



बिड संख्या/Bid Number: GEM/2026/B/7414711

दिनांक /Dated: 04-04-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-04-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-04-2026 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	Forests And Environment Department Gujarat
संगठन का नाम/Organisation Name	Gujarat Ecological Education And Research (geer) Foundation
कार्यालय का नाम/Office Name	Office
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework, Review of Financial Statements; 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)	4 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
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	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	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
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	5000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(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 कटेगरी 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 :

Director

Gujarat Ecological Education and Research (GEER) Foundation, Indroda Nature Park, P. O. Sector-7, Gandhinagar-382007

(Director, Geer Foundation)

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

एमएसई खरीद वरीयता/MSE Purchase Preference

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

1. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.
4. 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.
5. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per Tender Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per Tender Document

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

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per Tender Document

Number of XX fulltime CA's required and YY professional audit staff:As per Tender Document

Financial Audit Services - Financial Reporting Framework, Review Of Financial Statements; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework , Review of Financial Statements
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Cash and Bank Balance , Fixed assets, depreciation and amortisation , Purchase & Procurement
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Amitkumar Bhavanishankar Nayak	382007,GEER Foundation, P. O. Sector-7, Indroda Nature Park, Gandhinagar	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

2. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/**Disclaimer**

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1

bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

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

---धन्यवाद/Thank You---

Tenders are invited by

Gujarat Ecological Education and Research (GEER) Foundation

for

Appointment of Chartered Accountant Firm as a “Statutory Auditor” of the Gujarat Ecological Education and Research (GEER) Foundation for the F.Y. 2025-26.

Gujarat Ecological Education and Research (GEER) Foundation

Indroda Nature Park, PO Sector-7, Gandhinagar – 382 007, Gujarat, India

Phone : **Phone:** +91-79-23977300 / 316

Email: dydir-geer@gujarat.gov.in; **Website:** www.geerfoundation.gujarat.gov.in

Gujarat Ecological Education & Research (GEER) Foundation is an autonomous body set up by the Forests & Environment Department of Government of Gujarat in the year 1982 on the basis of recommendation of a committee constituted by the Government for the cause of nature conservation. The Foundation has been registered as a society under the Indian Societies Registration Act of 1860 and as a Public Trust under the Bombay Public Trust Act of 1950. The Foundation has also been registered as a Scientific Institute by the Department of Science and Technology, Government of India.

As the name suggests, the Foundation is actively engaged in the field of ecological education and research and has emerged as a leading institution in the State of Gujarat in this area of work. Keeping in mind the state's ever changing conservation scenario and environmental demands over the years, the Foundation has sincerely geared its programs to fulfil its assigned mandate. Accordingly, its ecological education activities have sought to bring general awareness among the masses about the environmental conservation. The ecological studies, recently carried out by the Foundation have created an important source of information for preparation of management plans of Protected Areas & working plans of the forest areas of Gujarat. You may like to visit our website: www.geerfoundation.gujarat.gov.in for more information.

Need for Statutory Audit :

- The GEER Foundation is looking for reputed and competent Audit Firm who can carry out the **Statutory Audit** work of the Foundation with the size and nature of core-activities.
- The present statutory audit assignment would be for the financial year 2025-26 only, extendable further mutually. Assignment/audit will be carried out as per statutory requirement and completed in stipulated time set by the Law and reported to the office of the Director before the 1 month ago with respect to Due date set by the competent Authorities.

Tenders are invited by the Gujarat Ecological Education and Research (GEER) Foundation from the eligible, reputed, and experienced Chartered Accountant Firms for the appointment as a Statutory-Auditor of the GEER Foundation for the F.Y. 2025-26 only.

1. Important Note :

1.1) A bidder (a Chartered Accountant firm) may submit an application for the Statutory Auditor.

1.2) The CA Firms already engaged with the GEER Foundation in the Statutory Audit for the last three F.Y. i.e. 2022-23, 2023-24, and 2024-25 will be ineligible for this Assignment.

NOTICE INVITING ONLINE BID THROUGH GeM WEBSITE

Sr. No.	Key Information	Details
1.	Name of the Office	Gujarat Ecological Education and Research (GEER) Foundation, Gandhinagar, Gujarat
2.	Address	GEER Foundation, Indroda Nature Park, P.O. Sector-7, Gandhinagar, Gujarat. PIN code: 382007
3.	Contact Details	Tel.: +91-23977300/311/325
4.	Email address	dydir-geer@gujarat.gov.in
5.	Website	http://www.geerfoundation.gujarat.gov.in
6.	Bid No.	As per GeM Bid
7.	Name of Project	Appointment of Chartered Accountant Firm for the F.Y. 2025-26 only.
8.	Name of Professional Services	Appointment of Chartered Accountant Firm as a "Statutory Auditor" of the Gujarat Ecological Education and Research (GEER) Foundation for the F.Y. 2025-26 only.
9.	Bidding Type	Open
10.	Bid Call (Nos)	1
11.	Joint Venture/Consortium	Not Allowed
12.	Required number of offers	Technical offer – both online and offline Financial offer – online only
13.	Proposal Evaluation Method / Selection Method	- N.A. -
Amount Details		
14.	Tender Fees (INR)	-
15.	Bid Security / EMD (INR)	Statutory Audit Assignment: EMD of Rs.5,000/-
16.	Bid Security / EMD in favour of	Director, GEER Foundation, Gandhinagar.
Bid Dates		
17.	Bid Document Downloading Start Date	As per GeM Bid
18.	Bid Document Downloading End Date	
19.	Last Date and Time for uploading of Bid documents on GeM website.	
20.	Physical Submission of Technical Bid	Physical copy of technical bid along with EMD amount in the form of Demand draft and other documents (except Price Bid) must be submitted to GEER Foundation office through R.P.A.D. /Speed Post/ Courier on or before as per mentioned in GeM Bid

21.	Price Bid Submission (ONLINE ONLY)	Bidder shall submit their price offer in electronic format only on GeM website. No offer in physical form will be accepted and any such offer if received will be outright rejected. Also, any reference of the Price, quotes, etc. in physical submission shall result in rejection of the Bid of the bidder.
22.	Bid Validity Period	180 days after opening of price bid
23.	Pre-bid meeting	As per GeM Bid
24.	Opening of the Technical Bids and Prequalification along with price bid	
25.	Opening of Financial bid	
Other Details		
26.	Officer Inviting Bids	Dy. Director (R and D), GEER Foundation
27.	Bid Opening Authority	Dy. Director (R and D), GEER Foundation

2. PRE-BID QUALIFICATION CRITERIA: -

- The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid.
- Bids from consortiums/Joint Ventures are not allowed.
- Bids without documentary evidence will not be considered for further evaluation.

3. The Tenderer must fulfil following eligibility conditions:

3.1 Bidder/Firm must have registered office located in Gujarat. Those firms who are registered outside Gujarat, such bidder/firm must have at least one working branch located in Ahmedabad or Gandhinagar or Gujarat and must be working since past 3 years.

3.2 C.A. firm should have minimum experience of 10 years of continuous practice from the date of registration. (Annexure-B)

3.3 C.A. firm should have at least 2 full time Chartered Accountants. In this regard, Bidder/firm must submit registration certificate of the firm indicating therein details of the partners. (Annexure-B)

3.4 C.A. firm should have at least 07 persons staff pertaining to audit and assurance work. The bidder must submit a list of such resources with all the details in table format and this must be given on the letterhead of the firm/bidder sealed and signed by the bidder or authorised partner of the firm in this behalf. (Annexure-B)

3.5 C.A. firm should have minimum receipt of Rs. 4 lakhs from audit (*In case of CA firm applying for Statutory Audit Assignment*) and attestation services in each of the last three years ending on 31-03-2025. (Annexure-A)

3.6 C.A. firm should have completed at least Ten (10) for Bidder who applying for Statutory Audit in last three years as on 31-03-2025. If there is more than one assignment with the same organisation it will not be aggregated. (Annexure-B)

3.7 Bidder must deploy three resources, who must have passed Inter CA exam and must have minimum 2 years of experience post qualification in audit & assurance area. Bidder/firm must provide all the certificates/degrees/experience certificates in this regard.

3.8 Bidder/Firm intending to deploy a resource/resource for the Statutory Auditor, must be Employee of the bidder/firm from at least past one year. Bidder/firm must give a separate certificate in this regard.

3.9 If the legal proceedings are under progress or criminal proceedings are instituted by any department / office of Government are under progress or matter regarding disciplinary actions are under progress by the ICAI in respect of any firm or the partners or proprietor or employee thereof, such firm will be considered as ineligible from applying for this tender. Bidder/firm must give a separate certificate regarding "No Such criminal proceedings have/has been Instituted". (Annexure-C)

3.10 Further, firms or partners or proprietor in respect of whom ICAI has taken penal actions or any department/office of government has initiated legal or criminal proceedings in past are considered ineligible from applying for this tender. (Annexure-C)

4 TERMS & CONDITIONS: -

Following additional conditions should also be fulfilled by CA Firm ;

4.1 C.A. firm must have an experience of statutory audit of Govt./ Semi Govt. office, Autonomous bodies, society, trust, Board, Corporation, Nigam etc.

4.2 The Director reserves the right to issue directions or fix method for conducting certain audit and such directions shall be binding on the C.A. firm. The Director or his/her authorized person shall supervise the audit by surprise visit and audit firm shall explain the audit procedures and findings if asked for during the course of Statutory Audit or even before and after.

4.3 C.A. firm appointed as a Statutory-auditor of the Foundation shall not sub-assign /sublet the works of audit to any other C.A. firm/Agency.

4.4 This appointment is for one (1) year i.e. F.Y. 2025-26 only and further continuances depends on the discretion of the Director.

4.5 The Director reserves the right to cancel the assignment without assigning any reason in case it may deem fit.

4.6 The above conditions are not exhaustive. The Director will have absolute right to revise / abrogate/ include any conditions as per its best requirement.

4.7 Earnest Money Deposit (EMD): The EMD amount of Rs. **5,000/- (Rupees : Five Thousand only) for Statutory Audit Assignment** mentioned in the online tender must be submitted through a Demand Draft from any bank branch, payable to the "Director, GEER FOUNDATION, GANDHINAGAR". Bidder must submit the EMD (Earnest Money Deposit) at the Registered Office before bid opening date.

4.8 Security Deposit (SD) : The bidder whosoever has been awarded with the assignment for **Statutory Audit** will have to submit "Security Deposit" as Demand Draft of Rs. **5,000/- (Rupees : Five Thousand only)** in of any Nationalized/scheduled Banks, drawn in favor of "Director, GEER Foundation" payable at Gandhinagar within 15 days from the date of award of work. If the bidder fails to submit security deposit in prescribed time frame, it will be assumed that the bidder is either not willing to carry out the work or has participated in the tender with malafide intentions. In such cases, E.M.D submitted as bid security shall be forfeited and bidders bid will be entirely rejected. No interest will be paid on 'Security Deposit'.

5. SPECIAL TERMS AND CONDITIONS OF THE SERVICE: -

5.1 The Firm should enclose the registration certificate.

5.2 The firm also required to enclose the copy of C.A. qualification and experience of the person to be deployed.

5.3 The position of Depot Statutory Auditor must be held by a qualified Chartered Accountant (CA).

5.4 The daily working hours are according to GEER office timings and in case of work exigency they should work beyond office hours.

5.5 As and when any of the Associates of the firm proceed on leave or absent for any reason, replacement shall have to be provided with Associates of similar capabilities.

5.6 The firm should not give sub-contract or outsource the above work/service either in full or in part to any other company/firm.

5.7 However, during absence of the regular incumbent due to illness or leave or otherwise, the firm shall ensure deployment of substitute resource and he/she must be having not less than the requisite professional qualification and experience as required for this service contract.

5.8 The contract is only for the F.Y. 2025-26 may be extended upto 3 years as may be decided on mutual agreement if necessary, depending on the performance of the firm and requirement of work.

5.9 The Service Provider should have a legal status, whether it will be a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well has had registration for income tax.

5.10 The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Service Provider to the Foundation.

5.11 No medical facilities or reimbursement or any sort of medical claims or TA/DA thereof in respect of resource provided by the Service Provider will be entertained by the Foundation.

5.12 The Foundation will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the employee or by the Service Provider. The employees as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Office of the GEER would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.

5.13 The Service Provider shall be required to keep the Foundation updated about the change of address, change of the Management etc. from time to time.

5.14 The Foundation shall have the right, within reason, to have any personnel removed who is undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Foundation.

5.15 The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.

5.16 The Service Provider shall nominate a co-ordinator who shall be responsible for regular interaction with the office of the Foundation so that optimal services of the persons deployed could be availed without any disruption.

5.17 For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of manpower so deployed. The persons deployed

by the Service Provider shall not have any claim whatsoever like employer and employee relationship against the office of the Foundation.

5.18 The office of the Foundation shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider during their performing the functions/duties, or for payment towards any compensation.

5.19 The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the contract or after expiry of the Agreement.

6. ADDITIONAL TERMS & CONDITIONS (ATC): -

6.1 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. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in GEER Foundation.

6.2 Successful Bidder should submit the Security Deposit in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Director, GEER Foundation payable at Gandhinagar, Gujarat. After award of contract, Successful Bidder can upload scanned copy of DD in place of PBG and must ensure delivery of hard copy to the original DD to the buyer within 10 days of award of contract.

6.3 As the GEER Foundation is Forest and Environment- Gujarat State Government's undertaking Vouchers, documents, written communications, policies, Government resolutions, notifications and circulars are in Gujarati language. Hence it is mandatory for the bidder to deploy such resources and a supervisor who are from Gujarati background and/or are well versed with Gujarati language. They should be able to read, write and speak Gujarati, Hindi, and English languages.

6.4 A practicing chartered accountant of the CA firm must submit a report wherein work done by the resources during audit carried out, statutory compliances done for the relevant month like payment and return filling of GST, TDS, PF or Income Tax (Advance tax if any) along with findings during their Statutory Audit along with their suggestions, query, recommendations and resolution by the concerned branch office and status of that query as on the date of report must be furnished.

6.5 A practicing-chartered accountant of the CA firm must certify the query, remarks, suggestions and findings of their resources and must give in writing to the Director, GEER Foundation, Gandhinagar.

6.6 Bidder shall be following all the rules and regulations as defined in the Chartered Accountants Act 1949.

Note: - Bidders can seek written clarifications before submitting their bids to the email address of the Foundation dydir-geer@gujarat.gov.in, No Pre-Bid meeting shall be organized for this tender.

The interested CA Firms are advised to read carefully and understand the eligibility criteria mentioned herewith before submitting their tender.

7. SCOPE OF WORK FOR STATUTORY AUDIT:-

The Gujarat Ecological Education and Research (GEER) Foundation needs the services of Statutory Audit for the F.Y. 2025-26, the scope of which is as under:

7.1 Verification of Books of Accounts and operations/systems/procedures of the GEER Foundation Office, Indroda Nature Park, Wilderness Park and Hingolghadh Sanctuary. Books of Account are to be considered as per the definition given in section 2(12A) of the Income tax Act, 1961.

7.2 To ensure that all financial transactions of the Foundation are recorded as per principles of "Cash Basis Accounting" and are booked to proper accounting heads also to ensure that Books of Account maintained in Tally Software should match with all relevant records.

7.3 Checking of compliance of various tax like PF, IT, PT, TDS, GST – TDS and GST TDS etc.

7.4 To carry out Statutory Audit work and assist the GEER Foundation in preparation of required Financial Statements in prescribed format as per the applicable Law. After completion of the same to submit of Statutory Audit report in required copies as asked by the Foundation.

7.5 To carry out Tax Audit and accordingly filling of Income tax return of the GEER Foundation as per rules of Income tax Act 1961 and The Bombay public Charitable Act 1950.

7.6 As and when specifically required and requested preparation and Issuance of relevant forms required for Foreign Remittance as and when required and ensure compliance under FCRA, 2010.

7.7 To prepare and certify the Utilization Certificates as per the norms & requirement under relevant Projects/schemes either on annual basis or as and when specifically required and requested.

7.8 Other certification work (on Need Basis of the Foundation).

7.9 As and when specifically required and informed preparation of Compliance Draft for any query/Para raised regarding Audit by the Income Tax Department and if required then visit the GEER office for the same.

7.10 As the Comptroller and Auditor General of India (CAG) is the Statutory Auditor of the Foundation and to ensure the accountability of the Foundation CAG audit has been conducted every Four Year. In this regard, as and when specifically required and requested to guide or help for the preparation of Compliance Draft for any query/Para raised regarding Audit office of Principal Accountant General. And if required then visit the GEER office for the same.

7.11 Statutory Auditor must be update with changes made in all applicable taxes/laws to the GEER Foundation and must inform about the same to the GEER Foundation.

7.12 The Annual accounts of the Foundation should be prepared on time and presented in the Board/Executive Meeting for approval and the details should be discussed by attending the Board/Executive Meeting.

7.13 The accounting corrections suggested by them should be coordinated with the internal auditor of the Foundation and action should be taken to correct them in consultation with the competent officer of the Foundation.

7.14 Advise this office in compliance of applicable taxes and other statutory requirements.

7.15 Any other relevant work as informed by the Director of the Foundation.

8. ESTIMATED VALUE:-

8.1 The estimated value/Fees for carrying out **Statutory Audit inclusive Tax Audit work as well filing of Income Tax returns as per norms** is **Rs. 75,000/-** (for Per Financial Year) including GST/applicable taxes.

9.2 The estimated value/Fees for preparation and certifying of Utilization Certificates and certifying of other Certificates as per the requirement of the Projects/schemes of the Foundation including GST/applicable taxes work is **Rs. 4,500/-** Bidder must quotes fees which must be inclusive of all taxes including GST.

9.3 The estimated value/Fees for **GST related work**: Filing of monthly/quarterly/annual GST returns), Handling of GST scrutiny and assessment cases, replying to notices and appeals (That may rise during the assignment) **Rs. 25,000/-**. **Income Tax related work**: Filing of monthly/quarterly/annual IT returns) Handling of Income Tax notices, scrutiny, and assessment proceedings, Preparation and submission of appeals of the Income Tax (That may rise during the assignment period) **Rs. 25,000/-**.

10. AUDIT FEES PAYMENT CONDITION:-

10.1 The payment would be made only for the audit works and certification works assigned specifically by the Foundation. No extra fees should be charged for the other tasks mentioned under the scope of statutory audit.

10.2 C.A. firm will be paid fees after completion of all work assigned and on annual basis.

10.3 Audit Fees is inclusive of TA/DA and pocket expenses etc. No other claims will be entertained.

11. SELECTION / EVALUATION PROCESS:-

11.1 Bid Evaluation: The bids of the Prospective firms would be evaluated in two stages i.e. Technical Bid and Price Bid.

11.2 Price Factor: The Bid of only those firms whose Technical Bid has passed the minimum technical bid parameters will be opened for further consideration.

Note: Negotiation: In case it is felt necessary, firm/s could be invited for further negotiation.

11.3 Technical Bid: In response to the tender invitation, firms shall submit their credentials along with the documents which should include details of the types of assignments handled in the past, qualified personnel proposed to be deputed for the present assignment with detailed CV of each team member including man-hours for each of the senior team member proposed to be allocated for this assignment, etc.

11.4 Price Bid: The firms should quote their fees structure in detail with description of the costs associated with the assignment. This structure should clearly indicate amount of Audit Fees separately for **Statutory Audit inclusive Tax Audit; Filing of Income tax return**, Certification work, and apart from fees for value added services, if any.

The quotation of fees of Firms must indicate inclusion / exclusion of statutory liability relating to various taxations, out of pocket expenses etc. The Firms are required to submit the bids in a format given at **Annexure- D**.

12. GENERAL INFORMATION :

The Bid will be in two parts. **One** sealed envelope should mention **“TECHNICAL BID”** on top of the cover and the cover should contain the Technical Bid. **Second** **“PRICE BID”** should be submitted in electronic format only on GeM website. No offer in physical form will be accepted and any such offer if received will be outright rejected. Also, any reference of the Price, quotes, etc. in physical submission shall result in rejection of the Bid of the bidder.

The firms are advised in their own interest to ensure that their Bid for Professional Fees is submitted on or before last Date of the Bid.

The firms should submit their Technical Bid must be with EMD by Registered Post A.D. / Speed Courier to -

DIRECTOR,
Gujarat ECOLOGICAL EDUCATION AND RESEARCH (GEER) FOUNDATION
Indroda Nature Park, PO Sector-7,
Gandhinagar-382 007, Gujarat, INDIA
Phone : 91-79-23977300

JURISDICTION : - In case of any dispute Gandhinagar will be only Jurisdiction

ANNEXURE : A

FORMAT FOR C.A. CERTIFICATE

(On CA's Letter Head)

TO WHOM SO EVER IT MAY CONCERN

CHARTERED ACCOUNTANT CERTIFICATE

On the basis of verification of books of accountants and other documents produced before us and maintained, we certify that M/s. _____ is engaged in practice of providing consultancy and undertaking audit and other financial services under any act or statute. This is to certify that they have turn over /gross receipts in the last three years ending on 31st March 2025. (i.e., for financial year 2022-23, 2023-24 and 2024-25) as follows:

(In Rs.)

Sr. No.	Financial Year	Total Turnover	Turnover from Statutory services (Rs. Lakhs)	Net Worth (Rs. Lakhs)
1	2022-23			
2	2023-24			
3	2024-25 (Finalized)			
	Total amount			
	Avg. of above			

Name of the Authorized signatory

CA Stamp & Seal

ANNEXURE : B

Profile of CA Firm

1. Name of C.A. firm

2. Full Address of Registered office :

.....
.....

3. Address of the Branch Office in Ahmedabad or Gandhinagar

.....
.....

4. ICAI firm registration No.

5. Certificate No. of Incorporation and Date

6. PAN No.

7. GST No.

8. Details of C.A.s as proprietor or partners on full time paid employees:

Sr. No.	Name	Membership No.	Qualification	Designation	Age	Date of Joining	Date of ACA	Date of FCA
1								
2								

9. Details of Other Staff:

Sr. No.	Name	Qualification	Designation	Age	Date of Joining

10. Details of Statutory Audit Staff:

Sr. No.	Name	Qualification	Designation	Age	Date of Joining

11. Experience of audit in companies whether private or public including Govt. undertaking. (GoG or Gol undertaking) No. of assignments managed in last three financial years till 31-03- 2025 (FY 2022-23, FY 2023-24 & FY 2024-25 (Finalized))

Sr. No.	Name of Auditee	Type of Audit	Location of the Auditee	Year of Appointment	Value of Work order

(Please attach work order / appointment letter copies in each case)

Note :

1. Only Statutory Audit will be considered for above.
2. Govt Undertaking includes all Govt. Dept, PSEs, Boards, Corporations, Society, Corporation, Local Bodies etc. Govt undertaking does not include Public Sector Bank.
3. PAN No. (Copy of PAN Card to be attached)
4. GST No. (Copy of GST to be attached)
5. Certificate of Incorporation (Copy of CoP to be attached)
6. CVs of C.A.s as proprietor or partners (to be attached).
7. For the evaluation purpose minimum 10 years of experience in auditing must accordingly provide self-declaration certificate.
8. For the evaluation purpose minimum 10 assignments (for firm applying for Statutory Audit Assignments) in last 3 years i.e. 31/03/2025 must be completed successfully, please provide work order / appointment letter copies in each case.

ANNEXURE : C

UNDERTAKING FOR “NO CRIMINAL PROCEEDING ON FIRM AND NO PENAL ACTIONS ON AUTHORIZED PERSON OF THE FIRM”

(Bidder shall submit a Notarized Affidavit on Rs. 300 Stamp Paper stating that the firm has never been debarred/blacklisted/no criminal/legal/penal proceedings instituted by any Government/PSU/Department/ICAI)

Date: ___April, 2026

To,

The Dy. Director (R and D),
GEER Foundation, Indroda Nature Park,
P.O. Sector-7, Gandhinagar. Pin Code:
382007.

Sub.: Appointment of Chartered Accountant Firm as a “Statutory Auditor” of the Gujarat Ecological Education and Research (GEER) Foundation for the F.Y. 2025-26.

In connection with the above subject, I / We confirm the following:

I / We the undersigned have read and examined all the conditions of the tender for by the GEER Foundation.

- 1 I / We declare that our offer is strictly in line with Tender conditions and there is no deviation. Further, I/We also agree that additional conditions / deviations, if any, found in our proposal/bid, the offer shall be out rightly rejected without assigning any reason thereof.
- 2 I / We hereby submit our proposal/bid and undertake to keep our proposal/bid valid for a period of **180days** from the date of opening of technical bid. I / We hereby further undertake that during the said period, I / We shall not vary/alter or revoke my/our bid.
- 3 I / We (Name of bidder) declare that on our Agency/firm/company/ or the partners or proprietor or employee thereof, there is neither legal, criminal proceedings had been instituted by any department/office of Government nor matter regarding disciplinary actions by the ICAI.
- 4 I / We (Name of bidder) declare that we have not engaged with the GEER Foundation, Gandhinagar in the Statutory Audit for the last three F.Y. i.e. 2022-23, 2023-24, and 2024-25.

I/We also agree to abide by and fulfil all the terms, conditions and provisions of the abovementioned Tender documents.

Signature:

Name of the Authorized signatory:

Bidder with Company seal:

Date and Stamped:

Mobile No.:

Email:

Annexure: D (To be submitted On-Line only)

Date: ___April, 2026

To

DIRECTOR,

Gujarat ECOLOGICAL EDUCATION AND RESEARCH (GEER) FOUNDATION

Indroda Nature Park, PO Sector-7,

Gandhinagar-382 007, Gujarat, INDIA

Phone: 91-79-23977300

Dear Sir,

Sub: Proposal for Professional Services in relation to "Statutory Audit" assignment for F.Y. 2025-26.

I / We, _____ CA proposes for selection of our firm / organization as "Statutory Auditor" for the assignment as proposed in the Tender Bid dated _____ at a gross fees (inclusive to all taxes) of:

Sr. No.	Category of Assignment applicable w.r.t. various services	Details of Professional Services in relation to Statutory Audit	Bid Price (inclusive to all taxes and In Rs.)
1	Statutory Audit Assignments	Statutory Audit inclusive Tax Audit; Filing of Income tax return of the GEER Foundation as per Tender Clause No. 7 , rules of Income tax and other applicable Laws. (if assigned)	
2		Preparation and Issuance of relevant forms required for Foreign Remittance as and when required and ensure compliance under FCRA, 2010. (if assigned)	
3		For Preparation and Certifying Utilization certificates either on annual basis or as and when required/ as per the requirement under the schemes/Projects and for other certification work. (if assigned)	
4		GST related work: Filing of monthly/quarterly/annual GST returns), Handling of GST scrutiny and assessment cases, replying to notices and appeals (That may rise during the assignment). (if assigned)	
5		Income Tax related work: Filing of monthly/quarterly/annual IT returns) Handling of Income Tax notices, scrutiny, and assessment proceedings, Preparation and submission of appeals of the Income Tax (That may rise during the assignment period). (if assigned)	
6		GST related pending compliances (Previous F.Ys): Pursuing pending GST scrutiny and assessment cases, replying to notices and appeals matters (That may rise during the assignment period) (if assigned)	
7		Income Tax related pending compliances (Previous F.Ys): Pursuing pending Income Tax scrutiny and assessment cases, replying to notices and appeals matters of previous F.Ys. (if assigned)	

Yours faithfully,

Signature:

Full Name of the Authorized signatory: _____ Designation: _____

CA Stamp & Seal

Annexure-E

Checklist of Documents/Evidence Submitted with Technical Offer

Sr. No.	Eligibility Criteria	Documents Required	Yes/ No	Page No.
1.	The CA Firm must have paid tender fees of 1,500/- if bidder applying for Statutory Audit Assignment.	N.A.		
2.	The CA Firm must have paid if bidder applying for Statutory Audit Assignment : EMD of Rs.5,000/-	Demand Draft of Rs. 5,000/- in favour of "Director GEER Foundation" payable at Gandhinagar.		
3	A) CA firm should have Registered for 10 years as on 31/03/2025 from the date of registration of the firm with ICAI. B) Self-Declaration certificate showing 10 years of experience in auditing is required.	A) Copy of self attested registration Certificate with ICAI is required to be submitted. <i>(As per Annexure- C)</i> B) Signed and stamped copy of Self declaration certificate is required to be submitted.		
4	The firm must have a minimum staff strength of 2 : Full Time CA 7 : Staff Persons <i><u>(If assignment allotted by the GEER Foundation then Bidder is bound to provide minimum Total 3 resources. Out of these 2 resources must have passed inter CA exam with 2 Years' Experience (Refer Clause 3.7 of Bid Qualification Criteria).</u></i> The bidder must submit all relevant certificates, experience documents, declarations	Copy of Partnership Deed along with self-certified copy of registration letter issued by ICAI showing particulars of Partners and Qualified/ paid Assistants in employment with the firm shall be required showing status as on 31.03.2025. All relevant certificates, experience documents shall be submitted <i>(As per Annexure- B)</i> .		
5	The firm must have valid PAN, GST Registration, and Firm Registration.	Copy of Registration Certificate of the Firm along with PAN, GST Registration. <i>(As per Annexure- B)</i>		
6	The average annual income from Audit and Attestation Services must be more than Rs.4.00 lakhs (in case of Statutory Audit Assignment) during the last three financial years.	Copy of audited Balance Sheet and Profit and Loss Statements along with Income Tax Returns for the F.Y.2022-23, F.Y.2023-24 and F.Y, 2024-25. <i>(As per Annexure- A)</i>		

Sr. No.	Eligibility Criteria	Documents Required	Yes/ No	Page No.
7	The firm must have its Registered Office in Gujarat, or at least one functional branch in Ahmedabad or Gandhinagar for the last 10 years	Copy of Registered Office in Gujarat, at least one functional branch in Ahmedabad or Gandhinagar is required to be submitted. (As per Annexure- B)		
8	<p>The firm must have completed at least</p> <p><u>Ten (10) Statutory Audit assignments</u></p> <p>That done for the entities comes under Government / Semi-Government / Autonomous Bodies / Trusts / Boards / Societies during the last three years.</p>	Copies of self-attested appointment letters shall be submitted. (As per Annexure- B)		
9	The firm must not have been blacklisted, debarred, or delisted by any Government Authority, PSU, ICAI, or reputed organization at any time	Bidder shall submit a Notarized Affidavit on Rs. 300 Stamp Paper stating that the firm has never been debarred/blacklisted/no criminal/legal/penal proceedings instituted by any Govt./PSU/Department/ICAI. Also has to declare that Firm has not engaged with the GEER Foundation in the Statutory Audit for the last three F.Y. i.e. 2022-23, 2023-24, and 2024-25 (As per Annexure- C)		
10.	Proposal for Professional Services in relation to Statutory Audit assignment for F.Y. 2025-26	Price Bid (As per Annexure- D)		