बिड संख्या/Bid Number: GEM/2026/B/8239098
दिनांक /Dated: 04-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-11-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-11-2026 14:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Rural Development Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	382011
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :gmit@glpc.co.in Buyer Email id: gmfinance@glpc.co.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, As Per ATC; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	30 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
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
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	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	5400000
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	AXIS BANK LTD
ईएमडी राशि/EMD Amount	162000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	36

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

MD
GLPC, Block 18/3, Udyog bhawan, Sector-11, Gandhinagar.
(Glpc Nrlm Scheme)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

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

This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
AS PER ATC	100	50	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 50

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, As Per ATC; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , As Per ATC
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	As Per ATC
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , As Per ATC
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , As Per ATC
Frequency of Progress Report	As Per ATC
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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/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	Gadhiya Chetna Narendrabhai	382011,Gujarat Livelihood Promotion Company ltd. A Government of Gujarat undertaking, 18/3,Udhyog Bhavan, Gandhinagar, Gujarat	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 Document for hiring the services of a Chartered Accountant Firm for Book Keeping and Management Consultancy Services of Gujarat Livelihood Promotion Company Limited

Terms of Reference……

Background……

Objective..... ……....

Scope of Work..... ……....
Terms & conditions..... …….....

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

Contract duration.....

Payment of the Consultant Fees:.. .....

Obligation..... ..... …….....

Confidentiality..... …….....

Penalties..... …….

Annexure-A..... ……....

Annexure-B. ..... …….....

Annexure-C..... …….....

Annexure-D..... …….....

Annexure-E..... …….....

Annexure-F..... …….....

Terms of Reference

Background

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

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

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

Objective

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

Data Sheet

Sr. no.	Particulars	Details
1.	Date of availability of RFP	Date: 4/11/2026
2.	Submission of Pre-bid queries	To be sent till 11:00 Hrs, Date: 05/11/2026 (before the pre bid meeting in word format via email to gmfinance@glpc.co.in)
3.	Pre-bid meeting	Date: 06/11/2026, 12:00 Hrs 3rd Floor, Block No. 18, Udyog Bhavan, Gandhinagar, Gujarat - 382011.
4.	Response to pre-bid queries	Will be uploaded on GeM portal
5.	Due Date(Online)	Date and Time:25/11/2026, 15:00 Hrs
6.	Due Date(Offline/Hard copy)	Date and Time: 25/11/2026, 15:00 Hrs (EMD to be submitted in hard copy via only courier/ RPAD/ Speed Post only at GLPC, Gandhinagar on or before due date and technical proposal in hard copy should be submitted)
7.	Technical Proposal Opening Date	17:30 hrs on the next working day from the due date of the physical submission.
8.	Financial Proposal Opening	To be communicated later to the technically qualified bidders
9.	EMD/Bid Security	3% of Tender Value in form of Demand Draft In Favour of “Gujarat Livelihood Promotion Company Limited" Payable at Gandhinagar.
10.	Contact Details	+ 91 79 2324 8512.
11.	Relevant Website/Portal	www.gem.gov.in
12.	Bid Validity Period	180 Days

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

Note :

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

Scope of Work

A) Related to Head Office Work:

- **Details of the work: -**

a. Preparing accounts of GLPC in tally accounting software of all the scheme implemented by company for all the 34 Districts and Head office of Company as per instructions of GLPC.

b. Data entry of receipts, payments and general vouchers etc. in tally accounting software of all the 34 Districts and Head office of Company.

c. Co-ordinate with all the 34 Districts clerical staff and Merge the accounting data of all the 34 Districts with Head office accounts of all the scheme implemented by Company on a monthly basis.

d. Maintaining the inward-outward register, check/payment register, GST register and other necessary registers related to the office.

e. Calculation of monthly GST, GST (TDS) and IT TDS and work related to filing challan for HO.

f. Maintaining summary sheets of GST, GST (TDS) and IT TDS etc. for all 34 Districts along with HO.

g. Preparation and filing of monthly GSTR-7 data and file GSTR-7 on or before 10th of the succeeding month.

h. Preparation and filing of quarterly TDS data and file TDS return on or before 30th of the succeeding Quarter.

i. Preparation and filing of Annual Income Tax Return in due date as prescribed from time to time.

j. Timely settlement of accounts and preparation and submission of balance sheet, profit and loss account, cash-flow statement and financial report as per the rules mentioned in the Companies Act.

k. Compliance of Internal Audit reports for accounting related observations. Compliance should be discussed with head of the branch and their views/explanations shall be incorporated.

l. The compliance of the earlier report should be produced while internal audit of next month to Internal Audit if any.

m. Firm is required to co-ordinate at the time of Internal, Statutory, C&AG Audit, Scheme Audit and State Government Audit of any Financial Year which is going on in the Firm's appointment tenure and Firm will also assist in replies drafting for Para raised by C&AG.

n. Guidance work for internal accounting control.

o. Doing bank reconciliation of the 34 Districts along with Head Office on Monthly Basis.

p. Reconciliation of all bank accounts and merging them in the final settlement of accounts to prepare complete accounts

q. Preparation of notes of accounts and compliance with accounting policies and accounting standards.

r. Coordination of objections and reports given by Income Tax Department/GST Department

s. Work assigned by the Accounts Officer/Administrative Officer regarding accounts and administration of Company

t. All information shall be kept confidential as per rules and if any irregularity is found in the annual accounts or administrative work of the office, it shall be immediately reported to the head of the office.

u. As and when required by GLPC and /or District/Implementing Agencies, the accounting firm can be called upon to provide any additional services than those stated above for the smooth functioning of the projects.

v. The firm will develop monitoring and supervision mechanism to ensure that the project/ assignments are progressing according to schedule. Any queries, observation or any problem noted, has be highlighted and reported immediately to GLPC for necessary corrective action. The firm will ensure the periodical reports required by the GLPC and funding agencies are furnished timely.

w. The Firm will report to GLPC any discrepancies noticed in the existing procedures and suggest improvement. Any duplication of work noticed or unnecessary data noticed will be highlighted and reported to GLPC.

x. The Firm will liaison with the top management of the GLPC in periodical meetings to review the progress of the work and to ensure requirement of GLPC and Bank/Funding agency are fully met.

y. The firm shall report directly to Controller of Accounts, GLPC. Report of the work done during each month shall be submitted on or before 10th of the succeeding month. Any urgent or critical issues if necessary should also be separately reported to Controller of Accounts of GLPC as and when noticed. The compliance of the report will be followed up as per the GLPC's Operational Manual.

z. Responding to notices issued by the Income Tax Department, resolving matters arising from such notices, and attending hearings as and when scheduled.

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

□ **Manpower:-**

a. The firm will deploy two full time accounting resource on daily basis, having qualification of B.com, M.com and out of which one must be Intern CA/CA with 2-3 years of experience at GLPC office for handling day to day accounting. (Knowledgeable of Gujarati and English typing and Tally-Accounting).
b. Senior partners of the firm will have to visit the office of GLPC on Weekly Basis for the discussion on being called upon by the higher authorities of GLPC. Senior Partner and staff deployed shall remain present at periodic review meeting of GLPC.

□ **Penalty Clause:-**

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

□ **Appointment Period:-**

- Since the appointment period is a matter related to the accounts, the work will have to be done from 01/04/2026 to 31/03/2029 after the completion of the financial year and the contract period can be extended.

□ **Notice Period:-**

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

□ **Place of Duty:-**

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

□ **Infrastructure for work:-**

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

Terms & conditions:

Eligibility of Applicants

- An Applicant may either be a partnership firm/ a limited liability partnership.

- An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Client will forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, the time, cost and effort of the Client including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Client hereunder or otherwise

- Any entity which has been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.

- In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process. The term applicant (the "Applicant") means the bidder. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

Minimum Eligibility Criteria:

As per Finance Department circular no JNV-10-2018-1143-A Dated: 16/09/2019 and Dated: 08/06/2020 firm fulfilling criteria of category II as per the circular shall be eligible. In addition to that firm should fulfill following criteria also.

Sr. No.	Criteria	Requirements	Documentary Evidence
1.	Presence in Gujarat State	Office in Gujarat state since last 10 years	1. Certificate of Incorporation/ Partnership Deed/ Other relevant registration document 2. PAN 3. GSTIN
2.	Empanelment with CAG	The firm shall be empaneled with The Controller and Auditor General of India.	□ Certificate of Empanelment
3.	Financial Capacity	Minimum average annual income from audit and attestation of INR 30 Lakhs from services in the previous **three financial years**. (FY 2023-24 ,2024-25 and 2025-26)	□ CA certificate in the prescribed format □ Audited Financial Statements
4.	Firm Composition	No. of Partners: (1) There must be at least 3 CAs in the firm, out of which minimum 2 CAs must be the partners of the firm as on 01/04/2026.	□ Copy of latest partnership deed / Firm card
5.	Profit	The bidder should not have suffered any financial loss during the previous three financial years. (FY 2023-24 ,2024-25 and 2025-26)	CA certificate in the prescribed format Audited Financial Statements

6.	Blacklisting	Firm Should not be blacklisted by any agency of the central government, Public Sector Undertaking or by any department of any State Government.	Self- certification. (False certification and/ or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process.)
7.	Relevant Experience	The firm must have experience of Accounting & Management Consultancy Services of at least 1 GOG/GOI, Authority, Society in the last 3 years (completed work/project) & consultancy services of any Public Enterprise ,Board, Corporation etc , Mentioned as Category I, Category-II, Category-III in Appendix 1,2,3, of the Resolution Dated 16.9.2019 & as amended on 08.06.2020 during Last 3 Years.	1. For completed projects: Work Order/ Agreement/ CA certificate certifying 100% payment received
8.	Registered Office	Firm's registered office or Branch Office should be located in Gujarat state for a minimum period of 10 years.	As a proof scan copy of firm card or ICAI/Institute certificate for the last 3 years.
9.	Peer Reviewed	The Firm Must have Peer Reviewed Firm.	Peer Review Certificate.

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

- The Professional fees payable to the firm will include

- Professional fees towards provision of Accounting & Consultancy Services.
- Apart from the above, no further claims will be entertained

- The Controller of Accounts, GLPC or an authorized person shall supervise the accounting by conducting surprise visits and firm shall explain the accounting procedures and findings if asked for during the course of supervision.

- GLPC reserves the right to cancel the assignment without assigning any reason in case it may deem fit.

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

- Periodic review meeting will be held at the Head Office of the GLPC in which the CA of the Firm shall remain present.

- GLPC may add any other scope not mentioned above but requires Internal Audit, as may deemed fit.

Evaluation criteria and other details of the tender process

1. Bid Procedure

a) GLPC reserves all the rights to accept or not to accept the RFP

b) The whole process of tendering can be cancelled without giving any prior notice or information by the Director, GLPC

c) Any undue influence of any type may disqualify the bidder and the bid will be outright rejected

d) The technical bid will be opened and evaluated by a committee of the officers at the head office of the GLPC

e) The supporting documents for the information mentioned in Annexure-B is to be attached with the Technical Bid for scrutiny of the proposal. The proposal received without necessary documents will be rejected

f) This tender document shall be signed on each page and submitted back forming part of the Technical Bid) Firms will have to submit Earnest Money Deposit (EMD) of Rs.1,62 000/- (Non-Interest Bearing) in form of Demand Draft in favouring of "Gujarat Livelihood Promotion Company Limited - GLPC" payable at Gandhinagar.

g) The selected firm has to pay security deposit as mentioned in bid document on GeM. (the 5% of the tender amount has to submitted as security deposit)

7.1. Technical Proposal

- Technical proposal should be signed on all the pages and submitted online only on or before the time stipulated in the tender notice.

- Technical proposal must be submitted with an Index and accurate page numbering clearly mentioning the section heads that is refers to as per the RFP.

- CA Firms are requested to submit their proposal in English Language only. Any document such as work order, agreement if available in local vernacular should be substantiated by its English Translation duly attested by the Authorized Signatory. For evaluation, the English version will be referred to

- In preparing their proposal, CA Firms are expected to thoroughly examine the RFP Document, Material deficiencies in providing the information requested may result in rejection of a Proposal.

- Applicants should note the Proposal Due Date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be

entertained by the Client, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Due Date as specified in Data Sheet. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Client reserves the right to seek clarifications in case the proposal is non- responsive on any aspects.

7.2. Financial Proposal

- While preparing the Financial Proposal, CA Firms are expected to consider the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be a lump sum Proposal inclusive of all the costs including all taxes with the Assignment.

1. Proposal Evaluation

1. Technical evaluation

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

1. Evaluation of Bid

1.1 The Institutions will be selected by the Quality and Cost Based Selection (QCBS) method as set out in Chapter 6, Rule no. 192 of the General Financial Rules 2017, of the Department of Expenditure, Ministry of Finance.

1.2 Technical evaluation of the Bid will be done based on pre-qualification criteria, and the technical evaluation matrix mentioned in the RFP and GeM portal failing which the bid will not be considered for technical evaluation.

1.3 The financial bids of bidders whose technical bids are found technically responsive and comply with the RFP document will only be considered for financial evaluation.

1.4 If more than one bidder qualifies with the same quotes (lowest L1), then the decision will be taken by the Purchasing Authority, which will be final and binding to the bidders.

1.5 In case, the most qualifying bidder (as per the Bid Evaluation Criteria) does not accept the award of the contract or is found to be involved in corrupt and/or fraudulent practices, the next qualifying bidder may be considered for the award of the contract. In such a scenario, the second qualifying bidder will be offered to match the qualifying bid Price (L1) and execute the project at that Price for the entire contract duration.

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

required to get at least 70 marks out of 100 to qualify for the next stage i.e. opening of the financial bids.
The individual bidder's technical scores will be normalized as per the formula below:

Tn = Tb/Tmax*100
Where, Tn = normalized technical score for the bidder under consideration
Tb = absolute technical score for the bidder under consideration
Tmax = maximum absolute technical score obtained by any bidder

Sr. No.	Criteria	Requirements	Documentary Evidence	Marks
1.	Presence in Gujarat State	Office in Gujarat State since last 10 years	Certificate of Incorporation/ Partnership Deed/ Other relevant registration document PAN GSTIN	Office set up for 10 years : 20 Marks Office set up for more than 10 years: 25 Marks
2.	Financial Capacity	Minimum average annual audit income of INR 30 Lakhs from services in the previous **three financial years**. (FY 2023-24,2024-25 and 2025-26)	CA certificate in the prescribed format Audited Financial Statements	Audit income Rs. 30 Lakh – 15 Marks Audit income from Rs. 30 lakh to 50 lakh - 20 Marks Audit income more than Rs 50 lakh – 25 Marks
3.	Firm Composition	No. of Partners: There must be at least 3 CAs in the firm, out of which minimum 2 CAs must be the partners of the firm. If the CA is an employee of the CA firm, then he must be associated with the firm as an employee.	Copy of latest partnership deed / Firm card As a proof appointment letter, joining letter with one year old & latest salary slip shall be provided.	3 nos. CAs in the firm: 20 Marks More than 3 CAs in the firm: 25 Marks

4.	Relevant Experience	The firm must have experience of Accounting & Management Consultancy Services of at least 1 GOG/GOI, Authority, Society projects in the last 3 years (either ongoing/ completed) & consultancy services of any Public Enterprise ,Board, Corporation etc , Mentioned as Category I, Category-II, Category-III in Appendix 1,2,3, of the Resolution Dated 16.9.2019 & as amended on 08.06.2020 during Last 3 Years.	For ongoing projects: Work Order/ Agreement/ CA certificate certifying payment received till date For completed projects: Work Order/ Agreement/ CA certificate certifying 100% payment received	Experience with 1 GOG/GOI, Authority, Society, projects: 15 Marks Experience with more than 1 GOG/GOI, Authority, Society, projects : 20 Marks 5 Marks for experience of accounting work of an organization having HO and district offices.

2. Financial evaluation

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

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

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

Final Score (S) = Tn x T + Fan x P

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

- The Price bids of only technically qualified bidders would be opened for further consideration.
- Only fixed price financial bids indicating total prices for all the deliverables and services

specified in this bid document will be considered.

- Any conditional bid would be rejected

Contract Duration

1. The assignment shall be for a period of three financial years, commencing from FY 2026–27 and continuing through FY 2028–29.

2. However, the work order may be renewed for the further year at the discretion of Controller of Accounts, GLPC satisfactory performance of the firm.

Payment of the Consultant Fees:

The payment of the Professional fees will be made as below

Sr No	Particulars	% of Fees
1.	After Completion of Accounting work at year end and other work as per the RFP	80%
2.	After Completion of Internal Audit	10%
3.	After Completion of Statutory	10%

Obligation:

1. Firm has to depute adequate resources full time at GLPC based on quantum of work and deadlines

2. Firm cannot assign/outsource/sublet the work entrusted or sub contract in any manner what so ever, or any portion of it to any other firm

3. The CA shall remain present during the review meetings and make presentations as and when called and no additional fees/ expenditure shall be paid for that.

Management of GLPC

1. During the year necessary records, space and infrastructure i.e. computer system, table etc. will be provided

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

Confidentiality

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

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

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

Penalties

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

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

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

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

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

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

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

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

and agreed.

Date: **Signature**

Seal of Office/Firm Partner **Name & Designation**

Annexure – A

Statement for Pre-Qualification Criteria

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

Sr.No	
Client Name	
Government client	
Year	
Sector	
Status	
Value (In INR)	

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

List of Documents

1. Earnest Money Deposit of Rs.1,62,000/- in form of demand draft in favor of “Gujarat Livelihood Promotion Company Limited” payable at Gandhinagar.
2. A copy of Partnership Deed/ Firm Card.
3. A copy of letter from ICAI institute mentioning Registration No and details of Partners as at April, 2026.
4. Copy of audited Financial Statements along with Audit Report & Tax Audit Report and copy of I.T Return/GST Returns should be submitted for FY 2023-24, 2024-25, and 2025-26.
5. Copy of the work orders of Accounting & Consultancy Services/Accounting work carried out during last 3 years.
6. A detailed profile of the Firm.
7. Copy of GST Number of firm.
8. Copy of PAN Number of Firm.
9. Copy of Peer Review Certificate, CAG.

Annexure – B

Technical Bid For Book Keeping and

Management Consultancy Services

1. Name of Firm : _____
2. Registered Address : _____

3. Address for Branch Office
   (If Any) _____

4. ICAI Firm Registration No : _____
5. C & A. G Empanelment No.
6. Details of partners and full time employees (CA's Only):

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

7. Total annual income from audit and attestation of Last 3 (Three) years

Year	annual income from audit and attestation (in Rs)
2023-24	
2024-25	
2025-26	

Certificate

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

Date : Signature

Seal of Office/ Firm Partner Name & Designation

Annexure – C

CERTIFICATE

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

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

Date:

Seal of Office/firm

Sign:

Name:

Designation: Partner

Membership No.:

Annexure – D

Name of the Firm._____

Details of peer review certificate

Sr.No.	Details of Quality Certificate	Page No

Sign and seal of Authorized representative

Note: -

- **Enclosed Copy of the peer review Certificate.**
- **This form should be uploaded with Technical Proposal on gem portal.**

Annexure – E

Name of the Firm._____

Details of CAG Empanelment

Sr.No.	Details of CAG Empanelment number	Page No

Sign and seal of Authorized representative

Note: -

- **Enclosed Copy of the CAG Empanelment letter for FY 2026-27.**
- **This form should be uploaded with Technical Proposal on gem portal.**

Annexure F

(On Rs. 300/- stamp Paper notarised)

To

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Sir,

Sub: - Bid for Appointment of Book Keeping and Management Consultancy Services by GLPC.

I / We .....Chartered Accountant firm here with enclose technical proposal for your RFP for selection of Chartered Accountant Firm for Appointment of Book Keeping and Management Consultancy Services by GLPC.

We declare that all information submitted by us in response of bid is true and correct. We are not black listed/ debarred by any State/ Central Government or Semi Government or any government board/ corporation currently or in past.

We also undertake that no disciplinary action has been taken by ICAI against the firm/ partner or any of its directors.

Yours faithfully

Signature .....

Full name .....

And address .....

(CA Firm)