

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	24-07-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	24-07-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Urban Development And Urban Housing Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Gujarat Urban Development Mission
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :aceo-gudm@gujarat.gov.in Buyer Email id: gmadmin-gudm@gujarat.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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) *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 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	AXIS BANK LTD
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(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 :

Additional Chief Executive Officer
Karmyogi Bhavan, Block No. 1, Ground Floor, Sector No. 10/A, Gandhinagar-382010
(Additional Chief Executive Officer, Gudm)

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. 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. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Pre cum internal audit
Type of Industries/Functions	Human Resource & Payroll , Purchase & Procurement , Sales, Services and Revenue , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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

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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Parmar Mihika Ishvarbhai	382010,Karmyogibhavan, Block No. 1, Ground Floor, Sector No. 10/A, Gandhinagar-382010	Project / Lumpsum Based	N/A

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

1. Generic

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

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. 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.

4. Service & Support

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

5. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

2.0 SPECIFICAION OF AUDIT SERVICE

(A) Minimum eligibility criteria:

Sr.	Minimum eligibility criteria	Proof to be enclosed
1	Firm of Chartered Account of Chartered Account should be CAG Empaneled for Financial Year: 2024-25 & 2025-26	Certificate/letter given by C & AG
	The Auditors firm should be registered with the Institute of Chartered Accountants of India.	Registration Certificate (Copy of self-attested certificate is required be submitted).
2.	The Chartered Accountant firm should have minimum registration of 7 years of continuous practice.	Certificate of constitution as on 01.04.2026 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 3 Chartered Accountants as partners in the firm as on 01.04.2026	The Auditors firm of Proprietor/Partnership/LLP also statute is allowed (At least 3 CA).
4.	The Firm should have an average turnover of more than Rs. 25 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.25 lacs is required of last 3 FY.)

5.	The Firm must have undertaken Pre cum Internal Audit assignment of at least 5 Government Organization in last 3 financial years completed on 31.03.2026. (i.e. 2023-24, 2024-25 & 2025-26)	Copy of Appointment letter / Work order copy of audit report with audited year. (i.e. 2023-24, 2024-25 & 2025-26) which is mentioned in Annexure I, II, III (category II) of the Resolution Finance Department of GOG dated 08/06/2020.
6	The Auditors firms should have its Head Office in Gandhinagar or Ahmedabad.	As a proof scan copy of firm card or ICAI institute certificate
7	Forms, Annexure, Undertaking, Declaration.	Forms, 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

7. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1

bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

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

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

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

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

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

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of

GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



ACEO
GUJARAT URBAN DEVELOPMENT MISSION

TENDER DOCUMENTS

FOR

Invitation of Tender for Appointment of Chartered Accountant firms
for Pre cum Internal Audit of Gujarat Urban Development Mission
(GUDM)

ACEO,
GUJARAT URBAN DEVELOPMENT MISSION
“Karmyogi Bhawan” Block No.1 Ground Floor,
Sector 10 /A Gandhinagar 382010

YEAR: 2026-27

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ACEO
GUJARAT URBAN DEVELOPMENT MISSION

ACEO GUJARAT URBAN DEVELOPMENT MISSION, Gandhinagar is inviting Online Tenders
(E-tendering) for
Appointment of Chartered Accountant firms for Pre cum Internal Audit work of Office.

Name of work Appointment of Pre cum Internal Audit for Gujrat Urban Development Mission	Pre cum Internal Audit (F.Y. 2026-27)
	2. EMD as per Gujarat Procurement Policy 2024 Clause 4 (A).
	3. Duration of the contract 12 Months

SCHEDULE OF E-TENDERING.

1. Downloading of Tender Documents.	As per GeM
2. Online submission of tender document	As per GeM
3. Physical Submission of Tender fee, EMD and other documents.	as per Gujarat Procurement Policy 2024 Clause 4 (A).
4. Online Verification of Tender Fee, EMD & other documents	As per GeM norms
5. Opening of Technical Bid (If Applicable (Online))	As per GeM norms
6. Opening of price bid (Online)	As per GeM norms

The details of above notice and tender documents are available on www.gem.gov.in GeM Portal

GUJARAT URBAN DEVELOPMENT MISSION

Preamble:

Gujarat Urban Development Mission has to monitor and organize the funding for implementation of various projects. The Mission receives grants from State and Central Government and disburses the same to various organizations depending upon the progress of the projects. The Mission has also carried out different activities' preparation of various reports, research, IEC, Capacity Building and project implementation.

Objective:

The mission objectives of GUDM shall be as follows

Developmental support

Capacity building

Urban information Resource center

Applied research and development

Knowledge management

2.0 Contacting Officer:

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.

ACEO, GUJARAT URBAN DEVELOPMENT MISSION Karmyogi Bhawan Block 1, Ground Floor, Sector 10 A, Gandhinagar-382010 Email: gudm2011 @gmail.com Phone 079-23257583	GeM Adviser 5 th Floor, Industries Commissioner Office, Udyog Bhavan Gh-Road, Gandhinagar-382010
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SECTION-I

3.0 General Instructions in respect of scope of Work:

- 3.1** The auditor should be well conversant with all the schemes/ guidelines/G.R./ circulars, standing instructions, orders issued from time to time by Central /State Government as well as Urban Development Department.
- 3.2** The auditor shall raise their bills for fees on quarterly basis at ACEO, GUJARAT URBAN DEVELOPMENT MISSION, Gandhinagar along with audit report, presentation and other necessary enclosures.
- 3.3** Work of auditor in GUDM 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.
- 3.4** 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 GUJARAT URBAN DEVELOPMENT MISSION office, Gandhinagar in advance before starting work.
- 3.5** Any further clarification on the scope of work can be obtained from ACEO, GUJARAT URBAN DEVELOPMENT MISSION office through written communication.
- 3.6** 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.
- 3.7** 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 ACEO, GUDM as flash report within 3 days by confirmatory post. Moreover, copy of the same should be served to GUDM.
- 3.8** ACEO, GUDM reserves the right to accept or to reject any or all the offers without assigning any reason thereof.

ACEO

GUJARAT URBAN DEVELOPMENT MISSION

Gandhinagar

3.0 (A) Knowledge of the Rules, Regulations and Guidelines

The Pre cum Internal Auditor shall fully conversant with and shall ensure strict compliance with all applicable provisions of the Companies Act, 2013 (wherever applicable), CAG guidelines, relevant ICAI Auditing Standards (SAs), Government Accounting Rules, General Financial Rules (GFR), Government Resolutions (G.RS), Circulars, standing instructions, orders, and guidelines issued from time to time by the Central Government, Government of Gujarat, Urban Development Department, and any other competent authority governing the audit of Government bodies and missions.

ACEO

GUJARAT URBAN DEVELOPMENT MISSION

Gandhinagar

4.0 SPECIFICAION OF AUDIT SERVICE

(A) Minimum eligibility criteria:

Sr.	Minimum eligibility criteria	Proof to be enclosed
1	Firm of Chartered Account of Chartered Account should be CAG Empaneled for Financial Year: 2024-25 & 2025-26	Certificate/letter given by C & AG
	The Auditors firm should be registered with the Institute of Chartered Accountants of India.	Registration Certificate (Copy of self-attested certificate is required be submitted).
2.	The Chartered Accountant firm should have minimum registration of 7 years of continuous practice.	Certificate of constitution as on 01.04.2026 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 3 Chartered Accountants as partners in the firm as on 01.04.2026	The Auditors firm of Proprietor/Partnership also statue is allowed (At least 3 CA).
4.	The Firm should have an average turnover of more than Rs. 25 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.25 lacs is required of last 3 FY.)
5.	The Firm must have undertaken Pre cum Internal Audit assignment of at least 5 Government Organization in last 3 financial years completed on 31.03.2026. (i.e. 2023-24, 2024-25 & 2025-26)	Copy of Appointment letter / Work order copy of audit report with audited year. (i.e. 2023-24, 2024-25 & 2025-26) which is mentioned in Annexure I, II, III (category II) of the Resolution Finance Department of GOG dated 08/06/2020.

6	The Auditors firms should have its Head Office in Gandhinagar or Ahmedabad.	As a proof scan copy of firm card or ICAI institute certificate
7	Forms, Annexure, Undertaking, Declaration.	Forms, 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

5.0 SCOPE OF WORKS & PAYMENT OF FEES

5.1 SCOPE OF WORK FOR AUDITOR:

The Pre cum Internal Audit will be carried out in accordance with Auditing Standard and will include such test and controls, as the auditors considers necessary under the circumstances. The major areas will be covered are as under:

❖ **Pre cum Internal Audit:**

(a) To cover the areas ensuring that

- Transactions are recorded as per principles of commercial accounting and are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority.
- Utilization of external funds is for purposes in accordance with the financing agreements.
- Counterpart funds are utilized for purposes for which they are provided.
- Transactions are duly supported by proper supporting documents and clear linkage between books of accounts and reports presented to Bank/ FA.
- Where special accounts have been used, they have been maintained in accordance with the provisions of the relevant financing agreements.
- Checking of daily cash, bank and expense journal transactions to ensure Transactions are recorded in principles of commercial accounting and are booked to proper accounting heads.

(b) Checking the maintenance of books of accounts and records.

(c) Checking the bank reconciliation statements.

(d) Checking of components-wise, category-wise and account head-wise expenditures.

(e) Checking of running bills raised for payment under each project pertaining to GUDM.

(f) Checking of investments, short term deposit etc. made by the authority from time to time.

(g) Checking of compliance of various tax like PF, IT, PT, TDS & GST (TDS).

(h) Fund management of the authority.

(i) Suggesting revision in forms and formats from time to time.

(j) Physical verification of fixed assets on yearly basis.

(k) Pre-Audit of all referred transaction in order to ensure that payment is made according to the procedure and guidelines lay down. Observations are to be communicated to Director (Finance)/Accounts Officer and resolved.

- Ensure Compliance of Pre cum Internal Audit Queries from the auditor.
- Co-ordinate, follow up for the compliances.

- Checking and verifying the relevant records to ascertain that Compliance to Pre cum Internal Audit Report is complete in all respect.
- Investigate into reasons for non-Compliances submitted by the auditor.
- To verify and comment on Bank Reconciliation Statement complied for different bank accounts.
- Audit of fund utilization of fund flow.
- Checking of claims as per the guidelines prescribed and verifying the claims status report.
- All expenditure/ Payments
- Auditor shall have to verify & certify of data, calculation, statement and other required data as asked by GUDM.
- CA Firm has to submit the monthly Pre-Audit Report.

❖ **Verification & Certification: -**

Auditor shall have to verify & certify of data, calculation, statement and other required data as asked by GUDM.

❖ **Report: -**

1. CA Firm has to submit the monthly Pre-Audit & Yearly Internal Audit Report in the prescribed Format.
2. Security Deposit will be forfeited in case of failure/non completion of Audit Work in given time limit.

❖ **Jurisdiction: -**

1. In case of any dispute Gandhinagar (Gujarat) will be only Jurisdiction

6.0 General Terms and Conditions in respect of Tender:

- 6.1** Earnest Money Deposit (EMD) Exempted as per Gujarat Procurement Policy 2024 Clause 4 (A).
- 6.2** The offer shall be valid for 180 days from the last date of receipt of Tenders.
- 6.3** All the bidders who are meeting with the eligibility criteria as specified will be technically qualified, & their Price bid will be opened.
- 6.4** 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.
- 6.5** The work shall be allotted to the L1 bidder who has quoted the lowest amount.
- 6.6** Bidder who has been awarded the respective work as per their concurrence have to provide audit firms service.
- 6.7** 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.
- 6.8** ACEO, GUJARAT URBAN DEVELOPMENT MISSION reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.
- 6.9** The agencies whose contracts were terminated or are debarred on account of non-performance or refuse to work in ACEO, GUJARAT URBAN DEVELOPMENT MISSION's works will not be eligible for bidding this Tender.
- 6.10** If any of the bidder quote rate unreasonably very low or high than the office of ACEO, GUJARAT URBAN DEVELOPMENT MISSION has right to disqualify the Bidder or reject the entire tender Bid or the part of Bid.
- 6.11** 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 ACEO, GUJARAT URBAN DEVELOPMENT MISSION.
- 6.12** The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.
- 6.13** 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 price manipulation in violation of Competition Act, 2002.
- 6.14** ACEO, GUJARAT URBAN DEVELOPMENT MISSION 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.
- 6.15** ACEO, GUJARAT URBAN DEVELOPMENT MISSION 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.

- 6.16** Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
- 6.17** The Chief Executive Authority/Additional chief Executive Authority has reserve all the right to Appoint/Empaneled any one or more of firms for the Internal and Statutory Audit of the GUDM.
- 6.18** Any Scheme, Programme of Mission run by GUDM during any time of financial year will be considered part of GUDM's activity and its Accounts has to be covered under the work of Audit assigned to the firm.
- 6.19** The Additional Chief Executive Authority, GUDM will be the sole authority for any interpretation of terminology or any contents of the tender document. The firm can clarify any of its doubts before submission of proposal.
- 6.20** The Additional Chief Executive Authority, GUDM will be the sole authority for taking any decision about contract & can discontinue contract during contract period.
- 6.21** The Auditors firm should have to depute required number of employees for the audit work on regular basis. The Qualified CA/proprietor/partner/Director should have to attend & verify the audit related work with own signature for minimum 2 day in a week at GUDM.
- 6.22** The Audit work will be carried out at the Office of the Gujarat Urban Development Mission.
- 6.23** The Audit Team for the audit work of GUDM should be decided by Auditors firm and the same should be informed to the designated officer of the GUDM, any change in audit team once decided shall be permitted only with the prior permission of designated officer of GUDM.
- 6.24** Tender shall be submitted in prescribed / official tender document only, which are available from GUDM office only. If submitted in any other form or in any photo copy, the same shall be summarily rejected.
- 6.25** The agency has to submit all the required information on the prescribed format only. Any deviation from it or information submitted in any other format will be treated a non-submission of bid and the application/ tender will be liable to be cancelled.

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7.0 SPECIAL TERMS & CONDITIONS

- 7.1** The Tender Document shall be submitted as per procedure laid down in tender documents for submission of Tender.
- 7.2** All Bidders are cautioned that e-tender containing any deviation from the contractual terms and conditions, specifications or requirements shall be rejected as non-responsive.
- 7.3** Conditional offer will be out-rightly rejected. No condition shall be included in this e-tender.
- 7.4** Alternative e-Tenders are not acceptable.
- 7.5** Bidder shall have to declare the number of Tenders submitted in the prescribed format as given in tender documents.
- 7.6** If required, ACEO, GUJARAT URBAN DEVELOPMENT MISSION office may negotiate with the lowest evaluated responsive bidder.
- 7.7** ACEO, GUJARAT URBAN DEVELOPMENT MISSION office reserves the right to qualify/ disqualify any applicant without assigning any reason.
- 7.8** Applicants shall be disqualified if they have
- 7.9** Made untrue or false representation in the forms, statements and attachments required in the prequalification documents, or
- 7.10** Record of poor performance either due to technical or financial or any other reasons.
- 7.11** 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.
- 7.12** The agency whose contracts were terminated on account of poor performance in ACEO, GUJARAT URBAN DEVELOPMENT MISSION 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.
- 7.13** 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.
- 7.14** The evaluation of the offers will be as per the pre-decided norms mentioned hereafter.

- 7.15** Proposal of “Technical Bid for Pre cum Internal Audit” shall contain details as mentioned in Tender Documents and shall provide supporting documents.
- 7.16** It should mention only the amount chargeable (including all the charges/ out of pocket exp.) for the whole term of one year. Fees quoted shall be inclusive of GST. The quoted fees shall be valid for 180 days from the date of receiving the bid offers. The same validity shall have to be extended further for 180 days by the bidder if required on written intimation of ACEO GUJARAT URBAN DEVELOPMENT MISSION.
- 7.17** The technical bids (All forms, Annexure and statement and Tender document and supporting documents as required must be in single, legible PDF file with file name “Proposal for Pre cum Internal Audit”). File if submitted after the prescribed time limit. Or submitted by any other mode will be liable to be rejected.
- 7.18** The technical bid will be opened first and will be evaluated by a committee of office under the chairmanship of Director (Finance) GUJARAT URBAN DEVELOPMENT MISSION Karmyogi Bhawan Block No 1 Ground Sector 10 A Gandhinagar. The financial bid will be opened of those bidders satisfying minimum eligibility criteria as per technical bid evaluation.
- 7.19** Award of contract will be made to a qualified bidder whose responsive Tender is lowest.
- 7.20** Qualified bidders have to work at the lowest quoted price irrespective of his quoted price. For the lowest price quoted by the bidder, an undertaking has to be submitted by the bidder in the Physical form as well as electronic form also.
- 7.21** The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of ACEO, GUJARAT URBAN DEVELOPMENT MISSION.
- 7.22** 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 ACEO, GUJARAT URBAN DEVELOPMENT MISSION office.
- 7.23** If any qualified bidder denies to work after allotment of work, then he shall be debarred for 3 (Three) years to work with ACEO, GUJARAT URBAN DEVELOPMENT MISSION.

- 7.24** Technical and Price bid must be submitted online on GeM portal only.
- 7.25** If the legal proceedings are under progress or criminal proceedings are instituted by any department/office of Government or matter regarding disciplinary actions is under progress by the ICAI in respect of any firm or the partners or proprietor or employee thereof, such firm will be considered as ineligible from applying for this assignment.
- 7.26** 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.
- 7.27** For this assignment only those Chartered Accountant/ Partnership firms will be considered which satisfy the minimum criteria mentioned in tender document.
- 7.28** 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.
- 7.29** The management reserves the right of awarding this assignment for one or more Firms.
- 7.30** The audit firm will be required to give Two-month notice to ACEO, GUJARAT URBAN DEVELOPMENT MISSION in case it intends to discontinue the contract at any point of time during the period of contract. Likewise, ACEO GUJARAT URBAN DEVELOPMENT MISSION on its discretions may cancel the assignments at any time if required to do so.
- 7.31** The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the ACEO, GUJARAT URBAN DEVELOPMENT MISSION on evaluation of satisfactory performance of the audit firm for further 1 (one) or 2 two years at the same price and tender conditions.
- 7.32** 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.
- 7.33** The senior partner of audit firm shall remain present in coordination / review Meetings, and make presentations as and when called for and no additional fees/ Expenditure shall be paid extra for that.
- 7.34** 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.

- 7.35** 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 ACEO, GUJARAT URBAN DEVELOPMENT MISSION.

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GUJARAT URBAN DEVELOPMENT MISSION
Gandhinagar**

8.0 EARNEST MONEY DEPOSIT (EMD)

Bidders who want to be exempted from submitting EMD have to submit valid documentary evidence as per Gujarat Procurement Policy 2024 Clause 4 (A). All other Bidders have to submit EMD with Account Payee Demand Draft/Pay Order/ Bank Guarantee only from banks approved by Finance Department, Gujarat in favor of “Gujarat Urban Development Mission” payable at Gandhinagar. Bidder has to upload scanned copy/proof of the DD along with bid and has to ensure delivery of hard copy to the Buyer within 5 days of Bid End Date/Bid Opening Date.

9.0 SECURITY DEPOSIT (SD)

Security Deposit After award of contract, the Successful Bidder have to submit security deposit/performance security/e-PBG as per Gujarat Procurement Policy 2024 Clause 5. Successful Bidder can submit the Performance Security in the form of Account Payee Bank Guarantee form. BG/EPBG should be made in favor of “Gujarat Urban Development Mission” payable at Gandhinagar. After award of contract, Successful Bidder has to submit BG/ePBG in the original form of hard copy and has to ensure delivery to the Buyer within 15 days of award of contract.

10. TENDER OFFER VALIDITY PERIOD

- 10.1** The Tender offer for the work shall be valid for a period not less than One Hundred Eighty (180) days from the last date of receipt of Tenders. The same may be extended by the Bidder for a further period of One Hundred Eighty (180) days, if required by ACEO, GUJARAT URBAN DEVELOPMENT MISSION. The tenderer shall not be allowed to withdraw or modify the offer on his own during this period. If any tenderer withdraws or make any modification or additions in the terms and conditions and tender validity period of his tender offer is not acceptable to the ACEO, GUJARAT URBAN DEVELOPMENT MISSION.
- 10.2** In exceptional circumstances, the employer may solicit the Bidder's consent for an extension of the period of validity of the Tender offer by a period not exceeding another 180 days or as per the requirement from ACEO, GUJARAT URBAN DEVELOPMENT MISSION (i.e., beyond 360 days as mentioned in above).
- 10.3** The request and response there to shall be made in writing. Any Bidder granting the request of extension of offer validity period will not be permitted to modify his /their Bid.
- 10.4** If any Bidder withdraws his offer during validity period / extended validity of Tender, the Tenderer shall be debarred for 3 (Three) years from tendering in ACEO, GUJARAT URBAN DEVELOPMENT MISSION contracts.

11. 11.0 Service Level Agreement

A. PAYMENTS

- i. Payment of fees will be made by ACEO, GUJARAT URBAN DEVELOPMENT MISSION office.
- ii. Concerned branch of ACEO GUDM office has to sign work completion certificate with signature, name, date, and seal.
- iii. The firm should quote the rates for the whole term of one year. However, it can be extended at the discretion of the ACEO GUDM evaluation of satisfactory performance of the audit firm for further 1 (one) to 2(two) years offer letter from agency with the same tender conditions.
- iv. In case of continuation of work for further period, fees for that period will be decided by the management considering point above.
- v. All the applicable taxes will be deducted as TDS from the payments. However, the amount of GST shall be paid to CA Firm only after submit the proof of GST paid. No. other taxes shall be paid other than GST unless otherwise specified in the assignment. The auditor and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the fees of assignment.

B. CONFIDENTIALITY

- i. 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.
- ii. All reports and other documents submitted by C.A. firm shall become and remain the property of the ACEO GUDM office and the auditor shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the GUDM 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 GUDM office.
- iii. 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.

C. PENALTIES

- i. In case the chartered accountant firm refuses to carry out the Pre cum Internal Audit before the completion of the contract period of the audit work, Bank guarantee and outstanding fees may be forfeited. The decision of The ACEO, GUJARAT URBAN DEVELOPMENT MISSION Office is final in case of penalty.
- ii. 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 ACEO, GUJARAT URBAN DEVELOPMENT MISSION 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.
- iii. 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 ACEO, GUJARAT URBAN DEVELOPMENT MISSION after issuing 7 days' notice as well as disciplinary action including the forfeiture of performance guarantee amount or a portion thereof. The decision of ACEO, GUJARAT URBAN DEVELOPMENT MISSION office will be final.
- iv. The work shall be completed within the time frame or else penalty will be charged.
- v. 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.
- vi. In the event of establishment of the audit work is being carried out by other CA firm or sub-letting to other CA firm, ACEO GUJARAT URBAN DEVELOPMENT MISSION 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.

SECTION – II
FORMS & ANNEXURES

12.0 Memorandum of work in brief:

1.	Name of work	Appointment of Chartered Accountant firms for Pre cum Internal Audit work.
2	Name of Employer	ACEO GUJARAT URBAN DEVELOPMENT MISSION Gandhinagar
3	Name of concerned Officer	ACEO GUJARAT URBAN DEVELOPMENT MISSION, Gandhinagar
4	Name of Officer-In- Charge	Director (Finance) GUDM ACEO GUJARAT URBAN DEVELOPMENT MISSION Gandhinagar
5	Address of Officer - In – Charge	Karmyogi Bhawan Block No-1 Ground floor, Sector 10 A, Gandhinagar.
6	Name of Bidder	
7	Address of Bidder	
	(a) Telephone No. (b) Mobile No. (c) Fax No. (d) Telex No. (e) E-mail ID	
8	(f) Estimated Cost put to tender	
9	Time allowed for completion of the service from the date of written order to commence.	The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the Gujarat Urban Development Mission on evaluation of satisfactory performance of the audit firm for further 2 (two) years at the same price and tender conditions.
10	Amount of Earnest Money Deposit (EMD)	EMD is exempted as per Gujarat Procurement Policy 2024 Clause 4 (A).
11	Description essential to be written on sealed cover of submission of Tender	
	(a) Name of Work	Appointment of Chartered Accountant firms for Pre cum Internal Audit work of ACEO, GUJARAT URBAN DEVELOPMENT MISSION.
	(b) Name and address of the Bidder	

12	Mode of submission of Tender Documents	Online submission on web site www.gem.gov.in <u>GeM</u> Portal
13	(a) Technical Bid. (b) Price Bid	On line submission on www.gem.gov.in <u>GeM</u> Portal On line submission on www.gem.gov.in <u>GeM</u> Portal
14	Other Documents including Forms, Annexures, Undertaking, Declaration	As per GeM Tender notice and corrigendum if any.
15	Physical Submission of Tender Documents (a) Technical Bid & Other Documents (EMD and SD etc.)	As per GeM Tender notice and corrigendum if any.
16	Validity period of Tender offered.	180 days from the last date of receipt of tender.
17	Opening of Tender Online (a) Technical Bid (b) Price Bid (Only of pre-qualified Bidders)	As per GeM Tender notice and corrigendum if any.
18	Amount of Security Deposit: (Please refer Tender Clause of SD)	Successful bidder has to deposit required amount of Security Deposit in from of FD/Bank Guarantee from Nationalized Scheduled Bank as prescribed by Finance Department, Government of Gujarat

Signature of C.A
With Name of Firm
And seal

13.0 LETTER FOR SUBMISSION OF TENDER

To,
ACEO
GUJARAT URBAN DEVELOPMENT MISSION,
Karmayogi Bhawan, Block No 1 Ground Floor,
Sector 10 A, Gandhinagar-382010

Sub: Submission of Tender Application for Appointment of Chartered Accountant Firms for
Pre cum Internal Audit Work of ACEO GUDM.

Sir,

- 1.0 Having examined the details given in the invitation to Bidder for qualification and brief note, the condition of contract as well as Price bid and Nos of Corrigendum for the execution of above-named service, we the undersigned, offer to provide service with the conditions of contract and quoted amount in accordance with the said conditions.
- 2.0 We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- 3.0 We have furnished all information and details necessary for qualification and have no further pertinent information to supply.
- 4.0 We also authorize, ACEO GUJARAT URBAN DEVELOPMENT MISSION Office to approach individuals, employers, firms and Corporation to verify our competency and general reputation.
- 5.0 We hereby apply for qualification of providing Pre cum Internal Audit firm Services for Office of ACEO GUDM, Gandhinagar.
- 6.0 We will provide required audit service as per contract.
- 7.0 We agree to abide for this Tender for a period of 180 days from the last date of online submission of tender document. It shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 8.0 Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
- 9.0 We submit the following certificates in support of our suitability, technical know-how and capability for having successfully complete the following contract.

Sr. No. Contract Client / owner

1.

2.

Enclosures (as per tender requirement)

1.

2.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ (Year)

Signature _____ in the capacity of _____

Duly authorized to sign tender for and on behalf of _____.

(IN BLOCK CAPITALS)

Address _____

Witness _____

Address _____

Witness _____

Occupation _____

Encl: Appendix.

Date of submission

Signature of Applicant (C.A)

Seal of Applicant

14.0 Annexures

Annexure-I

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

Sr. No.	Description																
1.	EMD is exempted as per Gujarat Procurement Policy 2024 Clause 4 (A).																
2.	Registration Certificate of audit firm from the Registration Authority Chartered Accountant from ICAI (NOTE: Firm’s registered H.O or Head office should be located in Gandhinagar /Ahmedabad.																
3.	GST number certificate from GST registering authority.																
4.	The Firm should have an average turnover of audit and attestation fees more than Rs. 25 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 or Chartered Accountant’s Turn Over Certificate for the year 2022-23, 2023-24 & 2024-25.																
5.	Copy of permanent account number (PAN) card & Income Tax return of last 3 years.																
6.	If the certificate as on 01.04.2026 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.																
7.	Details of Proprietor/Partners & Paid CA employees updated on 01.04.2026.																
8.	Details of Professional fees receipts. (Last three years) <table><tr><th>Year</th><th>Total receipt fees (in Rs.)</th><th>Total receipt of Audit and Attestation fees</th><th>Net Profit (in Rs.)</th></tr><tr><td>2022-23</td><td></td><td></td><td></td></tr><tr><td>2023-24</td><td></td><td></td><td></td></tr><tr><td>2024-25</td><td></td><td></td><td></td></tr></table>	Year	Total receipt fees (in Rs.)	Total receipt of Audit and Attestation fees	Net Profit (in Rs.)	2022-23				2023-24				2024-25			
Year	Total receipt fees (in Rs.)	Total receipt of Audit and Attestation fees	Net Profit (in Rs.)														
2022-23																	
2023-24																	
2024-25																	
9.	EPF & ESIC Registration Proof.																

10.	The Firm must have undertaken Pre cum Internal Audit assignment of at least 5 Government Organization in last 3 financial years completed on 31.03.2026. (i.e. 2023-24, 2024-25 & 2025-26) 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.
11.	The Auditors firm of Proprietor/Partnership/LLP also statute is allowed (At least 2 CA). Note: (1) The copy of partnership deed of Registered firm should be duly Notarized. (2) Certificate of constitution showing necessary details issued by ICAI.
12.	Annexure – II: Details of Organization structure of the bidder
13.	Annexure – III : Affidavit
14.	Annexure – IV : Declaration
15.	Annexure – V : Undertaking
16.	Scan copy of firm card or ICAI institute certificate of last 3 (years i.e. 2023-24, 2024-25, 2025-26)
17.	Scan copy of Notarized Partnership deed or Proprietorship

Signature of Applicant (C.A)
Seal of Applicant

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.

Sr.No.	Item	Details
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. 2022-23 2023-24 2024-25
07	Pan card No. (Copy to be enclosed)	
08	P.F. Registration 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.....

Annexure - III

Affidavit

This is to certify that i undersigned fully authorized by **(Name of Firm)** to submit this tender document Appointment of Chartered Accountant Firms/ LLPs for Work of Audit of GUJARAT URBAN DEVELOPMENT MISSION

This is further certified that,

- (A) Our firm/LLP / any of its partners are not debarred / disqualified / penalized by any government organization, department, board, corporation, tribunal or any other organization/undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, or National Financial Reporting Agency, RERA or any court etc.
- (B) And there is no adverse action taken or proposed against or any matter related to that for which proceedings are ongoing on our firm/LLP or any of its partner/directors or employees by any authority by any of the above.
- (C) In case of any adverse / disciplinary action is initiated during the procedure for appointment of CA Firm for this assignment and also after appointment (If selected), the organization can terminate the appointment without assigning reasons thereof.
- (D) The firm/LLP is not issued with any order of disqualification, debarment or termination by any government organization, department, board, corporation, tribunal or any other organization/undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, RERA or National Financial Reporting Agency or any court etc. for which proceedings are ongoing.
- (E) All the information given in tender document submitted by us is correct.
- (F) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
- (G) We have read entire tender document and agree to carry out scope of work mentioned in document and all terms and conditions mentioned will be acceptable to us.

Date:

Place:

Yours faithfully,

()

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

Annexure – IV

Declaration

Name of bidder:

- (ii) I/We hereby declare that I/We have gone through the scope of the service to be provided and fully acquainted myself / ourselves with local situations regarding Audit firms and other factors pertaining to the service before submitting this tender.
- (iii) I/We hereby declare that I/We have read the Tender Documents published on website www.gem.gov.in Gem Portal and accordingly submitted to Gujarat Urban Development Mission.
- (iv) I/We hereby declare that I/We have carefully studied the conditions of contract and specifications and other documents of this work and agree to execute the same accordingly.
- (v) I/We hereby declare that my/our near relatives are not working in this office/subordinate office.

Place

Date

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

Annexure - V

UNDERTAKING

- 1.0 I/We undertake that I / We will provide the audit firm a lowest quoted amount.
- 2.0 Further, I / We undertake that the modality mentioned in the tender for award of the tender is acceptable to me / us.
- 3.0 I / We undersigned hereby certify that all the information mentioned above is true and correct.
- 4.0 Chartered Accountant firms already engaged with ACEO, GUJARAT URBAN DEVELOPMENT MISSION Office in the existing assignment of audit or any other professional work may send the proposals for the assignment of audit but they have to attach the letter giving the undertaking that on being selected as auditors, they will resign from Pre cum Internal Audit/ cost audit / cost accounting or other assignment / from their present assignment of ACEO GUJARAT URBAN DEVELOPMENT MISSION. Proposal without such letter of undertaking will be considered as ineligible.
- 5.0 Those firms which are in continuous assignment of 7 years or as on 31.03.2025 as auditor and/or pre auditor in ACEO, GUJARAT URBAN DEVELOPMENT MISSION office, will be considered as ineligible from applying for this assignment.
- 6.0 The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the auditor shall be final and binding on auditor s without demur and any further recourse to any litigation/arbitration.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me / us.

Date:

Place:

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

Form - A

Technical Proposal Form

(To uploaded in GeM & to be filled up by the bidder)

- 1) Name of Chartered Accountant Firm: - _____
- 2) Registered address of head office: - _____

- 3) Addresses of Branch Offices (in Gandhinagar/Ahmedabad only): -
a.
b.
c.
- 4) ICAI Firm Registration No. _____
- 5) Date of registration of the Firm _____
- 6) A. Details of Chartered Accountants as partners or full-time paid employees: -

Sr. No.	Name	Membership No.	Qualification	Designation /Status	Age	Date Of Joining firm

B. Details of Audit Staff: -

Sr. No.	Name	Designation	Qualification	Age	Date Of Joining firm

- 6) Total receipt of fees (as per audited Income & expenditure Account & Balance sheet attached): -

Year	Total audit & attested income (in Rs.)
2022-23	
2023-24	
2024-25	

- 7) Experience of audit/Pre cum Internal Audit in Govt. sector (other than bank, Insurance and co-operative sector). No. of assignments on hand or handled in last 3 (three) financial years completed on 31.03.2026.

Name of entity	Location	Period of Appointment	Nature of work	Turnover of Auditee entity

(Please attach appointment letter in each case.)

Notes: -

- (1) GOG or GOI undertaking means all Govt. dept., P.S.E., Boards, Office of ACEO, GUJARAT URBAN DEVELOPMENT MISSION Office, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.
- (2) Assignments of the organizations with respect to Pre cum Internal Audit of GOG or GOI undertaking (point no.6) in respect of each completed year ended will be considered.
- (3) Turnover (Point no.7) will be in respect of the completed year of assignment as on 31.03.2025. Turnover of the auditee organization must be evidenced by the photocopies of the relevant pages of audited annual account of the organization.
- (4) Audit assignment means Pre cum Internal Audit only. Same will not include any other audit or investigation, tax audit under the income tax Act and GST audit under GST Act.
- (5) In case of absorbed/merged or converted firm, date of establishment of such firm applying would be date of such absorption/merge/conversion. If the certificate as on 01.01.2026 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) Articled clerks or Audit clerks will not be considered as staff employed by the Firm.
- (7) Each appointment order will be considered as separate and single assignment. In respect of assignment of independent district level/ regional/ District/ branch organization, turnover of respective district/ regional/ District/ branch/ organization will be considered. Accordingly, copies of the relevant pages of accounts of such district/ regional/ District/ branch/ organization will be required to be attached as evidence of turnover. Alternatively, certificate signed by the competent authority of such office mentioning the turnover will be considered as proof of evidence in respect turnover mentioned at point no.

Certificate

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

Date:

Chartered Accountant Signature:

Name & Designation:

Membership No.

Seal of office: