

**1. SECTION – 1: INVITATION TO RFP:**

**1.1 Background:**

Gujarat Agro Industries Corporation Ltd. is a Government of Gujarat Enterprise setup in 1969 under the Companies Act, 1956. Since inception, GAIC has ventured into pioneering activities in the domain of agriculture and agro processing sector and periodically redefined its focus and re-oriented its activities to suit the needs of changing times. In the new millennium, GAIC embraced the new role and started new activities, GAIC became nodal agency for implementation of various scheme of Government of Gujarat (GoG) and Government of India (GoI).

**The basic objectives of GAIC are:**

- To accelerate demand-based production of agro-products and develop agro industries in the new global agricultural environment
- To enhance the productivity of crops in a sustainable manner and give Gujarat a competitive edge through an integrated approach to agriculture
- To increase the levels of return to farmers by promoting value additions
- To reduce wastage of agro products and increase the overall income of farmers
- To establish a significant position for Gujarat in the global market by creating backward and forward linkages between agriculture and industry.

GAIC has a state-wide network of about 1200 plus retail outlets reaching the remotest corners, for the timely supply of agricultural inputs, equipment and services to farmers at reasonable rates.

GAIC is engaged in various activities like Fertilizer distribution, pesticide & bio fertilizer manufacturing and sales, setting up of bio gas plants and providing Biogas Subsidy, providing other agriculture related subsidies to farmers, sales of agriculture tools and seeds. GAIC has 18 offices across Gujarat & 2 manufacturing unit. GAIC is also the nodal agencies for implementing Comprehensive Agro Business Policy – 2016, where in various subsidies are given for value addition projects.

Currently, GAIC is using ERP since 1st April, 2017.

GAIC is looking for a service provider for handling its entire Accounting & Financing functions under the overall supervision and monitoring of GAIC's officers. GAIC's function is broadly divided into following Departments:

**1. Marketing & Project (M&P) Division**

- Own Infrastructure Projects
- GoG Schemes & GOI Schemes

**2. Agro Chemical & Service (AS&C) Division**

- Distribution and Sales of fertilizers through a network of 1,200 Private retailers.

- Own Agro Service Centres – 18 Nos.
  - Own Bio-Fertilizer Formulation Unit Naroda, Ahmedabad
3. **Personnel & Administration (P&A) Division**
  4. **Finance Division**
  5. **Secretarial Division**

## **1.2 RFP Notice**

Gujarat Agro Industries Ltd. (GAIC) invites bids for Selection of Service Provider for Accounting & Finance related work on web based integrated software.

The bidding process will have following stages:

- Pre-bid conference (If bidder intends to clarify any doubts or has any issues, he can remain present in the Pre bid conference. Also, at this stage clarity regarding scope of work shall be given.)
  - Technical & Commercial Bid Submission
  - Opening of Technical Bid & ascertaining prequalification
  - Presentation by eligible bidders (Detail Presentation on approach & methodology for the project, proposed staff deployment, etc.)
  - Evaluation of Technical bid
  - Opening of Commercial Bids of all qualified bidders
  - The bidder achieving the highest combined technical and financial score will be invited for negotiations and awarded contract.
- The technical bids & financial bid must be submitted ONLINE ONLY on GeM Portal along with the supporting documents. Only EMD to be submitted physically at GAICL office.
- **Please upload documents in PDF format only in clear visible resolution.**
- GAIC reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.
- Bidder who qualify in pre-qualification, their bids will be processed for technical evaluation and will be called for presentation before the Committee. Please refer pre-qualification criteria for the same.
- Minimum absolute technical score to qualify for commercial evaluation is 70.
- Bidders who qualify in evaluation of technical bids will be invited for Commercial Bids opening process.
- The bidder shall submit the **DD of Rs.5,00,000/-** towards EMD in sealed cover. The sealed cover should superscribe as “EMD for the RFP for Accounting & MIS System.”
- EMD must be in the form of Demand Draft in the name of “**Gujarat Agro Industries Corporation Ltd.**” payable at **Gandhinagar** along with the covering letter with a **validity of 3 (three) months**.
- The estimated cost of the tender is INR 5,00,00,000/- (INR Five Crore) plus applicable GST for 3 (three) years.

**1.3 Important Information:**

<b>Sr. No.</b>	<b>Information</b>	<b>Details</b>
1.	Name of the Project	Selection of Service Provider for Accounting & Finance related work
2.	Project duration	3 Years, subject to continuation clause as per tender
3.	Bid Start date	10.01.2024 18.00 Hrs
4.	Pre-bid conference	18.01.2024 12.00 Hrs
5.	Bid End Date	31.01.2024 18.00 Hrs
6.	Date and Time of Opening Technical Bids	31.01.2024 18.30 Hrs
7.	Place and time for technical Presentation (Whoever fulfil pre-qualification criteria)	Date: 06.02.2024 12.00 Hrs Conference Room, Gujarat Agro Industries Corporation Ltd. , GSCSC Building, CH Road, Sector 10/A, Gandhinagar
8.	Opening of Financial Proposal	13.02.2024 12.00 Hrs
9.	Bid validity	180 days
10.	Contact person for queries	I/c Asst. Manager (Finance), Gujarat Agro Industries Corporation Ltd. Email : <a href="mailto:gaic.sekre@gmail.com">gaic.sekre@gmail.com</a>
11.	Place for submission of EMD & Bid processing fee etc.	Gujarat Agro Industries Corporation Ltd.GSCSC Building, CH Road, Sector 10/A, Gandhinagar
12.	Address for communication	Managing Director, Gujarat Agro Industries Corporation Ltd.GSCSC Building, CH Road, Sector 10/A, Gandhinagar E-mail: <a href="mailto:md.gaicl@gmail.com">md.gaicl@gmail.com</a> Phone: 91-79-23240208 Fax: 91-79-23240208
13.	EMD (INR)	Rs. 5,00,000/-

14.	Performance Security	Successful bidder has to submit the Performance Security in the form of bank guarantee at the rate of 5% of contract price. Performance Security in the form of bank guarantee shall be irrevocable, unconditional and valid for the contract period (3 Years) and period of 90 days thereafter.
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## **2. SECTION – 2 : INSTRUCTION TO BIDDERS:**

### **2.1. Definitions:**

- 2.1.1 **“Applicable Law”** means the laws and any other instruments having force of law in India from time to time.
- 2.1.2 **“Proposal/bid”** means proposal submitted by bidders in response to the RFP issued by GAIC for selection of Service Provider.
- 2.1.3 **“Competent Authority”** means the GAIC.
- 2.1.4 **“Committee”** means committee formed by the GAIC for the purposes of processing and evaluation of this bid.
- 2.1.5 **“Contract Value”** means the price payable to the selected firm/company under the Contract for the complete and proper performance of its contractual obligations.
- 2.1.6 **“Service Provider”** or “SP” means any private or public entity, which will provide the software and services to GAIC under the contract.
- 2.1.7 **“Contract”** means the Contract signed by the parties along with the entire documentation as specified in the RFP.
- 2.1.8 **“Day”** means Working day.
- 2.1.9 **“Effective date”** means the date from which the contract comes into force and effect.
- 2.1.10 **“Government”** means State Government of Gujarat.
- 2.1.11 **“GAIC”** means Gujarat Agro Industries Corporation Ltd.
- 2.1.12 **“Rules”** means the applicable rules under different statutes, Acts, Rules, Government Resolutions, and Circulars in relation to personal management of employees in Gujarat Government.
- 2.1.13 **“Personnel”** means professional and support staff provided by the Service Provider and assigned to perform services to execute an assignment and any part thereof.
- 2.1.14 **“Services”** means the work to be performed by the SP pursuant to the selection by GAIC and to the contract to be signed by the parties.
- 2.1.15 Successful Bidder is required to sign ‘Non Disclosure’ Agreement with GAIC.

### **2.2. Cost of Tender Document**

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and GAIC will in no case be responsible or liable for these costs, regardless of Conduct or outcome of bidding process.

### **2.3. Content of Bidding Document**

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents in format or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

### **2.4. Pre-Bid Conference**

A prospective Bidder requiring any clarification of the bidding documents may seek clarification of his/her queries in the pre-bid meeting.

### **2.5. Amendment to RFP**

2.5.1 At any time prior to the deadline for submission of bids, GAIC may, for any reason, whether on its own initiative or in response to a clarification request, modify the bidding documents.

2.5.2 In order to allow prospective bidders reasonable time to consider the amendments while preparing their bids, GAIC at its discretion, may extend the deadline for the submission of bids.

### **2.6. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and GAIC shall be in English language.

### **2.7. Documents Comprising the Bid**

2.7.1 The technical Bid & commercial bid be submitted ONLINE ONLY.

2.7.2 The bid documents and addendums / corrigendum (if any) together shall be considered as final and self-contained bid documents notwithstanding any previous correspondence or document issued by GAIC.

2.7.3 The EMD of Rs.5,00,000/- and is to be submitted physically in the form of DD (Demand Draft) favoring **"Gujarat Agro Industries Corporation Limited"**, payable at Gandhinagar in sealed cover clearly mentioning that "EMD of the Tender for Accounting & Finance related work at GAIC on the address mentioned above.

### **2.8. Bid Form**

2.8.1 The Bidder shall complete the Technical Bid and Financial Bid furnished with this document giving details as per the format mentioned in GeM portal.

### **2.9. Bid Prices**

2.9.1 The Bidder shall indicate the prices in the format mentioned in the GeM Portal.

2.9.2 Following points need to be considered while indicating prices:

2.9.3 The rates of any Taxes which will be payable by the Client on the services (if any), should be quoted separately.

## **2.10. Bid Currency**

Prices shall be quoted in Indian rupees only.

## **2.11. Earnest Money Deposit (EMD)**

2.11.1 Earnest Money Deposit Rs.5,00,000/- in the form of DD in favour of "Gujarat Agro Industries Corporation Limited" payable at Gandhinagar.

2.11.2 Proposals not accompanied by EMD shall be rejected as non-responsive.

2.11.3 The successful bidder's EMD Amount will be discharged from GAIC only after the signing of the contract and submission of Performance Security.

2.11.4 Unsuccessful bidder's EMD Amount will be discharged / refunded as promptly as possible, but not later than 30 days of the validity period of the bid.

2.11.5 The EARNEST MONEY DEPOSIT shall be forfeited:

- a) if a Bidder withdraws its bid during the period of bid validity
- b) in case of a successful Bidder, if the Bidder fails;
  - i. to sign the Contract as mentioned above or
  - ii. to furnish performance security
  - iii. If the bidder is found to be involved in fraudulent practices.
  - iv. If a Bidder has, made misleading or false representations in the forms, statements and documents submitted.

All DD shall be of Scheduled Bank.

## **2.12. Validity of proposal**

2.12.1 Proposals shall remain valid for a period of 180 days (one hundred eighty days).

## **2.13. Preparation of Proposal**

2.13.1 The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall not be valid.

2.13.2 The proposal shall be typed or written in indelible ink (if required) and shall be initiated on all pages by authorized representative of the bidder to bind the bidder to the contract. The authorization shall be indicated by Power of Attorney/ Letter of Authority (LoA) and shall accompany the proposal by competent authority.

2.13.3 The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and 'uncalled for' correspondence

shall not be entertained.

- 2.13.4 Alteration / Rewording / Deletion / Correction of any part in the Tender Document are not permitted. If found in any bid proposal, bid may be liable to be rejected without prior intimation to the bidder.
- 2.13.5 Bidder is required to submit the complete proposal along with required forms etc on GeM portal. The proposal shall be exactly according to the presented formats given on the GeM portal. The technical response should be concise. Any response not as per the specified format may be liable to be rejected. No marketing literature pertaining to the bidder should be enclosed along with the proposal. If enclosed, it may be treated as disqualification.
- 2.13.6 Bidders are required to make detailed presentation about the Accounting and Financial work before the Committee. All such presentations shall be at the cost of bidder.
- 2.13.7 The envelope of the EMD should be addressed to:
- Managing Director**  
**Gujarat Agro Industries Corporation Limited,**  
**GSCSC Building, CH Road, Sector 10/A,**  
**Gandhinagar, Gujarat – 382010**
- 2.13.8 The bidder is expected to examine carefully all instructions, forms, terms and specifications in the Tender document. Failure to furnish all information required in the Tender Document or submission of a proposal not substantially responsive to the Tender Document in every respect will be at the bidder's risk and shall result in rejection of the proposal.

## **2.14. Contents of Envelopes**

- 2.14.1 Envelop: DDs of EMD & Bid processing Fees

## **2.15. Submission, Receipt & Opening of proposal**

- 2.15.1 Submission of Bids:
- a) The Bidder shall submit the, Technical Bid and a Commercial Bid as per the format mentioned in the GeM portal.
  - b) E-mailed or facsimile bids will be rejected.
- 2.15.2 In the event of the specified date of bid opening being declared holiday for the tendering authority, the bid shall be opened at the appointed time and location on the next working day.
- 2.15.3 The bidder's names, bid modifications or withdrawals, bid prices and the presence or the absence of requisite EMD and such other details as GAIC, at its discretion, may consider appropriate, will be announced at the time of opening.



## **2.16. Clarification of Bids**

During evaluation of bids, GAIC may, at its discretion, ask the Bidder for a clarification of its bid. GAIC may also ask for rate analysis of any or all items and if rates are found to be unreasonably low or high, the bid shall be treated as non-responsive and hence liable to be rejected. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

## **2.17. Preliminary Examination**

2.17.1 GAIC will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

2.17.2 Prior to the detailed evaluation, GAIC will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviation. Deviations from or objections or reservations to critical provisions such as those concerning EMD, Performance Security, Scope of work, Applicable law and Taxes and duties will be deemed to be material deviations. GAIC determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

2.17.3 If a Bid is not substantially responsive, it will be rejected by GAIC and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

2.17.4 Conditional bids are liable to be rejected.

## **2.18. GAIC's Right to vary quantities of work at the time of award of contract**

GAIC reserves the right to increase or decrease scope of work by 10% without any change in the rate fixed or other terms & conditions, at the time of award of contract.

## **2.19. Award of Contract**

On acceptance of Proposal for awarding the contract, GAIC will notify the successful bidders in writing that their proposal has been accepted and Contract Agreement will be signed. After signing of the Contract Agreement, no variations in or modifications of the terms of the Contract shall be made except by written amendment signed by all the parties.

## **2.20. GAIC's Right to Accept Any Bid and to reject any or All Bids**

GAIC reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder

or bidders of the grounds for GAIC's action.

#### **2.21. Notification of Awards**

- 2.21.1 Prior to the expiration of the period of the bid validity, GAIC will notify the successful bidders in writing, to be confirmed in writing, by letter / E- mail, that his bid has been accepted.
- 2.21.2 The notification of award will constitute the formation of the Contract.
- 2.21.3 Upon the successful Bidder's furnishing of Performance Security GAIC will promptly notify each unsuccessful Bidder.

#### **2.22. Signing of Contract**

- 2.22.1 At the same time as subsequent to GAIC's notice, the successful Bidder whose bid has been accepted; GAIC will send to the bidder the Contract Form, incorporating all the agreements between two parties.
- 2.22.2 Within 30 days of receipt of the Contract Form, the successful bidder shall sign with date the contract and return it to GAIC.

#### **2.23. Confidentiality**

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidder or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of GAIC, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

#### **2.24. Cost of Bidding**

All costs related to bidding shall be borne entirely by the bidder. Under no circumstances shall any queries / request for compensation in cases of rejection / disqualification etc. be entertained by GAIC.

### **2.25. Disqualification**

GAIC may at its sole discretion and at any time during the evaluation process, disqualify any bidder, if the bidder has:

- 2.25.1 Submitted the Proposal documents after the response deadline.
- 2.25.2 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 2.25.3 Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- 2.25.4 Failed to provide clarifications related thereto, when sought.
- 2.25.5 Declared ineligible by the Government of Gujarat, or any of the departments in the Gujarat State Government, for corrupt and fraudulent practices or has been blacklisted at the time of submitting the bid or during the period of evaluation.
- 2.25.6 Submitted a proposal with price adjustment / variation provision.

### **2.26. Binding Clause**

All decisions taken by GAIC regarding the processing of this tender and award of contract shall be final and binding on all parties concerned.

### **2.27. Continuation clause after completion of one FY**

Though the bidder has to quote Year wise for 3 years & Assignment is for period of 3 years, the performance of successful bidder will be assessed at the end of each financial year and if found satisfactory, the assignment shall be continued for the next financial year, up to total 3 years with the mutual consent.

If there is substantial change in scope of work/ locations of operations, etc.; revision of charges with mutual consent shall be considered in writing with the reasons thereof.

### **2.28. Extension of Contract:**

After completion of contract of 3 (three) years, the contract can be extended for the further period of 1 (one) year with mutual consent, if services are found satisfactory.

### **2.29. Termination Clause**

If at any point of time during the contract period, the performance of SP is found to be unsatisfactory or if there is any breach of contractual obligation by SP, GAIC reserves its right to terminate the contract. Due notice shall be given to SP & explanation sought. Thereafter, if required, minimum 2 months' notice for termination of contract will be given by GAIC.

**3. SECTION – 3: SCOPE OF WORK:**

**3.1 Finance and Accounts, Audit and other functions:**

3.1.1 Entire Accounting & Finance function including actual data entry in the ERP software, processing of transactions as well as finalization of accounts;

- a) The **Service Provider** (SP) shall depute a team, for entire accounting & finance work of GAIC up to finalization, including District offices as well as reconciliation of Accounts of District offices with HO and closing of books of accounts of the HO.
- b) Data Entry of all accounting documents, and maintain record of all day to day accounting transactions in prevailing ERP system as well as any new updated ERP which may be made available in future.
- c) Preparation of cash flow statement and segment accounting as per the requirements of Companies Act as well as weekly / monthly cash budget to be made available so as to monitor Bank Balance to place short term FD to maximize profit.
- d) Preparation of Monthly/quarterly trial balance of each district office and Head Office and submit Consolidated Trial Balance of all the centers at a reasonable interval.
- e) Preparation & Finalization of Annual Accounts (Standalone & Consolidated, if any) of the GAIC including for as per revised schedule 3 of Companies Act, 2013 as well as other applicable statutory provisions of prevailing law.
- f) Closing of the Accounts of GAIC, including District offices for respective Financial Year. Reconciliation of Accounts of District offices with HO and closing of books of accounts of the HO for respective financial year.
- g) Preparation of Fixed Asset block including depreciation, profit/loss on sale of fixed assets, etc.
- h) Preparation of accounts for schemes implemented by GAIC as Nodal agency so as to generate grant wise receipts and utilization thereof.
- i) SP will be required to prepare checklist & Control Sheet for the schemes implemented by GAIC to avoid any duplicate payment to beneficiaries and timely receipt of grants.
- j) Preparation of invoices, passing Dispatch Entry, Accounting entry thereof and also Reconciliation thereof.
- k) Stock Reconciliation (Monthly)

- l) Bank Reconciliation (Monthly)
- m) Ledger scrutiny of all accounts of all district offices and Head Office.
- n) Prepare and pass required reversal entries, as well closing entries at end of each month/quarter/ year
- o) Checking & Verification and filing of Accounting Vouchers with Original Documents like Gate pass, Inward Memo, L.R., Physical Stock and other supporting documents on regular basis at all locations
- p) Debtors' Balance confirmation letters to be issued on quarterly basis and Reconciliation thereof with Books of Account and to charge interest for late payment to Customers and to issue debit note for late payment
- q) Thorough checking and verifying all the bills/claims submitted to accounts, as per the Company's Policy, work order, tender clause and recommend the amount of payment required to be made to the party.
- r) Physical Verification of inventory as well as Reconciliation between Physical stock and ERP reports Product-wise /Company-wise/Centre-wise on Quarterly basis both of quantity and value
- s) Suppliers' Reconciliation and calculation and confirm with the interest charged by supplier and issue Credit and or to check calculations of Cash discounts/ other discounts as per the terms mentioned in the Purchase orders issued to supplier.
- t) Reconciliation of Bank Charges, Cheque returns, collection amount, etc between A S & C division, Fertilizer Division and centers on a day to basis.
- u) Coordination with Internal Auditors, Statutory auditors and AG Auditors and to comply for their observations / remarks and provide necessary accounting and financial information sought by them including to other various authorities including the Income Tax Authority, banks etc. as and when required.
- v) Preparation of replies to observations of internal auditor, statutory auditor, CAG Auditors and other agencies required by them from time to time including for past periods.
- w) Replies of Primary Objection Memo (POM), draft comments and comments issued by C&AG for any previous Financial Year.
- x) Any other work related to accounting, finance and audit work for the period of contract as well as for any period prior to the contract period, if arise.
- y) Monitoring of Credit policy for Customers

- z) To ensure payment of Grant of Subsidy Division to ultimate users after taking due approvals of concerned officers of GAIC. In this, SP is required to make entries for Proposal as required by GAIC. Also, entries in Order Master, Claim Master, Payment Master in ERP and preparation of RTGS detail for final payment.
- aa) GAIC has appointed Tax Auditor (for GST & Income Tax), but SP will be required to provide necessary Data to Tax Auditor for timely payment of tax at regular monthly interval and also on need basis.
- bb) Prepare various reports for GST/VAT Assessment scrutiny as and when required for compliance with GST/VAT Commissioner. Compulsory Reconciliation with GST Return Data with Consolidated Trial Balance on basis of Quarterly / Half Yearly/ Yearly ERP Master Data updating- PAN, GSTIN, New Sub Ledger, General Ledger, Product, Merging Accounts etc.
- cc) Compliance of all Monthly/ Quarterly/Yearly Statutory dues and reporting like, TDS, EPF, ESIC, GST, etc.
- dd) Ensuring compliances to provisions of Direct and Indirect taxes
- ee) Preparation of data manually, if required for various Statutory compliances as well as for providing information to internal and/or external department.
- ff) UT/ABCs Centre Closure Files Processing with proper checking and verification of documents and Freezing of UT/ABCs Accounts year-wise or as and when required.
- gg) Prepare details desired for getting yearly Actuarial Valuation done for pension, gratuity, leave encashment and any other long term benefits applicable to employees of the GAICL as per applicable rules.
- hh) Understand all the functions carried by GAIC like, Purchase, Sales Cycle and advise for the necessary changes in the prevailing functionality, if any
- ii) Preparation of the SOP for each function to be carried by SP.
- jj) The SP should depute the requisite staff at all the divisions, manufacturing units at Gondal and Naroda as well as at Head Office, to carry out accounting functions /record transactions to complete the accounting assignment which shall inter alia include, carry forwarding of Opening balance, entries for purchases, sales, production, material issued, issue of Dispatch Instruction, payment to various stakeholder as per norms and terms & conditions after due diligence. , J.V., money receipts, etc.
- kk) SP shall be responsible for co-ordination, collection, preparation, compilation, follow-up and submission of any

details/document/data/reply/compliance of queries relating to any internal or external department in time bound manner after proper checking and verification during contract period including for any period prior to contract, if arise/pending at any time during the period of contract.

- ll) SP shall be responsible for preparation of various office notes and letters for internal as well as for external approval as per GAIC's normal process for various transactions like receipt, payment, submission of various details to any department, submission of UTC (Utilization certificate) for any period, statutory payment, reconciliations, department related notes along with follow up and final submission etc. in time bound manner for any period including the period prior to the period of contract.
- mm) SP shall be required to initiate office note/letters or proposal for routine activities of Accounts and Finance and other related work for GAIC.
- nn) Preparation of Annual Budget for GAIC as a whole & review with actuals.
- oo) To review MIS at regular intervals for providing information about the progress of Schemes implemented by GAIC
- pp) Preparation of Scheme wise budget of GAICL in prescribed format provided by the Government
- qq) To make presentation before the various officials, committee for the matters related to accounts, finance & taxation.

Also, SP shall look after the following list of Activities:

- rr) Fund Management to GAIC;
- ss) SP shall suggest necessary modification in ERP/SAP module based on changing Macro environment & accounting issues, if any, for smooth functioning of ERP.
- tt) Advising, suggesting, guiding in formulation of accounting policy, internal control system, important accounting and financial decision, expressing opinion in writing with reference to accounting and financial matter, preparation of brief note, presentation, manual etc., proactively after discussing with the Management.
- uu) SP is also expected to guide & advise GAIC for better financial management, including fund management, streamlining of accounting & auditing functions, pricing policies & so on.
- vv) SP shall review, monitor, prepare and submit estimate of various schemes being implemented by the GAICL periodically or as and when required by the Management. SP shall inform the management if the expenditure is

likely to exceed the approved estimate.

- ww) SP shall also prepare and submit a detailed quarterly accounts statements in writing, indicating the expenditure under the various heads. SP shall extend all facilities to nominated Accounts Officials, inspection team of all stake holders who shall visit site of the work.

**3.1.2 Reconciliation of the Outstanding Balance at year end and recovery thereof**

- a) The SP will have to reconcile the outstanding balance of various debtors as per GAIC's records with the parties, as balance confirmation.
- b) After confirmation of the balance, report is to be put up to the management wherever the balance is not confirmed.
- c) Suggesting methods for the recovery of the amount and also putting efforts for the recovery of the amount in a timely manner.
- d) Wherever amount is not recoverable, SP shall prepare a detailed report for each center, giving information of party wise with appropriate explanations, along with action taken and suggest further required actions.
- e) The ultimate aim is reconciliation of the balance and recovery thereof.
- f) SP will ensure that in future no debt gets time barred, by taking due actions.

**3.1.3 Follow-up of Legal Cases for recovery**

- a) The SP will be required to be in close contact with GAIC's officers, lawyers and solicitors appointed by the Corporation and will have to regular follow ups with them for recovery of the dues and providing various details for same, of the Corporation and keep the Management informed of the status of the legal cases.
- b) The SP shall have to remain in constant contact with the concerned officers of GAIC for initiating legal proceedings against the offenders viz. for recovery of debts or any other cases having financial implications against the vendors / service providers and for conduct and disciplinary proceedings against the erring employees.
- c) The SP's duties shall involve preparation and collection of requisite details from the concerned departments, synchronizing the same and preparing the brief for submission to GAIC's Management, Corporation's lawyers and solicitors for filing the petitions in the courts, attending the hearings and submissions of inputs as and when called for by the Legal Team.



**3.1.4 Attending Internal Audit:**

GAIC has appointed Internal Auditors for conducting internal audit of the various divisions of the Corporation, district offices and two production factories at Gondal and Naroda.

The SP shall ensure:

- a) That Internal Auditors are performing their duties and conducting audit with utmost excellence. SP shall provide the information and books of accounts required by them in co-ordination with respective divisions and district offices, on topmost priority basis.
- b) On receipt of internal audit reports, by the concerned divisions and district offices, the issues embarked by the internal auditors are to be taken care of. The SP will produce requisite information & will have to resolve the issues raised by Internal Auditor in consultation with GAIC Management.
- c) The cases of fraud and nonperformance of the contracts detected by the Internal Auditors are reported to the Management and appropriate action taken against the culprits.
- d) The cases of statutory noncompliance including, but not limited to non-deduction/non deposit of taxes – income tax/GST, late/non filing of returns, non-claiming of export incentives etc. are reported to the Management and ensuring corrective action.
- e) Suggesting ways and means, checks and balances ensuring such noncompliance is not repeated in any time in future.

**3.1.5 Attending Statutory Audit:**

C&AG appoints Statutory Auditors for audit of the accounts of the Corporation. The SP shall ensure that:

- a) All the information and explanations including all the books of accounts which are necessary for the purpose of audit are to be provided to the Auditor as and when required.
- b) Internal auditors' reports to be complied to Statutory Auditors in consultation with GAIC's officers by the SP.
- c) The SP shall ensure due diligence regarding loans and advances made by the Corporation so as to safeguard the amount involve in such loans and advance with proper scrutiny along with requisite security not prejudice to the interest of Corporation/ members.
- d) The SP shall also ensure that all the statutory compliances relating to issue

and allotment of shares of the Corporation in future, if any, are complied with.

- e) After completion of the statutory audit, the SP shall ensure that accounts of the Corporation are approved by the Board and all the reports including Tax Audit report from the Tax auditors are received duly signed and stamped.
- f) It shall also be the responsibility of the SP to ensure that AGM of the Company is convened in timely manner as per provisions of the Companies Act and for this, the SP shall have to direct coordinate with the Company Secretary of the Corporation.

#### **3.1.6 Attending AG Audit:**

In line with the overarching objectives of the C&AG Audit, the thrust of the SP shall be on compliances and activities of the Corporation with regard to legality, adequacy, transparency, propriety and prudence with effectiveness to ensure no adverse inference is drawn by the office of C&AG and SP will also ensure that audit para are compiled with in timely manner.

#### **3.1.7 Maintenance of Cost Records and Cost Audit:**

Pursuant to Companies Act, 2013, MCA has notified Companies (Cost Records and Audit) Rules 2014 for maintenance of cost records, cost audit and appointment of cost auditor to determine the true and fair view of the cost of production, cost of sales and margin of the products produced or services rendered

It shall be the responsibility of the SP to ensure that above Rules are followed in its true spirits and all the necessary compliances are made to avoid any adverse inferences from Internal Auditors/Statutory Auditors and from the office of CAG.

The SP will also provide requisite data to the cost consultants and auditors.

#### **3.1.8 Physical Verification of the Fixed Assets:**

- a) Prepare and/or update Fixed Assets Register of all immovable and movable assets located at various locations across Gujarat.
- b) Physical verification will cover verification of all immovable and movable assets located at various locations across Gujarat.
- c) Physical verification at centers and various units in the presence of the officers of GAIC.
- d) The asset should be properly marked/tagged with its location, classification, with its quantity number and date of verification and unique

code and also photographs of each assets will have to keep in the respective reports.

- e) SP shall submit the consolidated report of each center/unit on completion of the physical verification.
- f) The report shall cover reconciliation as per assets register and its physical form and to submit remedial measures in case on any discrepancy
- g) SP shall carry out required treatment for variance in the books of accounts of GAIC, with explicit persuasion of competent authority of GAIC.

### **3.1.9 Tax Audit:**

Tax audit is conducted in pursuance of the requirement of Section 44AB of the Income Tax Act, 1961 or any other provisions as may be applicable.

- a) It shall be the responsibility of the Service Provider to ensure that all the relevant information and books of accounts/returns are provided to the Tax Auditor who performs the Tax Audit work and obtain the findings in forms Nos. 3CA/3CEB and 3CD and ensure that Tax Audit is done on time.
- b) The SP shall ensure that above reports are e-filed with the Income Tax Department before due date to avoid imposition of penalties.

### **3.1.10 Filing of Income-tax Returns:**

- a) It shall be the responsibility of the SP to deduct statutory deductions from the salaries to staff and payments released to contractors and professionals for acquiring services and payments released towards interest, rents, commissions and brokerage etc.
- b) It shall also be the responsibility of the SP to ensure deposition of statutory deductions in the Government Treasury on or before due date and to generate e-receipts/challans and shall be kept safely.
- c) The SP shall ensure that liability of payment of Advance Income-tax of the Corporation for the F.Y under consideration is correctly calculated and deposited with the Income- tax Department by/before due dates. For major variation in the quantum of advance tax with reference to previous year, the SP shall ensure that proper reasons are obtained to avoid imposition of penalties and embarrassment from the Income-tax Department.
- d) The Service Provider shall ensure that Quarterly/Annual Returns of income are e-filed with the Income-tax Department in time to avoid imposition of penalties, acknowledgements obtained and preserved for future reference.

**3.1.11 Attending Income-tax Scrutiny Assessment and handling Income-tax matters:**

- a) It shall be responsibility of the Service Provider to ensure that he keeps track of notices received from the Income-tax Department either for scrutiny or otherwise. On initiation of the scrutiny proceedings, the Service Provider shall arrange all the documents and information called for by the Department and prepares submissions in consultation with the lawyers and solicitors appointed by the Corporation and attends hearings at ITO/CIT/ITAT and High Court as the case may be, as and when the notice is received for the same.
- b) On receipt of orders issued under section 143(3) of the Act, the Service Provider shall study the Order and see that it is not against the interests of the Corporation and if need be, the Order is to be appealed against, he shall ensure that appeal is filed at the required level in consultation with the lawyers and solicitors and preparing, providing necessary details and follow up with our consultants.
- c) This list is indicative and not exhaustive. During the course of time, if any other related works are required to be done, your team members are required to handle the same.

**3.1.12 Monthly Closure Report or MIS:**

It shall be the responsibility of the Service Provider to draw, design and develop Month Closure Report like Management Information System (MIS) in such a way that it generates up to date reports of all the operations of the organization helping the Management to evaluate and efficiently manage departments within the Corporation and improve the Corporation's operations. SP will study the existing formats & refine them in consultation with GAIC's officers.

It shall be produced to the Management for every month by 30<sup>th</sup> of succeeding month. It shall be required to be discussed by team leader with the Management. Minimum reports to be produced to GAIC, as a part of Monthly Closure Report or MIS are, Profit & Loss Statement, Balance Sheet, Cash Flow Statement, and Budgeted vs. Actual Performance for every month along with all the updated details up to preceding month after completion of all the accounting entries relating to preceding month.

Once Monthly Closure Report or MIS has been finalized by the GAIC Management, no changes shall be made in the books of Accounts for respective month, without approval of GAIC Management.

Nature of work is broadly defined. However, during the course of time, if any other related works are required to be done, selected party is required to handle the same.

### 3.2 Team Requirement at GAIC:

As regard to team composition, the consultant will have to depute sufficient number of team members to ensure that the professional services are provided on timely basis with fully professional approach. Considering the scope of work and volume of activities for the assignment, following minimum team members will be required to be deputed at GAICL HO and its centers/units across Gujarat;

#	Particular	Number of Manpower, Education Qualification and Experience requirement	Task
1.	Senior Team leader at HO	1 (one) Fellow Chartered Accountant (FCA) <ul style="list-style-type: none"> <li>FCA with total 10 years of experience.</li> </ul>	Overall Supervision of Team and represent before the management
2.	Team leaders at HO	3 (Three) Chartered Accountants which shall have; <ul style="list-style-type: none"> <li>2 (two) CAs having experience of 5 (five) years,</li> <li>1 (one) CA having experience of 5 (five) years working with Government/ PSU /Society/ Authority etc)</li> </ul>	To supervise works of Accountants, handle day to day accounting, represent before the Management, finalization of accounts and other matters at HO
3.	Accountants at HO	16 (sixteen) Accountants which shall have; <p><b>Education Qualification &amp; Experience Requirement:</b></p> <ul style="list-style-type: none"> <li>➤ M.com with at least 1 year of accounting experience; or</li> <li>➤ Inter CA with mandatory training completed; or</li> <li>➤ B.com with at least 3 years of accounting experience.</li> </ul> <ul style="list-style-type: none"> <li>Manpower having education qualification of M.Com or B.com, shall have experience of working with preferably Govt/ PSUs/ Fertilizer Industry/ Web based software accounting.</li> <li>Out of total 16 (sixteen), at least 6 (six) Accountants shall have experience of 3 (three) years of working with Government/ PSU</li> </ul>	Day to day accounting and other matters at HO

#	Particular	Number of Manpower, Education Qualification and Experience requirement	Task
		/Society/ Authority etc.)	
4.	Centre wise Accountant	<p>18 + 2 Accountants</p> <p>(one person at every center and one person at each manufacturing unit)</p> <p><b>Education Qualification &amp; Experience Requirement:</b></p> <ul style="list-style-type: none"> <li>➤ M.com with at least 1 year of accounting experience; or</li> <li>➤ Inter CA with mandatory training completed; or</li> <li>➤ B.com with at least 3 years of accounting experience.</li> </ul> <p>Manpower having education qualification of M.Com or B.com, shall have experience of working with preferably Govt/ PSUs/ Fertilizer Industry/ Web based software accounting.</p>	Day to day accounting and other matters at center/unit and coordinate with Head office
5.	Data Manager at HO:	<p>1 (one) data manager</p> <ul style="list-style-type: none"> <li>• MBA (Finance)/ CA having minimum experience of 5 (five) years</li> </ul>	Responsible Data master analysis, managing, supervising and documenting of same on record with the approval of GAIC officials. Further, he will be responsible to work as per instructions of GAIC official

Note:

- Senior Team leader/Team leaders shall not change during the project period unless emergency arise. GAICL's approval will have to be obtained for the same.
- All the manpower to adhere instructions of GAICL officials.
- All the manpower must have basic knowledge of Gujarati Speaking, Reading & Writing.
- In case of long leave (more than 7 days) of the manpower, SP shall be required to provide the replacement thereof.
- Change in any of the team member to be informed to GAIC, at least before 1

(one) Month. Replacement should be provided in such a manner that there is no transition gap and replacement should be properly trained.

- However, in case of unavoidable circumstances, SP may change the manpower after approval of GAIC.
- The performance of deployed team members shall be assessed by GAIC & if found unsuitable for project, SP needs to replace the manpower immediately. Also, frequent turnover of employees shall be reviewed adversely for continuation clause.
- SP will be liable for any undue conduct or malpractice followed by any of its team members at GAIC's premises or which is detrimental to the interest of the GAIC.
- Necessary infrastructure facilities like, computers and internet shall be provided by GAIC.
- Selected Party will be required to depute additional manpower if the circumstances so required to complete the task strictly within time line. The fees thereof shall be at mutually agreed terms.
- Copy of Resume/Bio data of the proposed manpower against each manpower requirement will have to be provided.

#### **4. SECTION – 4 : PAYMENT TERMS:**

##### **4.1 Payment Schedule**

Sl. No.	Activity	Payment (%)
1	Accounting and Finance related work for F.Y. 2024-25, 2025-26, 2026-27  (Finalization of MIS, every month by GAIC)	Monthly fees as per Commercial Bid
2	Finalization of Books of accounts for respective Financial Year (F.Y. 2024-25, 2025-26, 2026-27)	20% of total fees as per commercial bid

The payment amount is exclusive of GST (at applicable rate).

##### **4.2 Payment Procedure**

The Service Provider shall raise and submit an invoice in 2 original copies of invoice and necessary documents on GAICL, on or before the 7<sup>th</sup> day of subsequent month for payment of Contract Value. The Contract Fees shall be paid for each month in the manner specified in this Agreement. The payment will be released subject to:

- Satisfaction of work done at each district, 2 factory premises and at HO (Gandhinagar) by SP & SP's Personnel.
- Submission of attendance records of SP's personnel.
- After deducting any penalty amount as per the "Schedule - C", if any.
- Monthly MIS report generated & provided within 7 days from the respective month.
- Closing of debtors analysis including age analysis.
- Other reports as may be asked by the GAICL from time to time like compliance calendar etc to be provided along with invoice.
- After making necessary deductions from the payment like income tax and service tax deductions, etc.

All the deliverables including Financial Statements should be in provided in soft as well in hard copy for each respective Financial Year.



**4.3 Penalty:**

- 4.3.1 Penalty of Rs. 3000 per day shall be levied for delay in producing MIS as per the due date mentioned in the tender.
- 4.3.2 Penalty of Rs. 3000 per day for delay in any statutory dues or liability like, TDS, EPF, ESIC, GST, Income Tax etc. Over and above, SP will have to bear the financial responsibility, if any arising due to non-compliance of these liabilities.
- 4.3.3 Penalty of Rs. 5000 per week shall be levied, if there is delay in producing final books of Accounts beyond 30th April of Financial Year. Over and above, SP will have to bear the financial responsibility, if any arising for not producing the final books of Accounts on time.
- 4.3.4 Above penalties sub clause (2) & (3) shall be levied, if reasons for the delay are attributable to the Selected Party.
- 4.3.5 During the contract period, if it is found that there is duplication of payment due to error while providing information by team members of SP, recovery of the loss will be made from the SP. Further, if there is financial loss due to gross negligence of the manpower deputed by the SP, recovery of the loss will be made from the SP.
- 4.3.6 For absence of staff, penalty of Rs. 3000 per day for FCA/CA & Rs. 1000 per day for other manpower shall be levied.

**5. Section – 5: General Terms and Conditions:**

**5.1. Application**

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of the MD's GAIC shall be final and binding on the SP.

**5.2. Relationship between parties**

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'GAIC' and 'the SP. The SP subject to this contract for selection has complete charge of personnel. The SP shall be fully responsible for the services performed by them. The GAIC will allocate work/assignment to the SP.

**5.3. Standards of Performance**

The SP shall give the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The SP shall conform to the standards laid down in RFP in totality.

**5.4. Delivery and Documents**

The SP shall submit all the deliverables on due date as per the delivery schedule. No party shall, without the other party's prior written consent, disclose contract, other documents to any person other than an entity employed by the affected party for the performance of the contract. In case of the termination of the contract, all the documents prepared by the SP under this contract shall become the exclusive property of GAIC.

**5.5. SP Personnel**

The SP shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specified project as assigned by GAIC. This is a specialized domain of involving huge financial implications and it is desirable from the SP to deploy the personnel, who have adequate knowledge and experience in the domain related with this project. It is desirable that the SP shall hire the services of domain Specialists, if required, to work on the Project effectively.

**5.6. Compliance to Applicable Law**

SP will ensure that compliance is made as per Applicable Law from time to time prevailing in India.

**5.7. Use of Contract Documents and Information**

- 5.7.1 SP's team will work at GAIC's premises and will have access to important information of GAIC. Hence, it is a very sensitive project. SP has to ensure that its team member's shall not, without GAIC's prior written consent, make use of any

document or information except for purposes of performing the Contract.

- 5.7.2 Any document, other than the Contract itself, shall remain the property of GAIC and shall be returned (in all copies) to GAIC on completion of the SP's performance under the Contract if so required by the GAIC.

**5.8. Governing Language**

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language. All submissions / documentations / manuals / codes shall be in English only except the user manual.

**5.9. Intellectual Property Rights**

- 5.9.1 IPR of the Web based Integrated Accounting & MIS System shall be the Exclusive property of GAIC.
- 5.9.2 The SP shall indemnify GAIC against all third-party claims of infringement of copyright, patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.
- 5.9.3 While passing on the rights (license) of using any software/software tool, the SP shall ensure that such rights are inclusive of the use of that software for development in addition to deployment.
- 5.9.4 The software licenses supplied by SP shall be genuine, perpetual, full use and should provide patches, fixes, security updates directly from the OEM at no additional cost to GAIC for the entire period of contract. All the licenses and support should be in the name of GAIC from the date of procurement.
- 5.9.5 In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any part thereof in India, the SP shall act expeditiously to extinguish such claim. If the SP fails to comply and GAIC is required to pay compensation to a third party resulting from such infringement, the SP shall be responsible for the compensation including all expenses, court costs and lawyer fees. GAIC will give notice to the SP of such claim, if it is made, without delay where upon SP shall reimburse.

**5.10. Review/ Assessment:**

- 5.10.1 GAIC or its representative shall have the right to review or assess the work of the SP to confirm their conformity to the Contract specifications at no extra cost to the GAIC.

**5.11. Arbitration and Legal Jurisdiction**

Any dispute arising under the contract shall be subject to the jurisdiction of Ahmedabad courts only. However, disputes in all matters arising out of related contract, shall be settled by the sole arbitration of MANAGING DIRECTOR or a person authorized by him of the Corporation, and there shall be no excuse that the Arbitrator is an employee of the Corporation, or concerned with the Corporation in

any respect. The decision of the MANAGING DIRECTOR of the Corporation acting as an Arbitrator shall be final and binding on both the parties.

**5.12. Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

**6. SECTION – 6: TENDER EVALUATION:**

**6.1 TECHNICAL BID:**

**6.1.1 Pre-qualification criteria and supporting documents required:**

The bidders meeting the following pre-qualification criteria will be short listed and considered for technical evaluation:

<b>Sr No</b>	<b>Technical Criteria</b>	<b>Supporting Document Required</b>
1.	The bidder should be a CA firm empanelled with C&AG and in existence at least for 15 (fifteen) years.	Please submit the Constitution Certificate issued by the Institute of Chartered Accountants of India as proof for the same.  Copy of certificate/letter of empanelment with C&AG.
2.	The Firm should have registered office in Gujarat. If registered office is not situated in Gujarat, then at-least 2 (two) branch offices must be in operation in Gujarat since last 3 (three) years.	
3.	The firm must have minimum 5 (five) partners out of whom at least 3 (three) partners must be Fellow Chartered Accountant and who must be branch-in-charge of HO / Branch office located in Gujarat. The firm must have at-least 10 (ten) Chartered Accountants working with the firm (partners / paid CA) at the offices located in Gujarat. (As on 30.06.2023)	
4.	The Firm must have a minimum annual professional receipt of Rs. 50 (fifty) lacs for each of last three years i.e.F.Y.2020-21, 2021-22 & 2022-23.	Please enclose copy of Certificate from practicing CA with UDIN (other than the bidder firm) along-with Audited Accounts along with Tax Audit Report and Income Tax Return for all the years
5.	Experience of working at multiple locations (at least 3 locations) in Gujarat in a single Project	Please submit copies of Appointment Letters/ Work orders issued by respective authorities.
6.	The Firm must have carried out Bookkeeping and Accounting work of any Gujarat Government owned Society/ Trust/ Mission / Board / Corporation/ Company/ Authority / institution in last three years. Certificate of satisfactory services to be provided.	Please submit copies of Appointment Letters/Work orders issued by respective authorities. Certificate of satisfactory services also to be submitted.
7.	The firm must have experience of Web Based Double Entry Book Keeping and Accounting work, deploying minimum manpower of 10 (Ten) persons in single	Submit copy of appointment letter/ work order and certificate from the appointing authority regarding satisfactory

<b>Sr No</b>	<b>Technical Criteria</b>	<b>Supporting Document Required</b>
	assignment of government undertaking / PSU or Urban Local Bodies having minimum work order amounting to Rs. 50 (fifty) Lacs in at least 3 (three) Financial Years during last 5 (five) years.	services.
8.	The firm must have valid PF/ ESIC/ PT Registration No. and GST Registration.	Please enclose copies of latest return filed under PF / ESIC / PT / GST along-with registration certificates.
9.	The Firm must have peer reviewed by ICAI	Please enclose Peer review certificate issued to the firm by ICAI.
10.	The partner / CA employee of the firm who has successfully completed Certificate Course on Public Finance & Government Accounting by ICAI will be an additional advantage. <b>(not mandatory criteria)</b>	Attach copy of certificate.
11.	Declaration: <ul style="list-style-type: none"> <li>Bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat and or / black listed by Gujarat Government departments or its PSU in the states.</li> <li>Bidder should not have violated / infringement of any Indian or foreign trademark, patent, registered design or other intellectual property rights.</li> </ul>	Self-attested declaration by partner of the firm on letterhead.

In addition to the above, the following documents are mandatorily required:

<b>#</b>	<b>Document Required</b>
12.	Certified copy of Partnership Deed
13.	Signed Tendered Copy to be submitted by Tenderer
14.	Power of Attorney by Competent Authority authorizing to represent before GAICL and participate in bid
15.	Bio data of manpower/personnel against each manpower requirement under the tender clause 3.13

- Self-certified copies of above mentioned documents need to be annexed as per above serial numbers and submitted with Technical Bid online on GeM Portal only. All the files must be in PDF format only with clear visibility.
- Please refer Evaluation Table and submit supporting documents accordingly.

**Important Note:** If any one of the above mandatory documents are not received/uploaded, bid of bidder will not be considered for further process.

**6.1.2 Technical evaluation:**

6.1.2.1 GAIC will form an evaluation Committee which will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, GAIC, may, at its discretion, ask the bidders for clarification of their Technical Proposals.

6.1.2.2 Shortlisted bidder will be called for detailed presentations on approach & methodology for the project work, proposed team deployment, etc. to the evaluation Committee.

Note:- Every page of Technical Compliance Sheet will be signed by Bidder without overwriting. Whenever required the proof for every commitment has to be submitted.

6.1.2.3 The bidder would be asked to present the entire solution, for Accounting and Finance related work and support for the successful completion of the project. Major Weightage would be given to the bid based on the following criteria:

**Evaluation Table:**

Sr. No	Criteria	Value/Parameters	Marks
1.	The bidder should be a CA firm empanelled with C&AG and in existence at least for 15 (fifteen) years.	15 to 20 Years	5
		More Than 20 Years	10
		Maximum Marks (1)	10
2.	The Firm should have registered office in Gujarat. If registered office is not situated in Gujarat, then at-least 2 (two) branch offices must be in operation in Gujarat since last 3 (three) years.	Office at Three Districts of Gujarat	5
		Office at more than Three Districts of Gujarat	10
		Maximum Marks (2)	10
3.	The Firm must have a minimum annual professional receipt of Rs. 50 (fifty) lacs for each of last three years i.e.F.Y.2020-21, 2021-22 & 2022-23.	From Rs. 50,00,001 to Rs. 5,00,00,000	5
		More than Rs. 5,00,00,001	10
		Maximum Marks (3)	10
4.	No. of Chartered Accountants (Partner / paid CA working in offices located at Gujarat) (As on 30.06.2023)	10	5
		Between 11- 15	7
		More than 15	10
		Maximum Marks (4)	10
5.	Experience of working at multiple locations (at least 3 locations) in Gujarat in a single Project	3 Assignments	5
		More than 3 Assignments	10
		Maximum Marks (4)	10
6.	The Firm must have carried out Bookkeeping and Accounting work of any Gujarat Government owned Society/ Trust/ Mission / Board / Corporation/ Company / Authority / institution in last three years. Certificate of satisfactory services to be provided.	3 Clients	5
		More than 3 Clients	10
		Maximum Marks (6)	10
7.	The firm must have experience of Web Based Double Entry Book Keeping and Accounting work, deploying minimum manpower of 10 (Ten) persons in single assignment of Government Undertaking / PSU or Urban Local Bodies having minimum work order amounting to Rs. 50 (fifty) Lacs in at least 3 (three) Financial Years during last 5 (five) years.	2 clients (out of which at-least 1 client must be Govt. of Gujarat Undertaking)	5
		More than 2 Clients (out of which at least 2 clients must be Govt. of Gujarat Undertaking)	10
		Maximum Marks (7)	10



Sr. No	Criteria	Value/Parameters	Marks
8.	Partner / Paid CA having completed Certificate Course of Certificate Course on Public Finance & Government Accounting by ICAI	If certificate not available	0
		If course undertaken by Partner / CA	10
		Maximum Marks (8)	10
9.	Peer Review of the firm	If No	0
		If Yes	5
		Maximum Marks (9)	5
10.	Presentation on Technical Approach, Methodology and work plan, Knowledge of Accounting and reporting and Team Composition. (Eligible firm shall be required to give presentation to Committee of GAIC, on the specified date and time decided by Management)		15
Total (1 to 10)			100

**Technical Bid Evaluation:**

Bid will be assigned a technical score out of a maximum of 100 points. Bidders with technical score of 70 and above will qualify for the evaluation in the commercial process.

**6.2 COMMERCIAL BID:**

- 6.2.1 Commercial Bid shall be accepted by online mode only. No other mode of submission shall be acceptable.
- 6.2.2 Venue of Bid opening: Gujarat Agro Industries Corporation Ltd. GSCSC Building, CH Road, Sector 10/A, Gandhinagar
- 6.2.3 Bidder should quote firm rates for the entire Scope of Work and Technical Requirements mentioned in the Tender Document.

Sr. No.	Description	Total Amount (INR) (In figure)	Total Amount (INR) (In words)
1	Accounting and Finance related work for F.Y. 2024-25		
2	Accounting and Finance related work for F.Y. 2025-26		
3	Accounting and Finance related work for F.Y. 2026-27		

**Note:**

- a) Taxes are extra as applicable at the time of invoicing.
- b) Total price of Sr. No. 1 to 3 will be considered for final evaluation.
- c) In case of any error, amount mentioned in words will be considered as final.
- d) For FY 2024-25 to 2026-27, 20% payment shall be released on Finalization of books of Accounts and remaining 80% payment shall be paid equally in 12 months; as per payment terms mentioned in the tender, as monthly fees.

### **6.3 FINAL EVALUATION**

The score of technical proposal would be given 60% weightage and the financial proposal would be given 40% weightage.

The price bids of only technically qualified bidders would be opened for further consideration. The bidder (L1) who has quoted the lowest price will be given score of 100. The other bidder will be allotted score relative to the score of L1, which will be as below:

$$S_f = 100 * FL / F$$

Where:

S<sub>f</sub> = the financial score of Financial Proposal being evaluated

FL = the price of lowest prices Financial Proposal

F = the price of Financial proposal under consideration

On the basis of technical score (60% weightage) & S<sub>f</sub> (40% weightage), H1 (bidder with the highest score) will be decided and called for negotiation.