

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	06-02-2026 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	06-02-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Revenue Department Gujarat
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	Jilla Seva Sadan, khas Road, botad
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report; CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	6 Month(s) 4 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	100000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	9

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

लाभार्थी /Beneficiary :

COLLECTOR BOTAD
Jilla Seva Sadan,khas Road,botad, Revenue Department Gujarat, N/A,
(E Seva Society Colector Botad)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+15\%$ of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within $L-1+15\%$ of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

6. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate: 3 years

Number of years of experience as on date of which at least XX years should be in internal/external

audit of companies, PSUs and centrally funded institutions.:3 years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:2

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification2

Number of XX fulltime CA's required and YY professional audit staff:1

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with law & regulations
Type of Industries/Functions	Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	annual
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	annual
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Patel Sunilkumar Popatbhai	364710,collector office botad,1 st floor, jilla seva sadan, khas road,District- botad	1	N/A

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

1. Generic

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

2. Certificates

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

3. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

4. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file](#).

5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

E SEVA SOCIETY COLECTOR BOTAD
payable at
BOTAD

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Buyer Added Bid Specific ATC

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

7. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The

Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



કલેક્ટરઅને જિલ્લા મેજિસ્ટ્રેટશ્રીની કચેરી,
જિલ્લા સેવા સદન, ખસ રોડ, બોટાદ (હિસાબી શાખા)
Phone No. 02849 - 271310
e-mail : collector-botad@gujarat.gov.in

નં.જટકો/વશી/ઈ સેવા/ઓડીટ/ઉઠે /૨૦૨૬

તા.૨૫/૦૧/૨૦૨૬

- વંચાણે લીધા:- (૧) સરકારશ્રીના સામાન્ય વહીવટ વિભાગનાં તા.૧૮/૧૦/૨૦૦૬નાં ઠરાવ ક્રમાંક:નઅપ/
૧૦૨૦૦૪/૮૩૮/વસુતાપ્ર-૧
(૨) તા.૧૮/૦૧/૨૦૨૬ની આંતરીક કમિટીની કાર્યવાહી નોંધ
(૩) સરકારશ્રીનાં ઉધોગ અને ખાણ વિભાગનાં તા.૦૩/૦૨/૨૦૨૧ના ઠરાવ ક્રમાંક:એસપીઓ/
૧૦૨૦૧૫-૬૮૧૦૮૩-ચ
(૪) GUJARAT STATE PROCUREMENT POLICY 2024

વંચાણે લીધા -૧ ના ઠરાવ મુજબ અત્રેના જિલ્લામાં જિલ્લા ઈ સેવા સોસાયટીની રચના કરવામાં આવેલ છે. જેના હિસાબ અને અન્વેષણ અંગે સરકારશ્રીનાં તા.૧૮/૧૦/૨૦૦૬ નાં ઠરાવને આધિન ગવર્નીંગ બોડી દ્વારા નિમવામાં આવેલ ચાર્ટર્ડ એકાઉન્ટન્ટ દ્વારા ઓડીટ કરાવવાની જોગવાઈ થયેલ છે. વંચાણે લીધા સંદર્ભ-૨ ની આંતરીક કમીટીની બેઠકમાં સને ૨૦૨૨-૨૩ થી સને ૨૦૨૫-૨૬ સુધીના ઓડીટ માટેની શરતો, જરૂરી સ્પેસીફિકેશન વિગેરે નક્કી કરવામાં આવેલ છે તથા GeM Portal મારફત ટેન્ડર પ્રક્રિયા કરવા સર્વાનુમતે ઠરાવવામાં આવેલ છે.

સબબ, વંચાણે લીધા-૩ ના ઠરાવ તથા વંચાણે લીધા-૪ અન્વયે જિલ્લા ઈ સેવા સોસાયટી દ્વારા નક્કી કરેલ આ સાથે સામેલ બોલીઓ અને શરતોને મુજબ GeM Portal મારફત ઓનલાઈન બીડ પ્રક્રિયા કરવા આથી હુકમ કરવામાં આવે છે.

(ડૉ.જી-સી રોય)
કલેક્ટર બોટાદ

Annexure-I

Terms of Reference

1. The office of collector botad desires to appoint a C.A. firm for the purpose of carrying out statutory audit of E-seva society, (E-seva and E-dhara fund) botad for the financial year 2022-23 to 2025-26 and submit audit reports.
2. The C.A. firm should be empanelled with C & A G up to whole contract period. And if at any time the empanelment is cancelled, they will inform to chairman of E-seva society and collector botad and contract may be cancelled on that basis.
3. The Auditor should be well conversant with all the guidelines/G.R.s/circular, orders issued from time to time by state Government as well as state level E-seva society.
4. E-seva society botad includes E-seva society (janseva Kendra) and E-dhara fund also that will be treated as a part of unit.
5. The Firm shall place qualified personnel for audit work not below the C.A. with experience of more than one year of statutory audit (audit experience of co.op.society and charitable trust is preferable) and with working knowledge of computer.
6. C.A. firm will carry out audit of E-seva society, E-dhara fund and Talukajansevakendra.
7. It will be the responsibility of the auditor to carry out fast and accurate audit as per rules.
8. Any matter requiring urgent attention involving financial or administrative lapse will be separately reported and brought to the notice of authorities concerned.
9. The auditor will make an Audit report yearly and submit to the chairman of E-seva society. In case of compliance with queries from any authority including AG, the auditor will co-operate / comply as per requirement.
10. The appointment of auditor will be effective from the date of awarding the contract and the work of audit will be for the financial year of 2022-23 to 2025-26.
11. The auditor shall raise their bills for fees only after completion of the audit and submission of Audit Report.
12. The scope of work shall be as specified in Annexure-I-A & B. Any further clarification on the scope of work can be obtained from collector office, Botad by written correspondence.
13. Auditor shall submit final consolidated audit report as per rules as early as possible, with sufficient reasons for delay, if it occurs.
14. The audit should be carried out independently without any pressure from any office it may be clearly noted that for the purpose of audit the auditors will be appointed directly by the chairman of E-seva society. The audit work should be carried out in an objective, impartial and fair manner.

15. The auditor shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity as prescribed by the Code of Conduct and Code of the Institute of Chartered Accountants of India, New Delhi, having due regard to nature and purpose of the assignment, and shall ensure that the personnel assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.

Annexure - I-A

SCOPE OF WORK

1. Guidance will be provided by the firm regarding, Books of accounts and records of E-seva society to be prepared and maintained by the Taluka level and district level office.
2. Verify that,
 - (A) Opening Balance adopted tallies with closing balance of last year, Opening Balance & Closing balance of the receipt and payment accounts tallies with the taluka's Cash Book.
 - (B) Funds have been used for the purpose for which they were received.
 - (C) There are two bank account of E-seva society, one of E-seva and second of E-dhara fund. There does not exist any minus balance at any stage during the year, and Interest earned has been added to the society fund.
 - (D) State share for the year has been given every month will have to be certified if required.
 - (E) All receipts/refunds have been correctly accounted for and remitted. Chartered accountant is required to certify/Comment on the final accounts are maintained as per rules and it shows true and fair view of financial position of society.
3. If Chartered Accountant is the employee of the C.A. Firm then this Employee of a Chartered Accountant firm should have been employed with the firm for a minimum period of one year.

(B) The following records shall be verified by the Auditor while compiling the Audit report.

1. Checking of daily income receipt of E-seva (ATVT) and E-dhara, iora.
2. Checking of all transaction recorded in cash book and bank passbook.
3. Bank reconciliation.
4. Verification of T.D.S. and GST challans.
5. Scrutiny and confirmation of proper classification at the stage of passing bills by the office and pointing out misclassification with adverse effect to be reported proposing guideline.
6. All prevailing rules and guidelines are being followed in the form they are required.
7. Income tax related guidance and compliance will be provided by the firm.

Terms and Conditions

A. General Conditions

A-1 Bid Procedure

1. The whole process of tendering can be cancelled without giving any prior notice or information by the Chairman of E-seva society.
2. The evaluation of the tender will be as per the pre decided terms and condition by E-seva society.
3. The technical bid will be opened first and will be evaluated by a committee of GEM DPC and E-seva society. The financial bid will be opened by this committee only for those auditors who will qualify in technical bid.
4. The documents as per annexure- IV are to be uploaded with the Technical bid for scrutiny of the proposal , without such non attachment of documents tender shall be rejected. The attached documents are to be duly filled up. The Bids bearing incomplete, insufficient, vague details in the documents are liable to be rejected by Chairman E-seva society. No reason shall be given for such rejection.

A-2 Eligibility Conditions

1. For this agreement C.A. firms will be considered eligible which have their head offices registered in Gujarat state duly recorded in the records of the I.C.A.I. and Which has an average annual gross receipt of professional fees/audit and attestation income of at least Rs. 7.00 lakhs per annum over the last three years. The firm must have valid ICAI certificate.
2. The firm must have atleast one C.A.
3. The firm should have completed at least three years since its establishment
4. Documents are required to be attached as per Annexure-IV

B. Commencement, Completion, Modification and Termination of Contract

1. The contract can be terminated from either side, at any time after giving a one month notice to the concerned without mentioning any reason. When the CA request for termination of contract, CA firm will be responsible to pay difference of price of new CA firm.
2. The contract can be terminated from client side at any stage without any notice at the time of occurrence of the events mentioned in 'I'.
3. The contract period in this document is initially for audit of financial year 2022-23 to 2025-26 and after satisfactory performance of CA firm it can be extended for next financial year as per the decision of the Chairman E-seva society.

4. The security deposit @5% of order value will be charged from L-1 bidder which must be submitted within 10 days from awarding the contract and it shall be in a form of Fix Deposit Receipt / Bank Guarantee in the favor of " E SEVA SOCIETY COLECTOR BOTAD" having validity up to 3 months beyond the contract period. The security deposit will be returned only after the completion of the audit work satisfactorily. If L-1 bidder fails in producing security deposit within time limit or denies accepting the work order then EMD will be forfeited and the contract shall be offered to the L-2 bidder at the price of L-1 and in case L-2 denies to do work at L-1 price then differential amount will be charged from L-1 bidder.

C. Payments to the Auditors

1. Fees quoted in bid must be inclusive of all taxes.
2. The payment of fees will be paid only after completion of the Audit work offinancial year 2022-23 to 2025-26.
3. The Auditor should submit an audit Report immediately after completing the audit.

D. Obligations of Auditor

1. The auditor cannot assign this contract, or sub contract it, or any portion of it, to any other C.A / C.A.firm.
- 2 After completion of audit or in case of termination of Audit, The auditor shall submit No Objection Certificate (NOC) /in prescribed form.

E. Confidentiality

1. The auditor/ their sub-consultants/ partners/ personnel of Audit firm shall not, disclose any proprietary or confidential information relating to the E-seva society, without written authority of Chairman E-seva society.
2. All reports and other documents submitted by auditor shall become and remain the property of the E-sevasociety's. After expiry of this contract the Auditor shall not use documents and reports of society work under taken by him, without written approval of Chairman of society.

F.ObligationE-sevasociety's

1. E-seva society will provide relevant guidelines, orders, resolutions GRs etc. bills, vouchers, registers and any other relevant online records for verification of audit.

G.Settlement of Disputes

2. Chairman E-seva society is final authority for settlement of disputes ,under this contract
3. This Contract will have legal jurisdiction within botad district court.

H. Penalties

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the auditor/auditors personnel, the auditor's contract may be terminated and the C.A. firm may be black listed by Chairman E-seva society, which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any

assignment of any Government work. In such a case the C.As of the C.A. firm shall be severally and/or jointly directly responsible.

2. The violation of any of the terms will invoke penalty as deem fit by chairman E-seva society. It will be the responsibility of the auditor to carry out fast and accurate audit. Failure to do so leading to either undue delay, or laxity or failure to check irregularity in payments will make the C.A. firm liable for being removed from the contract by the Chairman & E-seva society after issuing 15 days notice as well as disciplinary action including C.A. firm may be black listed. The decision of the Chairman will be final
3. In case of termination of this contract the chairman E-seva society can recover following penalty from C.A. firm
 - a. Amount of difference of price values of the new auditor appointed to execute statutory audit.
 - b. Forfeit the audit fees remains unpaid until whole period.
4. The work shall be completed within **6 months** or else penalty will be charged. The amount of penalty will be decided by Chairmen e seva society and collector botad.

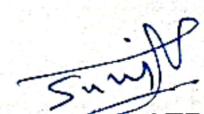
All the terms & conditions narrated in this document are acceptable to me.

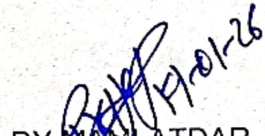
Date:

Seal of Office/ firm:

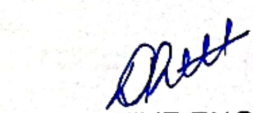
Sign:


Name & Designation:



DY. MAMLATDAR
ACCOUNT


DY. MAMLATDAR
ESTABLISHMENT


DY. MAMLATDAR
RECORD


EXECUTIVE ENG R&B
BOTAD


MAMLATDAR-1
BOTAD


DEPUTY COLLECTOR-1
BOTAD

Annexure-III

Format for Technical proposal

A Technical proposal for Statutory Audit

1. Name of the Firm : _____

2. Registered address: _____

3. Address of Branch Offices: a. _____

b. _____

c. _____

4. Total turnover (audited)

year	Turn over (Rs)	Profit
2022-23		
2023-24		
2024-25		

5 Experience General: _____ Years (From the date of Registration offirm)

6Experience of Audit : _____ Years

Certificates

I/we undersigned hereby certify that all the information mentioned above is true and correct

Date:

Seal of Office/firm proprietor:

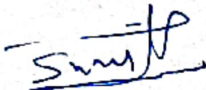
Sign:

Name & Designation:

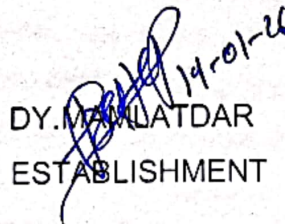
Annexure: IV

List of Documents to be attached with the Technical Bid

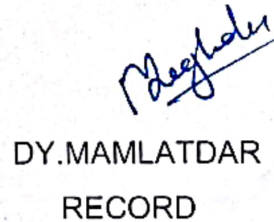
1. Demand Draft of EMD @3% of tender value in favor of E-seva society. DD should be payable at Botad. The exemption in EMD will be applicable if bidder upload the necessary documents as per Gujarat State procurement policy 2024(Government of Gujarat, Industries and Mines department's G.R. NO. SPO-102021-188460-CH, dated – 14/03/2024)
2. A copy of Firm Registration Certificate/ company registration certificate
3. A copy of letter/Firm Card from I.C.A.I. mentioning Registration No. and details of Partners and copy of valid I.C.A.I. certificate
4. Copy of Audited Balance Sheets with Profit and loss account for the last Three Financial year (FY 2022-23 to FY 2024-25)
5. Copies of List of Government work done during the last three year (FY 2022-23 to FY 2024-25) along with the copies of work orders and fees
6. A copy GST return(GSTR 3B) of last financial year (2024-25)
7. Acceptance letter of all the terms and conditions mentioned in this bid
8. all documents shall be self-attested.



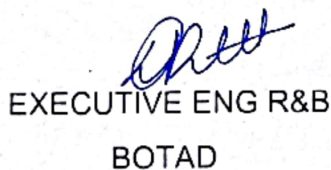
DY.MAMLATDAR
ACCOUNT



DY.MAMLATDAR
ESTABLISHMENT



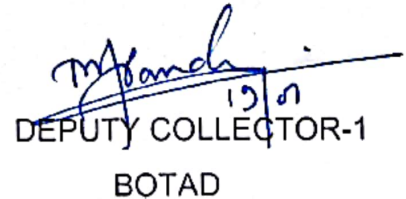
DY.MAMLATDAR
RECORD



EXECUTIVE ENG R&B
BOTAD



MAMLATDAR-1
BOTAD



DEPUTY COLLECTOR-1
BOTAD