

TENDER DOCUMENTS

GUJARAT STATE WAREHOUSING CORPORATION

GANDHINAGAR



Name of Work:- TENDER FOR AN APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS A GST , IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK ATTACHED FOR 1(ONE) YEAR 2026-27.

Account Officer

Gujarat State Warehousing Corporation

Shanti Sadan Estate, Opp. Dinbai Tower, Mirzapur Road,

Ahmedabad-380001.

Email:aogswc@yahoo.co.in

Details about Tender

Department Name	Account Officer - Gujarat State Ware housing Corporation-Ahmedabad
Circle/ Division	Account Officer - Gujarat State Ware housing Corporation-Ahmedabad
IFB No.	Tender Notice No.NIT (10) 2025-2026
Name of Project	TENDER FOR AN APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS A GST, IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK attached for 1(one) year 2026-27.
Name of Work	TENDER FOR AN APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS A GST, IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK attached for 1(one) year 2026-27.
Estimate Contract Value (ECV)	Rs. 6,00,000.00
Period of Completion (in Months)	3(Three) Months
Bidding Type	Open
Tender Currency Type	Single
Tender Currency Settings	Indian Rupee
Joint Venture	Not Applicable
Rebate	Not Applicable
Sector Category	State Governments
Form of Contract	Works
Product Category	Miscellaneous Services
AMOUNT DETAILS :	
Bid Document Fee	Rs. 1062.00
Bid Document Fee Payable To :	Gujarat State Ware housing Corporation
Bid Security/ EMD (INR)	Rs.6,000.00
Bid Security/ EMD In Favour Of	Gujarat State Ware housing Corporation
TENDER DATES :	
Bid Document Downloading Start Date	Dt.17/03/2026 Hrs11.00
Bid Document Downloading End Date	Dt. 27/03/2026 Hrs.16:00
Pre Bid Meeting	Not Applicable
Last Date & Time for Receipt of Bids	Dt. 27/03/2026 Hrs.18:00
Bid Validity Period	120 Days No modification and withdrawal of offered shall be allowed after the last date and time of submission of online tender
Remarks	Submission In electronic format only through online by scanning and Then the technical bid along with EMD should be sent in hardcopy through R.P.A.D. and Speed post so as to reach the office of Tender Inviting Authority up to 01/04/2026 during office hrs.10:00 To 18:00 Hrs. Account Officer Gujarat State Ware Housing Corporation, Santisadan Estate, Opp-Dinbai Tower, Mirzapur road, Ahmedabad- 380001 Telephone Nos.:079-25503502/3/4
Bid Opening Date (Primilnary Stage)	02/04/2026 at 11:00 hrs.(if possible)
OTHER DETAILS :	
Officer Inviting Bids	Account Officer - Gujarat State Ware housing Corporation-Ahmedabad
Bid Opening Authority	Account Officer - Gujarat State Ware housing Corporation-

	Ahmedabad
Address :	Account Officer Gujarat State Ware Housing Corporation, Santisadan Estate, Opp- Dinbai Tower, Mirzapur road, Ahmedabad- 380001 Telephone Nos.:079-25503502/3/4

- Bidders have to submit Technical bid as well as Price bid in Electronic format only on above mentioned website till the Date & time shown above.
- 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 Certificates (Class-III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the 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, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n) Code Solutions A Division of GNFC Ltd.
301,GNFC Info tower, Bodakdev,
Ahmedabad – 380 054 (India)
Tel: +91 26857816/17/18
Fax: +91 79 26857321
E-mail:nprocure@anvfo.net
Mobile: 93270 84190, 98985 89652

Other Terms & Conditions as per detailed tender documents

Eligibility: Further Details of these tender areas per under:

1.0 Name of work: TENDER FOR AN APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS A GST, IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK attached for 1(one) year 2026-27.

2.0 Downloading Tender Document:

2.1 Bid documents will be available on web site up to Date shown above.

2.2 Agency wishes to participate in this tender will have to register on web site <https://tender.nprocure.com>

3.0 Digital Certificate :

3.1 Agency who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class II) as per Information Technology Act-2000 using which they can sign their electronic bids. Agency can procure the same from any of the 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.

3.2 All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted:

(n) Code Solutions A Division of GNFC Ltd.

301, GNFC Info tower, Bodakdev,
Ahmedabad – 380 054 (India)
Tel: +91 26857816/17/18
Fax: +91 79 26857321 Mobile: 93270 84190, 98985 89652 E-mail:nprocure@anvfo.net

3.3 Agency who already has a valid Digital certificate need not procure a new Digital certificate.

5.0 Online Submission of Tender

- 5.1** Agency can prepared and edit their offers number of times before tender submission date and time. After tender submission date and time, Agency cannot edit their submitted offer in any case. No written or on line request in this regard shall be granted.
- 5.2** Tenderer shall submit their of Tenders in electronic format on above mentioned web site and date shown above after digitally Signing the same.
- 5.3** Offers submitted without digitally signature will not be accepted.
- 5.4** Offers in physical form will not be accepted.

6.1 Tender Fee: Rs.1062.00 by Demand Draft in favors of “**Gujarat State Ware housing Corporation**”, payable at Ahmedabad from any Nationalized/ Scheduled Bank except Co-operative Bank. Demand Draft issued after the last date of submission of Bids will not be considered or accepted.

6.2 EMD: Rs.6,000.00 in the form of Demand Draft in favour of “**Gujarat State Ware housing Corporation**” from any Nationalized / Scheduled Bank except Co-operative Bank. Demand Draft issued after the last date of submission of tender will not be considered as valid or accepted in any case.

6.3 Other Documents required to be submit: As per Special conditions

6.4 Tender has to submit the documents as said in 6.4 above and no other condition in any form shall be considered at all, at the time of evaluation of the tender i.e. the Tender shall have to submit unconditional offer without differing from any of the tender condition.

7.0 Opening of Tender:

7.1 Tenders will be open on Date & time shown in office of the Account Officer - Gujarat State Ware housing Corporation- Ahmedabad.

7.2 Intending Agency or their representative who wish to remain present at Account Officer - Gujarat State Ware housing Corporation- Ahmedabad premises at the time of tender opening can do so.

8.0 Contacting Officer:

8.1 Further details / clarification of any required will be available from Account Officer - Gujarat State Ware housing Corporation- Ahmedabad

8.2 In case Tenderer needs any clarification / assistance or if training required for participating in online tender, they can contact at following office.

(n) Code solutions A Division of GNFC Ltd.

301, GNFC Info tower, Bodakdev,
Ahmedabad – 380 054 (India)

Tel: +91 26857816/17/18

Fax: +91 79 26857321

E-mail:nprocure@anvfo.net

Mobile: 93270 84190, 98985 8965

ABOUT US

STORAGE ACTIVITY

Initially Corporation started functioning with storage capacity of 930 MTs inherited by it at three centers viz. Derol, Unjha and Bodeli. As on 01-02-2015 the scenario has changed, and Corporation is functioning at 103 Centers having godowns of 11,91,195 MTs storage capacity out of which own constructed capacity is of 8,75,666 MTs.

Services

GSWC scientifically store and preserve Agricultural Produce such as Food grains, Pulses, Seeds, Spices, Cotton bales, and Industrial Materials such as Cement, Fertilizers, Chemicals, Plastic Granules and other Notified Commodities.

We Act as Facilitator in Agriculture Business for farmers. Depositors can avail credit from Banks by pledging Warehouse Receipt issued by us.

All warehouses have Insurance Cover against Burglary, Riot, Strike, Act of Terrorism and Fire. We also provide Handling & Transportation facility to Depositors through our approved contractors on their request. We also provide importers storage facility in Custom Bonded Warehouses. This enables Importers to defer custom duty payment.

Services of scientific storage are available to anyone. We store even a single bag of any commodity.

General Instruction to the Bidders

1. Sub-contracting is not allowed.
2. The award of the contract shall be on lump sum bid offer on yearly basis.
3. GSWC reserves the right to reject any or all the bids without assigning any reason.
4. Bidders shall submit Hard copies of PQ related document through RPAD.
5. Bidders minimum mandatory eligibility criteria and evaluation grid for Pre-qualification of bidder is attached. Only those Bidders whose Bids are found responsive in terms hereof and meets the minimum mandatory eligibility criteria specified in tender shall qualify. Bidders, whose Bid do not meet the aforesaid minimum mandatory eligibility criteria shall be considered as disqualified. The Financial Bids of only those bidders who qualify in the Technical Bid evaluation shall be opened for selecting the Preferred Bidder. The Technical Bid would be evaluated based on the criteria set forth in the Award Criteria. If required, the highest combined marks and ranked H-1 bidders shall be called for discussion and negotiation. If contracting authority is convinced about the reasonability of the consultancy fees, the Letter of Acceptance shall be given to the H-1 bidder.
6. Bidders shall submit Technical Bids Annexure-I with Tender Fee, EMD, Certificate of registration of their firms, details of similar works done, CV of CA/CMA or Inter CA/ CMA Personnel. The person who is to be deployed shall have to give assurance of his exclusive availability for this work for required time limit. All the documents should be scanned on-line and hard copies to be submitted through RPAD only within 5 days of last date of submission of tender.
7. The Technical Bid without Tender Fee or EMD shall not be considered as valid and the financial bid shall not be opened.
8. Lump sum fees should be quoted in Financial Bid as per Annexure- II.
9. The consultancy fees shall be quoted in figures as well as in words. The fees quoted in words shall be considered as final in case of discrepancy in words and figure.
10. The bidder whose tender is accepted, shall have to submit Security Deposit in prescribed time and shall have to sign the agreement in prescribed time limit, otherwise his EMD shall be forfeited and he will be blacklisted for GSWC service.
11. Work order shall be issued to the successful bidder and the actual services as per Scope of Works shall start within a week.
12. Tender fee for this work is Rs.1062/- (Rupees One Thousand Sixty-two only) which is to be paid in form of Demand Draft (D.D.) of Nationalized/Scheduled bank only in Favor of "Gujarat State Warehousing Corporation" payable at Ahmedabad. The Bid shall be summarily rejected, if it is not accompanied by the tender fee.
13. A Bidder is required to deposit, along with its Bid, a bid security equivalent to an amount of Rs.6,000/- (Rupees Six Thousand only) as EMD for this work in favour of "Gujarat State Warehousing Corporation" payable at Ahmedabad in form of Demand Draft (DD) of Nationalized/Scheduled bank only valid for one year, which is refundable not later than 180 (one hundred eighty) days from the date of completion of contract. The Bid shall be summarily rejected, if it is not accompanied by the Bid Security.
14. Submission of Tender Fee and EMD shall be made in original during office hours within 5 (Five) days from the last date of opening of the tender in the office of the GSWC, Ahmedabad through R.P.A.D./speed post only. The exemption certificates of EMD will not be considered. The EMD are

to be paid as per provisions of tender document. Submission of Tender Fee, EMD & Other Required Documents / Pre Qualifications Documents shall be submitted online (documents shall have to be scanned & put up online). If physical submission of Tender Fee & EMD are not received in time as shown in bid documents, the bidder will be banned for submitting tenders of GSWC in future and recommend the appropriated authority to cancel the registration and can celling tendering code. The documents related to Pre-Qualification and other Required Documents shall be submitted online on www.tendure.nprocure.com for evaluation. Hard copies of documents in this regards shall not be accepted by GSWC. In case of any document, required as per the PQ Criteria, is not uploaded online, it shall be considered as "Document Not Submitted" and evaluation shall be carried out accordingly. In such case, the bidder will not be asked to provide such document subsequently.

Remarks:-Tenderer shall submit their offer in electronic format on website, after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will be accepted and any such offer if received by GSWC, Ahmedabad will be outright rejected.

15. Award criteria

The selection process, based on Combined Quality Cum Cost Based System (CQCCBS) consists of two bid system.

The fees will be on the lump sum basis, keeping the fact that this is a lump sum bid offer Contract and is neither fee-based nor on level of effort nor time-based upon employment of tenderer's personnel.

Payment terms:

- Payment will be made on quarterly basis.

Combined Quality Cum Cost Based selection (CQCCBS) method of selection of consultants

- A. Evaluation of Financial proposals: After completion of technical evaluation, the bidders who have been found qualified under all parameters of the eligibility criteria set out for evaluation of Technical proposals will be considered technically qualified. The Financial proposals of the technically qualified bidders will be opened and contract shall be awarded by following the below
- B. Mentioned procedure:

The evaluation of bids shall be carried out by the GSWC adopting Combined Quality-cum-Cost Based Selection (CQCCBS) on highest points basis. Under CQCCBS, the technical proposals will be allotted weightage of 80% and the financial proposals will be allotted weightages of 20%. The proposal with the lowest cost may be given a financial score of 100 and other proposals shall be given financial scores that are inversely proportional to their prices. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.
- C. Highest points basis: On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be

ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 and so on.

- D. The proposal securing the highest combined marks and ranked H-1 shall be recommended for award of contract.

As an example, the following procedure will be followed. In a particular case of selection of bidder, it was decided to have minimum qualifying marks for technical bids as 80 and the weightage of the technical bids and financial bids was kept as 80:20. In response to the tender, 3 proposals A, B & C were received.

The client awarded them 80, 85 and 90 marks respectively. The minimum qualifying marks were 80. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Evaluated cost of the proposal:-

A- Rs.120.

B-Rs.110.

C-Rs.100.

Using the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:-

A: $100 / 120 = 83$ points

B: $100 / 100 = 100$ points

C: $100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:-

Proposal A: $80 \times 0.80 + 83 \times 0.20 = 80.60$ points.

Proposal B: $85 \times 0.80 + 100 \times 0.20 = 88.00$ points

Proposal C: $90 \times 0.80 + 91 \times 0.20 = 90.20$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:-

Proposal A: 80.60 points: H3

Proposal B: 88.00 points: H2

Proposal C: 90.20 points: H1

Proposal C at the evaluated cost of Rs.110/- will, therefore, be declared as successful and recommended for approval, to the competent authority.

16. The firm should have sufficient experience of Works Accounts and exposure to Tally System of Accounts a part from general professional experience.

17. The firm should have experience of Audit of Board/Corporation.

Account Officer
GSWC, Ahmedabad

Minimum mandatory eligibility criteria

Minimum mandatory eligibility criteria for pre –qualification are as under;

1. The bidder must be a firm of Chartered Accountant or Cost Accountant, involved in rendering same services with minimum of 5 (Five) years of experience. A proof in this regard is required to be attached.
2. The bidder must have Average Annual financial turnover during the last 3 years, ending 31st March 2025 should be at least Rs.25 Lacs (Rupees twenty-five Lakhs only).
3. The bidder must have similar experience of 3 (Three) year assignments of Government Department/Board/Corporation in last 5 financial years preceding the current year. Experience of Account will not be considered for this purpose.
4. The Bidder must have at least on its payroll:
 - a) 02(Two) Number of Key Experts such as CA/FCA/FCMA/ACA/ACMA (including partner/s) having 5 years' experience in relevant field.
 - b) 03 (Two) Number of Key Experts such as MBA/Inter CA/ inter CMA/ M.Com having 5 years' experience in relevant field
5. The bidder's Firm shall not black listed and debarred by Government, Semi Government, Boards and Corporations at the time of submission of tender. From last three years, The firm has not under liquidation, court receivership or similar proceedings, neither failed to perform on any agreement nor was expelled from any project or agreement, nor any agreement terminated for any breach, no contracts with the state/central government that are in arbitration, not taken any penal action by ICAI or ICAI (Cost). Self-attested confirmation in this regard should be submitted as per attached Annexure-IV
6. The bidder's firm must have at least one functional office in Gandhinagar/ Ahmedabad in operation for the preceding at least three (3) years from the date of the submission of the tender.

Note:

- Minimum mandatory eligibility criteria mention about from serial no. 1 to 6 are mandatory. Agency not fulfilling any of the above mention qualification criteria shall be disqualified.
- Each year of internal audit assignment should be considered as separate assignment while counting 3 (three) audit experience of the firm.
- Scanned copies and Hard copies of each document are required to be submitted for the purpose of evaluation of pre-qualification criteria. Bidder should, in their own interest, furnish complete documentary evidence in support of the legal status of the firm, copies of work orders, work completion certificates, Key personnel bio-data degree certificate work experience, and Balance Sheets and Profit and Loss accounts statement audited by Chartered Accountant in support of their eligibility.

Evaluation Grid for Technical

Bid Annexure-I

Sr. No	Detailed Evaluation Criteria	Marks	Remarks
[1]	Financial strength		
	Average Annual financial turnover of last 3 years ended on FY 2024-25 should be at least Rs. 15 Lacs Turnover for more than Rs. 40 lacs.	10 15	I. 80%marks for minimum eligibility criteria II. 100% marks for twice the minimum eligibility criteria or more III. In between(I)&(II)it will be on pro-Rata basis
	Total of criteria[1]	25	
[2]	Experience in similar class of work		
	Experience of similar work at least 5 (Five) Government Department/Board/ Corporation in last 5 financial years preceding the current year	25	I. 80% marks for 3years' experience with minimum eligibility criteria II. 100% marks for 5 years' experience with minimum eligibility criteria III. In between (I) & (II) it will be on pro-rata basis
	Total of criteria[2]	25	
[3]	Personnel and Establishment		
	No.of CA/FCA/FCMA/ACA/ACMA (including Partners)	10	I. 100% marks for minimum eligibility criteria with 5 years' experience in relevant field for at least 2 personnel.
	No.of CA/MBA/Inter CA/inter CMA/M.Com (including Article Clerks)	10	I. 100% marks for minimum eligibility criteria with 5 years' experience in relevant field for atleast 3 Personnel.
	Total of criteria[3]	20	

[4]	Standing of Organization		
	Firm of Chartered Accountant or Cost Accountant with minimum of 5(Five) years of establishment	10	I. 100% marks for minimum eligibility criteria
	Having GST IT,TDS And pre-audit experience to work with Govt./corporation bodies since last 3 years	10	
	No black listed and debarred, liquidation, court receivership, neither failed to perform on any agreement nor was expelled from any project or agreement, nor any agreement terminated for any breach, no contracts with the state/central government that are in arbitration, not taken any penal action by ICAI or ICAI (Cost)	5	
	One functional office in Gandhinagar/Ahmedabad in operation for the preceding at Five (5)years	5	
	Total criteria[4]	30	
	Gross total of criteria [1]+[2]+[3]+[4]	100	

Note: Only Tenders with average scores of 80 points to qualify for the financial evaluation.

Scope of Work

Appointment of Chartered Accountant for Gandhinagar H.O. & Ahmedabad project office
(INCOME TAX, GST & VERIFICATION OF BOOKS OF ACCOUNT FOR F.Y.2026-27)

Chartered Accountants (The CA Firm) provide professional services to **Gujarat State Warehousing Corporation (Government Undertaking) for the F.Y.2026-27. The services shall be rendered in accordance with applicable statutes, rules, regulations, and instructions issued by Government authorities, and in line with ICAI standards and the Corporation's policies.**

1. Income Tax Compliance

The CA Firm shall undertake Income Tax-related services including, but not limited to, the following:

- Computation of taxable income and tax liability of the Corporation as per the Income Tax Act, 1961
 - Preparation and filing of Income Tax Returns within prescribed statutory timelines
 - Calculation and advisory relating to advance tax and self-assessment tax
 - Compliance relating to Tax Deducted at Source (TDS) / Tax Collected at Source (TCS), including:
 - Verification of applicability and correctness of deductions
 - Preparation and filing of periodic TDS/TCS returns
 - Reconciliation of TDS/TCS returns with TRACES / Form 26AS
 - Preparation and Filing TDS Return within prescribed statutory timelines,
 - Assistance in preparation and submission of replies to notices, intimations, and communications issued by the Income Tax Department
 - Representation before Income Tax authorities for assessments and related proceedings, **excluding appellate proceedings**, unless specifically approved by the competent authority
-

2. Goods and Services Tax (GST) Compliance

The CA Firm shall provide GST-related compliance and advisory services, including:

- GST registration, amendment, or cancellation, as applicable
 - Preparation and filing of all GST returns including:
 - GSTR-1
 - GSTR-3B
 - GSTR -7
 - GSTR-9 and GSTR-9C (wherever applicable)
 - Reconciliation of GST returns with books of accounts
 - Reconciliation of Input Tax Credit (ITC) as per GSTR-2B with purchase and expense records
 - Verification of eligibility, Availment, utilization, and reversal of ITC
 - Assistance during GST audits, inspections, assessments, and departmental proceedings
 - Advisory on GST provisions, classification of goods/services, and applicable tax rates
 - Assistance in preparation and submission of replies to notices, intimations, and communications issued by the GST Department.
-

3. Verification of Books of Accounts (Pre Audit)

The CA Firm shall carry out verification of books of accounts maintained by the Corporation, including:

- Verification of accounting records maintained in accordance with applicable Accounting Standards, statutory provisions, and Government accounting guidelines
- Examination of vouchers, invoices, agreements, and supporting documents
- Pre-audit of all transactions, bills, vouchers, payment orders and other relevant documents for amounts exceeding ₹ 50,000.
- Verification of final bills through Pre-audit before release of payment.
- Verification of:
 - Revenue and expenditure records
 - Bank accounts and bank reconciliation statements
 - Cash book, general ledger, and subsidiary ledgers
 - Debtors, creditors, and statutory dues
- Identification and reporting of discrepancies, irregularities, weaknesses in internal controls, and non-compliances
- Submission of observations, findings, and recommendations to the competent authority

4. Compliances Reporting & Support

- Periodic reporting on statutory compliance status.
- Assistance to the accounts and finance department of the Corporation.
- Timely intimation of statutory deadlines and compliance requirements.
- Issuance of balance confirmation letters to debtors and creditors at year-end, as per standard audit requirements.
- Preparation of replies to audit queries raised during statutory audit, CAG audit, Income Tax, GST, or any other Government Department.
- Auditors will be present during the statutory audit, CAG audit, Internal audit etc.

5. Deliverables

The CA Firm shall submit the following deliverables, as applicable:

- Filed statutory returns along with acknowledgements.
- Reconciliation statements and compliance reports.
- Verification reports containing observations and recommendations to be submitted within 15days of month-end or compliance report quarterly.
- Copies of replies submitted to statutory authorities.

6. General Condition

- The CA Firm shall be conversant with the procedure, policies, rules , and regulations of the Corporation
- The CA Firm shall perform the assignment with due professional care, diligence, and integrity.
- The CA Firm shall comply with ICAI standards, Code of Ethics, and applicable Government Corporation guidelines.

- Assistance shall be provided to the accounts department regarding statutory and Government requirements, as and when required.
 - All statutory compliances and guidance shall be completed within prescribed timelines.
 - The CA Firm shall be conduct weekly visits to the Corporation's office for verification of books of accounts.
 - Attendance registers shall be maintained at the Corporation's office for pre-audit work. All pre-auditors and members of the audit team deployed at the Corporation's office for verification of bills/documents shall be required to sign the register.
 - Any additional work beyond the defined scope shall require prior written approval and may be subject to separate remuneration.
 - The CA Firm shall ensure compliance with the Information Technology Act, 2000 and applicable data protection laws.
 - Confidentiality obligations shall survive termination of the engagement.
 - The Corporation reserves the right to modify the scope of work with approval of the competent authority.
 - The Corporation reserves the right to accept or reject any or all offers without assigning any reason.
 - To provide advice, suggestions, and necessary guidance regarding audits of previous years, if required.
 - When the Account Officer points out tasks that were left outside the scope of work, those tasks should also be carried out.
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7. Confidentiality

- The CA firm shall maintain strict confidentiality of all records, data, and information of the Corporation and shall not disclose the same to any third party without prior written approval.

Account Officer
GSWC, Ahmedabad

Annexure-II

(Information in the below mentioned format to be filed online on N procure portal and further, hard copy of the same along with necessary documents as per Annexure-V is to be sent physically)

FORMAT FOR TECHNICAL PROPOSAL

A technical proposal for CHARTERED ACCOUNTANT FIRM AS A GST , IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK FOR 1(ONE) YEAR 2026-27 GSWC:

1. Name of the Firm: _____

2. Registered address of Head office and Date of Establishment:

3. Address of Branch Offices: _____ Date of establishment _____

a. _____

b. _____

c. _____

4. P.F. Registration No. of the firm: _____

5. (a) Professional Tax Registration No: _____

(b) GST registration no : _____

6. Total receipt of Audit & Attestation work (as per Income & Expenditure A/c, Balance sheet attached-audited/provisional & certified along with IT return)

Year	Turnover of the Firm
2022-23	
2023-24	
2024-25	

7. Details of CAs as proprietor, partners or Paid CAs.

Sr. No.	Name	Designation	Qualification	Age	Experience	Date of Joining

8. Details of other audit Staff. (articled and audit clerk will not be considered as staff)

Sr. No.	Name	Designation	Qualification	Age	Experience	Date of Joining

9. Experience General: _____ Years (From the date of Registration of firm)

10. Experience Government Audit: _____ Years

11. List of Major Government Audits (Last three years- 2022-2023,2023-2024,2024-2025):

Sr. No.	Name of the Department	Nature of Work	Year of allotment

Certificates

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

Date:

Seal of Office/ firm Proprietor/partner

Sign:

Name & Designation:

Designation:

Annexure – III

Information Sheet

- Contract Title : TENDER FOR AN APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS A GST , IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK ATTACHED FOR 1(ONE) YEAR 2026-27.
- Location : Hon. M.D., GUJARAT STATE WAREHOUSING CORPORATION,

Gujarat State Warehousing Corporation,
Shanti Sadan Estate, Opp. Dinbai Tower, Mirzapur Road, Ahmedabad-380001.

Email: aogswc@yahoo.co.in.
- Contracting Authority : Account Officer

Gujarat State Warehousing Corporation,
Shanti Sadan Estate, Opp. Dinbai Tower, Mirzapur Road, Ahmedabad-380001.
- Last date of submission of bids : 27-03-2026,18.00 Hrs.
- Tender Fee : Rs.1062/- as Demand Draft in the name of “Gujarat State Warehousing Corporation”, Ahmedabad.
- Earnest Money Deposit : Rs.6,000/-D.D/FDR in the name of “Gujarat State Warehousing Corporation”, Ahmedabad.

Annexure-IV

Format of Self attested confirmation

TO BE SWORN ON WHITE PAPER

*I.....am the *Director / Proprietor /Partner of (Mention name of firm/company and its complete address) do here by solemnly affirm and decal are as under:-

1. That our Firm/company i.e..... (mention name of*firm/company) Is registered vide Registration No.....under the provisions of (mention the name of the Act).
2. That our Firm/company i.e (mention name of*firm/company) Has applied in response to the tender for Preparation of Accounts and Statutory Compliances related services of GSWC for 1(one) year.
3. That (mention name of firm/company) is eligible to submit the aforesaid Proposals it is not under liquidation, court receivership or similar proceedings, not taken any penal action by ICAI or ICAI (Cost).
4. That.....(mention name of firm/company) has not been barred and/or black listed by the Central Government/State Government/or any Government under taking at the time of submission of bid.
5. That (mention name of firm/company) has, during the last three years, neither failed to perform any agreement nor was expelled from any project or agreement nor any agreement terminated for any breach by the applicant.
6. That.....(mention name of firm/company) has, during the last three years, no penal action has been taken against the firm by ICAI or ICAI (Cost) for any reason.
7. That.....(mention name of firm/company) has no contracts with the state/central government that are in arbitration. *(In case some contract(s) are in arbitration give the details of such contract in a schedule to be attached with this affidavit)*

DEPONENT

VERIFICATION

*I/we..... the above named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 6 are true and correct to the best of *my/our knowledge and belief and nothing is concealed there from.

Verified at..... (place) this.....Day of 2026.

DEPONENT

Note: Deponent will be the authorized signatory of the applicant.

Name of Work: TENDER FOR AN APPOINTMENT OF CHARTERED ACCOUNTANT FIRM AS A GST , IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK ATTACHED FOR 1(ONE) YEAR 2026-27.

Price Bid

Sr. No.	Fees for services	Lump sum Fee for one year
1	Providing OF CHARTERED ACCOUNTANT FIRM AS A GST , IT, TDS AND PRE AUDIT CONSULTANT AS PER SCOPE OF WORK FOR 1(ONE) YEAR 2026-27 services at GSWC Office At Gandhinagar & Ahmedabad 02(Two) Number of Key Experts such as CA/FCA/FCMA/ACA/ACMA (including partner/s) having 5 years' experience in relevant field.	
	Total Yearly Fees (with all taxes, TA/DA but excluding Goods & ServiceTax)	

Date :

**Authorized Signatory
(Stamp)**