

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-03-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-03-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Industries And Mines Department Gujarat
संगठन का नाम/Organisation Name	Craft Of Gujarat Indext-c Industrial Extension Cottage
कार्यालय का नाम/Office Name	Indext C
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Engagement of a Chartered Accountants Firm to maintain the books of accounts and file Quarterly TDS and Monthly GST TDS returns as well as submitting annual returns and ensuring compliance with pre and statutory ..
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ 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	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	10800

#### 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).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। 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.

**लाभार्थी /Beneficiary :**

Industrial Extension Cottage  
INDEXT C, Industries and Mines Department Gujarat, Craft of Gujarat INDEXT-C Industrial Extension Cottage,  
(Industrial Extension Cottage)

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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

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

Scope of work to be uploaded by buyer:[1771585818.pdf](#)

**Financial Advisory Services - Onsite; Engagement Of A Chartered Accountants Firm To Maintain The Books Of Accounts And File Quarterly TDS And Monthly GST TDS Returns As Well As Submitting Annual Returns And Ensuring Compliance With Pre And**

**Statutory .. ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Engagement of a Chartered Accountants Firm to maintain the books of accounts and file Quarterly TDS and Monthly GST TDS returns as well as submitting annual returns and ensuring compliance with pre and statutory audit requirements
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , As mentioned in the tender
Financial Advisory Reports	Yes
Frequency of Progress Report	As mentioned in the tender
Type of Professional/Resources required	As mentioned in the tender
Qualification of Professional/Resources required	As mentioned in the tender
Certification of Professional/Resources required	As mentioned in the tender
Total Experience of Professionals / Resources (In years)	As mentioned in the tender
<b>एडऑन /Addon(s)</b>	
Post Financial Advisory Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Rikenkumar Satishchandra Shah	382011,Block no.7/1, Sector- 11, Gandhinagar.	Project / Lumpsum Based	N/A

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

### 1. **Generic**

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

### 2. **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. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 4. **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.

### 5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1) Every bidder CA firm must submit an EMD of Rs 10800 in the form of Demand draft in favour of "**Industrial Extension Cottage**" payable at Gandhinagar

**2) Bidders wishes to clam exemption from submitting an EMD must submit any of the following documents with a UDYAM registration certificate**

**A. Certificate issued by CSPO**

**or**

## **B. NSIC registration certificate**

**or**

## **C. Certificate issue by DIC**

### **6. Buyer Added Bid Specific ATC**

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

## **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 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---**

Tenders are invited  
by  
Industrial Extension Cottage (INDEXT-C)

for the engagement of a Chartered Accountants Firm to maintain the books of accounts in accordance with Generally Accepted Accounting Principles (GAAP) and the stipulations of the Bombay Public and Charitable Trust Act. Additionally, the selected firm will be responsible for filing Quarterly TDS and Monthly GST TDS returns, as well as submitting annual returns, and ensuring compliance with pre and statutory audit requirements.

For the period from  
April 1, 2026, to March 31, 2027

**Industrial Extension Cottage (INDEXT-C)**

7/1, Udyog Bhavan, Sector 11, Gandhinagar  
Ph No. +91 99784 05236, E-mail: [exdire-indext-c@gujarat.gov.in](mailto:exdire-indext-c@gujarat.gov.in)

INDEXT-C invites tenders from eligible, reputed, and experienced Chartered Accountant Firms for the purpose of maintaining and finalizing books of accounts in accordance with the Bombay Public and Charitable Trust Act, 1950. This entails overseeing statutory audits and obtaining approval for the books of accounts from the INDEXT-C board. Additionally, the selected firm is expected to handle the filing of Quarterly TDS and Monthly GST TDS returns, along with annual return submissions. Furthermore, compliance with pre and statutory audit requirements for the financial year 2026-27 is mandated through the GeM portal exclusively.

**Pre-bid Qualification Criteria (PBQ)**

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached
1	The bidder/firm must demonstrate a minimum of 5 years of experience in delivering services related to accounting and finalization of books of accounts for entities such as offices of the Gujarat state government department, boards, corporations, or PSUs under the Gujarat State government, or any subordinate offices of the Gujarat state government.	Proof of experience should be provided in the form of copies of work orders and a self-attested list of completed assignments as of the bidding date, in accordance with Annexure-01.
2	The bidder must provide an affidavit on a Rs.50 non-judicial stamp paper confirming that they have not been blacklisted by any Central or State Government Department or Public Sector Undertaking for any contracts executed in the past."	Affidavit on Rs.50 Non – Judicial Stamp paper.
3	<p>The bidder is required to deploy and maintain one resource throughout the entire delivery period to fulfil the tasks outlined in the scope of work. Additionally, the bidder must appoint one supervisor, who must be a chartered accountant, to oversee the deployed resource and coordinate with the management of INDEXT-C. Although the supervisor may not be physically present at the buyer's location at all times, they are expected to maintain regular communication and coordination with the INDEXT-C's management.</p> <p>Resource deployed must have passed Inter CA Examination (IPCC) with at least 3 years of experience post passing Inter CA Examination (IPCC) in accounting and finalization of books of accounts OR hold a postgraduate degree in commerce and possess a minimum of 5 years of experience in accounting and finalization of books of accounts.</p>	<p>Marksheets, degree and certificates pertaining to the educational qualifications mentioned in the tender document.</p> <p>Certificate of Practice of the Supervisor (chartered accountant) indicating their authorization to practice as a chartered accountant."</p>
4	The CA firm bidding for the project must have a registered office located within the Ahmedabad or Gandhinagar districts. This registered office must have been operational for a minimum of 5 years from the date of the bid closure on GeM.	ICAI's Firm registration certificate.
5	The CA firm bidding for the project must demonstrate an average annual gross receipt of a minimum of Rs. 15 lakhs over the past three fiscal years, namely FY 2022-23, FY 2023-24, and FY 2024-25.	the bidder must submit certificate from other practicing CA attesting to the firm's average annual gross receipts over the specified period."

## Scope of Work

### Introduction

The scope of "Hiring of Professional Services" aims to engage a specified number of professionals with the requisite qualifications and experience to execute designated tasks in accordance with the agreed terms and conditions, thereby achieving the defined objectives. The professionals provided by the CA firm are expected to undertake various activities, as outlined below, with a focus on fulfilling the scope of service:

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

1. Prepare final accounts in compliance with the Bombay Public Charitable Trust Act, 1950.
2. Ensure accurate accounting of all transactions, including payments, receipts, sales, purchases, miscellaneous expenses, and computerized entries.
3. Generate management information and reports as required by the management.
4. Coordinate with Pre and Statutory auditors, provide audit data, and address audit queries/observations under the guidance of the Finance branch.
5. Certify the correctness and quality of accounts and other reports as per the requirements by a Chartered Accountant/Firm.

### Detailed Scope of Work

1. Ensure accurate accounting of all transactions, including payments, receipts, sales, purchases, and government grants. Maintain records of each transaction scheme-wise, miscellaneous expenses, and inventory transactions at all levels. Verify that all expenses, payments, advances and settlements etc. have valid authorizations.
2. Prepare all relevant records and documentation and file periodic returns such as GST and TDS within the stipulated time period.
3. Prepare and generate management information and reports as required to provide insights into the financial performance and status of the organization.
4. Coordinate with Pre and Statutory auditors, providing them with necessary data for audit purposes. Address audit queries and observations under the guidance of the Executive Director and Accounts Officer related to Finance and Accounts.
5. Prepare books of accounts for the board, including Income and Expense Accounts, Balance Sheet, and notes as per generally accepted accounting principles and the format prescribed under the Bombay Public Charitable Trust Act.
6. Ensure meticulous accounting of all aspects of the company's finances, including vouchers, documents, income, purchases, expenses, grants, advances, deposits, interest income, investments, and tax payments. This encompasses TDS, GST TDS, Income Tax, salary payments (including PF, EPF, GPF, professional tax, and NPS), as well as reconciliation of government grants and taxes.
7. Personally contact the office for GST TDS-related works. Ensure timely payment of GST TDS every month and prepare monthly GST TDS returns. Prepare receipts and statements upon filing the return.
8. File GST TDS and TDS returns for Index-C for the contract period. Address any notices, default orders, or communications received from the Income Tax department or GST department within the specified timeframe. No additional payment will be made separately by the organization for addressing such issues.
9. Prepare and submit all relevant forms related to GST TDS to the statutory auditor of the organization and the specified authority.
10. Reconcile bank accounts with the bank statements of each account maintained by the Board to ensure accuracy and integrity in financial records.
11. Reconcile various statutory payments such as PF, ESIC, Professional Tax, GST, GST TDS, TDS, Income tax, municipal taxes, advance deposits, and deposits with GSFS. Ensure accurate recording and treatment of accrued interest.
12. Properly account for interest on deposits and investments, provision of gratuity, Income tax, carry forward of losses, prior period items, disallowances, and rectifications. Implement appropriate accounting methods for each.

13. Stay updated of the latest updates on mandatory requirements related to Finance, Accounts, and Taxation matters under various statutes. Suggest suitable methods and ensure compliance to facilitate the smooth functioning of the Finance and Accounts department.
14. Monitor overall accounts regularly and identify any lapses. Suggest and implement remedial measures to address identified issues and maintain financial integrity.
15. Certify the correctness and quality of accounts and other reports as required by the Chartered Accountant/Firm. Ensure accuracy and compliance with relevant regulations.
16. Obtain approval for books of accounts from the Board, ensuring adherence to established accounting standards and statutory requirements.
17. Comply with any queries or requirements from government audit (AG audit). Prepare and provide necessary information and documents to fulfil audit obligations.
18. Enter final audited financial statements, including Balance Sheet, Income & Expenditure statement, and all other relevant reports/documents into the PROOF system for record-keeping and compliance purposes.
19. Ensure that the final books of accounts, including the Balance Sheet, Income & Expenditure statement, and notes on accounts, are signed by chartered accountants authorized by the firm.
20. Since accounts are maintained in Tally ERP 9 software in digital form, ensure that the resource deployed by the CA firm is proficient in Tally ERP 9 and has practical working experience with the software.
21. Whenever a certificate is required concerning the income and expenditure accounts, Balance Sheet, or grants utilization of INDEXT-C, furnish the certificate in the prescribed format. The certificate must bear the signature of a practicing-chartered accountant from the firm. No separate fee will be paid for this service.
22. Maintain computerized records of income and expenditure for all Haats and additional fairs organized by INDEXT-C in Tally ERP 9. Keep separate accounts for each project and ensure the maintenance of separate files.
23. Enter cash vouchers, bank vouchers, and general vouchers into Tally ERP 9. Provide necessary computer prints and submit month-end bank reconciliation statements and trial balances. Ensure accuracy and completeness in voucher entry and reconciliation processes.
24. Personally contact Income Tax Offices for tasks related to tax matters. Ensure timely filing of TDS every month and quarterly TDS returns. Prepare Form-16 as required. Additionally, ensure timely payment of employee salary deductions and filing of their returns within the stipulated deadlines.
25. In case of scrutiny from the GST or Income tax Department regarding GST tax, Income Tax or TDS, take necessary mitigating actions within the specified timeframe. No additional payment will be made separately by the organization for addressing such performance-related issues.
26. Represent the firm before the organization's auditor to audit the accounts. Prepare responses under the consultation and guidance of the concerned officer regarding audit paras presented during the audit process.
27. File annual income tax returns of office officials and employees within the deadline. Prepare Form-16 accordingly. If any penalties are incurred due to non-compliance, the firm will be responsible for paying them. No additional fee will be paid separately for this operation.
28. Undertake any other tasks assigned by the Executive Director and Accounts Officer related to Finance and Accounts. Ensure timely and efficient completion of all assigned duties to support the smooth functioning of the department.

#### **Payment Terms & Conditions**

1. Payment for the specified scope of work will be made on a monthly basis.
2. The bill, inclusive of all taxes, will be settled by check.
3. TDS will be deducted as per applicable rules before payment.
4. Payment will be processed only after the final trial balance is presented at the end of the month.
5. The last three months' bills will be settled only after approval of books of accounts by the INDEXT-C Board.

### **Additional Terms & Conditions**

1. Bidder's offer may be rejected if they fail to upload any of the certificates or documents requested in the Bid document, ATC, and Corrigendum, if applicable.
2. Given that INDEXT-C operates under the Commissioner of Cottage and Rural Industries, Industries and Mines Department, Government of Gujarat, where documents are primarily in Gujarati, it is mandatory for the bidder to deploy resources and a supervisor proficient in Gujarati language. They should be capable of reading, writing, and speaking Gujarati, Hindi, and English.
3. Bidder shall adhere to all the rules and regulations outlined in the Chartered Accountants Act 1949.
4. INDEXT-C's normal working hours are from 10:30 AM to 6:10 PM. The resource deployed by the CA firm must comply with these timings. They should be available to render services during public holidays and any other holidays as required by the office.
5. The attendance of the resource deployed by the CA firm will be recorded by INDEXT-C, either in a physical register or through a biometric attendance machine. Any leave requests must be approved by the Executive Director in advance.
6. If the resource is required to travel outside Gandhinagar for tax matter related work, they will be entitled to class-3 T.A. / D.A. as per prescribed standards.
7. If the performance of the CA firm is deemed unsatisfactory, INDEXT-C reserves the right to cancel the contract with one month's notice. Similarly, the firm can terminate the contract by providing one month's notice. Any legal matter regarding this work will be under the jurisdiction of Gandhinagar Court.
8. Any legal matters concerning this work will fall under the jurisdiction of the Gandhinagar Court.

### **Period of the Contract & Value**

The contract shall be valid for a period of 12 months from the date of award of the contract. However, at the discretion of the management of INDEXT-C, it may be extended for up to an additional 6 months beyond the last date of the original contract, as per requirements.

(On the letter head of the Firm)

## Proforma for Technical Bid

### For hiring chartered accountancy Firm for preparing Books of Accounts of the Company

1	Name of the tenderer/Agency /Consultant	
2	Name of Partners/Proprietors along with their Membership Number	
3	Address of the Head Office of the tenderer/Agency /Consultant	
4	Address of Branch Offices if any	
5	Firm Registration No. and Date of Registration	
6	Phone No./Fax/e-mail ID	
7	Whether proprietary firm or partnership firm	
8	Previous experience of undertaking in Companies established under Companies Act. (list signed by Authorized signatory may be Partner/Proprietor to be attached) <b>(As per annexure – 1)</b>	
9	PAN No. given by the IT Department (copy to be enclosed) GST No. (copy to be enclosed)	
10	Registration Certificate issued by the Institute of Chartered Accountants of India (copy to be enclosed)	
11	No. of Staff employed by agency/tenderer/consultant	
12	Attested certificate of Annual Gross Receipts of last three years	
13	Qualifications/experience of the resources / Staff to be deployed in the engagement as per scope of work as mentioned earlier (Detailed list to be enclosed)	
14	Experience in areas of work i.e. tenderer / agency / consultant (Detailed list to be enclosed)	

I /We hereby affirm that Indext-C has the liberty to take action against me/us as per the terms and conditions of Tender Documents, if the above said statement proves to be wrong at any point of time.

Place:

Signature of Authorized Person of the

Dated:

firm/proprietor with Seal & Stamp.

Name :

Designation :

Membership No. :

**Annexure – 01**

**List of assignments completed evidencing experience in maintaining books of accounts of the Gujarat state government department, boards, corporations, or PSUs under the Gujarat State government, or any subordinate offices of the Gujarat state government.**

<b>Sr. No.</b>	<b>Type of Service</b>	<b>Name of the Client</b>	<b>Contract Date</b>	<b>Work Period (From date to To Date)</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

The information given above is true to the best of my knowledge and belief and nothing has been concealed therein. I/we am/are well aware of the fact that if the above given information is proved false / not true at any point of I/we take responsibility and liability for the same.

Signature of the Bidder with Seal