

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-05-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-05-2026 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	Health & Family Welfare Department Gujarat
संगठन का नाम/Organisation Name	Gujarat Medical Services Corporation Limited (gmscl)
कार्यालय का नाम/Office Name	Gmscl
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; As per scope of work
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 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 मेन् 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	2
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	4500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	135000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	48

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी 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
Gujarat Medical Services Corporation Limited, Block No.14/1, Dr. Jivraj Mehta Bhavan, Old sachivalay, Sector-10,
Gandhinagar-382010
(Managing Director, Gmscl)

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work to be uploaded by buyer:[1775739609.pdf](#)

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per Scope of work	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:Gujarat Medical Services Corporation Limited, Block No.14/1, Dr. Jivraj Mehta Bhavan, Old sachivalay, sector-10, Gandhinagar-382010.

Presentation will be decided after pre bid

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
24-04-2026 11:00:00	Gujarat Medical Services Corporation Limited, Block No.14/1,Dr.Jivraj Mehta Bhavan,Old Sachivalay,Sector-10,Gandhinagar-382010

Financial Advisory Services - Onsite; As Per Scope Of Work (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	As per scope of work
Sub-category of Financial Advisory Services	As per scope of work
Financial Advisory Reports	Yes
Frequency of Progress Report	As per scope of work
Type of Professional/Resources required	As per scope of work
Qualification of Professional/Resources required	As per scope of work
Certification of Professional/Resources required	As per scope of work
Total Experience of Professionals / Resources (In years)	As per scope of work
एडऑन /Addon(s)	
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 विशिष्टि दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Trivedi Kartik Rameshbhai	382010,Gujarat Medical Services Corporation Limited (GMSCL) , Dr. Jivraj Mehta Bhavan, Gandhinagar - 382010	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. Forms of EMD and PBG

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

Managing Director ,Gujarat Medical Services Corporation Limited
payable at
Gandhinagar

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Managing Director ,Gujarat Medical Services Corporation Limited,
Account No.
32638352973
IFSC Code
SBIN0008434
Bank Name
State Bank of India
Branch address
NSC Branch, Gandhinagar

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security 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

Managing Director ,Gujarat Medical Services Corporation Limited
payable at
Gandhinagar

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Managing Director ,Gujarat Medical Services Corporation Limited

Account No.

32638352973

IFSC Code

SBIN0008434

Bank Name

State Bank of India

Branch address

NSC Branch, Gandhinagar

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

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---

**Tender for the Appointment of a
Chartered Accountant Firm for
Bookkeeping and Double-Entry
Accounting for the Financial
Years 2026–27 to 2028–29**



**Gujarat Medical Service Corporation Limited
(A government of Gujarat Undertaking)**

Block No.14/1, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar

Invitation of Bid Documents for appointment of a firm of Chartered Accountants as Internal Auditors

Name of Department	Health Department
Bid Opening Authority	Managing Director GUJARAT MEDICAL SERVICES CORPORATION LIMITED Block No. 14, 1st Floor, Dr. Jivraj Mehta Bhavan, Sector-10, Gandhinagar, Gujarat, India - 382010
Name of Project	Appointment of a firm of Chartered Accountants for Bookkeeping and Double-Entry Accounting
Period of Contract	For the period of Three years. (F.Y 2026-27,2027-28,2028-29)
Bidding Type	Open
Class of Bidder	Not Applicable
Tender Currency Settings	Indian Rupee (INR)
Joint Venture/ Consortium	Not Allowed
(Amount Details)	
Bid Document Fee Payable to	"Gujarat Medical Services Corporation Limited" payable at Gandhinagar
Bid Security / Earnest Money Deposit (EMD)	Rs.1,35,000/- (Rupees One lakh thirty five Thousand Rupees) separately in form of Demand Draft/NEFT/RTGS issued by any Nationalized Bank. Bank details Managing Director ,Gujarat Medical Services Corporation Limited, Account No. 32638352973 IFSC Code SBIN0008434 Bank Name State Bank of India Branch Address NSC Branch, Gandhinagar.
Bid Security / Earnest Money Deposit (EMD) in favor of	Managing Director "Gujarat Medical Services Corporation Limited" payable at Gandhinagar
Bid Validity Period	180 days from opening of price bid
Technical Bids Submission(Online Only)	Bidder shall submit their technical bids in electronic format only on website https://gem.gov.in No offer in physical form will be accepted and any such offer if received will be outright rejected.
Price Bid Submission (ONLINE ONLY)	Bidder shall submit their price offer in electronic format only on website https://gem.gov.in 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.
Officer Inviting Bids	Managing Director, Gujarat Medical Services Corporation Limited

Introduction

The Central Medical Stores Organization (C.M.S.O) was established in the year 1978 under the Health and Family Welfare Department Govt. of Gujarat and was entrusted with the functions of procurement, storage and distribution of medicines, surgical goods, medical equipment/instruments and insecticides for the health care institutions under Govt. of Gujarat.

With a view to match the changing demands and pace of development in the sector, the CMSO was transformed into "Gujarat Medical Services Corporation Limited" (GMSCL) as an autonomous body and was incorporated under the Companies Act for systematic procurement, inventory management, management information system and to infuse professional management with establishment, development and strengthening the use of information technology in medical store organization.

The Main Functions of GMSCL are as following:

- To procure standard quality medicines, surgical items and insecticides and to ensure timely availability of medicines, surgical and insecticides items through decentralized storage and distribution network.
- To procure standard quality medical equipment/Instrument and its maintenance for entire product life cycle
- To establish Diagnostic Medical Service Center for early diagnosis and ease of treatment for beneficiaries.
- The primary mandate of GMSCL is to ensure the transparent, efficient, and timely procurement, testing, and distribution of quality drugs, medicines, surgical items, and medical equipment to various Government Hospitals, Community Health Centers (CHCs), and Primary Health Centers (PHCs) across Gujarat. Additionally, GMSCL manages the maintenance of biomedical equipment and diagnostic services to ensure uninterrupted healthcare delivery to the public.
- Gujarat Medical Services Corporation Limited is mainly receiving advances mainly from Health Department, Government of Gujarat. It is to mention that there are approx. 30,000 No. of Vouchers are prepared and accounted in FY 24-25.

Brief Description of Scope of Work

An indicative list of activities that resources of Service Providers will be required to undertake are as follows but not limited to:

1. The service provider shall be recording all the transactions in Tally software.
2. Preparation of final accounts as per the Companies Act and the guidelines of ICAI required to be Followed.
3. Preparation and Generation of Management Information /reports as and when required by the Management.

4. Suggest suitable methods and latest updates on mandatory requirements with regards to Finance and Accounts and Taxation matters under various statute for smooth functioning of Finance and Accounts department.
5. Monitoring overall accounts of the Corporation and suggest remedial measures wherever lapses Found.
6. Any other works assigned by the Managing Director / General Manager Finance/ Deputy General Manager Finance related to and Accounts.
7. Overall accounting of books of accounts of the company including proper accounting of each voucher, document, sales invoices, purchases, expenses, grants, advances, deposits, interest income and investments, Salary payments including professional tax and reconciliation of all Government taxes and dues.
8. It is hereby clarified that service provider shall be responsible for Preparing and maintaining Books of accounts of GMSCL.
9. The firm shall be responsible for providing proper data and calculations on a regular basis, which Shall be considered final for the purpose of compliance with GST, TDS, and Income Tax on a monthly, quarterly, or annual basis, as and when required.
10. Perform periodic reconciliations between the books of accounts, challan deposits, and Form 26AS/AIS/TIS.
11. Provide regular updates on legislative changes, Finance Act amendments, and judicial Rulings Affecting TDS obligations.
12. Scope of work of Service provider shall comprise calculation of year end provisions for expenses as given by the respective branches, calculation of Income tax payable and accordingly entering provision entries for Income tax, deferred tax etc.
13. Scope expressly includes extending full cooperation and assistance during Internal Audits
14. The Service Provider is required to assist Statutory Auditor to complete the Audit work
15. The Service Provider is required to attend during the audit carried out by the office of Comptroller and Auditor General (C&AG) Audits and make compliance to the audit para with support of GMSCL.

Detailed Scope of Work

- **Accounting work**

1. To Established system for proper account and financial work in double entry (tally software) system in computerized environment.
2. To guide for proper voucher along with bills, supporting documents etc. to comply with audit requirement.
3. Day to Day Voucher Entry as per Bill (supplier wise purchase bill entry and JV Against allotted Grant Head).
4. To finalize accounts heads and grant heads in consultation with Dy.GM.(F/A).
5. To co-ordinate with tax-consultant.

6. To reconcile the grant receipt. To verify entry in cash/bank book on the basis of voucher (manually as well as computerized) by GMSCL Staff.
7. Prepare & Submit Following monthly Account reports:
 - a) Trial Balance.
 - b) Statement Showing Bank Reconciliation Statement of each bank account.
 - c) Statement Showing Advance received and utilized during the month.
 - d) Statement Showing Monthly Expenses and Income during the month.
 - e) Statement Showing Statutory payments made to Government.
 - f) Statement Showing Details regarding fixed Deposit including Liquid deposits.
 - g) Statement Showing Auto Fixed Deposit with bank.
 - h) Statements showing transaction made during the month in any other account Head, which are not covered above.
 - i) Monthly Cash Balance certificate, authorized by respective officer.
 - j) Monthly indenter wise Cash Flow Statement
 - k) Vendor & System Reconciliation
8. Preparation of quarterly, half yearly provisional accounts as per requirement of Company act 2013. The Service Provider is need to verify below mentioned registers:
 - a) Cheque register.
 - b) Cash book and bank book.
 - c) SD/EMD deposit register.
 - d) Cheque issued register.
 - e) Advance Grant register.
 - f) FD register, bank guarantee register.
9. Compliance of Internal auditor and A.G. Auditor paras. (Include proprietary Audit) and the Audits under other Laws.
10. Training to staff for preparing accounts.
11. Preparation of Agenda of Board meeting for account branch.
12. To provide proper guidance on applicability of Company Law.
13. To provide proper data for the compliances of GST/TDS/IT on monthly/quarter/annual basis.

14. Internal Control & Risk Management
 - Design, review and strengthening of Internal Financial Controls (IFC)
 - Risk identification (financial, operational, compliance risks)
 - Periodic risk register preparation & monitoring

15. Preparation and documentation of Standard Operating Procedures (SOPs) for:
 - Accounting process
 - Voucher approval workflow
 - Grant utilization
 - Periodic review and updates of SOPs

16. Budgeting & Financial Planning
 - Preparation & monitoring of Annual Budget
 - Budget vs Actual analysis (monthly/quarterly)
 - Variance reporting with reasons

17. Cash Flow & Fund Management
 - Preparation of Cash Flow Forecast (monthly/quarterly)
 - Monitoring of fund utilization efficiency
 - Advice on investment of surplus funds (FD etc.)

18. Compliance Calendar
 - Maintain Compliance Tracker / Calendar for:
 - GST
 - TDS
 - Income Tax
 - Companies Act
 - Ensure zero delay compliance monitoring system

19. Data Validation & System Controls
 - Validation of system-generated reports (Tally / ERP / E-Aushadhi)
 - Data accuracy checks
 - Prevention of duplicate & wrong entries

20. Fraud Detection & Reporting Mechanism - Early detection of:
 - Fraud
 - Misappropriation
 - Irregular payments
 - Reporting mechanism to management

21. Fixed Asset & Inventory Accounting
 - Maintain Fixed Asset Register (FAR)
 - Depreciation as per Companies Act
 - Periodic reconciliation with physical records
22. Vendor & Contract Compliance Check - Verification of:
 - Purchase orders
 - Contracts / tenders
 - Payment terms compliance
23. Digital Record Management
 - Proper document digitization & backup system
 - Data security and audit trail maintenance
24. Coordination with Departments for accurate accounting & reporting
 - Coordination with:
 - Procurement Branches
 - HR
 - Depots & Logistics branch
 - Legal Branch
25. Litigation & Contingent Liability Tracking
 - Identification & accounting of:
 - Legal liabilities
 - Contingent liabilities
26. Periodic Review Meetings
 - Monthly review meeting with Account Branch
 - Quarterly review with Management
27. Exit & Handover Clause
 - Proper handover of:
 - Data
 - Reports
 - Working files
 - At the end of contract

Terms & Conditions

1. Minimum Eligibility Criteria, Technical Eligibility and Financial obligation and other important terms and conditions has been mentioned in the annexures attached hereto which are part of this tender document.
2. The CA firm already engaged with GMSCL in the Account work, Pre-Audit, Internal Audit, Consultancy or Statutory Audit assignment in the Past Three Years shall be ineligible for participating in this bid.
3. Any bidder who has previously received a communication or letter citing non-satisfaction of services or non-performance of duties from GMSCL is definitively disqualified from applying.
4. Accounting firm shall not subcontract the work.
5. Accounting firm will work in strict confidence and secrecy.
6. The appointment of accounting firm will be for the period of 3 years subject to satisfactory performance. The Company retains the discretion, to review the arrangement after completion of one (1) year and may take necessary steps in accordance with review of engagement and providing reasonable prior notice and opportunity of hearing.
7. All deliverables shall be submitted within the agreed timelines. In the event of any delay, the payments may be adjusted appropriately. Further if the services doesn't meet the expected standards of quality or performance, the Authority reserves the right to discontinue the engagement by giving due notice, with payments made proportionately for the work completed up to that point.
8. **The Accounting Firm shall deploy a dedicated team comprising two full-time personnel in the Accounts Department at GMSCL office on a regular basis. These team members must possess a minimum qualification of Graduate coupled with a minimum of three years of experience in field of accounting.**
9. **The Firm shall also appoint a qualified Chartered Accountant (CA) as the Team Leader. The CA shall visit the Accounts Department for one day on a weekly basis to review the work, coordinate activities, and to ensure compliance.**
10. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in GMSCL the Bid document, ATC and Corrigendum if any.
11. Bidders must submit the EMD with Account Payee Demand Draft in favor of GMSCL payable at Gandhinagar, Gujarat. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
12. A practicing chartered accountant of the CA firm must submit a monthly report wherein work done by the resources on daily basis, statutory compliances done for the relevant month like payment and return filling of GST, TDS or Income Tax (Advance tax if any) along with findings during their 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.

13. As the GMSCL is Gujarat State Government's undertaking. Vouchers, documents, written communications, policies, Government resolutions, notifications, and circulars are more over 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.
14. Bidder shall be following all the rules and regulations as defined in the Chartered Accountants Act 1949.
15. Jurisdiction will be Gandhinagar only.

Annexure – I

Terms and Conditions

1. The evaluation of the proposals will be made as per the pre decided minimum eligibility criteria as mentioned in the **clause B of this Annexure**, documents submitted as per **Annexure – IV**.
2. Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.
3. CA firm will be selected on the QCBS (70:30) basis. Technical Evaluation (70%) and Financial Evaluation (30%). The Decision of Managing Director, GMSCL to allot work to CA firm shall be final and binding to all bidders.
4. Tender shall be filled by CA firm on GEM.
5. The technical bid will be opened first and will be evaluated by a committee of officers. Bidders who meet the minimum eligibility criteria shall be invited to deliver a comprehensive presentation demonstrating their capability to execute the Scope of Work. Those who have not submitted required documents as per ATC will be disqualified. Further, Minimum criteria for eligibility of technical bid is 60 marks out of 100 marks. **The financial bid will be opened by the committee only in respect of those firms who possess minimum eligibility criteria and qualified as per Technical Bid evaluation**
6. The contract shall be awarded to the bidder with the highest final combined score.
7. Proposals without necessary documents will be rejected.
8. The whole process of tendering can be cancelled without giving any prior notice or intimation by Managing Director, GMSCL.
9. The Validity of the bid will be of six months.

B. Eligibility Conditions

The C.A. Firm must have the minimum eligibility criteria mentioned below. Further, CA firm having eligibility criteria higher than the minimum eligibility criteria mentioned below may also apply for this bid.

Sr. No.	Eligibility Criteria	Documentary Evidences to be attached
1	The Chartered Accountant Firm / LLP must have done of at least Five assignment of Accounting and Bookkeeping of State or Central Government or local authority or government company in last 5 years as on 31.03.2025.(For F.Y. 2020-21,2021-22,2022-23,2023-24, and 2024-25)	1. Appointment Letter/ Contract copy / Work Order with self-certification by the bidder that service / supplies against the invoices have been executed.(FOR EACH YEAR) or 2. Execution certificate by client with contract value (FOR EACH YEAR)
2.	The bidder must have income from services other than Audit-Attestation and Certifications assignments more than Rs. 50 lakhs in each of last FIVE years ending on 31 st March 2025. (I.e. for Financial year 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25).	Original Chartered Accountant certificate clearly indicating income of the bidder in last FIVE years ending on 31 st March 2025. (i.e. for Financial year 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25). The bidder shall also submit CA certified audited Balance sheet and Income statement showing income under attestation function and other than attestation function duly signed by the CA and authorized signatory/ies of the bidders.
3	The Firm should have been registered for a period of at least 15 years with ICAI.	Registration certificate for firm by Institute of Chartered Accountants of India as on dated 31-03-2025
4	The Bidder must have minimum 5 chartered accountant and Out of which, at least 3 Chartered Accountants must be full-time partners.	Registration certificate for firm by Institute of Chartered Accountants of India as on dated 31-03-2025
5	The bidder should not have been black listed by Central/State Government Department/ Public Sector Undertaking for any contract executed in past	Affidavit on Rs.300 Non – Judicial Stamp paper stating that they have not been black listed by Central/ State Government Department/Public Sector Undertaking
6	Firm shall have Head Office or 2 Branch office headed by full time Partner in Gujarat and shall have one full-fledged Branch office headed by full time Partner in Ahmedabad /	Registration certificate for firm by Institute of Chartered Accountants of India

	Gandhinagar.	
7	CA Firm must be empaneled with C&AG for the FY2024-25 with Category-1	C& A G Empanelment Letter to be attached. (Mere application is not sufficient)
8.	The Bidder's firm should be peer reviewed.	Submit Certificate of Peer Review with ICAI.
9.	The firm must have valid GST Number.	Submit GST Certificate.
10.	The C.A. firm shall give undertaking that they have not been debarred or penalized for any of the Government assignments in last 5 years.	Attach Copy of Undertaking
11.	The bidder should not be under liquidation; court receivership or similar proceedings should not be bankrupt.	Attach Copy of Undertaking
12.	The CA firm shall give declaration that no FIR has been lodged against their firm or any partner of their firm or any of its employee in connection with professional work assigned by Government and non-Government organizations/entities. No legal action has been taken by any Government Authority/Government entity including National Financial Reporting Authority (NFRA) for negligence in carrying out audit or misconduct while in audit.	Attach Copy of Undertaking
13.	Bidder must have minimum 10 Audit Staff (Minimum Graduate, Other than CA) and also attach CV of 2 two full-time personnel which bidder is supposed to deploy at the office of GMSCL.	Attach Self Attested List

C. EMD

The Bidder shall need to submit EMD of **Rs.1,35,000/- (Rupees One Lakhs Thirty-five Thousand only)** in form of Demand Drafts/Bank Guarantee/NEFT/RTGS/Pay Order drawn in favor of **"Managing Director, Gujarat Medical Services Corporation Limited"** payable at **Gandhinagar.**

Bank details

Managing Director, Gujarat Medical Services Corporation Limited,

Account No.

32638352973

IFSC Code

SBIN0008434

Bank Name

State Bank of India

Branch Address

NSC Branch, Gandhinagar.

D. Minimum Fees Criteria:

1. Scope of Assignment & Volume of Work :-

The appointed Agency shall be responsible for end-to-end accounting functions, but not limited to the passing of Journal Entries and maintenance of books of accounts. It is estimated that the annual volume of work will comprise approximately 30,000 vouchers.

Furthermore, the Agency acts as a critical support unit for the Department. The scope expressly includes extending full cooperation and assistance during Internal Audits, Statutory Audits, and Comptroller and Auditor General (C&AG) Audits for the period of their appointment. The Agency must ensure all accounting records are reconciled and readily available to facilitate these audit processes seamlessly.

2. Minimum Bid Price (Floor Price)

In view of the substantial volume of vouchers, the necessity for high-level accuracy, timely completion of accounts under the Companies Act, 2013 and the rigorous requirement to support multiple levels of audit i.e. Internal/ Statutory/ C&AG Audit, maintaining a high standard of professional service is paramount.

- Accordingly, the Minimum Professional Fee for this assignment has been fixed at:

INR 45,00,000/- (Rupees Forty Five Lakhs Only) for Three Years (F.Y 2026-27,2027-28,2028-29)

Note: This amount is exclusive of all applicable taxes. Any financial bid submitted below this minimum benchmark shall be summarily rejected to ensure that the quality of critical accounting and audit-support services is not compromised.

E. Deployment of Manpower

1. The Accounting Firm shall deploy a dedicated team comprising **two full-time personnel** in the Accounts Department at GMSCL office, Gandhinagar on a fulltime basis. These team members must possess a minimum qualification of Graduate coupled with a minimum of three years of experience in field of accounting.
2. The Firm shall also appoint a **qualified Chartered Accountant (CA) as the Team Leader**. The CA shall visit the Accounts Department for one day on a weekly basis to review the work, coordinate activities, and to ensure compliance.

F. Miscellaneous

1. In case of operational difficulties, the Managing Director, GMSCL may take steps including changes in conditions of assignment to remove such difficulties without materially altering the scope of work or terms and conditions.
2. The Managing Director, GMSCL reserves the right of awarding this contract or at his discretion may not award this contract at all or may postpone the award of work for a reasonable time.
3. The Director GMSCL, Gandhinagar will have power to remove CA firm from assignment on being established that the work is not being carried out as per the terms and conditions mentioned in tender document.

G. Taxes and Duties

1. The bidder should quote fees exclusive of all applicable taxes.
2. All the applicable Taxes/TDS will be deducted from the payments.
3. No other taxes shall be paid. The C.A. Firm and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the contract price.

H. Commencement, Completion, Modification and Termination of Contract

1. The appointment of accounting firm will be for the period of 2 years subject to satisfactory performance. The Company retains the discretion, to review the arrangement after completion of one (1) year and may take necessary steps in accordance with review of engagement and providing reasonable prior notice and opportunity of hearing
2. The contract can be terminated from either side, by mutual understanding at any time or after giving 60 days' notice as the case may be to the concerned without mentioning any reason. However, the decision of The Managing Director, GMSCL will be final and binding in this regard. In case of any gross negligence, irregularity, laxity or misconduct on the part of the C.A. Firm's personnel or any of its partner/proprietor, the contract will be terminated immediately and other actions as deemed appropriate will be initiated.

I. Payment of Service Provider

1. Payment of fees for accounting work will be based on the tabular format mentioned below including all out of Pocket expenses on completion of Accounting work and compliance of queries raised by GMSCL. No other claim shall be entertained. All fees shall be exclusive of all taxes and no other claims shall be entertained. TA/DA and other incidentals are not eligible.

Sr. No.	Particular	Condition
1.	Professional Fees payment on Monthly Basis	90% of Contract Price.
2.	Upon Completion of Statutory Audit and upon approval of accounts in Board Meeting	10% of Contract Price

2. **Service Provider must submit a monthly progress report (MPR) by 20th date of next month indicating the work done by the resources on daily basis.**
3. Any violation of contractual obligations by the Service Provider/employee shall attract penalties as mentioned against each obligation. The Service Provider confirms and agrees that penalty whenever becomes payable, the same shall be deducted by the department from the payments due to the Service Provider.
4. All applicable taxes and duties shall be payable by the Service Provider and the Buyer shall not entertain any claims whatsoever with respect to the same.
5. The bidder shall go through volume of work and scope of work mentioned in the bid, fees shall be quoted accordingly.

J. Obligations of the Accounting Firm

1. The Bidder Firm cannot assign this contract, or sub contract it, or any portion of it, to any other C.A/ C.A. firm.
2. The CA Firm shall remain present in coordination / review meetings, and make presentations as and when called and no additional fees shall be paid for that.
3. The CA Firm shall train their employees from time to time with the prevailing and updates of rules and regulations of the various scheme carried out by the GMSCL.

K. Confidentiality

1. The Firm, their partners and the personnel of either of them shall not as part of this assignment, disclose any proprietary or confidential information relating to the services, this contract, or GMSCL operations without prior written consent of the GMSCL.
2. All reports and other documents submitted by Firm shall become and remain the property of the GMSCL and the Firm shall, not later than upon termination OR expiration of this contract, deliver all such documents and reports to the GMSCL with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the GMSCL.
3. The firm has to give an undertaking 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 from the Appointing Authority.

L. Obligation of the GMSCL

1. GMSCL will provide office space including furniture, fixture, electricity, computer system, printer and accessories on sharing basis to Selected Bidder.
2. GMSCL will provide timely relevant records, bills, vouchers along with guidelines, orders, resolutions, GRs etc. for accounting work.

M. Settlement of Disputes

1. The decision of the GMSCL in selection of the C.A. firm will be final. Removal / termination of C.A. firm can be done by the Managing Director, GMSCL.
2. Any dispute w.r.t assignment, including audit of any bill/voucher between Accounting firm and GMSCL will be resolved by the General Manager, Finance. If Firm is dissatisfied

with the decision of the General Manager, Finance, they may approach the Managing Director, GMSCL and the decision of the Managing Director, GMSCL will be final and binding one.

3. For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the Court at Gandhinagar alone shall have jurisdiction.

N. Penalties

1. If Firm leaves during the tenure of assignment without any proper procedure or prior intimation, Performance Bank guarantee and outstanding fees may be forfeited. The decision of Managing Director, GMSCL is final in case of penalty.
2. In the event of gross negligence, irregularity, laxity or misconduct on the part of the Firm's authorized C.A., personnel or any of its partner, the Firm's contract may be terminated and the C.A. firm may get black listed at the discretion of the Managing Director, GMSCL which shall be communicated to all the Government Departments and the Institute of Chartered Accountants of India for debarring such firm from any assignment of any Government work. In such a case the C.A.s of the C.A. firm shall be severally and/or jointly directly responsible for the said matter and amount of performance bank guarantee shall be forfeited including outstanding fees.
3. The violation of any of the terms will invoke penalty. It will be the responsibility of the Firm to carry out fast, prompt, accurate and correct accounting. Failure to do so leading to either undue delay, or laxity or failure to check irregular payments will make the C.A. firm liable for being removed from the contract by the GMSCL after issuing 7 days' notice as well as disciplinary action including the forfeiture of performance guarantee will be taken. The decision of the Managing Director, GMSCL will be final.
4. In the event that it is noticed the contract is being carried out by another CA firm or sub-let to another CA firm, the Director, GMSCL, is empowered to withdraw or cancel the contract from that CA firm, forfeit the performance bank guarantee, and withhold any dues related to the contract, with seven (7) days' notice. Further actions may be taken as deemed appropriate.
5. For any of the non-compliance penalty shall be imposed as per the decision of the management.

Terms & conditions, Scope of work and all other matters mentioned in the bid documents are acceptable and agreed by bidder Firm as per the details mentioned above.

Date:
Seal of Office/ Proprietor/Partner

Sign:
Name & Designation:

Annexure - II

(Information in the below mentioned format to be uploaded on GEM portal along with necessary documents as per Annexure-IV)

FORMAT FOR TECHNICAL SERVICES

A technical proposal for Double entry accounting work.

1. Name of the Firm: _____

2. Registration number of Firm : _____

3. Date of establishment : _____

4. Registered address of Head office :

5. Details of Branch Offices :

Sr. No.	Address	Year of establishment of branch office

6. Professional Tax Registration No: _____

7. GST registration no : _____

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

Year	Fees of Audit & Attestation work	Fees other than audit and attestation work
2020-21		
2021-22		
2022-23		
2023-24		
2024-25		

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

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

10. Details of other audit Staff.

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

11. Experience of C.A. Firm : ___ Years (From the date of Registration of firm)

12. List of Major Central Government/ State Government/Local Authority Accounting Assignments (Last FIVE years- 2020-21, 2021-22, 2022-23, 2023-24, 2024-25):

Sr. No.	Name of Office	Year of Accounting Assignments	Type of Accounting Assignments

13. EMD/ Bank Guarantees Details:

EMD/Bank Guarantee No. : _____ Issue Date: _____ Due Date: _____

Bank Name: _____ Bank Branch: _____

Certificate

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

Date:

Sign:

Seal of Office/ Firm Proprietor/Partner

Name & Designation:

Designation:

Annexure - III

List of Documents to be attached with the Technical Bid

- Copy of EMD/Bank Guarantee provided as EMD.
- Copy of Partnership Deed (in case of partnership firm).
- Copy of Firm card/letter from C.A. Institute mentioning Registration No. and details of Partners & Paid CA employees.
- Copy of professional tax and GST registration number
- Certificate by Chartered Accountant for last 5 FY for income of the Firm other than services of Audit-attestation (For FY 2020-21, 2021-22, 2022-23, 2023-24, 2024-25)
- Copies of Income Tax Returns for the last three years along with Acknowledgements (F.Y 2022-23, 2023- 24, 2024-25).
- Undertaking that CA Firm falls under category "I" or higher as per F.D. resolution no. JNV-10-2018-1143-A dated 16/09/2019 & 08/06/2020.
- Undertaking that the CA Firm has not been debarred or penalized for any of the Government assignments in last 5 years.
- Declaration that no FIR has been lodged against their firm or any partner of their firm or any of its employee in connection with professional work assigned by Government and non-Government organizations/entities. No legal action has been taken by any Government Authority/Government entity for negligence in carrying out audit or misconduct while in audit.
- Declaration that CA Firm has registered head office or branch office within Gujarat. Same should be duly evidenced by the latest Firm card or any other document (before the date of advertisement of this bid) duly issued by the Institute of Chartered Accountants of India.
- Certificate of Peer Review with ICAI
- Declaration that CA Firm should not be under liquidation; court receivership or similar proceedings should not be bankrupt.
- Annexure-I duly stamped and signed. (each page)
- Annexure-II duly stamped and signed. (each page)
- PPT for Annexure - IV
- All the documents shall be self-attested.

Annexure - IV

Marking for Technical Evaluation (70% Weightage)

Sr. No.	Particulars	Marks
1	<p>PPT Presentation</p> <p>Topics :</p> <ul style="list-style-type: none">• Documents submitted by CA Firm• Background and experience as only mentioned in Tender Document• Types of Services Provided• Details of H.O. and Branch Offices• Details of CA Partners, CA Employees, Accounting & Audit Staff• Government Accounting Work in last 5 years• (F.Y 2020-21, 2021-22, 2022-23, 2023- 24, 2024-25)• Plan on how CA firm will execute GMSCL's Accounting work as per Scope of work	100

Note: Qualifying marks are 60, those who score less than 60 marks will be disqualified and their financial bid will not be opened. Those CA Firm who have not submitted required documents as per ATC will be disqualified. Those CA Firm who shall not available to/come for presentation will considered as Disqualified.