

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण/Bid Details   |  |
|---|--|
| बिड बंद होने की तारीख/समय /Bid End Date/Time  | 23-02-2026 18:00:00  |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time   | 23-02-2026 18:30:00  |
| 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  | Agriculture And Co-operation Department Gujarat  |
| संगठन का नाम/Organisation Name  | Sardarkrushinagar Dantiwada Agricultural Universit   |
| कार्यालय का नाम/Office Name   | Comptroller  |
| वस्तु श्रेणी /Item Category   | Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm, CAG Empaneled Audit or CA Firm  |
| अनुबंध अवधि /Contract Period  | 3 Year(s)  |
| बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)              | 90 Lakh (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)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| बिड विवरण/Bid Details  |   |
|--|---|
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid? | No  |
| 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  | 3   |
| 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   | 50% Lowest Priced Technically Qualified Bidders |
| 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  | 3000000   |
| मूल्यांकन पद्धति/Evaluation Method   | Total value wise evaluation                     |
| मध्यस्थता खंड/Arbitration Clause   | No  |
| सुलह खंड/Mediation Clause  | No  |

#### ईएमडी विवरण/EMD Detail

|                             |                     |
|-----------------------------|---------------------|
| एडवाइजरी बैंक/Advisory Bank | State Bank of India |
| ईएमडी राशि/EMD Amount       | 150000              |

#### ईपीबीजी विवरण /ePBG Detail

|   |                     |
|---|---------------------|
| एडवाइजरी बैंक/Advisory Bank                                       | State Bank of India |
| ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)                           | 3.00                |
| ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months). | 36                  |

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

#### लाभार्थी /Beneficiary :

Comptroller  
Comptroller, Agriculture and Co-operation Department Gujarat, SARDARKRUSHINAGAR DANTIWADA  
AGRICULTURAL UNIVERSIT,  
(Sdau Fund Account)

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

#### एमआईआई अनुपालन/MII Compliance

|                               |     |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

#### एमएसई खरीद वरीयता/MSE Purchase Preference

|   |    |
|---|----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | No |
|---|----|

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

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

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

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

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

5. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for

participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

#### Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm, CAG Empaneled Audit Or CA Firm ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification                      | मूल्य/ Values  |
|---|--|
| <b>कोर / Core</b>                         |  |
| Scope of Work                             | Review of Financial Statements , Financial Reporting Framework , Audit report                          |
| Type of Financial Audit Partner           | CA Firm , CAG Empaneled Audit or CA Firm   |
| Type of Financial Audit                   | Internal Audit   |
| Category of Work under Financial Audit    | Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations |
| Type of Industries/Functions              | Educational Institute  |
| Frequency of Progress Report              | Monthly  |
| MIS Reporting for Financial Audit support | Yes  |
| Frequency of MIS reporting                | Monthly  |
| State                                     | NA   |
| District                                  | NA   |
| <b>एडऑन /Addon(s)</b>                     |  |
| 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 |
|--|----|

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

| क्र.सं./S.N<br>o. | परेषिती/रिपोर्टिंग<br>अधिकारी /Consignee<br>Reporting/Officer | पता/Address   | Quantity                      | अतिरिक्त आवश्यकता<br>/Additional<br>Requirement |
|-------------------|---|---|-------------------------------|---|
| 1                 | Tadvi Baldev<br>Chunilal                                      | 385506,UNIVERSITY BHAVAN<br>OFFICE OF THE COMPTROLLER<br>SARDARKRUSHINAGAR<br>DANTIWADA AGRICULTURAL<br>UNIVERSITY<br>SARDARKRUSHINAGAR -<br>385506, DIST BANASKANTHA,<br>GUJARAT, PIN 385506 | Project /<br>Lumpsum<br>Based | 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. 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.

### 3. Forms of EMD and PBG

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

SDAU FUND ACCOUNT  
payable at  
SARDARKRUSHINAGAR

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.

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

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

### 5. Buyer Added Bid Specific ATC

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

### 6. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

## 7. 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.

## 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 कार्यवाई 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---



**-: GeM Portal પરથી સી.એ. પાર્ટી/ફર્મ નિયત કરવા માટેની ATC :-**

૧. નાણાંકીય વર્ષ: ૨૦૨૧-૨૬, ૨૦૨૬-૨૭ અને વર્ષ: ૨૦૨૭-૨૮ માટેના હિસાબોનું ૧૦૦% આંતરીક ઓડીટ જેમાં વાઉચર્સ, રીસીપ્ટ, ખર્ચ /આવકના હેડની ચકાસણી, લેજર પોર્ટીંગ, કેશમેમો, કચેરી ખાતાના તમામ ખાતાઓનું બેન્ક રીકન્સિલેશન, કર્મચારી/અધિકારીની સેવાપોથી, સ્ટોક રજીસ્ટર વગેરે હિસાબી રેકૉર્ડનું ચકાસણી કરવાનું રહેશે.
૨. નાણાંકીય વર્ષ: ૨૦૨૫-૨૬ (આકારણી વર્ષ: ૨૦૨૬-૨૭), ૨૦૨૬-૨૭ (આકારણી વર્ષ: ૨૦૨૭-૨૮) અને ૨૦૨૭-૨૮ (આકારણી વર્ષ: ૨૦૨૮-૨૯) માટે સાથોસાથ ભૂતકાળના આવકવેરા રીટર્ન ફાઈલિંગ, ઈન્કમેટેક્સ રીટર્ન તેમજ આવકવેરા કચેરી તરફથી મળેલ નોટીસોના જવાબ કરવાની કામગીરી કરવાની રહેશે.
૩. નાણાંકીય વર્ષ: ૨૦૨૬-૨૭, ૨૦૨૭-૨૮ અને વર્ષ: ૨૦૨૮-૨૯ માટે બેન્કો તરફથી TDS કપાત કરવામાં આવશે તો તે પરત મેળવવા/TDS કપાત ન થાય તે સારું “Lower Rate Certificate” (Certificate U/S 197 for PAN: AAAJT2302C) આવકવેરા કચેરીએથી મેળવવાનું રહેશે.
૪. નાણાંકીય વર્ષ: ૨૦૨૬-૨૭, વર્ષ: ૨૦૨૭-૨૮ તથા વર્ષ: ૨૦૨૮-૨૯ માટે ક્વાટરલી ઈન્કમેટેક્સ રીટર્ન, ક્વાર્ટરલી ટીડીએસ, ફોર્મ નં-૮૨(એ), ફોર્મ નં-૮૪(સી), ફોર્મ નં-૮૪ (જે), ફોર્મ નં-૮૪ (ક્યુ), જી.એસ.ટી-ટીડીએસ સંબંધિત ફાઈલિંગની કામગીરી, ઈ-ટીડીએસ રીટર્ન (24Q, 26Q), કર્મચારીઓના ફોર્મ નં-૧૬ની કામગીરી તથા માસિક જી.એસ.ટી રીટર્ન ફાઈલિંગની કામગીરી કરવાની રહેશે. આ સંબંધિત કોઈ પ્રશ્ન ઉપસ્થિત થયેથી નિરાકરણ લાવવાનું રહેશે. વર્ષના અંતે ઉક્ત સંબંધિત હિસાબો સબમીટ કરવાના રહેશે. વખતોવખત સરકારથી તરફથી ઉક્ત બાબતે થતાં સુધારો પ્રમાણે થતાં રિટર્ન કે ભરવાના થતાં પત્રકો ભરવાના રહેશે. અને ભૂતકાળના કોઈ નોટીસ આવે તો તેના જવાબો કરવા.
૫. નાણાંકીય વર્ષ: ૨૦૨૫-૨૬, ૨૦૨૬-૨૭ અને વર્ષ: ૨૦૨૭-૨૮ માટે આઈ.સી.એ.આર/અધર એજન્સી/આર.કે.વી.વાય કે અન્ય યોજનાઓના એ.યુ.સી./ રીવાઈઝ એ.યુ.સી નિયત સમયમર્યાદામાં બનાવી આપવાની કામગીરી કરવાની રહેશે. વધુમાં વર્ષ દરમિયાન કોઈ યોજના ફંન્ડીંગ એજન્સી, પાર્ટી કે યુનિવર્સિટીની કોઈપણ કચેરી ધ્વારા તાત્કાલિક એ.યુ.સી બનાવી આપવાની માંગણીને ધ્યાને રાખી તાત્કાલિક એ.યુ.સી બનાવી આપવાની રહેશે.
૬. નાણાંકીય વર્ષ: ૨૦૨૫-૨૬, ૨૦૨૬-૨૭ અને વર્ષ: ૨૦૨૭-૨૮ માટેની બેલેન્સશીટ તૈયાર કરવાની કામગીરી કરવાની રહેશે.
૭. આંતરીક ઓડીટ (ઉપરોક્ત ક્રમ-૧ થી ૬માં જણાવેલ કામગીરી સાથે) ની તમામ કામગીરીના ભાવો તમામ કર સહિતના આપવાના રહેશે. જે વર્ષ માટે એક સરખા (સમાન) રહેશે તેમાં કોઈ વધારે આપવામાં આવશે નહીં.
૮. યુનિવર્સિટીના ઓન કેમ્પસ ખાતેની કચેરીઓ (મુખ્ય કચેરી સહિત) તેમજ ઓફ કેમ્પસ કચેરીઓ સહિત જે તે સમયની તમામ કચેરીઓનું જે તે નાણાંકીય વર્ષમાં આંતરીક ઓડીટ ૧૦૦% પૂર્ણ કરવાનું રહેશે.
૯. આંતરિક ઓડીટ જે તે કચેરીએ જઈને કરવાનું રહેશે. ઓડીટ ફી માં ઓડીટ કામગીરી માટેના પ્રવાસભથ્થાં ખર્ચ, કન્વેયન્સ ખર્ચ સહિત તમામ ખર્ચોનો સમાવેશ થાય છે. અન્ય વધારાના કોઈપણ પ્રકારના ખર્ચ/ફીનું ચૂકવણું કરવામાં આવશે નહીં.
૧૦. આંતરીક ઓડીટ કરવા જતાં પહેલાં અત્રેની કચેરીને કચેરી વાઈઝ ઓડીટ કાર્યક્રમ આપવાનો રહેશે અને સમયમર્યાદામાં સંબંધિત કચેરી ખાતે ઓડીટ કામગીરી માટે ઓછામાં ઓછા ૩(ત્રણ) સબઓડીટર અને ૨ સી.એ. (કુલ:- ૦૫ મેનપાવર) સાથે ૧૦૦% આંતરિક ઓડીટની કામગીરી પૂર્ણ કરવાની રહેશે.
૧૧. કોઈ કારણોસર કોઈ કચેરીનું આંતરિક ઓડીટ કાર્યક્રમ મુજબ પૂર્ણ ન થઈ શકે તો પાછળથી પણ આંતરિક ઓડીટ પૂર્ણ કરવાનું રહેશે.



૧૨. સદરહું આંતરીક ઓડીટની કામગીરી ઓર્ડર આપ્યા તારીખથી ૦૨ (બે) માસની અંદર પૂર્ણ કરવાની રહેશે.
૧૩. આંતરિક ઓડીટ પૂર્ણ થયા બાદ આંતરિક ઓડીટ રીપોર્ટ/અહેવાલ બનાવી એક માસની અંદર અત્રેની કચેરીને સોંપવાનો રહેશે. ઓડીટ અહેવાલ ગુજરાતીમાં આપવાનો રહેશે. તથા સી.એ ગુજરાતી ભાષામાં વાતચીત કરી શકતા તથા સમજી શકતા હોવા જોઈએ.
૧૪. નવી ખરીદી સહિતની સ્થાવર મિલ્કતની ચકાસણી કરવાની રહેશે.
૧૫. યુનિવર્સિટી હસ્તકની કચેરીઓનું ૧૦૦% આંતરિક ઓડીટની કામગીરી પૂર્ણ થયેથી કુલ વાર્ષિક મંજૂર થયેલ ભાવોનું ચુકવણું કરવામાં આવશે.
૧૬. ક્રમ નંબર – ૧૫ની શરત મુજબ વર્ષવાર બિલ રજૂ કરવાનું રહેશે.
૧૭. (૧) ફર્મને એગ્રીકલ્ચર યુનિવર્સિટીના આંતરિક ઓડીટના કામનો ૩ વર્ષનો અનુભવ હોઈએ.  
 (૨) ફર્મ કે પાર્ટીનું પિઅર રીવ્યુ થયેલ હોવું જોઈએ.  
 (૩) ફર્મ પાસે જીએસટી નંબર હોવો જોઈએ.  
 (૪) ટેન્ડર ભરનાર ફર્મ કે પાર્ટીમાં ઓછામાં ઓછા ૭ (સાત) સી.એ. હોવા જોઈએ અને તેમાંથી ઓછામાં ઓછા પાંચ સી.એ.નો ઓછામાં ઓછા પ્રેક્ટીસ ૫ વર્ષનો અનુભવ ધરાવતા હોવા જોઈએ.  
 (૫) સી.એ. પાર્ટી/ફર્મની ઓફિસ બનાસકાંઠામાં હોવી જોઈએ.  
 (૬) ફર્મના સી.એ.ધ્વારા પબ્લિક ફાયનાંસ અને ગવર્નમેન્ટ એકાઉન્ટીંગનો સર્ટીફિકેટ કોર્સ કરેલો હોવો જોઈએ.  
 અને તેને લગતાં સંબંધિત દસ્તાવેજો અવશ્ય અપલોડ કરવાના રહેશે. જો કોઈ દસ્તાવેજો અપલોડ કરવામાં આવેલ ન હોય તે સી.એ. ફર્મની યોગ્યતા ધ્યાને લેવામાં આવશે નહીં.
૧૮. બીડ કરનાર સી.એ. પાર્ટી/ ફર્મ ધ્વારા ઈ.પી.બી.જી અને ઈ.એમ.ડીની રકમ ભરવાની રહેશે. વધુમાં GeM પોર્ટલ ઉપર શર્તો અનુસાર ઈએમડી ભરવાની રીયાયત માટે બીડ સાથે જરૂરી વૈધ દસ્તાવેજો (એમ.એસ.એમ.ઈ સર્ટીફિકેટ અને સી.એસ.પી.ઓ અથવા એન.એસ.આઈ.સી સર્ટીફિકેટ) અપલોડ કરવા ફરજિયાત છે.
૧૯. હિસાબ નિયામકશ્રી/ ઓડીટ ઓફિસરશ્રી ધ્વારા વખતોવખત મૌખિક સૂચનો કરવામાં આવે તેનો અમલ કરવાનો રહેશે.
૨૦. ભાવો મંજૂર કરવા કે નહીં તેની સત્તા નીચે સહી કરનારને અબાધિત રહેશે.
૨૧. ઉપરના ૧ થી ૨૦ મુદ્દા સી.એ. પાર્ટી/ફર્મને માન્ય છે તેવું તેમના લેટરપેડ ઉપર ઓથોરાઈઝ સિગ્નેટરીની સહિ અને સિક્કા સાથે મોકલવાનું રહેશે.
૨૨. કોઈ પણ બાબતે વાદ-વિવાદ ઉપસ્થિત થાય ત્યારે હિસાબ નિયામકશ્રીનો નિર્ણય આખરી રહેશે અને ન્યાયક્ષેત્ર બનાસકાંઠા રહેશે.

## ANNEXURE - 1

(TO BE SUBMITTED PHYSICALLY)

### AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs. 300/- duly attested by First Class Magistrate/Notary Public)

I/we \_\_\_\_\_, age \_\_\_\_\_ years residing at \_\_\_\_\_ in capacity of \_\_\_\_\_ M/s \_\_\_\_\_ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Additional Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I/We have submitted following Certificates/Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender.

| Sr. No. | Name of the Document |
|---------|----------------------|
| 1       |                      |
| 2       |                      |
| onwards |                      |

3. All the Certificates/Permissions/Documents/Permits/ Affidavits are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates/Permissions/Documents/ Permits/ Affidavits is/are found to be invalid/wrong/incorrect/ misleading/fabricated/expired or having any defect.
5. I/We further undertake to produce on demand the original Certificates/Permissions/ Documents/Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I/We also understand that failure to produce the documents in 'Prescribed Performa'(wherever applicable) as well as failure to give requisite information in the prescribed Performa may result in to rejection of the tender.
7. My/Our firm has not been banned/debarred/black listed at least for three years (excluding the current financial year) by any Government Department/ State Government/ Government of India/ Board/ Corporation/ Government Financial Institution in context to purchase procedure through tender.

8. I/We confirm that I/We have meticulously filled in checked and verified the enclosed Documents /Certificates/Permissions/Permits/Affidavits/Information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.
9. The above certificates/documents are enclosed separately and not on the Performa printed from the tender document.
10. I/We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is \_\_\_\_\_ which is issued on the name of \_\_\_\_\_ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm whichever is applicable]
11. I/We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG cancel the award of contract. In this event, this office reserves the right to take legal action on me us.
12. I/We have physically signed & stamped all the above documents along with copy of tender documents (page no. \_\_\_\_\_ to \_\_\_\_\_).
13. I/We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.
14. My/Our company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
15. I/We hereby commit that we have paid all outstanding amounts of dues/taxes/cess/charges/ fees with interest and penalty.
16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the Tenderer

Place:

(Signature and Seal of the Notary)



|  |
|--|
| <b>CHECK LIST</b><br><b>DETAILS OF DIFFERENT DOCUMENTS</b> |
|--|

*(Fill-up all the details of a persons and attach verified copies if related/concerned documents)*

| Sr. No. | Name of documents   | Enclosures'' Page No.                        |
|---------|---|--|
| 1       | Firm/Partnering Firm's/LLP Partnering Documents in the case of Partnering Firm and LLP Registration Certificate etc. should/to be submitted. Details regarding Registration Number of Firm/ Shop/Partnering Firm/LLP Registration/ Firm card/ Firm Constitution Certificate and Office of Registrar/date of Registration Certificate and its validity should be enclosed. | Appendix-'A'<br>(Page No. _____<br>to _____) |
| 2       | <b>PAN card:</b><br>Details regarding the name of PAN card Holder/Firm must be enclosed.  | Appendix-'B'<br>(Page No. _____<br>to _____) |
| 3       | GST Registration Certificate must be mentioned.<br>GST Registration No. _____, Date _____   | Appendix-'C'<br>(Page No. _____<br>to _____) |
| 4       | The Bidder must have a registered office in Banaskantha.  | Appendix-'D'<br>(Page No. _____<br>to _____) |
| 5       | The Bidder must have minimum 7 CA in Firm/LLP as Partner and have minimum 1 CA having certificate of Public Finance and Government accounting Certificate Course. And also 5 CAs have experience of practices of 5year.   | Appendix-'E'<br>(Page No. _____<br>to _____) |
| 6       | CA Firm has 3 years minimum experience of internal audit work with Agricultural University.   | Appendix-'G'<br>(Page No. _____<br>to _____) |
| 7       | The Bidder must have a Certificate for Peer Review.   | Appendix-'H'<br>(Page No. _____<br>to _____) |
| 8       | Detail of Income Tax return along with Audit Report of the last three years i.e. F.Y. 2022-23, F.Y. 2023-24 and F.Y. 2024-25 must be enclosed.  | Appendix-'I'<br>(Page No. _____<br>to _____) |
| 9       | Notarized AFFIDAVIT of bidder on Rs.300 non judicial stamp as per Annexure -I   | Appendix-'J'<br>(Page No. _____<br>to _____) |

I/we hereby declared that above furnished all information's are true to the best of my/our knowledge. Further, I/we abide to furnish the original documents in time-limit, if required.

Signature and Stamp  
/Seal of Tenderer