

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	19-01-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-01-2026 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	Panchayats And Rural Housing Department Gujarat
संगठन का नाम/Organisation Name	Bharuch District Panchayat
कार्यालय का नाम/Office Name	District Rural Development Agency Bharuch
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	3 Year(s) 9 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	3 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) *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	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 जाना है। / 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	150000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	45

(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 :

Assistant Project Officer (Admin)
DISTRICT RURAL DEVELOPMENT AGENCY BHARUCH, Panchayats and Rural Housing Department Gujarat, Bharuch
District Panchayat,
(Chaudhari Pratikkumar Udesinh)

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 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

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

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

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

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:-

Number of XX fulltime CA's required and YY professional audit staff:-

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica- tion	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	yearly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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

केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Chaudhari Pratikkumar Udesinh	392001, DISTRICT RURAL DEVELOPMENT AGENCY B/H OLD MAMALATDAR OFFICER, Opp. DISTRICT PLANNING OFFICE KANBIWAGA, BHARUCH	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

3. Buyer Added Bid Specific ATC

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

4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The

Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस नियिदा 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---



શ્રમથોગ • સંગઠન • સમૂહિકી

નિયામક, જિલ્લા ગ્રામ વિકાસ એજન્સી, ભરૂચ
DIRECTOR, DISTRICT RURAL DEVELOPMENT AGENCY, BHARUCH
કાનાબીવગા, ભરૂચ, ૩૯૨૦૦૧ | KANABIVAGHA, BHARUCH, 392001
વહીવટ શાખા | ADM BRANCH | ઈ- મેઈલ | e-mail: drda.bha@gmail.com
ફોન: (૦૨૬૪૨) ૨૪૦૭૪૫ | TELEPHONE: (02642) 240745

ક્રમાંક: જિ.ગ્રા.વિ.એ/હસબ/સ્ટે.ઓ./સ્પેશીલિકેશન/વશી/૨૦/૨૦૨૬

તા: ૦૧/૦૧/૨૦૨૬

ગવર્નર્મેન્ટ ઇ-માર્કેટપ્લેસ (GeM) પોર્ટલ મારફત સ્ટેટ્યુટરી ઓડીટ માટે ચાર્ટર્ડ એકાઉન્ટન્ટની સેવા લેવા માટે આંતરીક કમિટીનું રોજકામ

વંચાણે લીધા : (૧) સંયુક્ત નિયામક (હિસાબ) ગ્રામ વિકાસ ગાંધીનગરના પત્ર ક્રમાંક / ગવર્નર્મેન્ટ ઇ-માર્કેટપ્લેસ (GeM) પોર્ટલ મારફત સ્ટેટ્યુટરી ઓડીટ માટે ચાર્ટર્ડ એકાઉન્ટન્ટની સેવા લેવા માટે આંતરીક કમિટીનું રોજકામ
(૨) ઉધોગ અને ખાણ વિભાગનો તારીખ ૦૩/૦૨/૨૦૨૧ નો ઠરાવ અને ગુજરાત રાજ્ય ખરીદનિતી ૨૦૨૪
(૩) અત્રેની કચેરીની તા. ૧૧/૧૨/૨૦૨૫ની નોંધ પર તા. ૨૬/૧૨/૨૦૨૫ના રોજ મળેલ મંજુરી.

ઉપરોક્ત સંદર્ભ ૧ થી ૩ ને ધ્યાને લઈ અત્રેની જિલ્લા ગ્રામ વિકાસ એજન્સીની કચેરી ભરૂચમાં ચાલતા વિવિધ પ્રોજેક્ટોના વાસ્ત્વિક હિસાબોનું નાણાંકિય વર્ષ સને ૨૦૨૫-૨૬, ૨૦૨૬-૨૭ અને ૨૦૨૭-૨૮ એમ ત્રણ વર્ષ માટે સ્ટેટ્યુટરી ઓડીટની કામગીરી માટે ચાર્ટર્ડ એકાઉન્ટન્ટની સેવા મેળવવા માટે સ્પેશીલિકેશન તથા અન્ય તમામ બાબતો/શરતો નક્કી કરવા અંગે નિયામકશ્રી, જિલ્લા ગ્રામ વિકાસ એજન્સી ભરૂચના અધ્યક્ષ સ્થાને નીચે મુજબની નક્કી થયેલ આંતરીક કમિટીની બેઠક બોલાવવામાં આવેલ જેમાં નીચે મુજબના સભ્યો હાજર રહેલ હતા.

(૧) નિયામકશ્રી, જિલ્લા ગ્રામ વિકાસ એજન્સીની કચેરી, ભરૂચ	અધ્યક્ષ
(૨) મદદનીશ પ્રાયોજના અધિકારી (વહીવટ), જિ.ગ્રા.વિ.એ. ભરૂચ	સભ્ય સચિવ
(૩) મદદનીશ પ્રાયોજના અધિકારી (હિસાબ), જિ.ગ્રા.વિ.એ. ભરૂચ	સભ્ય
(૪) મદદનીશ પ્રાયોજના અધિકારી (યોજના), જિ.ગ્રા.વિ.એ. ભરૂચ	સભ્ય
(૫) જિલ્લા કો-ઓર્ડિનેટર (SBM-G), જિલ્લા ગ્રામ વિકાસ એજન્સીની કચેરી, ભરૂચ	સભ્ય
(૬) ડી.ડી.પી.સી. મનરેગા યોજના	સભ્ય
(૭) જિલ્લા કો-ઓર્ડિનેટર (PMAY), જિલ્લા ગ્રામ વિકાસ એજન્સીની કચેરી, ભરૂચ	સભ્ય

જે અન્વયે નિયામકશ્રી, જિલ્લા ગ્રામ વિકાસ એજન્સીની કચેરી, ભરૂચના અધ્યક્ષ સ્થાને જિલ્લા ગ્રામ વિકાસ એજન્સીમાં ચાલતાં વિવિધ પ્રોજેક્ટમાં સ્ટેટ્યુટરી ઓડીટની કામગીરી માટે ત્રણ વર્ષ સુધી ચાર્ટર્ડ એકાઉન્ટન્ટની નિમણુંક કરવાની થતી હોઈ તે માટેના સ્પેશીલિકેશન તથા અન્ય તમામ બાબતો/શરતો નીચે મુજબ નક્કી કરવામાં આવે છે.

Annexure-I

Terms Of Reference

1. The office of DRDA **Bharuch** district desires to appoint a C.A. firm for the purpose of carrying out statutory audit of all schemes run by CRD through District and Taluka officer and prepare a comprehensive audit report of all scheme and also scheme wise separate audit report.
2. The Auditor firm should be empanelled with C & A G up to whole contract period. And if at any time the empanelment is cancelled, they will inform the district and Commissionerate of Rural Development – Gandhinagar immediately which will lead to cancellation of their contract.
3. The Auditor should be well conversant with all the schemes/guidelines/G.R. s/circular, standing instruction, orders issued from time to time by Central/state Government as well as Commissionerate. And should make themselves with new GRs/circulars issued from time to time. The auditor should be well conversant with all the schemes/ guidelines /G.R. s/ circulars, standing instructions, orders issued from time to time by Central /State Government as well as Commissionerate.
4. District will be treated as a unit and one district will not be divided between two or more C.A. firms for this assignment.
5. The auditor shall place qualified personnel for audit work not below the Inter C.A. or CA with minimum experience of one year of audit and with working knowledge of computer.
6. C.A. firm will carry out audit of DRDA and Taluka Panchayats and / or NGOs/PIAs and other implementing agencies as may be specified by the concern District Rural Development Agency.
7. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit.
8. Any matter requiring urgent attention involving financial or administrative lapse will be separately reported and brought to the notice of authorities concerned.
9. The auditor will make a presentation yearly to District Development Officer, about the finding and the work done by them during the particular half year, The presentation should mention the number of Bills checked, the number of bills in which irregularities were found with details thereof etc. The presentation must be attached with the bills submitted by C.A. Firm at the end of year.
10. The appointment of auditor will be effective from the date of awarding the contract and the work of audit will be for the financial year to be audited.

11. The auditor shall raise their bills for fees after completion of the audit and submitting Audit Report.
12. The scope of work shall be as specified in Annexure-I-A. Any further clarification on the scope of work can be obtained from District office by written correspondence.
13. Auditor shall submit final consolidated as well as scheme wise separate audit Report Before 30th June for the year ended on 31st March. Submitting the Report before 30th of a year will have to be with sufficient reasons for delay.
14. The audit should be carried out independently without any pressure from any Office It may be clearly noted that for the purpose of audit the auditors will be Appointed directly by District Development Officer and shall be accountable to District Development Officer as well as to Commissioner ate of Rural Development. The audit work should be carried out in an objective, impartial and fair manner.
15. The auditor shall carry out the assignment in accordance with the highest Standard of professional and ethical competence and integrity as prescribed by the Code of Conduct and Code of the Institute of Chartered Accountants of India, New Delhi, having due regard to nature and purpose of the assignment, and shall ensure that the personnel assigned to perform the services under this Agreement, will conduct the selves in a manner consistent herewith.
16. The payment of fees will be made annually only after completing the Audit work and as per the time schedule prescribed below.

Sr. No.	Period	Last Date	Cost of Penalty as per tender cost
1.	All Scheme wise Report	30th June	Nil
2.	After 30th June	30th September	10%
3.	After 30th September	31st December	20%
4.	After 31st December		100%

The Audit Report submitted after 31st December will not be accepted and Auditor will be terminated from the work of the DRDA as well as his name will be removed from the panel of CA by the Chairman & District Development Officer.

Annexure - I-A

SCOPE OF WORK

Chartered Accountants is required to certify / Comment on the following in the Audit Report,

1. Opening Balance & Closing balance of the receipt and payment accounts tallies with that of Cash Book,
2. Opening Balance adopted tallies with closing balance of last year.
3. Annual income and expenditure statements shall reflect all schemes' details and it shall be prepared project expenditure component wise that is i.e ADM / Scheme / material / labour cost.
4. All payments to the implementing agencies are shown as advances, pending adjustments.
5. Funds have been used for the purpose for which they were received,
6. There is no case of any diversion of funds from one scheme to another central or the state funded scheme.
7. There is only single bank account for each scheme.
8. There does not exist any minus balance at any stage during the year.
9. No funds of the scheme are placed in Fixed Deposit.
10. Schemes Funds are not being kept in current account.
11. Schemes Funds are not being kept in the state treasury.
12. Cashbook is written on accrual account basis.
13. Interest earned has been added to the scheme fund.
14. State share for the year has been received during the year.
15. Bank reconciliation is being done regularly.
16. All receipts/refunds have been correctly accounted for and remitted.
17. The statutory Auditor will verify whether rules of delegation of power have been followed or not in respect of purchase, sanction, payment and other applicable matters.
18. He will specify comment on Bank Reconciliation.
19. Unutilized fund is credited in Government Accounts for closed scheme.
20. Verification of register: dead stock, grant release register etc.

22. Comments On steps taken by DRDA on objections raised by A.G in previous years report of the respective scheme.
23. Scrutiny of II installment proposal of all schemes for the years as per guideline of Govt. Of India and certificate for same.
24. C.A Firm will carry out audit of DRDA, Taluka/Panchayat / NGOs /PIAs And other implementing agencies and audit the funds released by DRDA.
25. C.A Firm will depute qualified staff in Audit party with qualified / semi qualified C.A as a party leader (Details of man power for each district have to be provide along with the proposal by C.A)
26. C.A Firm will carry out audit of officers mentioned in item no. (24) on six monthaly bases and such a manner that final audit statements available on or before 30th June of the next year.
27. Any Matter requiring urgent attention involving financial or administrative lapse will have be separately reported and brought to the notice of authorities concerned.
28. Chartered Accountant has to assist in preparing the final Accounts of DRDA and also consolidate the figure of the Taluka as well as PIAs.
29. Auditor has to finalize the 2nd installment proposal and give all the certificates required for the proposal.
30. Bank reconciliation certificate must be certified by the C.A
31. Auditor should certify that their accounts of DRDA are maintained on double entry systems.
32. Auditor has to give Scheme wise as well as consolidated audit report of all schemes to DRDA.
33. Auditor should also comment on accounting system of PIA's voucher system & also On achievement of target.
34. Auditor should also comment on time taken for releasing grant from CRD to Village Panchayat.
35. Auditor should also comment on check signng authority, safe custody of checks etc.
36. Auditor should also comment on unsettled suspence account, Current liabilities and differences in accounts.
37. Auditor should also comment on Payment made through PFMS Portal via Cheque / RTGS / FTO / PPF / DSC whether the guidelines of Government of India has been

followed or not ?

Auditor has to submit Reports up to 31st August for the half year ended 31st May and final consolidated as well as scheme wise separate audit report before 30th June.

38. The bidder have to upload the following documents while submited the bid.

Annexure – II

ઈજારદાર/એજન્સી/બીડરએ ટેન્ડર ભરતી વખતે રજુ કરવાનાં ડોક્યુમેન્ટ/આધાર/પુરાવા			
ક્રમ	રજુ કરવાનાં ડોક્યુમેન્ટ	પેજ નંબર	રીમાર્ક્સ
૧	બીડર પ્રોફાઇલ (નામ, એડ્રેસ, મો.નં. ઓફિસ એડ્રેસ, ઈ-મેઇલ વિગેરે)		
૨	કંપની એકટ ૧૯૫૮ અને કંપની એકટ ૨૦૧૩ હેઠળ નોંધણી પ્રમાણપત્ર		
૩	સી.એ રજીસ્ટ્રેશન સર્ટીફિકેટ ગુજરાત રાજ્યમાં નોંધણીનાં પુરાવા		
૪	પાનકાર્ડ		
૫	ICAI Registration Certificate		
૬	જી.એસ.ટી રજીસ્ટ્રેશન સર્ટીફિકેટ		
૭	જી.એસ.ટી કલીયરન્સ સર્ટીફિકેટ		
૮	UDHYAM REGISTRATION CERTIFICATE / IEM (INDUSTRIAL ENTERPRENEUR'S MEMORADUM) ગુજરાત રાજ્યનું		
૯	ટર્ન ઓવર સર્ટીફિકેટ		
૧૦	સરકારી કચેરીનાં અનુભવનાં પ્રમાણપત્રો		
૧૧	ઈ.પી.એફ.રજીસ્ટ્રેશન સર્ટીફિકેટ		
૧૨	પી.એફ.ચલણ (છેલ્લા નાણાંકિય વર્ષનું)		
૧૩	ઈ.એસ.આઈ રજીસ્ટ્રેશન સર્ટીફિકેટ		
૧૪	કોન્ટ્રાક્ટ અંગેનું લેબર લાઈસન્સ (કરારીય સમયગાળા દરમિયાન વેલિડ ધરાવતું)		

૧૬	વ्यવसाय वरो / પ્રોફેશનલ ટેક્ષ રજીસ્ટ્રેશન સર્ટીફિકેટ અને રીટન ફાઇલ કોપી		
૧૭	નિયમ અનુસાર ઈ.એમ.ડી અથવા ઈ.એમ.ડીમાંથી મુક્તિનાં પ્રમાણપત્રો (ગુજરાત સરકારશીની ખરીદનિતી ૨૦૨૪નાં મુદ્દા નંબર ૪ (એ) મુજબ)		
૧૮	એજન્સી/કંપની કોઈ પણ સરકારી કે બિન સંસ્થાના ડિફોલ્ટ કે ડિસ્પ્યુટમાં નથી તેમજ કોઈપણ સરકારી કચેરી સંસ્થા દ્વારા બ્લેકલિસ્ટ કરાયેલ નથી તથા કોઈ પોલીસકેસ કે રેકર્ડ પણ નહીં હોવાનું (ટેન્ડર થયા તારીખ પછીનું) એકરારનામું ૩૦૦નાં સ્ટેમ્પ સાથેનું		

મદદનીશ પ્રાયોજના અધિકારી મદદનીશ પ્રાયોજના અધિકારી નાયબ જિલ્લા પ્રોગ્રામ કો-ઓર્ડિનેટર

(વહીવટ)

(યોજના)

(મનરેગા)

જિલ્લા કો-ઓર્ડિનેટર

જિલ્લા કો-ઓર્ડિનેટર

મદદનીશ પ્રાયોજના અધિકારી

(પીએમએવાય-ગ્રામીણ)

(એસબીએમ-ગ્રામીણ)

(હિસાબ)

નિયામક

જિલ્લા ગ્રામ વિકાસ એજન્સી

ભર્ય