission of the bids.
- All the expenditure including statutory liabilities pertaining to the man-power deployed will be borne by the successful bidder including the salaries and other benefits of the staff. The bidder is considered to indemnify GPYVB of all statutory liabilities their conducts and performance.
- The successful bidder is responsible for managing the activities of its personnel and will hold himself responsible for any misdemeanors.
- Bidder is fully responsible for accuracy, authenticity, and correctness of all information, certificates, and documents submitted.
- All tender terms, conditions, instructions, and specifications of office documents must be read carefully and followed without deviation.
- Bidder must ensure their firm meets all eligibility criteria such as number of partners, qualified Chartered Accountants, staff, experience, and valid registrations.
- Bidder should visit the Board office or relevant locations (if required) to understand the scope of work and actual conditions before submitting the bid.
- Bidder must comply with all applicable laws and regulations including ICAI guidelines, taxation laws, GST, labour laws, etc.
- Confidentiality of all records, financial data, documents, and information accessed during the assignment must be strictly maintained.
- Bidder shall deploy qualified, experienced, and competent personnel for all accounting, audit, and related work as required.
- Any replacement of staff must be done with prior approval and with equally

qualified personnel.

- Services, reports, statements, and deliverables must be completed and submitted within the prescribed timelines.
- Bidder shall coordinate with the officers of Gujarat Pavitrayatradham Vikas Board and provide required clarifications or documents.
- Ethical conduct must be maintained, and bidder must avoid conflict of interest and any influence in tender procedures.
- Bidder shall be responsible for any mistakes, errors, or deficiencies in services and must correct them without extra cost.
- The bidder shall be fully responsible for complying with all the relevant statutory obligations as applicable from time to time including:
 - Contract Labor (Regulation and Abolition) Act
 - Minimum Wages Act
 - Payment of Wages Act
 - Employees Provident Fund Act
 - ESI/Workmen's Compensation Act
 - Fatal Accident Act
 - Gratuity Act

ARTICLE - 3: GPYVB'S OBLIGATION

- i) The GPYVB shall provide the relevant documents, agreements, plans, as built drawings of properties.
The GPYVB will provide comfortable work station with necessary equipment's and seating assignments as per rules of GPYVB.
- ii) The GPYVB will grant in timely manner of all such approvals, permissions and authorizations which the bidder may require or is obliged to such from in connection with execution of the contract and performance of the bidder obligations.
- iii) The GPYVB shall appoint a Manager/team Leader as coordinator.

ARTICLE -4: ACCEPTANCE AND QUALITY CHECK BY THIRD PARTY AGENCY

The Acceptance Tests, which shall involve testing of the entire call center, which consist of call center venue as well as operation in the presence of a Committee of experts comprising of representative/s of GPYVB or institution nominated by the GPYVB. The committee of expert reserves the right to evolve a procedure of quality checking to ensure that the end deliverables provided by the Bidder are as per are according to the prescribed norms.

ARTICLE - 5: LIQUIDATED DAMAGES

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by GPYVB, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the Agency and accepted by GPYVB, unless extended by GPYVB in writing,

penalty would be applicable at the rate of 25% of the contract value for delay of each day taken by the bidder, subject to maximum of 50% of the contract value.

The penalty shall be recoverable from the from security deposit provided by the bidder and if the security deposit is not sufficient, by revoking the Bank Guarantee submitted by the bidder or from any sum payable to the bidder under this or any other Contract with GPYVB.

In case of delay to deliver the work within stipulated program, GPYVB reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that GPYVB will have to incur for completion of the balance job/s through another agency on account of higher rates quoted by the agency will be recovered from the Event Contractor's account, retention money, Security deposit. Moreover, GPYVB shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

ARTICLE - 6: TERMINATION OF THE CONTRACT

6.1 The GPYVB will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:

- a) **It is found that the schedule of implementation of the work is not being adhered to.**
- b) **The Bidder stops work and such stoppage has not been authorised by the GPYVB.**
- c) **The Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.**
- d) **Government gives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the Government.**
- e) **Any action/omission not in line with laws of State Government/GPYVB**

ARTICLE - 7: "NO CLAIM" CERTIFICATE

The Bidder shall not be entitled to make any claim, whatsoever, against the Government, under or by virtue of or arising out of this Contract, nor shall the Government entertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a "No Claim" Certificate in favour of the Government in such forms as shall be required by him after the works are finally accepted.

ARTICLE - 8: SUSPENSION

GPYVB may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:

- 1. shall specify the nature of the failure and
- 2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

ARTICLE - 9: DETAILS TO BE KEPT CONFIDENTIAL

The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same

or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the Government. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the Government whose decision shall be final.

The Bidder or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the Government.

ARTICLE - 10: TRANSFER OF RIGHTS

The Bidder shall not transfer the Contract to anybody except with the prior permission of the Government/its Department.

ARTICLE -11: PAYMENT TERMS

- I. No Advance payment will be made.
- II. 80% of price as per award on work completion on monthly bases. The payment will be made on monthly basis. Monthly Payments will be made on submission of Bill. As the resources are being deputed full time at the office of GPYVB or any other locations as required by the GPYVB. Monthly invoices shall be duly supported by proof of attendance and work done report.
- III. Balance 20% of the price as per award on GPYVB's acceptance of work completion for Annual returns. Including finalization of audit report, Tax/GST returns etc.

ARTICLE -12: PENALTY TERMS

- In case of any delay in submission of monthly or quarterly Accounting Work, GST Returns ,TDS Returns, or any other statutory compliance is found attributable to the Service Provider, the bidder/CA shall be solely responsible for payment of all penalties, interest, and late fees levied by the Government or any statutory authority subject to maximum 10% of the contract value.

However, if deployed person has found to be acted in connivance of the other parties for passing undue benefit/payment resulting in a financial loss to GPYVB, the individual concerned as well as agency shall be jointly and severally responsible to make good loss to GPYVB. Further GPYVB will be free to take all actions available as per laws of the land shall be taken so as.

Further, the Client reserves the right to deduct such penalty amounts from the monthly bill/payments of the Service Provider or recover the same separately.

- Upon award of the work, the selected bidder shall submit the complete details of the deployed staff, including their name, qualification, experience, and work profile, before commencement of services. After approval of the staff by the Client/Department, no change, replacement, or rotation of staff shall be allowed without obtaining prior written approval from the Client.

If the bidder changes/replaces any approved staff without prior approval, a penalty of **Rs. 5,000 (Rupees Five Thousand)** per instance shall be imposed, and the Client reserves the right to take further administrative action, including withholding payment.

- Any damage, loss, or negligence caused to computers, furniture, or seating arrangements provided by GPYVB shall attract a penalty equivalent to the actual repair or replacement cost, which shall be recovered from the monthly invoice of the selected firm.
- Three or more instances of delay in any quarter shall be treated as poor performance, and the Board reserves the right to impose an **additional penalty of Rs. 10,000** and/or terminate the contract.
- If any deployed person by the agency is found to be absent for more than 7 days without approval of GPYVB a proportionate amount plus @20% of penalty shall be deducted from the bill of the agency.

ARTICLE -13: OTHER SPECIAL CONDITION OF TENDER

- Selected agency will have to sign an agreement with Gujarat Pavitra Yatraddham Vikas Board. On appointment, the successful agency will meet with the Board to discuss commencement of the contract and agree objectives and reporting arrangements. GPYVB will discuss and agree how the services we expect will be measured and evaluated.
- The bid prepared by the bidder shall comprise the following documents:
 - Tender Fee and EMD (Physical as well as Scanned copy online)
 - Technical Bid (Physical submission of technical document- duly filled, signed and stamped).
 - All details & documents as asked in tender document and annexures
 - Price Bid (Online only).
- GPYVB reserves the right to accept or reject any/all applications, in part or in full.
- Frequently or Unjustified change the manpower without approval of GPYVB shall attract suitable penalty as per GPYVB norms.
- Any damage or negligence caused to computers or furniture provided by GPYVB will attract a penalty equal to the repair/replacement cost.

CHAPTER –V

ANNEXURES

TECHNICAL PROPOSAL SUBMISSION LETTER

To:

[Location, Date]

THE SECRETARY,
Gujarat Pavitra Yatradham Vikas Board (GPYVB)
Block No. 3-2, 1st floor,
Dr.Jivraj Mehta bhavan,
Gandhinagar.

Dear Sir:

We / I, the undersigned for **“Selection of Chartered Accountant Firm for Various Services of Gujarat Pavitra Yatradham Vikas Board.”** as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant])

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 180 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award.

Thanking You,
Yours Sincerely,

Authorized Signature [In full and initials] :

Name and Title of Signatory :

Name of Firm :

Address :

* Proposal should be submitted on the official letter head of the company

**ANNEXURE -1
FINANCIAL BID FORMAT**

THE SECRETARY,
Gujarat Pavitra Yatraddham Vikas Board (GPYVB)
Block No. 3-2, 1st floor,
Dr.Jivraj Mehta bhavan,
Gandhinagar.

Subject: Submission of Bid for offering services towards a Chartered Accountant Firm for Various Services of Gujarat Pavitra Yatraddham Vikas Board.

Dear Sir:

We, the under signed, offer to provide the Architect Cum Consultant for the above in accordance with your Request for Proposal dated [], and our (Technical and Financial Bid). **Our Financial Bid is as below:**

Sr. no.	Position	Nos	Total man months	Man month rate in figures (INR) excluding GST for one person or LS amount as applicable	Total cost
		(A)	(B)	(C)	(A*B*C)
1	Chartered Accountant (Pre-Audit)	1	14		
2	Qualified Assistant-1 (Pre-Audit)	1	14		
3	Agency Service Charges on 1 and 2)	%	14	% of (1+2)	
4	Fees for Annual Internal Audit for the F.Y.-2025-26(INR) without GST	LS	LS		
5	Fees for the Quarterly Internal Audit for (F.Y.- 2026-27 (INR) without GST	LS	LS		
6	Quarterly interaction by Sr.CA, General guidance on accounting, Audit, Taxation, GST, Financial matters	LS	LS		
7	Total Cost of team for Pre Audit cum Internal Audit work (INR) without GST				

Note: The Contract period shall be 14 months starting from February 2026 to till March 2027.

The financial bid shall be calculated based on total cost. The workwise/deployment wise breakup of the quoted amount shall be submitted at the time of agreement.

The Financial Bid is excluding GST. Amount of GST, as applicable at the time of billing, shall be borne additionally by the Authority. **(The Fee shall be calculated on the project cost without GST)**

Our Financial Bid shall be binding upon us subject to the modifications resulting from negotiations, upto expiry of the validity period of the Bid, i.e.,**[Date]**.

We undertake that, in competing for (and, if the award is made to us, in executing) the above project, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept any Bid you receive.

Note:

- **Financial Bid to be submitted online only on n procure website.**

The format as given above is for representation purpose only. The format at n procure might vary. Bidders are requested to review the format as provided at n procure and submit financial bid after reading it thoroughly.

ANNEXURE – 2
PROFORMA OF GENERAL POWER OF ATTORNEY
(To be signed and executed in non-judicial stamp paper of Rs. 100/=)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt _____ S/O _____
_____ Residing at _____
2. Sri/Smt _____ S/O _____
_____ Residing at _____
3. Sri/Smt _____ S/O _____
_____ Residing at _____

I/We all the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders of M/S _____ having its registered office at _____ hereby appoint Sri _____ S/O _____ residing at _____ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Toursim Corporation of Gujarat Limited, Gandhinagar in connection with its tender No. _____ Dated _____ For the supply of _____ due for opening on _____

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s _____ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/ trustees/ Executive council members/ proprietors/ Leaders

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/ Corporation/ society/ trust/ firm)

ANNEXURE - 3
FORMAT FOR PERFORMANCE GUARANTEE
(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to
Be in the name of the executing Bank

To
The Secretary
Gujarat Pavitra Yatraddham Vikas Board (GPYVB)
Block No. 3-2, 1st floor, Dr.Jivraj Mehta bhavan,
Gandhinagar.

In consideration of the The Secretary of Gujarat Pavitra Yatraddham Vikas Board (GPYVB) having its registered office at Gandhinagar (hereinafter called the “GPYVB” which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No _____ dated _____ issued by the GPYVB, Block No. 3-2, 1st floor, Dr.Jivraj Mehta bhavan, Gandhinagar. , which has been unequivocally accepted by the Vendor (*refer NOTE below*) work of **Selection of Chartered Accountant Firm for Various Services of Gujarat Pavitra Yatraddham Vikas Board** (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs. _____ (Rupees _____ only) from a Nationalised Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor’s bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract. We _____ the _____ (hereinafter referred to be “the said Bank” and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified to the GPYVB from time to time to the extent of Rs. _____ (Rupees _____ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the GPYVB by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the GPYVB on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the GPYVB shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GPYVB on account thereof and the decision of the GPYVB that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the GPYVB from time to time shall be final and binding on us.

1. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the GPYVB under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the GPYVB shall have no claim under the Guarantee after 90 (Ninety) days from the date of expiry of the contract period.
2. The GPYVB shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to GPYVB and the said Bank shall not be released from its liability under these presents by any exercise by the GPYVB of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the GPYVB or any indulgence by the GPYVB to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.
3. It shall not be necessary for the GPYVB to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the GPYVB may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealised.
4. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the GPYVB in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s. ____ on whose behalf this guarantee is issued.
5. In presence of

WITNESS

For and on behalf of (the bank)

1. _____ Signature _____
2. _____ Name & Designation _____
Authorisation No.
Date and Place
Bank Seal

The above guarantee is accepted by the GPYVB, Gandhinagar

NOTES

FOR PROPRIETARY CONCERNS

Shri _____ son of _____ resident of _____ carrying on business under the name and style of _____ at _____ (hereinafter called “The said Vendor” which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

FOR PARTNERSHIP CONCERNS

M/s. _____ a partnership firm with its office _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

- 1) Shri _____ S/o
- 2) Shri _____ S/o

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

[Location, Date]

To

ANNEXURE – 4
PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Nationally information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since	
	2. Since	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE – 5
CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA
(CHAPTER-I, ARTICLE-2)

PRE-QUALIFICATION CRITERIA

Sr.	Pre-qualification criteria	Documentary Evidence	Documentary evidence submitted (Y/N) Pg No.
1	The bidder should be registered as a chartered accountant (CA) with institute of chartered accountant of India for a period of at least 10 years till date.	Certificate of Incorporation & MOA for company/ Registered Partnership deed for partnership firm/ Shop & Establishment certificate for proprietorship firm, Other related documents to establish the qualification. Registration certificate for firm by Institute of Chartered Accountants of India and membership no. for partner/director from ICAI	
2	The firm should be empaneled with C&AG (Comptroller & Audit General of India) for major audit/government assignment.	Empanelment Letter/Certificate	
3	The bidder must have minimum average turnover from consultancy/ Audit assignments more than Rs.1.00 Crore in any five years from the last seven year F.Y 2018-19 to 2024-25.	The bidder shall also submit CA certified audited Balance sheet and Income statement , GST details duly signed by the CA/self certified by CA firm and authorized signatories of the bidders.	
4	iii) The firm should have at least 4 Chartered Accountants in the firm out of which two Chartered Accountants must be partners of the firm as on 01.04.2025 iv) If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least six months.	ICAI Firm Constitution Certificate or Partnership Deed clearly show the names of partners designated as chartered accountant	
5	The firm should have at least 20 persons staff having relevant experience pertaining to Audit and Assurance work (Articled clerks will not be considered	VI. CA certified copy as per Annexure 6 (A) VII. Qualification certificate (B.Com, M.Com,	

	as staff)	MBA(Fin.)or Chartered Accountant III. Appointment letters Joining letters IV. Latest salary slip V. Fill in Annexure:6A ands Certify	
6	The bidder should have similar work experience of undertaking any kind of Internal audit/Pre-Audit/GST compliance support of at least 5 assignment of Government/semi govt./Municipal corporation/Govt. Boards/PSU etc. clients from the F.Y 2018-19 to till date.	Work order/work completion certificate/ CA certificate/ letter of empanelment with banks and other details indicating the detail work, cost of work etc.	
7	The firm should have branch office in Ahmedabad/Gandhinagar operating for atleast one year.	Address proof like ownership/rent details, Municipal tax, correspondence proof, GST/PAN address details, Undertaking to set up branch etc.	
8	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power Attorney as per the format given in Annexure -2	
9	The bidder shall provide PAN, GST Number and GST Return Statement/certificate of last year.	A copy of PAN, GST Tax Return Statement /Certificate. The bidder shall also submit copy of the returns of GST for last three years.	
10	The bidder shall provide a valid EMD acceptable to GPYVB. EMD deposit of Rs.1,00,000/- has to be submitted along with bid document. Non-refundable Tender fees of Rs 2500/- through DD favoring “ Secretary, Gujarat Pavitra Yatradham Vikas Board ” payable at Gandhinagar has to be annexed with the bid document.	Envelope:1= Tender Fee & EMD Envelope:2= Technical Bid	
11	History of Litigation	As per the format given in Annexure -9	
12	The bidder has to submit self certified letter indicating that the firm or any partner of firm has not been blacklisted by any Government/Semi Government/Municipal Corporation/Government Board/PSUs etc. and they have not any disciplinary	Self certified letter	

	matters pending with ICAI/RBI/CBI/CVC etc.		
13	Peer review certificate from ICAI. The firm should be reviewed by ICAI for last two years.	The firm should be reviewed by ICAI for last two year and should attach peer review certificate.	

TECHNICAL EVALUATION CRITERIA

Sr.	Criteria	Documentary evidence	Documentary evidence submitted (Y/N) Pg No
1	The bidder should be registered as a chartered accountant (CA) with institute of chartered accountant of India for a period of at least 10 years till date.	Certificate of Incorporation & MOA for company/ Registered Partnership deed for partnership firm/ Shop & Establishment certificate for proprietorship firm, Other related documents to establish the qualification. Registration certificate for firm by Institute of Chartered Accountants of India and membership no. for partner/director from ICAI	
2	The bidder must have minimum average turnover from consultancy/ Audit assignments more than Rs.1.00 Crore in any five years from the last seven year F.Y 2018-19 to 2024-25	The bidder shall also submit CA certified audited Balance sheet and Income statement , GST details duly signed by the CA/self certified by CA firm and authorized signatory/ies of the bidders.	
3	The bidder should have similar work experience of undertaking any kind of Internal audit/Pre-Audit/GST compliance support of at least 5 assignment of Government/semi govt./Municipal corporation/Govt. Boards/PSU etc. clients from the F.Y 2018-19 to till date.	Work order/work completion certificate/ CA certificate/ letter of empanelment with banks and other details indicating the detail work, cost of work etc.	
4	No of Technical Manpower I. The firm should have at least 4 Chartered Accountants in the firm out of which 2 Chartered	Work order/work completion certificate/ CA certificate/ letter of empanelment with banks and other details indicating the detail work, cost of work	

	<p>Accountants must be partners of the firm as on 01.04.2025.</p> <p>If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least six months.</p> <p>II. Intermediate CA/M.com/MBA (ICAs)</p> <p>III. B.Com/BBA/Taxation/Audit Assistants (AA)</p> <p>IV. Office Staff (OS)</p>	etc.	
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Signature of the Bidder with seal

ANNEXURE -6

OVERALL ORGANISATION STRUCTURE

- Overall organization chart of the company showing position of Managing Directors and HO organization
- Give list of employees: technical and non-technical (Ensure availability of minimum nos. as enlisted in bid). Submit their CVs and list indicating their Roles & Responsibilities at site during entire tent facility.
- Give list of sister-concerns, if any.

Format for Project Team Members' Resume				
Sr	Item	Details		
1	Name			
2	Specify role to be played in the project & whether 'prime' or 'alternate'			
3	Current job title			
4	Experience in yrs. (provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)			
5	Name of Organization	From	To	Designation/Responsibilities
6	Number of years with the Current Organization			
7	Current job responsibilities			
8	Summary of Professional/domain Experience			
9	Skill sets			
10	Highlights of assignments handled			
11	Educational Background, Training/Certification including institutions, % of marks, specialization areas etc.			
12	Degree (including subjects)	Year of Award of Degree	University	% of marks

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member

Date :

Signature of Authorized Signatory
Company Seal :

Date :

Annexure: 6 (A)

We hereby affirm to state that we have following qualified staff with us as on today.

[illegible]

We have here attach herewith last pay slip/PF deduction details. Further you are free to ask for more details if require.

Signature of bidder

ANNEXURE -7

OBLIGATION / COMPLIANCE TO BE INSURED BY BIDDER

Sr.	Particular	To be complied by bidder	
		Yes	No
1	GST registration		
2	Compliance of Provision of child labor act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF registration number with detail of deployed staff		

ANNEXURE -8
LIST OF SIMILAR WORK EXECUTED IN LAST FIVE YEARS
From 2018-19 to til date

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd – Completion dtd)

NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of bidder

ANNEXURE -9
HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

ANNEXURE-10
SELF DECLARATION OF NOT-BLACKLISTED
(on company letter head)

To
The Secretary
Gujarat Pavitra Yatradham Vikas Board (GPYVB)
Block No. 3-2, 1st floor, Dr.Jivraj Mehta bhavan,
Gandhinagar.

Date:

Dear Sir,

This is to declare that our company_____ is not blacklisted by any
Central/State Government Department/Public Sector Undertaking.

Name of Bidder:

Signature of the Bidder with seal

ANNEXURE -11
INDEMNITY UNDERTAKING

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s

..... will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. GPYVB will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I ensure GPYVB that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of tent facility at

I hereby declare that I am sole responsible on behalf of M/s..

..... for giving such declaration.

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

Signature of GPYVB Official

ANNEXURE-12

LIST OF ACCEPTABLE BANKS FOR TENDER DOCUMENT FEE/EMD/SECURITY DEPOSIT (SD) (As per FD GR 11.03.2024)

Finance Department, GR. No.: FD/MSM/e-file/4/2023/4020/D.M.O.

Date: 11/03/2024

(A) Guarantees issued by the following banks will be accepted as SD/EMD on permanent basis:

❖ **All Nationalized Banks**

(B) Guarantees issued by the following Banks will be accepted as SD/EMD for the period up to March 31, 2025. The validity cut-off date in the GR is with respect to the date of issue of Bank Guarantee irrespective of the date of termination of Bank Guarantee.

Sr No	Name of Banks	Sr No	Name of Banks
1	AXIS Bank	19	Kotak Mahindra Bank
2	AU Small Finance Bank	20	South Indian Bank
3	Bandhan Bank	21	Tamilnadu Mercantile Bank
4	City Union Bank	22	Utkarsh Small Finance Bank
5	CSB Bank	23	Ahmedabad Mercantile CO-op. Bank
6	DBS Bank India Limited	24	Nutan Nagrik Sahkari Bank Ltd.
7	DCB Bank	25	Rajkot Nagarik Sahakari Bank Ltd.
8	Equitas Small Finance Bank	26	Saraswat Co-Operative Bank Ltd
9	FEDERAL Bank	27	SVC Co-Operative Bank Ltd.
10	HDFC Bank	28	The Cosmos Co-op Bank Ltd.
11	HSBC Bank	29	The Gujarat State Co-operative Bank
12	ICICI Bank	30	The Mehsana Urban Co-Op. Bank
13	IDBI Bank	31	The Surat District Co-op Bank
14	IDFC First Bank	32	The Surat People's Co. Op. Bank Ltd
15	IndusInd Bank	33	The Kalupur Commercial Co-op. Bank
16	Jana Small Finance Bank	34	Baroda Gujarat Gramin Bank
17	Karnataka Bank	35	Saurashtra Gramin Bank
18	Karur Vysya Bank		

All the eligible banks are instructed to collect the original documents/papers of guarantee from the concerned tendering authority.