

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण/Bid Details</b>	
<b>बिड बंद होने की तारीख/समय /Bid End Date/Time</b>	27-04-2026 16:00:00
<b>बिड खुलने की तारीख/समय /Bid Opening Date/Time</b>	27-04-2026 16:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)</b>	180 (Days)
<b>मंत्रालय/राज्य का नाम/Ministry/State Name</b>	Gujarat
<b>विभाग का नाम/Department Name</b>	Agriculture And Co-operation Department Gujarat
<b>संगठन का नाम/Organisation Name</b>	Directorate Of Agriculture
<b>कार्यालय का नाम/Office Name</b>	Joint Director Of Agriculture Extension Ahmedabad
<b>वस्तु श्रेणी /Item Category</b>	Financial Advisory Services - Offsite; Tax Advisory
<b>अनुबंध अवधि /Contract Period</b>	1 Year(s)
<b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service</b>	2 Year (s)
<b>इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required</b>	Yes
<b>वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover</b>	Yes   Complete
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover</b>	Yes   Complete
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	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
<b>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?</b>	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

**बिड विवरण/Bid Details**

बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	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 / <b>Estimated Bid Value</b>	24000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
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**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to 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 Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE 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. 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.
4. 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.
5. 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.
6. 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.
7. 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 :**

PRICE BREAKUP - [1776418346.xlsx](#)

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

**Scope of work to be uploaded by buyer:**[1776418431.pdf](#)

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory

विवरण/ Specification	मूल्य/ Values
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Tax Litigation Strategy , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , Tax expert , GST expert
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Indian Accounting Standards (Ind AS)
Total Experience of Professionals / Resources (In years)	0 - 3 Years
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory 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 विशिष्ट दस्तावेज़ /Additional Specification Documents**

**परेषिती/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	Mohitkumar Bhikhalal Raval	380005,Near Visat Petrol Pump SABARMATI, AHMEDABAD	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 (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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---**

## ANNEXURE-II

The following terms and conditions are fixed for availing Tax Advisory service through GEM portal for the financial year 2026-27 at the office of the Joint director of Agriculture (Extension) Ahmedabad.

### General Terms and Conditions

1. By submitting a bid, the bidder shall be deemed to have read, understood, and accepted all the terms and conditions mentioned in the bid document. All required documents must be submitted along with the bid.
2. The services to be provided under this Agreement shall be for a period of financial year 2026-27 from the date of awarding this contract.
3. Joint director of agriculture office (ex) Ahmedabad reserves the right to reject any or all bids received or cancel the Tender, without assigning any reason.
4. **The agency must ensure:**
  - A. All TDS returns (monthly/quarterly/annual) are filed within deadlines under the Income Tax Act.
  - B. All GST returns (monthly/quarterly/annual) are filed within deadlines under the GST Act
5. **The agency shall provide:**
  - A. Expert advisory support on TDS, GST, and Income Tax compliance
  - B. Guidance during audits, inspections, reconciliations, or departmental correspondences
  - C. Clarifications as required by joint director of agriculture office (ex) Ahmedabad from time to time Consultation must be provided promptly and without additional charges.
6. During the contract period, no increase in rate shall be permitted under any circumstances.
7. Joint director of agriculture office (ex) Ahmedabad reserves the right to terminate the contract at any time by giving one (01) months' notice without assigning any reason. No compensation shall be payable to the agency upon such termination.
8. **Resolution of Defaults & Departmental Notices:** In case of any default notice, demand notice, show-cause notice or any communication from the Income Tax Department, the agency shall:
  - A. Analyze the cause
  - B. Prepare and file correction statements
  - C. Submit replies
  - D. Rectify and close demands (old and new)

9. **PAYMENT TERMS**

Payment Schedule: Payment to the successful bidder shall be made on a quarterly basis after successful filing of quarterly E-TDS returns. The claim must be submitted along with:

- A. Original invoice,
  - B. Acknowledgement receipts of quarterly returns, and
  - C. Any other supporting documents as required by joint director of agriculture office (ex) Ahmedabad. (TDS shall be deducted as per Income Tax rules.)
10. Incomplete, ambiguous, or conditional bids are liable to be rejected. Joint director of agriculture office (ex) Ahmedabad reserves the right to reject any bid without assigning any reason.
11. Conditional Tender will not be accepted
12. For legal issues the place of jurisdiction will be the District Court of Ahmadabad only.
13. Rates shall be quoted in Indian Rupees, inclusive of all applicable charges, service charges, taxes, GST, duties, or any other levies.
14. The agency shall not sublet, outsource, assign, or transfer the contract or any part thereof to any third party. Any such attempt shall lead to immediate termination of the contract without any liability on the part of Joint director of agriculture office (ex) Ahmedabad.
15. All accounting records, data, and financial information belonging to Joint director of agriculture office (ex) Ahmedabad must be handled with full confidentiality and shall not be shared with any external party under any circumstances.
16. **Penalty for Delay in Filing of Returns:** Joint director of agriculture office (ex) Ahmedabad shall forward the required data in Excel format to the agency. If the agency fails to file any ETDS/GST-TDS/GST return within the prescribed statutory deadline despite timely submission of data by Joint director of agriculture office (ex) Ahmedabad, then:
- A. Any penalty, late fee, interest, or other charges imposed by the Income Tax Department or GST authorities shall be borne entirely by the agency.
  - B. If quarterly/monthly TDS or GST-TDS statements provided by Joint director of agriculture office (ex) Ahmedabad are not filed on time due to the agency's fault, any penalty imposed by the Income Tax/GST Department may be recovered from the firm's bills.
  - C. The competent authority may withhold payments in full or part to recover penalties.
  - D. No extra payment or compensation shall be made by Joint director of agriculture office (ex) Ahmedabad for such delay.
  - E. No payment shall be made if the service rendered is unsatisfactory.

હિસાબી અધિકારી  
સં.ખે.નિ.(વિ.) ની  
કચેરી, અમદાવાદ  
અને સભ્ય સચિવ

હેડ ક્લાર્ક  
સં.ખે.નિ.(વિ.) ની  
કચેરી, અમદાવાદ  
અને સભ્ય

ખેતી અધિકારી,  
સં.ખે.નિ.(વિ.) ની  
કચેરી, અમદાવાદ અને  
સભ્ય

મદદનીશ ખેતી નિયામક  
(ખે.વી.સં.અ),  
સં.ખે.નિ.(વિ.) ની  
કચેરી, અમદાવાદ અને  
સભ્ય

સંયુક્ત ખેતી નિયામક  
(વિસ્તરણ), અમદાવાદ  
અને અધ્યક્ષ

**ANNEXURE-III**  
**SCOPE OF WORK (SOW)**

**Name of service: Financial Advisory Services - Offsite; Tax Advisory**

Sr. No	Particulars	Filling OR Generation period	Remarks
1	24Q TDS salary Entry	Quarterly	
2	e-tads 24Q Filing	Quarterly	
3	26Q TDS non-salary Entry	Quarterly	
4	e-tads 26Q Filing	Quarterly	
5	Form 16 or form 130 (part A & B both) For each employee	Annually	<b><u>Preparation, validation and issuance of this form through TRACES Portal</u></b>
6	Form 16A or Form 131 For each Third party/contractors /vendors	Quarterly/Annually	<b><u>Preparation, validation and issuance of this form through TRACES Portal</u></b>
7	GST TDS Return filing	Monthly/Annually	

**Note –1) 24Q SALARY ENTRY, FILLING AND GENERATION OF FORM 16/130 - approx. 25 Employees**

26Q TDS ENTRY FILLING AND GENERATION OF FORM 16A/131 AND GST TDS RETURN FILING- **approx. average 15 Third-party/contractors/Vendors per month IN WHOLE YEAR (increase or decrease up to 10% Possible In this Number)**

- 2) Appear and prepare reply against assessment/re-assessment notices/Income tax penalties proceedings for existing as well as originating.
- 3) Follow-up with the various IT/GST authorities for pending appeal effects, rectification orders and other pending actions on the part of IT/GST authorities. The consultant is expected to review all the files/records connected with pending appeal and rectification effects, for each assessment year. The consultant is expected to draft applications and submit it on our behalf before the income tax/GST authorities for obtaining effects in respect of the pending matters.
- 4) The agency shall prepare and file revised or correction TDS returns and correction in FORM-16/130, 16A/16B/131 as required, without any extra charges. (This includes correction of PAN errors, challan mismatches, salary details, deductee information, or any all other errors)

હિસાબી અધિકારી સં.ખે.નિ.(વિ.) ની કચેરી, અમદાવાદ અને સભ્ય સચિવ	હેડ ક્વાર્ટ્સ સં.ખે.નિ.(વિ.) ની કચેરી, અમદાવાદ અને સભ્ય	ખેતી અધિકારી, સં.ખે.નિ.(વિ.) ની કચેરી, અમદાવાદ અને સભ્ય	મદદનીશ ખેતી નિયામક (ખે.વી.સં.અ), સં.ખે.નિ.(વિ.) ની કચેરી, અમદાવાદ અને સભ્ય	સંયુક્ત ખેતી નિયામક (વિસ્તરણ), અમદાવાદ અને અધ્યક્ષ
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## ANNEXURE-IV

(ટેકનીકલ બીડ માટે જરૂરી ડોક્યુમેન્ટ)

નોંધ:-તમામ પુરાવા GEM પોર્ટલ પર online અપલોડ કરવા જરૂરી છે.

NO.	DOCUMENT DETAILS	UPLOAD
1	Average Annual turnover during the immediate last three consecutive financial years should be at least Rs. 48,000/-. (Upload C.A Certified Turn Over Certificate)	
2	A copy of pan card	
3	A copy of GST Registration	
4	A copy of ICAI/ICMAI firm Registration Certificate	
5	HQ/ Branch Office must be in Ahmedabad or Gandhinagar (UPLOAD A VALID GOVERNMENT PROOF)	
6	2 years' experience of Central Government/State Government/Semi Government/Nigams (UPLOAD CONTRACT NOTE OR EXPERIENCE CERTIFICATE)	
7	The Organization or Firm should not have been Banned/Blacklisted by any Government/Semi Government Department/Organization for any reason. (UPLOAD SELF DECLARATION)	
8	For MSME or Startup (if applicable)- upload valid Udyam registration certificate with NSIC Certificate OR CSPO Certificate for exemption.	

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