

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-06-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-06-2026 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	Social Justice And Empowerment Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Dr Jivaraj Mehta Bhavan
वस्तु श्रेणी /Item Category	Financial Audit Services - STATUTORY AUDIT; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	6 Month(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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

**बिड विवरण/Bid Details**

बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	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
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / <b>Estimated Bid Value in INR (Inclusive of all taxes)</b>	73850
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**

आवश्यकता/Required	No
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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	Yes
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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
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1. 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.

2. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. 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.

5. 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.

6. 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

#### Financial Audit Services - STATUTORY AUDIT; CAG Empaneled Audit Or CA Firm ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	STATUTORY AUDIT
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Bank Transactions , Governance of company , Compliance with contracts , Treasury operations
Type of Industries/Functions	Operational & Administrative , Fixed assets, depreciation and amortisation , Cash and Bank Balance , Receivables , Payables , Owners Capital
Frequency of Progress Report	YEARLY
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	YEARLY
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
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 विशिष्ट दस्तावेज़ /Additional Specification Documents**

**परेषिती/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	Solanki Jyotsanaben Parshotambhai	382010,GUJARAT SAMRAS CHHATRALAY SOCIETY, BLOCK NO. - 4/1, DR. JIVARAJ MEHTA BHAVAN, SECTOR-10, 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 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. **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.

## 3. **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.

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

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

## 5. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [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 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---**



**Gujarat Samras Chhatralay Society**  
(Government of Gujarat)

## **TENDER DOCUMENT**

For

**SELECTION OF EXPERIENCED CHARTERED  
ACCOUNTANT FIRMS FOR STATUTORY AUDIT  
(2025-26) OF GUJARAT SAMRAS CHHATRALAY  
SOCIETY & SAMRAS CHHATRALAY**

Through “GeM Portal” e-tendering process only

**BY**

**CHIEF EXECUTIVE OFFICER**

**GUJARAT SAMRAS CHHATRALAY SOCIETY  
DIRECTOR OF SCHEDULED CASTE WELFARE**

**Block No. - 4, 1st Floor, Dr. Jivraj Mehta Bhavan,  
Gandhinagar, Gujarat (India).**

E-mail: [ceogscs@gmail.com](mailto:ceogscs@gmail.com)

YEAR: 2025-26

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<b>Sr. No.</b>	<b>Particular s</b>
1.0	General terms and condition in respect of scope of work
2.0	Scope of work
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4.0	General Terms and Conditions in respect of Tender
5.0	Payments
6.0	CONFIDENTIALITY
7.0	PENALTIES
	ANNEXURES 1. Checklist for technical bid 2. Details Of Organization Structure Of The Bidder 3. Affidavit

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## Notice inviting On-line Tender

<b>Department Name</b>	<b>:</b>	<b>Department of Social Justice &amp; Empowerment</b>
Organization	:	Gujarat Samras Chhatralay Society Director of Scheduled Caste Welfare Block number - 4, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar, Gujarat
Division	:	Gujarat Samras Chhatralay Society
Types Of Service	:	Canteen Service - Best Price on Fixed Menu Rate Model - Vegetarian; Breakfast, Lunch, Dinner; Inside Building Premises (exclusive for employees/ patients/ in house personnel)
Bid Opening Authority	:	CEO, Gujarat Samras Chhatralay Society
Address for any technical support	:	<b>Visit <a href="https://gem.gov.in/">https://gem.gov.in/</a></b>

In case Bidder finds any difficulty in getting the necessary information / help from the GeM portal or for participating in online Tendering, they can contact the below office.

Gujarat Samras Chhatralay Society Director of Scheduled Caste Welfare Block number - 4, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar, Gujarat Email: <a href="mailto:ceogscs@gmail.com">ceogscs@gmail.com</a> Phone ne 079-23258325/26	GeM Adviser 5th Floor, Industries Commissioner Office, Udyog Bhavan, Gh-Road, Gandhinagar-382010
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## **1.0 General Instructions in respect of scope of Work:**

- 1.1 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 Social justice & empowerment Department.
  - 1.2 The auditor shall raise their bills for fees on yearly basis at Gujarat Samras Chhatralay Society, Gandhinagar along with audit report and other necessary enclosures.
  - 1.3 Work of auditor in CRD will start immediately on issuance of letter of appointment. The personnel of the C.A. Firm should be in position to start the work immediately on intimation regarding appointment.
  - 1.4 The auditor shall provide the details and documentary evidences of qualifications of authorized Chartered Accountant and other staff to be deployed for this assignment to the GSCS, Gandhinagar in advance before starting work.
  - 1.5 Any further clarification on the scope of work can be obtained from the Gujarat Samras Chhatralay Society, Gandhinagar office through written communication.
  - 1.6 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 of Institute of Chartered Accountants of India, New Delhi, instructions and circulars of finance department GOG on the subject matter having due regard to nature and purpose of the assignment, and shall ensure that the authorized deputed Chartered Accountant and other staff perform the services under this Agreement and conduct themselves in a manner consistent herewith.
  - 1.7 If any serious irregularity (financial or unauthorized violation / divergence from the contractual provision etc.) is noticed during the course of audit, same shall be reported confidentially by audit firm to the Chief Executive officer as flash report within 3 days by confirmatory post. Moreover, copy of the same should be served to GSCS.
  - 1.8 The Gujarat Samras Chhatralay Society reserves the right to accept or to reject any or all the offers without assigning any reason thereof.
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## **2.0 SCOPE OF WORK**

- 2.1 Under SAMRAS scheme, separate statutory audit of material, admin, CFP, and 100% state funded scheme will have to be done.
  - 2.2 Material, admin, CFP, and 100% state funded scheme Sponsored Scheme under SAMRAS scheme to the State level in accordance with the funds received from the State Governments and the funds allocated to the districts and the administrative expenses incurred from the State level funds, IEC expenses, and other miscellaneous. Income-expenditure wise income-expenditure sheet, income-expenditure balance sheet, preparation of balance sheet and preparation of audit report with UTC as per SAMRAS scheme guidelines will have to be done.
  - 2.3 Compile the statutory audit report of each district and integrate it with the state level fund and according to the integrated report, income-expenditure wise sheet, yield-expenditure, closing balance sheet, balance sheet and audit report should be prepared with UTC as per the guidelines of SAMRAS scheme. And state level plan wise income-expenditure sheet, yield-expenditure, closed balance sheet, balance sheet will have to be prepared separately.
  - 2.4 Inspection of district wise list of grants given to districts from state level funds has to be done.
  - 2.5 Inspection of detailed income-expenditure and closed balance sheets by districts from the state level funds will have to be done.
  - 2.6 Whether SAMRAS scheme has been implemented as per guidelines and act? Also whether financial propriety is maintained in terms of audit? It has to be verified.
  - 2.7 Obtain the audit report of the districts from the state level and work to prepare the integrated audit report as per the guidelines of SAMRAS scheme.
  - 2.8 The office assigning the work of audit shall conduct the state level audit within 10 days after receiving the order.
  - 2.9 The selected agency has carry out Test Audit of any two samras (All field of Audit work should be cover)
  - 2.10 The selected agency has to Physically verify the bills of the month June, October and March and have to duly sign & stamp.
  - 2.11 The CEO, GSCS shall have full power to modify the above conditions
  - 2.12 The head quarter for any judicial matters shall be at Gandhinagar.
  - 2.13 The Selected agency have to Submit audit report by 31/08/2026 to authority in 5 Original set with Sign and Stamp and file return to Income Tax Department before 30/09/2026.
  - 2.14 The Selected agency has to verify grant received from various departments to Samras chhatralay Society and give Utilization Certificate for the same.
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### 3.0 **Minimum eligibility criteria:**

<b>Sr.</b>	<b>Minimum eligibility criteria</b>	<b>Proof to be enclosed</b>
1	Firm of Chartered Accountant or Chartered Accountant should be CAG Empaneled for Financial Year: 2025-26 & 2026-27.	Certificate/letter given by C & AG
2.	The Chartered Accountant firm should have minimum registration of 5 years of continuous practice.	Certificate of constitution as on 01.04.2025 or subsequent date issued by the Institute of Chartered Accountants of India till the last date of submission of tender shall be submitted.
3.	The firm should have at least 2 Chartered Accountants as partners in the firm as on 01.04.2025	(I) Copy of partnership deed duly notarized. (ii) Appointment letter, joining letter with one-year-old and latest salary slip shall be provided. OR Certificate of constitution showing necessary details issued by ICAI As a proof there of.
4.	The Firm should have an average turnover of more than Rs.7 lacs of audit and attestation fees, in last 3 years ended on 31st March 2025.	Last 3(Three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant's Turn Over Certificate for the year 2022-23, 2023-24 & 2024-25. (Average more than Rs.7 lacs is required of last 3 FY.)
5.	The Firm must have undertaken audit assignment of at least 3 Public enterprise (other than bank, Insurance and co-operative sector), Authorities, organization and GOG or GOI undertaking in last 3 financial years completed on 31.03.2025 (e.g. Internal Audit, pre audit, statutory audit or concurrent audit) (i.e. 2022-23, 2023-24 & 2024-25)	Copy of Appointment letter / Work order copy of audit report with audited year.
6	Firm's registered H.O or branch office should be located in Gujarat.	As a proof scan copy of firm card or ICAI institute certificate

7	Annexure, Undertaking, Declaration.	Annexure, Undertaking, Declaration given in the bid document shall be filled and uploaded with the Technical Bid
8	GST NO and PAN card	Certificate issued by competent authority

#### **4.0 General Terms and Conditions in respect of Tender:**

- 4.1 The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
  - 4.2 The work shall be allotted to the L1 bidder who has quoted the lowest amount (professional fees).
  - 4.3 Bidder who have been awarded the respective work as per their concurrence have to provide audit firms service.
  - 4.4 This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the Tender Documents.
  - 4.5 CEO OF GSCS reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.
  - 4.6 If any of the bidder quote rate unreasonably very low or high than The Office of the CEO, GSCS has right to disqualify the Bidder or reject the entire tender Bid or the part of Bid.
  - 4.7 The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
  - 4.8 The work shall be allotted to the L1 bidder who has quoted the lowest amount (professional fees).
  - 4.9 Bidder who have been awarded the respective work as per their concurrence have to provide audit firms service.
  - 4.10 This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the Tender Documents.
  - 4.11 CEO OF GSCS reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.
  - 4.12 If any of the bidder quote rate unreasonably very low or high than The Office of the CEO, GSCS has right to disqualify the Bidder or reject the entire tender Bid or the part of Bid.
  - 4.13 If the bidders will not provide CA as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under GSCS.
  - 4.14 The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.
  - 4.15 The participating bidders shall not disclose details of their bids or other details of their e-bids to other bidders or indulge in any anti-competitive behavior including
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price manipulation in violation of Competition Act, 2002.

- 4.16 The GSCS Office/GeM will not be held responsible for consequential damages such as no internet connection, no power supply, system problems, loss of electronic information, power interruption etc
  - 4.17 The GSCS Office reserves the right to postpone/cancel the e-bidding and intimation thereof will be sent by e-mail / GeM to the Bidders. Any amendment /corrigendum to the e-bid invitation issued by the Buyer will be made online and shall be uploaded on the GeM.Conditional offer will be out-rightly rejected. No condition shall be included in this e- tender.
  - 4.18 The GSCS reserves the right to qualify/ disqualify any applicant without assigning any reason.
  - 4.19 Applicants shall be disqualified if they have
    - a) Made untrue or false representation in the forms, statements and attachments required in the prequalification documents, or
    - b) Record of poor performance either due to technical or financial or any other reasons.
  - 4.20 All disputes and discrepancies relating to this Tender shall be governed by law of India and shall be subject to jurisdiction of court of Gandhinagar of Gujarat state.
  - 4.21 The agency whose contracts were terminated on account of poor performance in GSCS work will not be eligible for this Tender. A Bidder shall be disqualified if Bidder is terminated due to poor performance technically, qualitatively, financially or any other reasons.
  - 4.22 The bidder shall quote the lump sum professional fees inclusive of all cost, expenses etc. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc.
  - 4.23 It should mention only the amount chargeable (including all the charges/ out of pocket exp.)
  - 4.24 The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the GSCS.
  - 4.25 The documents as per Annexure - I and Minimum eligibility criteria are to be attached with the technical bid for scrutiny of the proposal. Each firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected. However, management may call for required details/information if it deems appropriate to do so in the interest of the GSCS Office.
  - 4.26 Technical and Price bid must be submitted online on GeM portal only.
  - 4.27 Further, firms or partners in respect of whom ICAI has taken penal actions or any department/office of government has initiated legal or criminal proceedings in past are considered ineligible from applying for this assignment.
  - 4.28 For this assignment only those Chartered Accountant Partnership firms will be considered which satisfy the minimum criteria mentioned in tender document.
  - 4.29 In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
  - 4.30 The management reserves the right of awarding this assignment for one or more Firms.
  - 4.31 The audit firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant firms/other individuals.
  - 4.32 The senior partner of audit firm shall remain present in coordination / review Meetings and when called for and no additional fees/ Expenditure shall be paid extra
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for that.

- 4.33 If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least one year.
- 4.34 An abnormally low price raising concerns as to the capability of the bidder to perform the contract shall be liable to be rejected. All decision on reasonability of rates shall be taken solely by GSCS.

## **5.0 PAYMENTS**

- 5.1 Payment of fees will be made by GSCS office.
- 5.2 All the applicable taxes will be deducted as TDS from the payments. No. other taxes shall be paid.

## **6.0 CONFIDENTIALITY**

- 6.1 The audit firm or their partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the business or operations without prior written consent of the Management.
- 6.2 All reports and other documents submitted by C.A. firm shall become and remain the property of the GSCS office and the auditor shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the GSCS office together with a detailed inventory thereof. The auditor may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the GSCS office.
- 6.3 The audit 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 from the Appointing Authority.

## **7.0 PENALTIES**

- 7.1 In case the chartered accountant firm refuses to carry out the audit before the completion of the contract period of the audit work and outstanding fees may be forfeited. The decision of The GSCS Office is final in case of penalty.
  - 7.2 In the event of gross negligence, irregularity, laxity or misconduct on the part of the audit team, the said contract may be terminated and the C.A. firm may get black listed at the discretion of the GSCS which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work. In such a case the C.A. of the C.A. firm shall be severally and/or jointly directly responsible and amount of Bank guarantee shall be forfeited including outstanding fees.
  - 7.3 The violation of any of the terms will invoke penalty. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit. Failure to do so leading to either undue delay, or laxity or failure to check irregular payments will make the C.A. firm liable for being removed from the contract by the GSCS, Gujarat after issuing 7 days' notice as well as disciplinary action including the forfeiture of performance guarantee amount or a portion thereof. The decision of the GSCS will be final.
  - 7.4 The work shall be completed within the time frame or else penalty will be charged.
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- 7.5 In the event of termination of contract, either with mutual understanding or otherwise, the C.A. Firm is liable to repay the cost risk purchase to the Government. Government can forfeit the Bank guarantee submitted by the C.A. Firm, the due fee but not paid and from other sources.
- 7.6 In the event of establishment of the audit work is being carried out by other CA firm or sub-letting to other CA firm, GSCS is empowered to withdraw or cancel the work of audit from that CA firm, and forfeit any dues on account of audit work with a notice of seven (7) days.



## Annexure-I

**Tenderer must submit following documents along with technical bid should be uploaded in clear and legible PDF Format Only**

Sr.	Description																
1	Registration Certificate of audit firm from the Registration Authority Chartered Accountant from ICAI (NOTE: Firm's registered H.O or branch office should be located in Gujarat.)																
2	GST number certificate from GST registering authority.																
3	The Firm should have an average turnover of audit and attestation fees more than Rs.7 lacs in last 3 years ended on 31st March 2025. Note: Copy of last 3 (three) completed financial years duly audited and certified by another Chartered Accountant & Chartered Accountant's Turn Over Certificate for the year 2022-23, 2023-24 & 2024-25 in original.																
4	Copy of permanent account number (PAN) card & Income Tax return of last 3 years.																
5	If the certificate as on 01.04.2025 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India's of India till the date of submission of tender shall be submitted.																
6	Details of Partners & Paid CA employees updated on 01.04.2025.																
7	Details of Professional fees receipts. (Last three years) <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">Year</th><th style="text-align: center;">Total receipt fees (in Rs.)</th><th style="text-align: center;">Total receipt of Audit and Attestation fees</th><th style="text-align: center;">Net Profit (in Rs.)</th></tr></thead><tbody><tr><td style="text-align: center;">2022-23</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2023-24</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2024-25</td><td></td><td></td><td></td></tr></tbody></table>	Year	Total receipt fees (in Rs.)	Total receipt of Audit and Attestation fees	Net Profit (in Rs.)	2022-23				2023-24				2024-25			
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2022-23																	
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8	The Firm must have undertaken audit assignment of at least 3 Public enterprises (other than bank, Insurance and co-operative sector), Authorities, organization and GOG or GOI undertaking in last 3 financial years completed on 31.03.2025 (e.g. Internal Audit, pre audit, statutory audit or concurrent audit) (i.e. 2022-23, 2023-24 & 2024-25) The details of Appointment letters along with name of the agency, nature of work, period of appointment to be submitted. Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.																
9	The firm should have at least 2 Chartered Accountants in the firm as on 01.04.2025 Note: The copy of partnership deed of Registered firm should be duly Notarized. Certificate of constitution showing necessary details issued by ICAI.																
10	Annexure – II: Details of Organization structure of the bidder																
11	Annexure – III : Affidavit																
12	Annexure – IV : Declaration-II																
13	Firm card or ICAI institute certificate.																
14	Notarized Partnership deed or Proprietorship																

## **Annexure – II**

### **DETAILS OF ORGANIZATION STRUCTURE OF THE BIDDER**

Tenderer is requested to submit following details with relevant documents without fail to pre-qualify for technical bid.

<b>Sr.</b>	<b>Item</b>	<b>Details</b>
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of concerned Person	
04	Whether Proprietorship/Partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr.No.4/Establishment Certificate.	
06	Annual Turnover in Rs.	Year            Rs. 2022-2023 2023-2024 2024-2025
07	Pan card No. (Copy to be enclosed)	
09	GST Registration No. (Copy to be enclosed)	
10	Registration with ICAI Membership No.	
11	No. of Chartered Accountant/ Cost Accountant on your pay roll as on today.	
12	Whether the applicant has been blacklisted or debarred by the Central/State government/Public sector/ Undertaking/ Municipal corporation/local bodies etc.	

Signature of Bidder.....

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