

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	22-08-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	22-08-2026 16:30:00
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	Tribal Development Department Gujarat
संगठन का नाम / Organisation Name	Development Support Agency Of Gujarat (d-sag)
कार्यालय का नाम / Office Name	Gandhinagar
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : ceo-dsag@gujarat.gov.in Buyer Email id: accounts-dsag@gujarat.gov.in
वस्तु श्रेणी / Item Category	Financial Audit Services - As per scope of work; CA Firm
अनुबंध अवधि / Contract Period	11 Month(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	10 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
टर्नओवर पात्रता मानदंड / Turnover eligibility criteria	GeM verified turnover
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) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	269500
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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

(a). 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 :

CEO

Development Support Agency of Gujarat (D-SAG), 3rd Floor, Birsa Munda Bhavan, Sector 10A, Gandhinagar
(Ceo, Development Support Agency Of Gujarat)

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.
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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - As Per Scope Of Work; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	As per scope of work
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	As per scope of work

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	As per scope of work
Type of Industries/Functions	As per scope of work
Frequency of Progress Report	As per scope of work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per scope of work
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Kiran Gambhirsinh Solanki	382010,D-SAG, 3rd Floor, Birsa Munda Bhavan, Sector 10A, Gandhinagar, Gujarat-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 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. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.

2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior

written consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. Forms of EMD and PBG

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

Development Support Agency Gujarat
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.

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

Development Support Agency Gujarat
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. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Scope of Work

1. Objective:

The primary objective is to engage a qualified and experienced accounting professional through a service provider agency to maintain accurate financial records, coordination/visiting with other relevant Dept. /offices / banks etc. for official account related works, ensure statutory compliances, and assist in the smooth financial administration of the organization.

2. Detailed Scope of Work:

The outsourced personnel will be responsible for the following tasks:

2.1 Bookkeeping & Data Entry: Accurate and timely recording of all financial transactions (Receipts, Payments, Journal Vouchers) in Tally Prime or the department's designated ERP/Accounting software.

2.2 Voucher Management: Systematic preparation and maintenance of payment vouchers, ensuring all supporting documents (bills, sanctions, and approvals) are attached and verified.

2.3 Bank Reconciliation: Monthly reconciliation of all bank accounts and monitoring of funds received from the Tribal Development Department/DSAG.

2.4 Statutory Compliances:

- o Timely deduction and deposit of **TDS (Income Tax)** and **GST-TDS**.
- o Preparation of data for **GST Returns** and **Professional Tax**.
- o Assisting in the filing of Quarterly TDS Returns.

- **Payroll Processing:** Processing of monthly salaries, honorariums, and ensuring compliance with EPF/ESIC, NPS, etc.
- **Grant Management:** Maintaining separate ledgers for different government schemes and grants, and preparing **Utilization Certificates (UCs)** as per government formats.
- **Audit Support:** Preparing folders and data for Internal Audit, Statutory Audit, and AG Audit. Ensuring all audit queries are addressed promptly.
- **Reporting:** Preparing monthly MIS reports, including Trial Balance, Receipt & Payment accounts, and Budget vs. Actual expenditure statements.

3. Budgeting, grant allocation, progress report, reporting

D-SAG is implementing various livelihood related projects through 14 District Offices (Project Administrators). Therefore, need to coordinate with district offices as well as other government related office and department. Preparing file, drafting, coordinate/visit offices, fund allocation, grant utilization, preparing monthly progress reports etc. works to be carried out independently.

4. Government procedure

Preparing files, drafting of letters/work order / payment order, keeping report, works digitally especially on E-Sarkar and various government portals, preparing various reports and maintain it. Also, basic knowledge of government procedure including bidding. Any task given by competent authority of DSAG.

5. Financial Service

Statutory audit, pre-audit, internal audit related all works and coordination with related officer and service providers.

6. A.G./PAC/PRC Para

Filing, drafting, coordinating, preparing, replying etc. of A.G./PAC/PRC paras

7. LAQ/LSQ

Preparing reply and all relevant procedure to do in time limit of LAQ/LSQ as directed by competent authority.

8. Deployment of professional

Agency has to share profiles of candidates for screening. Profiles will be shortlisted for a round of personal interaction and screening. Based on personally interaction and screening, the candidates will be selected by DSAG. If adequate profiles are not selected, the agency has to provide more profiles/bio-data to select desired candidates. The final selection of the suitable candidates will be strictly done by the D-SAG.

Professional is expected to work as per the Government of Gujarat's business calendar (working hours and working days). They shall make themselves available on non-working days if so required. Professional don't have changing without prior approval of DSAG once selected.

9. Remuneration

D-SAG required a professional with fixed remuneration of Rs. 24,500/- per month without any other benefits.

10. Contract

Contract of this service will be for 11 month or regular manpower recruited by DSAG which is earlier.

11. Provision for Replacement of Manpower

During the course of implementation of the contract, if D-SAG finds professional unfit or not matching the requirement of the work or underperforming, the agency shall replace the professional within period of 30 days. D-SAG will not pay any replacement cost for non-performing manpower. Further the background checks of replacement manpower and ensuring the code of conduct, confidentiality

lity of information shall be done by agency.

12. Conditions for Breach of Contract

The rights of termination of the contract/work order and blacklisting the agency will rest with D-SAG upon the breach of any of the conditions as prescribed above.

13. Required Qualifications and experience

B.Com and minimum 1 year of experience with operating of Tally software

14. Deliverables & Performance Standards

Up-to-date maintenance of books of accounts (not more than 3 days lag).

Zero-penalty status for statutory filings (TDS/GST).

Monthly Bank Reconciliation Statement (BRS) by the 7th of every month.

15. Working Hours & Location

- The professional will work during the official working day and hours of the office with office timing 10:30 AM to 6:10 PM and need to present during holiday if required in any urgency.
- Attendance will be monitored by the office-in-charge in way of biometric attendance.
- Location of service will be D-SAG, Gandhinagar, Gujarat.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Additional Terms & Conditions (Eligibility Criteria)

Sr. No.	Eligibility Condition	Minimum Requirement	Documentary Evidence
1	Turnover	The bidder must have average annual income from Audit & Attestation assignments Rs. 15 Lakhs or more in last three years ending on 31st March 2026. (i.e. for financial year 2023-24, 2024-25 & 2025-26)	Original Chartered Accountant certificate clearly indicating income of the bidder in last three years ending on 31st March 2026. (i.e. for financial year 2023-24, 2024-25 & 2025-26)).
2	ICAI Category	Firm must be Category-III or above as per ranking given by ICAI.	Copy of MEF (Multipurpose Empanelment Form) showing Category of CA Firm for the year 2025-26 issued by Institute of Chartered Accountants of India (ICAI).
3	Minimum Years of Practice	The Firm should have been registered for a period of at least 5 years.	Registration certificate for firm issued by Institute of Chartered Accountants of India (ICAI).
4	Number of Partners	The Bidder firm must have minimum 2 chartered accountant as a partner.	Registration certificate for firm issued by Institute of Chartered Accountants of India (ICAI).
5	Registered Head office	Registered Head office should be located in state of Gujarat or minimum 2 full time branch offices should be functional in state of Gujarat for minimum period of 3 years.	Firm card issued by Institute of Chartered Accountants of India in the name of firm showing address of firm.

6	Earnest Money Deposit (EMD)	EMD of 3% of estimated bid value mentioned in the bid in form of Demand Draft/Pay Order/Bank Guarantee Account Payee Demand Draft 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. Exemption for EMD: Udyam registration certificate for service under procurement and having registration of C SPO / National Small Industries Corporation (NSIC)
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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 कार्यवाई 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---