

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	23-04-2026 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	23-04-2026 17:30:00
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	Rural Development Department Gujarat
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	382011
वस्तु श्रेणी / Item Category	Financial Audit Services - As per RFP; CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	48 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), 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

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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	1200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईएमडी राशि/EMD Amount	36000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज 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 :

Managing Director
GLPC, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011.
(Glpc)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid - [1775049350.xlsx](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
QCBS	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:GLPC 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011.

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
10-04-2026 12:00:00	GLPC, 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011.

Financial Audit Services - As Per RFP; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	As per RFP
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	As per RFP
Category of Work under Financial Audit	As per RFP
Type of Industries/Functions	As per RFP
Frequency of Progress Report	As per RFP
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per RFP
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.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Gadhiya Chetna Narendrabhai	382011,Gujarat Livelihood Promotion Company Ltd. A Government of Gujarat undertaking, 18/3,Udhyog Bhavan, Gandhinagar, Gujarat	Project / Lumpsum 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

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. 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.

16. 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---

Tender Document for hiring the services
of a Chartered Accountant Firm for Book
Keeping and Management Consultancy
Services of Gujarat Livelihood Promotion
Company Limited

Terms of Reference.....

Background.....

Objective.....

Scope of Work.....

Terms & conditions.....

Evaluation criteria and other details of the tender process.....

Commencement, Completion, Modification and Termination of the Contract.....

Payment of the Audit Fees:.. ..

Obligation.....

Confidentiality.....

Penalties.....

Annexure-A.....

Annexure-B.

Annexure-C.....

Annexure-D.....

Annexure-E.....

Terms of Reference

Background

Gujarat Livelihood Promotion Company (GLPC) is the executive arm of Mission Mangalam, the implementation agency for NRLM and other scheme. It has been registered under The Companies Act, 1956.

GLPC works through strategic partnership between large industries and Sakhi Mandals / Self Help Groups / Producer Groups / Service Groups / Collectives of the poor, through decentralized Micro Enterprise Ventures. The promoting companies / entrepreneurs redesign the process where intensive tasks as job-works are undertaken by Self Help Groups in their respective homes or villages as self-employment activities. Main objectives of GLPC are

- Empowering the Poor by organizing them into SHGs/Federations/other Collectives.
- Empower the poor through ensuring access to Financial Services.
- Augmenting existing livelihoods and enhancing incomes
- Explore livelihood opportunities through newer ventures in rural service sector
- Developing Inclusive Value Chains

Objective

GLPC intends to appoint a firm of Chartered Accountants for Internal Audit of Gujarat Livelihood Promotion Company Limited. Firms of Chartered Accountants meeting with the eligible criteria (See Annexure -A) are requested to submit their proposals in physical form containing technical bid and financial bid (in separate sealed cover) in the one cover super scribing as **"PROPOSAL FOR APPOINTMENT OF FIRM OF CHARTERED ACCOUNTANTS FOR BOOK KEEPING AND MANAGEMENT CONSULTANCY SERVICES"** to Controller of Accounts, Gujarat Livelihood Promotion Company Limited (GLPC), 3rd Floor, Block No. 18, Udyog Bhavan Rd, Sector 11, Gandhinagar, Gujarat 382010.

Data Sheet

Sr. no.	Particulars	Details
1.	Date of availability of RFP	Date: 1/4/2026
2.	Submission of Pre-bid queries	To be sent till 11:00 Hrs, Date: 9/4/2026 (before the pre bid meeting in word format via email to xyz@gmail.com)
3.	Pre-bid meeting	Date: 10/4/2026, 12:00 Hrs 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011.
4.	Response to pre-bid queries	Will be uploaded on GeM portal
5.	Due Date(Online)	Date and Time: 23/4/2026, 17:00 Hrs
6.	Due Date(Offline/Hard copy)	Date and Time: 23/4/2026, 17:00 Hrs (EMD to be submitted in hard copy via only courier/ RPAD/ Speed Post only at GLPC, Gandhinagar on or before due date and technical proposal in hard copy should be submitted)
7.	Technical Proposal Opening Date	17:30 hrs on the next working day from the due date of the physical submission.
8.	Financial Proposal Opening	To be communicated later to the technically qualified bidders
9.	EMD/Bid Security	3% of Tender Value in form of Demand Draft In Favour of " Gujarat Livelihood Promotion Company Limited" Payable at Gandhinagar.
10.	Contact Details	+ 91 79 2324 8512.
11.	Relevant Website/Portal	www.gem.gov.in
12.	Bid Validity Period	180 Days

13.	Performance Guarantee	5% (To be submitted within a week/7 working days from the notification received to selected agency)
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Note

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1. In case of a holiday, the activity will then be carried out on the next working day.
2. In case of a corrigendum, the above activity will be carried out as per the corrigendum.
3. Kindly refer to the GeM website for the extension/corrigendum of the bid, however physical submission will be on third working day from the last date of the online submission (kindly refer to the data sheet).
4. Queries/clarifications received after the period indicated in the data sheet will not be considered.
5. Bidders should submit all required documents online and offline as mentioned in RFP.

Scope of Work

A) Related to Head Office Work:

□ Details of the work: -

- a. Preparing accounts of GLPC in tally accounting software of all the scheme implemented by company for all the 33 Districts and Head office of Company as per instructions of GLPC.
- b. Data entry of receipts, payments and general vouchers etc. in tally accounting software of all the 33 Districts and Head office of Company.
- c. Co-ordinate with all the 33 Districts clerical staff and Merge the accounting data of all the 33 Districts with Head office accounts of all the scheme implemented by Company on a monthly basis.
- d. Maintaining the inward-outward register, check/payment register, GST register and other necessary registers related to the office.
- e. Maintaining the administrative and accounting files of the office.
- f. Calculation of monthly GST, GST (TDS) and IT TDS and work related to filing challan for all 33 Districts along with HO.
- g. Maintaining summary sheets of GST, GST (TDS) and IT TDS etc. for all 33 Districts along with HO.
- h. Timely settlement of accounts and preparation and submission of balance sheet, profit and loss account, cash-flow statement and financial report as per the rules mentioned in the Companies Act.
- i. Guidance work for internal accounting control.
- j. Attending statutory audit, internal audit, CAG audit and tax auditors during the audit and getting the objections raised in it fulfilled.
- k. Doing bank reconciliation of the 33 Districts along with Head Office on Monthly Basis.
- l. Reconciliation of all bank accounts and merging them in the final settlement of accounts to prepare complete accounts
- m. Preparation of notes of accounts and compliance with accounting policies and accounting standards.
- n. Coordination of objections and reports given by Income Tax Department/GST Department
- o. Work assigned by the Accounts Officer/Administrative Officer regarding accounts and administration of Company
- p. All information shall be kept confidential as per rules and if any irregularity/irregularity is found in the annual accounts or administrative work of the office, it shall be immediately

reported to the head of the office.

- q. Preparation of the annual accounts of the office on time and presentation of the same in the board meeting for approval shall be attended and the details shall be discussed.
- r. In coordination with the internal auditor of the office, the accounting corrections suggested by him will have to be made and the corrective action will have to be taken in consultation with the competent officer of the company.
- s. As and when required by GLPC and /or District/Implementing Agencies, the accounting firm can be called upon to provide any additional services than those stated above for the smooth functioning of the projects.
- t. The firm will develop monitoring and supervision mechanism to ensure that the project/ assignments are progressing according to schedule. Any queries, observation or any problem noted, has be highlighted and reported immediately to GLPC for necessary corrective action. The firm will ensure the periodical reports required by the GLPC and funding agencies are furnished timely.
- u. The Firm will report to GLPC any discrepancies noticed in the existing procedures and suggest improvement. Any duplication of work noticed or unnecessary data noticed will be highlighted and reported to GLPC.
- v. The Firm will liaison with the top management of the GLPC in periodical meetings to review the progress of the work and to ensure requirement of GLPC and Bank/Funding agency are fully met.
- w. The firm shall report directly to Controller of Accounts, GLPC. Report of the work done during each month shall be submitted on or before 10th of the succeeding month. Any urgent or critical issues if necessary should also be separately reported to Controller of Accounts of GLPC as and when noticed. The compliance of the report will be followed up as per the GLPC's Operational Manual.

□ **Manpower:-**

- a. A total of 4 manpower will be required for the said work.
- b. In which 2 experienced and knowledgeable senior employee along with 1 junior employee will have to be present in the office on all working days of the office. (Knowledgeable of Gujarati and English typing and Tally-Accounting) and the CA will have to be present in the office one day in a week for the supervision of the accounting work.

□ **Penalty Clause:-**

- a. If there is any delay in preparing the accounts, GST-TDS return, GST return, and IT-TDS return due to your reasons and if a penalty is imposed on the Company, it will be responsibility of firm to pay it.
- b. The final decision regarding the penalty will be of the office.

□ **Appointment Period:-**

- Since the appointment period is a matter related to the accounts, the work will have to be done from 01/04/2025 to 31/03/2026 after the completion of the financial year and the contract period can be extended **for another 1 year and up to three years if the work is satisfactory.**

□ **Notice Period:-**

- As a result of unsatisfactory performance, the office will terminate the contract by giving 1 months' notice to the firm. Which will be binding on the firm. Which decision of the office will have to be followed compulsory.

□ **Place of Duty:-**

- The firm will have to work at Gujarat Livelihood Promotion Company Limited, 3rd Floor, Block No.18, Udyog Bhavan, Gandhinagar-382011. Also, if the office location changes due to any unforeseen reason during the said period, the duty will have to be performed at that place.

□ **Infrastructure for work:-**

- You will be provided with infrastructure for work by the office.

Terms & conditions

Eligibility of Applicants

- An Applicant may either be a partnership firm/ a limited liability partnership.
- An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Client will forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, the time, cost and effort of the Client including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Client hereunder or otherwise
- Any entity which has been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process. The term applicant (the "Applicant") means the bidder. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

Minimum Eligibility Criteria

Sr. No.	Criteria	Requirements	Documentary Evidence
1.	Presence in Ahmedabad or Gandhinagar	Office in Ahmedabad/Gandhinagar since last 10 years	<ol style="list-style-type: none"> 1. Certificate of Incorporation/ Partnership Deed/ Other relevant registration document 2. PAN 3. GSTIN
2.	Empanelment with CAG	The firm shall be empaneled with The Controller and Auditor General of India.	<input type="checkbox"/> Certificate of Empanelment
3.	Financial Capacity	Minimum average annual turnover of INR 60 Lakhs from services in the previous three financial years . (FY 2022-23,2023-24 and 2024-25)	<input type="checkbox"/> CA certificate in the prescribed format <input type="checkbox"/> Audited Financial Statements
4.	Firm Composition	<p>No. of Partners:</p> <p>(1) There must be at least 4 CAs in the firm, out of which minimum 3 CAs must be the partners of the firm.</p> <p>(2) If the CA is an employee of the CA firm, then he must be associated with the firm as an employee.</p>	<input type="checkbox"/> Copy of latest partnership deed / Firm card As a proof appointment letter, joining letter with one year old & latest salary slip shall be provided.
5.	Number of Employee in the Firm	<p>The Firm must have Minimum number of 15 Paid Employees.</p> <p>(Note: In terms of Employee, Article Clerk will not be consider as Employee of the Firm.)</p>	<input type="checkbox"/> List of Employees alongwith Appointment Letter and Latest Salary Slip Certified by Firm.

6.	Profit	The bidder should not have suffered any financial loss during the previous three financial years. (FY 2022-23, 2023-24 and 2024-25)	CA certificate in the prescribed format Audited Financial Statements
7.	Blacklisting	Firm Should not be blacklisted by any agency of the central government, Public Sector Undertaking or by any department of any State Government.	Self- certification. (False certification and/ or non- disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process.)
8.	Relevant Experience	The firm must have experience of Accounting & Management Consultancy Services/Internal Audit/Pre-Audit/Statutory Audit of at least 3 GOG/GOI, Authority, Society or Co Operative Society, Government Granted Scheme, projects in the last 3 years (either ongoing/ completed)	1. For ongoing projects: Work Order/ Agreement/ CA certificate certifying payment received till date 2. For completed projects: Work Order/ Agreement/ CA certificate certifying 100% payment received
9.	Registered Office	Firm's registered office should be located in Ahmedabad/Gandhinagar for a minimum period of 10 years.	As a proof scan copy of firm card or ICAI/Institute certificate for the last 3 years.
10.	Peer Reviewed	The Firm Must have Peer Reviewed Firm.	Peer Review Certificate.

Only those bidders will be technically evaluated who meet the Minimum Eligibility Criteria.

- The Professional fees payable to the firm will include
 1. Professional fees towards provision of Accounting & Consultancy Services.
 2. Reimbursement of out of pocket expenses If any in relation to visit of District office as per the order of Management.
 3. Applicable taxes.
- Apart from the above, no further claims will be entertained
- The Controller of Accounts, GLPC or an authorized person shall supervise the accounting by conducting surprise visits and firm shall explain the accounting

procedures and findings if asked for during the course of supervision.

- Though this appointment is for one year, continuance for the further year shall depend purely on the yardstick of yearly performance of the firm. The Controller of Accounts, GLPC reserves the right to cancel the assignment without assigning any reason in case it may deem fit.
- The above conditions are not exhaustive. GLPC will have absolute right to revise/ abrogate/ include any conditions as per its requirement.
- Periodic review meeting will be held at the Head Office of the GLPC in which the CA of the Firm shall remain present.
- The Firm is required to give notice of one month to the GLPC in case of discontinuance of the contract at any point of time
- GLPC may add any other scope not mentioned above but requires Internal Audit, as may be deemed fit.

Evaluation criteria and other details of the tender process

1. Bid Procedure

- a) GLPC reserves all the rights to accept or not to accept the RFP*
- b) The whole process of tendering can be cancelled without giving any prior notice or information by the Director, GLPC*
- c) Any undue influence of any type may disqualify the bidder and the bid will be outright rejected*
- d) Proposals shall be in one cover marked as "TECHNICAL BID FOR BOOK KEEPING AND CONSULTANCY SERVICES OF GLPC". The same shall be in format as mentioned in **Annexure-C**.*
- e) The technical bid will be opened and evaluated by a committee of the officers at the head office of the GLPC*
- f) The supporting documents for the information mentioned in Annexure-B & C are to be attached with the Technical Bid for scrutiny of the proposal. The proposal received without necessary documents will be rejected*
- g) This tender document shall be signed on each page and submitted back forming part of the Technical Bid) **Firms will have to submit Earnest Money Deposit (EMD) of Rs.36, 000/- (Non-Interest Bearing) in form of Demand Draft in favouring of "Gujarat Livelihood Promotion Company Limited - GLPC" payable at Gandhinagar.***
- h) The selected firm has to pay security deposit as mentioned in bid document on GeM. (the 5% of the tender amount has to be submitted as security deposit)*

7.1. Technical Proposal

- Technical proposal should be signed on all the pages and submitted online only on or before the time stipulated in the tender notice.
- Technical proposal must be submitted with an Index and accurate page numbering clearly mentioning the section heads that it refers to as per the RFP.
- CA Firms are requested to submit their proposal in English Language only. Any document such as work order, agreement if available in local vernacular should be substantiated by its English Translation duly attested by the Authorized Signatory. For evaluation, the English version will be referred to
- In preparing their proposal, CA Firms are expected to thoroughly examine the RFP Document, Material deficiencies in providing the information requested may result in rejection of a proposal.
- Applicants should note the Proposal Due Date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Client, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Due Date as specified in Data Sheet. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Client reserves the right to seek clarifications in case the proposal is non-responsive on any aspects.
- The Technical Proposal should provide the following information using the attached Standard forms & Annexures as mentioned in the RFP
 - Core staff & Additional Staff, composition, and key attributes per requirements
 - Curriculum Vitae (CV) signed by the proposed staff or any authorized official of the Applicant (maximum 7 pages – double sided) for each core staff member
 - Project Experience
 - Comments and suggestions from the bidder

- In the event any averment made in the CV of a proposed staff is incorrect, such person shall be liable to be debarred for any future assignments of GLPC for a period of three (3) years. The award of the consultancy to the Applicant may also be liable to cancellation in such an event.
 - For sake of bidding uniformity and transparency, the CA Firm must use the minimum specified personnel classifications/categories and durations for core staff. The actual staffing may vary depending on the scope of work for each year. The Client reserves the right to change or modify the core and additional personnel at any time.
 - If any core staff proposed is not a permanent employee of the Applicant, a certificate from the core staff must be furnished mentioning his/her availability for the project.
 - Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification.
- Technical Proposal shall be submitted with Bid Security Declaration as per the format of the RFP
 - The Technical proposal shall not include any financial information. Disclosure of financial information in technical proposal will render the bid disqualified

7.2. Financial Proposal

- The financial bids should only be submitted online as per the standard Financial proposal submission form prescribed in this RFP on or before the time stipulated in the tender notice. Financial proposal should not be submitted with the Technical Proposal(online/offline). This will lead to disqualification or rejection of the bid.
- The Financial Proposal should not be submitted offline (hard copy), if the same is done the bidder would be disqualified
- Any type of price should not be disclosed in physical documents(online/offline) otherwise bid will be rejected.
- While preparing the Financial Proposal, CA Firms are expected to consider the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be a lump sum Proposal inclusive of all the costs including all taxes excluding GST associated with the Assignment. While submitting the Financial Proposal, the CA Firm shall

ensure the following:

- All the costs associated with the Assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the personnel (in the field, office, etc.), accommodation, air fare, transportation, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- The Financial Proposal shall consider all the expenses and tax liabilities and cost of insurance specified in the draft contract, levies, and other impositions applicable under the prevailing law on the CA Firm, sub-CA Firm and their staff. For the avoidance of doubt, it is clarified that all taxes, excluding GST, shall be deemed to be included in the cost shown under different items of Financial Proposal. The CA Firm shall be paid only GST over and above the cost of Financial Proposal. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws.
- CA Firm shall express the price of their services (including break down of their costs) in Indian Rupees.
- The CA Firm may be subjected to local taxes (such as goods and service tax, social charges or income taxes on non- resident foreign personnel, duties, fees, levies etc.) on amounts payable by the Client under the Contract. CA Firm must do their due diligence about the tax implications and Client will not be liable for any incident.
- The Proposals must remain valid for a period as specified in the Data Sheet. During this period, the CA Firm is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete contract signing within this period. If the Client wishes to extend the validity period of the proposals, it may ask the CA Firms to extend the validity of their proposals for a stated period. CA Firms, who do not agree, have the right not to extend the validity of their proposals.

2. Submission, Receipt and Opening of Proposals

1. Bidding process

- It is mandatory for all applicants to have Class-III digital signature certificate (with both

Signing and Encryption Certificate) from any of the licensed certifying agency (“CAs”) {Applicants can see the list of licensed CAs from the link for the link www.cca.gov.in} to participate in e-tendering.

- To participate in the submission of Bids against the RFP, it is mandatory for the Bidders to get themselves registered with www.gem.gov.in and to have user ID & password which has to be obtained by submitting an annual registration charge.
- If the Applicant has already registered with the www.gem.gov.in and validity of registration has not expired, then such Applicant does not require fresh registration

2. Format and signing of bid

- The Bidder shall provide all the information sought under this RFP. GLPC will evaluate only those Bids that are received in the required formats and complete in all respects.
- The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder with an initial on each page. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.

3. Submission details

Documents shall be uploaded online on the portal and should be submitted offline (hard copy) mentioned in the Data Sheet.

4. Opening of bids

- This will be a two-stage process. Online Technical proposal would be opened on the date specified in the summary table.
- Evaluation Committee will determine whether the Financial Proposals are complete in all respects, unqualified and unconditional, and submitted in accordance with the terms hereof.
- The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only.
- If the Successful Applicant does not sign the Contract agreement within 7 days of intimation or

issue of LoA, the next ranked applicant shall be invited for Contract signing.

The Client will notify Applicants who fail to meet minimum eligibility criteria about the same.

- No proposal shall be accepted after the closing time for submission of Proposals

1. Proposal Evaluation

1. Technical evaluation

As part of the evaluation the Technical Proposal submission for Applicants shall be checked for responsiveness in accordance with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in detail in accordance with the criteria set out in this RFP document.

1. Evaluation of Bid

- 1.1 The Institutions will be selected by the Quality and Cost Based Selection (QCBS) method as set out in Chapter 6, Rule no. 192 of the General Financial Rules 2017, of the Department of Expenditure, Ministry of Finance.
- 1.2 Technical evaluation of the Bid will be done based on pre-qualification criteria, and the technical evaluation matrix mentioned in the RFP and GeM portal failing which the bid will not be considered for technical evaluation.
- 1.3 The financial bids of bidders whose technical bids are found technically responsive and comply with the RFP document will only be considered for financial evaluation.
- 1.4 If more than one bidder qualifies with the same quotes (lowest L1), then the decision will be taken by the Purchasing Authority, which will be final and binding to the bidders.
- 1.5 In case, the most qualifying bidder (as per the Bid Evaluation Criteria) does not accept the award of the contract or is found to be involved in corrupt and/or fraudulent practices, the next qualifying bidder may be considered for the award of the contract. In such a scenario, the second qualifying bidder will be offered to match the qualifying bid Price (L1) and execute the project at that Price for the entire contract duration.

The technical score would be normalized on a scale of 100, with the highest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation. The bidder shall be

required to get at least 70 marks out of 100 to qualify for the next stage i.e. opening of the financial bids.

The individual bidder's technical scores will be normalized as per the formula below:

$$T_n = T_b/T_{max} * 100$$

Where, T_n = normalized technical score for the bidder under consideration

T_b = absolute technical score for the bidder under consideration

T_{max} = maximum absolute technical score obtained by any bidder

Sr. No.	Criteria	Requirements	Documentary Evidence	Marks
1.	Presence in Ahmedabad or Gandhinagar	Office in Ahmedabad/Gandhinagar since last 10 years	Certificate of Incorporation/ Partnership Deed/ Other relevant registration document PAN GSTIN	Office set up for 10 years : 15 Marks Office set up for more than 10 years: 20 Marks
2.	Financial Capacity	Minimum average annual turnover of INR 60 Lakhs from services in the previous three financial years . (FY 2022-23,2023-24 and 2024-25)	CA certificate in the prescribed format Audited Financial Statements	Turnover Rs. 60 Lakh – 15 Marks Turnover more than Rs. 60 lakh- 20 Marks
3.	Firm Composition	No. of Partners: There must be at least 4 CAs in the firm, out of which minimum 3 CAs must be the partners of the firm. If the CA is an employee of the CA firm, then he must be associated with the firm as an employee.	Copy of latest partnership deed / Firm card As a proof appointment letter, joining letter with one year old & latest salary slip shall be provided.	4 nos. CAs in the firm: 15 Marks More than 4 CAs in the firm: 20 Marks
4.	Number of Employee in the Firm	The Firm must have Minimum number of 15 Paid Employees. (Note: In terms of Employee, Article	List of Employees alongwith appointment Letter and Latest Salary Slip Certified by Firm.	15 nos. of employees : 15 Marks More than 15 Employees : 20 Marks

		Clerk will not be consider as Employee of the Firm.)		
5.	Relevant Experience	The firm must have experience of Accounting & Management Consultancy Services/Internal Audit/Pre-Audit/Statutory Audit of at least 3 GOG/GOI, Authority, Society or Co Operative Society, Government Granted Scheme, projects in the last 3 years (either ongoing/ completed)	For ongoing projects: Work Order/ Agreement/ CA certificate certifying payment received till date For completed projects: Work Order/ Agreement/ CA certificate certifying 100% payment received	Experience with 3 GOG/GOI, Authority, Society or Co Operative Society, Government Granted Scheme, projects: 15 Marks Experience with more than 3 GOG/GOI, Authority, Society or Co Operative Society, Government Granted Scheme, projects : 20 Marks

2. Financial evaluation

The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Bidders which did not get disqualified on the basis of mandatory technical qualifying score). Financial Scores for other than L1 Bidders will be evaluated using the following formula:

The bids will be evaluated on a **Quality and Cost Based Selection [QCBS]** basis. The QCBS is a system enumerated in clause Number 192 of General Financial Rules 2017, Ministry of Finance, Government of India. The proposals will be ranked according to their combined technical and financial scores using weights.

Proposals will be ranked according to their combined technical and financial scores using the weights (**T=0.70** the weight given to the technical bid and **P=0.30**, the weight given to the Financial Proposal. The final evaluation will be based on Final Score which shall be calculated as shown below:

$$\text{Final Score (S)} = T_n \times T + F_{an} \times P$$

Financial Score of a Bidder (F_{an}) = {(Commercial Bid of L1 ÷ Commercial Bid of the Bidder) × 100} (Adjusted up to two decimal places)

- The Price bids of only technically qualified bidders would be opened for further consideration.

- Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- Any conditional bid would be rejected

Commencement, Completion, Modification and Termination of the Contract

1. The assignment will be initially for financial year 2025-26. However, the work order may be renewed for the Further year at the discretion of Controller of Accounts, GLPC satisfactory performance of the firm
2. Any influence of any type will lead to disqualification of the firm and the bid will be outright rejected
3. The whole process of the tendering can be cancelled/ modified/ altered/redefined without prior notice or information by the CEO or Controller of Accounts, GLPC
4. The contract can be terminated by GLPC at any time effective immediately.

Payment of the Audit Fees:

1. The payment of the audit fees will be made after getting the monthly compliance report
2. The compliance report for the month will have to be submitted within Ten (10) days from the end of the month
3. Firm will be paid audit fees as per the financial proposal submitted and accepted by GLPC. No other claims will be entertained

Obligation:

1. Firm has to depute adequate resources full time at GLPC based on quantum of work and deadlines
2. Firm cannot assign/outsouse/sublet the work entrusted or sub contract in any manner what so ever, or any portion of it to any other firm
3. The CA shall remain present during the review meetings and make presentations as and when called and no additional fees/ expenditure shall be paid for that.

Management of GLPC

1. During the year necessary records, space and infrastructure i.e. computer

system, table etc. will be provided

2. GLPC shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

Confidentiality

1. The firm & their partners or either of them shall not disclose any proprietary or confidential information relating project, the services, this contract or the GLPC's business or operations without prior written consent of the Controller of Accounts, GLPC

2. All records and other documents prepared by the firm shall be submitted to GLPC not later than termination or expiration of this contract;. The Firm may retain a copy of such documents but shall not use these reports and-documents for purpose unrelated to this contract without prior written consent of the Controller of Accounts, GLPC

3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be for all time and for all purpose, regarded as strictly confidential and held in confidence and shall not be directly disclosed to any person whatsoever, except with the prior written permission of the Controller of Accounts, GLPC.

Penalties

If any member of the firm's team or partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the audit assignment to other parties without permission of the GLPC, non-observation of instructions given by the GLPC, unauthorized retention of records of the GLPC, violating the terms and conditions of this assignment, un authorized changes in the records of the GLPC, including malafied practices or any other cognizable offence or breach, the firm will be punishable with any or all following consequences:

1. Removal from the assignment of Accounting with immediate effect/ from the date specified

2. Removal from any other assignment with immediate effect/ from the date specified by GLPC

3. Deduction of percentage of fees as determined by the Controller of Accounts, GLPC and the Competent Authority

4. Ban from responding to any tender released by GLPC till the time as decided by the management of GLPC

5. Any other action deemed appropriate by Competent Authority of GLPC. The decision/interpretation in all/ any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on by firm without demure and any further

recourse to any litigation/arbitration.

All Disputes will be subject to jurisdiction of Gandhinagar and Ahmedabad Authorities.

I have read all the terms and conditions mentioned above and same are acceptable to me and agreed.

Date:

Seal of Office/Firm Partner

Signature

Name & Designation

Annexure – A

Introduction	
Objective	
Scope, nature and coverage of audit	
Period covered	
Locations reviewed	
Work carried out	
Staff involved	
Level of coverage of all listed aspects	
Audit opinion as to the overall adequacy of the systems of internal Control	
Key findings	
Detailed internal audit findings	
Recommendations	
Responses on earlier set of recommendations and constraints faced	
An executive summary highlighting the critical issues preferably classified as per thematic area	

Date :-

Signature of C.A

Copy to :-

1. Controller of Accounts, GLPC
2. Concern Department (As mentioned in Name of Location above)

Annexure – B

Statement for Pre-Qualification Criteria

Details of the assignment handled shall be populated as per the format mentioned below:-

Sr.No	
Client Name	
Government/ Private client	
Donor funded (bilateral/Multi lateral)	
Year	
Sector	
Status (Ongoing / Completed)	
Value (In INR)	

Firm has to attach the proof of work undertaken in support of various eligibility criteria along with technical bid.

Details of the staff shall be populated as per the format mentioned below :-

Sr.No	
Name	
DOB	
Date of Joining	
Qualification	
Year of Passing	
Role & Responsibility	
Projects (Only Internal Audit/Pre Audit)	

Firm has to attach the certificates of qualification and proof of work undertaken in support of various eligibility criteria along with technical bid.

Format of CV

Position Title and No	
Name	
Date of Birth	
Country of Citizenship/Residence	

Education : (List college/university or other specialized education, giving names of education institutions dates attended, degree(s)/ diploma (s) obtained)

Employment record relevant to the assignment : (Starting with present position, list in reverse order. Please provide dates, name of employing organization, title of positions held, types of activities performed and location of the assignment and contact information of previous clients and employing organization (s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be include)

Period	
Employing organization and your title/position. Contact information for references.	
Country	
Summary of activities performed relevant to the assignment	

Membership in Professional Associations and Publications

Language Skill (Indicate only languages in which you can work) Adequacy for the Assignment :

Contract information (email Phone)

Certification :

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client and Government of Gujarat.

Name of Expert

Signature

List of Documents

1. **Earnest Money Deposit of Rs.36,000/-** in favor of “Gujarat Livelihood Promotion Company Limited” drawn on any bank specified in FD GR of DMO Branch payable at Gandhinagar.
2. A copy of Partnership Deed/ Firm Card.
3. A copy of letter from ICAI institute mentioning Registration No and details of Partners as at December,2025.
4. Copy of audited Financial Statements along with Audit Report & Tax Audit Report and copy of I.T Return/ GST Returns should be submitted for FY 2022-23,2023-24 and 2024-25.
5. Copy of the work orders of Internal Audit/ Pre Audit/Consultancy Services/Accounting work carried out during last 3 years.
6. A detailed profile of the Firm.
7. List of the Staff with Name, Date of Joining, Qualification & Experience.
8. Copy of GST Number of firm.
9. Copy of PAN Number of Firm.

Annexure – C

TECHNICAL BID FOR INTERNAL AUDIT

1. Name of Firm : _____
2. Registered Address : _____
3. Address for Branch Office
(If Any) _____
4. ICAI Firm Registration No : _____

5. C & A. G Empanelment No.

6. Details of partners and full time employees (CA's Only):

Sr.No	
Name	
DOB	
Date of Joining	
Qualification	
Year of Passing	
Role & Responsibility	
Projects (Only Internal Audit/Pre Audit)	

7. Details of Other Staff

Sr.No	
Name	
DOB	
Date of Joining	
Qualification	
Year of Passing	
Role & Responsibility	

Projects (Only Internal Audit/Pre Audit)	
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8. Total Turnover of Last 3 (Three) years

Year	Turnover (in Rs)	Profit after Tax (PAT) (in Rs)
2022-23		
2023-24		
2024-25		

9. Experience general 10 Years (From Date of Registration)

10. Experience of audit of Govt. undertaking (Govt. of Gujarat Undertaking and Govt. of India Undertaking) No. of assignments handled in last 3 (Three) years till **December 31,2025** (either completed/ ongoing)

Sr.No	
Client Name	
Government/ Private client	
Donor funded (bilateral/Multi lateral)	
Year	
Sector	
Status (Ongoing / Completed)	
Value (In INR)	

(Please attach work orders and completion certificate ate in each case)

Note :

1. Government undertaking includes all government departments, Board, Corporations & Nigams, Co Operative Societies, Government Societies.

Certificate

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

Date :

Signature

Seal of Office/ Firm Partner

Name & Designation

Annexure –D
Commercial BID FOR INTERNAL AUDIT
(to be uploaded on www.gem.gov.in)

1. Name of Firm :
2. Registered Address :
3. Address for Branch Office :
4. ICAI Firm Registration No. :
5. We agreed to work assigned as per the tender form at fee of Rs. -----
----- (Excluding tax)

Particular	Amount
Internal Audit Fees (for the year-excluding tax)	<u>As Disclosed on GEM Online</u>
(Rupees in Words):-:-----	

Notes :

1. The above fee is included with all relevant expenditure. (No extra payment will be made to agency)

Date :

Seal of Office/ Firm Partner

Signature

(Partner)

Annexure –E
CERTIFICATE

I Undersigned on behalf of M/s..... hereby certify that all the information mentioned above is true and correct.

Further declare that the Firm have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc. by any government and / or semi government entities. And have not been barred from appointment by any government and / or semi government entities. Further, we declare that firm not been barred from appointment by any government and / or semi government entities.

Date:

Seal of Office/firm

Sign:

Name:

Designation: Partner

Membership No.: