

Tender Notice No.

Tender Document
For Selection of Chartered Accountant Firm for
Preparation of Annual Accounts for FY: 2024-25



Authorized By : _____

Managing Director

Gujarat State Road Development Corporation Ltd.
Gr. Floor, Nirman Bhavan, Sec.10-A, Gandhinagar – 382010. Gujarat

Please visit on <https://tender.nprocure.com> for details of Tender Document.

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Tender Document for Selection of Chartered Accountant Firm for Preparation of Annual Accounts for FY: 2024-25 of Gujarat State Road Development Corporation Ltd.

Sr No	Event	Date and Time
1	Tender Issue Date	03-09-2024 From 12 hours
2	Date of pre bid meeting	09-09-2024 (15:00 hours)
3	Last Date and Time for submission of Online proposal (Technical and Financial).	17-09-2024 (17:00 hours)
4	Last Date and Time for physical submission of Documents.	24-09-2024 (17:00 hours)
5	Date and Time of Opening of Technical Bid	17-09-2024 (17:00 hours) (probable)
6	Date and Time of Opening of Financial Bid	To be informed too Technically Qualified bidders' wells in advance.
7	Contact person for queries	CA. Sheetal Shah (General Manager finance) E mail : gmf@gsrdc.com
8	Address for communication	Ground floor, NirmanBhavan, Sector-10A, Gandhinagar-382017, Gujarat.
9	Bid validity	180 days

Disclaimer

The Tender Documents for selection of Chartered Accountant Firm for preparation of Annual Accounts for FY: 2024-25 for Gujarat State Road Development Corporation Ltd contain brief information about the Project and the Works to be executed and various steps involved in the tendering process. The information contained in the Tender Documents or subsequently provided to Tenderer(s), whether verbally or in documentary or any other form by or on behalf of Gujarat State Road Development Corporation Ltd (hereinafter referred as “GSRDC” or “the Company”) or any of its employees or advisors, is provided to Tenderer(s) on the terms and conditions set out in the Tender Documents and such other terms and conditions subject to which such information is provided.

The Tender Documents are not an agreement. It is neither an offer nor invitation by GSRDC to the prospective Tenderers or any other person. The purpose of the Tender Documents is to provide interested parties with information that may be useful to them in making their bids pursuant to the Tender Documents. The Tender Document includes statements, which reflect various assumptions and assessments arrived at by GSRDCL in relation to the Project or the work to be executed pursuant to this tendering process. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require. The assumptions, assessments, statements and information contained in the Tender Documents may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in the Tender Documents and obtain independent advice from appropriate sources.

Information provided in the Tender Documents to the Tenderer(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. GSRDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. GSRDCL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any tenderer under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender Documents or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender Documents and any assessment, assumption, statement or information contained therein or deemed to form part of the Tender Documents or arising in any way for participation in this tendering stage.

GSRDCL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Tenderer upon the

statements/information contained in the Tender Documents. GSRDCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in the Tender Documents. GSRDCL also reserves the right to change any or all conditions/ information set in the Tender Documents at any time by way of revision, deletion, updating or annulment through issuance of appropriate addendum as GSRDCL may deem fit without assigning any reason thereof.

The issue of the Tender Documents does not imply that GSRDCL is bound to select a Tenderer or to appoint the selected Tenderer for constructing the work envisaged under the Tender Documents and GSRDCL reserves the right to reject all or any of the Tenderers or Tenders without assigning any reason whatsoever. The Tenderer(s) shall bear all its costs associated with or relating to the preparation and submission of its tender including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by GSRDCL or any other costs incurred in connection with or relating to its Tender. All such costs and expenses will remain with the Tenderer and GSRDCL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Tenderer in preparation for submission of the Tender, regardless of the conduct or outcome of the tendering process.

Any alterations in Eligibility Criteria cum Qualification Requirement, and terms of the Tender Document, or any amendment to the Tender Document, etc. shall be uploaded on GSRDCL's official website, without any obligation or press notification or other proclamation. Therefore, all interested are advised to the website regularly.

Brief Description of Tender document

Gujarat State Road Development Corporation Limited invites tender for Appointment of Chartered Accountant firm for preparation of annual Accounts of FY 2024-25. The tender document shall be received through tender.nprocure.com” (www.tender.nprocure.com/https://gsrdctender.nprocure.com) and will be evaluated based on details furnished on “www.gsrdsnprocure.com. As such before submitting the proposal, the CA Firm shall mandatorily register and enlist themselves, on www.gsrdc.nrpocure.com and upload all relevant information to enable correct evaluation of RFP. The consultant having already registered with www.nprocure.com need not to be registered again.

The proposal should be submitted by CA firms in two parts. The two parts of the proposal are **Part 1**: Technical Proposal and **Part 2**: Financial Proposal. The Financial Proposal is to be submitted only in Electronic Form (to be uploaded on e-portal). The Technical Proposal in original should be submitted in hard copy and copy of the Technical Proposal should also be uploaded on the e portal.

i. Technical Bid must contain the following:

- a) The Curriculum Vitae (CV) of the staff who will be available for these assignment.
- b) All the supporting documents as mentioned in “Eligibility Criteria” of tender document may also be furnished as given the formats in Annexure.

In case of any discrepancies the uploaded copy of document shall only be considered as final.

All the bid documents, D.D towards tender fee, EMD should be submitted duly scanned with bid document online at above website without which bid will not be opened.

Bid submitted through any other mode shall not entertained. However Technical bid, original EMD, original demand draft towards cost of bid shall be submitted physically by the bidder on before 24-09-2024 at 17:30 hours.

ii Financial Bid will Contain Price bid as per Annexure IV and submitted only in Electronic Form (to be uploaded on e-portal).

1. Terms of Reference for Appointment of Chartered Accountant Firm for Preparation of Annual Accounts FY: 2024-25.

1.1 Background

Gujarat State Road Development Corporation Limited (GSRDCL) was established in 12th May, 1999 to develop Road on PPP basis under Company Act, 1956. It is 100% owned Government of Gujarat Undertaking having its Registered Office at Gandhinagar. This Company was established to promote surface infrastructure by taking up Road Works, Bridges etc., and to improve road network by taking up construction widening and strengthening of roads, construction of bridges, maintenance of roads etc. major activity which includes to develop Roads through Public private sector participation (PPP) on BOT/DBFOMT/HAM/EPC basis and to conduct feasibility studies for development of Highway Project and collecting toll through toll collection agency in the state of Gujarat.

1.2 The Major Function of GSRDCL is

- To promote and operate - road projects.
- To plan, investigate, design, construct and manage identified road projects and their area development.
- To invite tenders, bids, offers and enter into contracts for the purposes of all the activities of the corporation.
- To undertake schemes or works, either jointly with other corporate bodies or institutions, or with Government or local authorities, or on agency basis in furtherance of the purposes for which the Corporation is established and all matters connected therewith.
- To undertake any other project and other activities entrusted by the State Government in furtherance of the objectives for which the Corporation is established.

2. General Details of Work

Sr. No	Name of work	Estimated Cost(including GST)	Tender Fees (Including 18% GST)	Earnest Money Deposit (EMD)	Time Limit
1	Appointment for Chartered Accountant Firm for Preparation of Annual Accounts FY: 2024-25	420000/-	1,770/-	20,000	12 Month

Earnest Money Deposit:

Earnest Money Deposit is Rs. 20,000/- in the form of Demand Draft issued by a Nationalized Bank in favor of **Gujarat State Road Development Corporation Limited**. Payable at Gandhinagar. EMD should be accompanied with technical proposal. Otherwise, the proposal will be out rightly rejected.

3. Security Deposit

On selection of successful bidder, Bidder has to submit Security deposit 10% of Bid cost or estimated cost whichever is higher in the form of Demand Draft issued by a Nationalized Bank / Fixed Deposit Receipt which is issued by a Nationalized Bank and will be returned after completion of C & AG Commercial Audit.

4. Deployment of Accounts Team

The selected firm shall deploy adequate resources. One must be a qualified Chartered Accountant having at least 5 Years relevant experience and other support staff must have through working knowledge of Tally accounting software or other computerized accounting software as prescribed by Corporation and must be M.com. or C.A. (Inter) or MBA (Finance) with minimum of 3 years accounting experience. For the said purpose, firm has to deploy at least one Chartered Accountant and one support staff exclusively for said assignment. Considering the scope of work and volume of activities for the assignment, following minimum team members will be required to be deputed at GSRDC:

Team Member	Task
One Team Leader Chartered Accountant having experience of 5 years.	Overall supervision of GSRDCL work and has to visit minimum 1 day in week.
One support staff have through working knowledge of Tally accounting software.	Day to day accounting and regular services at GSRDCL Office on daily basis from the date of starting of work.

- The firm shall deploy such more qualified and experienced Personnel as and when required for completion of assignment on timely basis without any additional fees. The firm shall furnish the list of resources to be deployed for GSRDCL assignment with details before commencement of work. The list shall be reviewed and approved by GSRDCL with or without modification except as GSRDCL may otherwise agree, no change shall be made in the approved list of personnel. If for any reason beyond the reasonable control of the Firm, it becomes necessary to replace any of the Personnel, the Firm shall forthwith provide a replacement, a person of equivalent or superior qualification with the prior approval of GSRDCL.
- Change in any of the team member to be informed to GSRDCL, 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, Consultant may change the manpower after approval of GSRDCL.
- The performance of deployed team members shall be assessed by GSRDCL & if found unsuitable for project, Consultant needs to replace the manpower immediately. Also, frequent turnover of employees shall be reviewed adversely for continuation clause.
- The Consultant will be liable for any undue conduct or malpractice followed by any of its team members at GSRDCL premises or which is detrimental to the interest of the GSRDCL.

- Necessary infrastructure facilities like, computers and internet shall be provided by GSRDCL.
- The Consultant will be fully responsible for any misconduct, misbehaviour done by their manpower at the GSRDCL premises during office hours.
- Successful bidder will required to provide bio data of each manpower requirement in compliance with tender documents after issue of work order within 10 days and before commencement of assignment.
- Copy of Bio Data/CV/Resume (in generally accepted format) of the staff who will be available for these assignment.

5. Eligibility Criteria

Firms must qualify in the following minimum criteria:

Sr.	Minimum eligibility criteria	Proof to be enclosed
1.	Turnover of the firm should be more than Rs. 50 Lac for the F.Y – 2022-2023.	Firm should submit Turnover certificate duly certified by another Chartered Accountant.
2.	The firm should have been registered for a period of at least 15 Years.	Certificate of constitution as on 01/01/2024 issued by the Institute of Chartered Accountants of India.
3.	There must be at least 5 CAs partner in the firm. Out of which minimum 3 CAs must be FCA partners of the firm.	Certificate of constitution as on 01/01/2024 issued by the Institute of Chartered Accountants of India.
4.	The firm should have handled in last 5 years(i.e FY: FY 2018-19, FY 2019-20, 2020-21, FY: 2021-22 FY2022-23) atleast Two Accounting Assignments for Public Sector Undertaking Company (GOG / GOI) /Listed Company/Private company having turnover more than Rs.50 crore or net worth more than Rs. 50 crore. (Each appointment order will be considered as separate assignment)	Appointment letter and Financial Statement (i.e. Balance sheet, P&L, Cash flow, Notes to account etc.) of the organization for which accounting assignment handled. In case Financial statements of Public sector under taking is not ready for any Financial year, certificate of competent Authority of said PSU certifying the Net worth or turnover of particular Financial year should be attached.
5.	Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat, then at least two full time branches should be functional in state of Gujarat for a	Certificate of constitution as on 01/01/2024 issued by the Institute of Chartered Accountants of India.

	minimum period of 3 years. (i.e. FY 2020-2021, FY2021-2022, FY 2022-23).	
6	CA Firm must be empanelled with C&AG for the FY2023-24.	C & A G Empanelment Letter to be attached.
7.	The firm should not be blacklisted / temporarily forbidden from applying for tenders for any type of audit by Public Sector Undertaking / Government of Gujarat / any other state Government/Central Government of any local Authority.	Firm Should give declaration as per Annexure II

**6.1 Bidder must meet the above Eligibility Criteria to become technically qualified.
Formula for Selection Procedure (QCBS):**

The score of Technical Proposal would be given 80% weightage and that of the Financial Proposal would be given 20% weightage.

CA firm having technical score of minimum 60 marks will be consider technically qualified and its financial bid will be open.

Full Marks (20%) will be given to the lowest cost offer (LCO).

The Marks of the next parties will be calculated in proportion to the lowest cost offer (LCO).

The financial score of the proposals shall be computed as follows: $FS = 100 \times \frac{\text{lowest cost offer (LCO)}}{F}$ (F-amount of financial proposal of bidder).

While awarding the Contract formula of calculating marks for both technical & financial proposal will be considered as taken together and the firm of CA getting the highest points will be first invited for allocation of the Contract.

6.2 Table Showing Technical Marks allocation:

Sr. No.	Particulars	Minimum Criteria	Marking System	Marks
1	Years of Existence of the CA firm as on 01.01.2024	Minimum 15 years	15years=10marks	20
			More than 15 and less than/equal to 20years=15marks	
			More than20=20marks	
2	No. of Chartered Accountants should be at least 5, out of which 3 should be Partner being Fellow Chartered Accountant as on 01.01.2024	Minimum 5 CA partners in Firm	5 Charted Accountants=10 marks	20
			More than 5 less than/ equal to 10=15 marks	
			More than10=20 marks	
3	Turnover of the firm should be more than Rs. 50 Lac for the F.Y – 2022-2023.	Minimum Rs. 50Lakhs	Minimum Rs.50 Lakhs & up to Rs.100Lakhs=10marks	20
			More than Rs.100 Lakhs & up to Rs.150Lakhs=15marks	
			More than Rs.150 Lakhs=20 marks	
4	No. of Other Staff as paid assistants including articles as on 01.01.2024 but excluding paid assistant considered in Sr.No.4 above.	Minimum 10 Other Staff as paid assistants including articles	Other Staff as paid assistants for 10 up to 20 =10 marks	20
			More than 20 up to 30 =15 marks	
			More than 30 =20 marks	
	Experience of Account Consultant Work with (No of Assignment handle	Minimum Two	Minimum 2 to 5 audit assignments=10 marks	

5	during the last three year will be consider) PSU Government Organization (GOG/GOI)/ Listed Company/Private company in last 5 Years (i.e. FY2018-19, 2019-20, 2020-2021, FY2021-2022, FY 2022-23) having turnover more than Rs.50 crore or net worth more than Rs. 50 crore.	Account assignments	More than 5 up to 8= 15 marks	20
			More than 8 =20 marks	
Total Marks				100

6. Scope of Work:

A) Work of Preparation of Annual Accounts and other related activities shall be for FY: 2024-25. The scope and responsibilities of firm is as follows:

1. Chartered Accountant Firm is required to provide the service of preparation of Annual Accounts for FY: 2024-25 on outsourcing basis.
2. Firm is liable from preparing Books of Accounts to finalization of Financial Statement in Tally software in computerized manner.
3. The major activities of assignment shall be as below-
 - To enter, process and maintain all day to day accounting transactions into TALLY system from the Vouchers, supporting documents.
 - Thorough checking and verifying all the vouchers (i.e expenses/income and other) as per company's policy, work order, tender clause, statutory deduction as applicable and recommend the amount of payment required to be made to the party before passing entry in TALLY system.
 - Accounting entries related to Grants/ Fund parked at GSRDCL and reconciliation of Grant Accounts.
 - Accounting entries related to EMD and Reconciliation of EMD.
 - Accounting entries related to TDS/TCS and reconciliation with TDS/TCS Returns.
 - Accounting entries related to Toll collection/premium/permission fees and other revenue and reconciliation of all receipt as per agreement.
 - Accounting entries related to GST, GST TDS and reconciliation with GST returns such as GSTR 1, GSTR 3B, GSTR 2B, GSTR 9, GSTR7 etc.
 - Accounting entries and reconciliation of other statutory dues such as Provident Fund, Professional Tax, labour Cess etc.
 - Posting Closing and/ Ledger scrutiny / finalization entries in Books of Accounts;
 - Preparation of Cash Book and Bank Book and scrutiny of the same;
 - Preparation of Bank Reconciliation Statement;
 - Reconciliation of loan account including interest calculation.
 - Preparing investment register and passing all the entries related to investment (i.e Fixed Deposit, Liquid Deposit etc.), interest and Reconciliation of investment along with interest.
 - Preparation of financial statement as per Schedule III of Companies Act, 2013 along with Balance Sheet, Profit and Loss Account, Cash flow, Fund Flow statement Notes to Accounts, Accounting Policy and Management Representation.
 - Preparing notes, Board Agenda, correspondence, circulars, replies and providing information for the Accounting and financial matters of the GSRDCL.

- Preparation of Fixed Assets Register as per Company Act, 2013.
- Preparation of e-invoices as per GST Act-2017, accounting entry thereof and also reconciliation thereof.
- Preparation of all kinds of statements like monthly expenditure statements, MIS Statements, allocation statements, cash flow statements etc.
- Preparation of accounting manuals and instructions on accounting matters time to time.
- Calculation, and passing necessary entry of Depreciation at the end of the financial year.
- Prepare and pass required reversal entries, as well closing entries at end of each month/quarter/ year.
- Passing at the year end all the closure entry which required for closure of books of account.
- Process and maintain all transaction vouchers, supporting documents and registers pertaining to receipts, payments, income & expenditure, assets, liabilities.
- Resolving the old accounting and financial issues e.g. pending reconciliation of EMD, Security Deposit, Withheld amount, and other matters, etc.
- Advising, guiding the management in formulation of accounting policies, important accounting and financial decisions, expressing opinions in writing w.r.t. accounting and financial matters.
- Report on accounting and financial matters with detailed analysis (e.g. ratio analysis, trend analysis, variance reports, Project means & finance, Project cost (Actual & estimated) & source wise analysis, any other report required by the management.
- Firm is required to co-ordinate with Internal Auditor, Statutory Auditor and Tax Auditor and provide requisite documents and explanations and reply time to time queries/ observation of Internal auditor, Statutory Auditor and Tax Auditor.
- Firm is required to co-ordinate with C&AG commercial and proprietor auditor and provide requisite documents and explanations and reply time to time queries/ observations of C & A G commercial and Proprietor auditor.
- All the relevant registers shall be maintained in Excel and print outs shall be taken on monthly basis which shall be duly authorized by General Manager (Finance). The said monthly statements shall be bound properly.
- Creation of Vendor Registration in Tally Software System.
- GSRDCL has appointed Tax Auditor (for GST & Income Tax), Service provider will be required to provide necessary Data to Tax Auditor for timely payment of tax at regular monthly interval and

also on need basis.

- To make presentation before the various officials, committee for the matters related to accounts, finance & taxation.
- To handle and assist in all matters which are pertaining to the Accounts, Finance and Taxation under the finance division of GSRDCL.
- Compliance of all Monthly/ Quarterly/Yearly Statutory dues and reporting like, TDS, EPF, ESIC, GST, etc.
- Any other works related to Accounts, & Finance as may be assigned by GSRDCL from time to time during contract period.

Detailed Scope of Work, enclosed above is only illustrative and not exhaustive.

B) Reconciliation of the Outstanding Balance at year end and recovery thereof.

- The Consultant will have to reconcile the outstanding balance of various debtors as per GSRDCL's records with the parties, as balance confirmation.
- After confirmation of the balance, report is to be put up to the management wherever the balance is not confirmed.
- Suggesting methods for the recovery of the amount and also putting efforts for the recovery of the amount in a timely manner.
- Wherever amount is not recoverable, Consultant shall prepare a detailed report giving information of party wise with appropriate explanations, along with action taken and suggest further required actions.

C) Attending Internal Audit:

GSRDCL has appointed Internal Auditors for conducting internal audit.

The Consultant shall ensure:

- That Internal Auditors are performing their duties and conducting audit with utmost excellence. The Consultant shall provide the information and books of accounts required by them in co-ordination with GSRDCL's account branch staff on top most priority basis.
- On receipt of internal audit reports, the issues embarked by the internal auditors are to be taken care of. The Consultant will produce requisite information & will have to resolve the issues raised by Internal Auditor in consultation with GSRDCL Management.
- The cases of fraud and non-performance of the contracts

detected by the Internal Auditors are reported to the Management and appropriate action taken against the culprits.

- The cases of statutory noncompliance including, but not limited to non- deduction/non deposit of taxes – income tax/GST, late/non filing of returns, etc. are reported to the Management and ensuring corrective action.
- Suggesting ways and means, checks and balances ensuring such noncompliance is not repeated in any time in future.

D) Attending Statutory Audit:

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

- 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.
- Internal auditors' reports to be complied to Statutory Auditors in consultation with GSRDCL's officers by the Consultant.

E) Attending AG Audit:

In line with the overarching objectives of the C&AG commercial and proprietor Audit, the thrust of the Consultant 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 the Consultant will also ensure that audit para are compiled with in timely manner.

7. Work – Plan:

A) The accounting function shall have to achieve and/or ensure:

- Accounting functions are correctly and efficiently performed.
- Effective System and uniformity of procedures.
- Standardization of Forms and Records.
- Specific responsibilities of Accounts Personnel.
- Timeliness of recording transaction and finalization of accounts.
- Compliance with various Statutory and Other requirements.
- Finalization of Accounts up to report of C&AG and AGM approval.

B) Ensure the implementation of the accounting system, books of accounts etc. in accordance with the Operational Manual/operational guidelines. The accounting heads/codes and master data will be generated in TALLY accounting software. Maintain records and develop the formats for the monthly financial statements for submission to Management.

- C) The consultant will use all the distinctive features of TALLY viz., Cost Centre, Account Head, Group of Accounts, etc. which-ever is feasible to compile MIS at regular intervals on the basis of actual accounting. Further, the Bank Reconciliations will also be carried out within TALLY system.
- D) The consultant will ensure timely compilation of following:
 - MIS Reports
 - Annual Accounts in the approved format
- E) Advising / Consultations:
 The Consultants will advise the company on compliance of applicable statutory requirements periodically. The applicable laws for the organizations will be Income-tax Act, 1961, Companies Act, 2013, Employee Provident Fund Act, 1952 or any other Law as applicable. For this purpose, Team Leader will ensure timely payment of all statutory dues under various laws in time limit as mentioned hereunder:
 - Legal requirements for Taxation, Accounting etc.
 - Payment of dues viz., PF, ESIC etc on timely basis.

8. Report Submission:

A). Following duly certified outputs or reports submitted at the end of each month by the 4th of subsequent month: -

- Trial Balance.
- Expenditure statement.
- Revenue statement.
- Investment reconciliation statement (Liquid and Fixed Deposit).
- Loan and Interest reconciliation statement.
- Tax Payable Statement (i.e TDS, TCS, GST etc).
- Highlights of major queries or accounting issues.
- Reconciliation statements of Bank balance, Toll Collection Receipts as per agreement and other important accounts.
- Reconciliation statement of GST return with books of account in coordination with Tax consultant.
- Ledger Scrutiny report
- Any other report required by the management.

B). Following duly certified outputs or reports submitted at the end of each quarter:

- Quarterly accounts as per Companies Act, 2013.
- Cash flow and fund flow statements.
- Compliance of Internal audit report.
- Reconciliation statement of GST/TDS/TCS return with books of account in coordination with Tax consultant.
- Special report on financial matters (e.g. computation of ratio, cash budgeting etc.).
- Quarterly progress report covering financial aspects.

- Quarterly Ledger Scrutiny report
- Any other report required by the management.

9. Period of Assignment

- A) The appointment of Chartered Accountant Firm shall be for Period of 12 months.
- B) The appointment of Account Consultant firm will be for period of one year with a provision to renew the same for another period of 1 year with 5% increment yearly compounding if mutually agreed subject to satisfactory performance and decision of GSRDCL but total period of appointment will in no case exceed more than 3 years.

10. Rights of the Firm

The consultant has rights of access to all GSRDCL records, information and assets which considers necessary to fulfil the responsibilities.

11. Responsibilities of Firm

The responsibility of the Consultant would be:

- A) Develop a flexible plan and submit that plan to the General Manager (Finance) for approval.
- B) Maintain a professional staff with sufficient knowledge, skills, experience, and Professional certifications to meet the requirements.
- C) Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- D) Firms selected by GSRDCL shall maintain ethics of faith and the information provided by GSRDCL shall be kept 'Strictly Confidential'.

12. Other Terms and Conditions

- A) In case of any dispute, the decision of MD, GSRDCL shall be final and binding.
- B) Assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
- C) All reporting including MIS shall be done on concurrent basis as required by GSRDCL from time to time.
- D) GSRDCL reserves the right to cancel selected firms, if it considers necessary.
- E) The work being conducted by the firm will be subject to supervision by Accounts Department of GSRDCL as and when required to ensure that the work is progressing as per agreed plan.
- F) In case of non-fulfilment of any instructions issued by GSRDCL, GSRDCL will be entitled to cancel the assignment without any obligations.
- G) The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above work.
- H) The GSRDCL reserves the right to reject any or all offers received without assigning any reasons.
- I) These are only proposed draft terms and conditions and can be modified at any

time by the GSRDCL at its sole discretion.

- J) The approved Team will consist of sufficient number of experienced and qualified professionals in relevant field. Resources deployed must have to mark attendance at GSRDCL office for record of Attendance.
- K) Work report must be submitted at each fortnight and same must be as per the scope and functions assigned.
- L) Work done report must be submitted for each month by the 4th day of subsequent month.

13. Payments of fees to the Firm:-

A. Payment Schedule

Sr. No.	Activity	Payment (%)
1	Accounting and Finance related work for the period of 1 (one) year w.e.f. date of issue of work order. (Finalization & Submission of monthly MIS)	Monthly fees as per Financial Bid.
2	Finalization of Books of accounts for Financial Year 2024-25.	25% of total fees as per Financial bid.

The 75% payment shall be released equally in 12 monthly installments, as monthly fees. Remaining 25% payment shall be released upon completion of one full year and after finalization/adoption of financial statements for the FY 2024-25 at the respective AGM.

B. Payment Procedure

- I. The consultant shall raise and submit an invoice in 2 original copies of invoice and necessary documents at GSRDCL, on or before the 7th day of subsequent month for payment of Contract Value. The Contract Fees shall be paid for each month in the manner specified in the Agreement.

The payment will be released subject to:

- Satisfaction of work done at by consultant & consultant's Personnel.
- Submission of attendance records of consultant's personnel.
- After deducting any penalty amount as per the "Clause - 17", if any.
- Monthly MIS report generated & provided within 4 days from the respective month.
- Other reports as may be asked by the GSRDCL 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 GST TDS deductions, etc.

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

14. Obligations of the Firm: -

- A) The 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 firm/other individuals.
- B) The senior partner of firm shall remain present in coordination / review meetings, and make presentations as and when asked and no additional fees/ expenditure shall be paid extra for that.

15. Confidentiality: -

- A) The firm or its 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 Company's business or operations without prior written consent of the Management.
- B) All reports and other documents submitted by C.A. firm shall become and remain the property of the Company and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Company together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the Company.
- C) The 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.

16. Penalties: -

- A) If any firm or the partner there of is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of the Company, non-observation of instructions given by the Company, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, unauthorized changes in the records of the Company, indulging in malafide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences.:-
- Removal from the assignment with immediate effect/ from the date specified.
 - Removal from any other assignment with immediate effect / from the date specified / given by the Company.

- Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / Security Deposit.
 - Ban from accepting the future assignment of the Company for the period specified.
 - Any other action deemed appropriate by the management. The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.
- B) Penalty of Rs. 3000 per day shall be levied for delay in producing MIS as per the due date mentioned in the tender and maximum Penalty equivalent to 10% of the billing rate will be recovered for delay submission of report.
- C) Above penalties shall be levied, if reasons for the delay are attributable to the Selected Party.
- D) For absence of staff, penalty will be levied 0.1% per day and maximum Penalty equivalent to 10% of the billing rate will be recovered.
- E) For non- deployment of the Professional or replacement of personnel as per the agreed list of personnel till the person is deployed. Replacement penalty shall be levied 0.1% per day and maximum Penalty equivalent to 10% of the billing rate for replacement of any approved personnel during the contract period.

17. Termination

Any party of the Contract may terminate the Contract at any time by one month's written notice to the other party.

Upon termination of the contract, or at any time if so requested in writing by GSRDCL, the firm will return or destroy, as the case may be, within thirty (30) days all confidential information of GSRDCL and any copies thereof it may hold at such time.

18. Dispute, Governing Law and Jurisdiction

A) Dispute:

Any dispute or differences arising out of the performance of the work as per the Scope assigned to the Service Provider, the decision of Managing Director of GSRDCL shall remain final & binding on the Service Provider.

B) Governing Law:

This tender Document shall be construed and interpreted in accordance with and governed by the Law of India.

C) Jurisdiction:

Any action taken or proceedings initiated on any matter relating to any dispute or difference arising shall be subject to the jurisdiction of Gandhinagar Courts, Gujarat only.

20. Performa for Technical Bid (On letterhead of the Bidder)

Sr. No	Particulars	Supported documents to be attached in PDF
1	Name & full address of the CA Firm	Firm Registration Certificate under ICAI
2	Registered Office with full address: Tel. No. Fax No. Email Id: Website URL:	Letter Head which includes all information
3	Address of Branch offices	
4	Income Tax Registration No.(PAN)	Attached copy of PAN
5	GST Registration No.	Attached copy of Registration
6	C &AG Empanelment No	C &AG Empanelment letter for FY 2023-24
7	ICAI Registration No.	Company Registration Certificate Issued by the ICAI
8	Date of Registration with ICAI	Company Registration Certificate Issued by the ICAI
9	Complete details of the full-time partners Name: Address: Contact Details :Membership No.: Date of joining of Existing Firm:	Partnership Deed
10	Name and addresses and designation of the persons who will represent the Bidder while dealing with GSRDCL (Attach letter of authority)	Letter of authority
11	The firm should not be blacklisted / temporarily forbidden from applying for tenders for any type of audit by Public Sector Undertaking / Government of Gujarat / any other state Government/Central Government of any local Authority.	Firm Should give declaration as per Annexure II
12	Turnover of the firm should be more than Rs. 50 Lac for the F.Y – 2022-2023.	Firm should submit Turnover certificate duly certified by another Chartered Accountant.
13	The firm should have been registered for a period of at least 15 Years.	Certificate of constitution as on 01/01/2024 issued by the Institute of Chartered Accountants of India.
14	There must be at least 5 CAs partner in the firm. Out of which minimum 3 CAs must be FCA partners of the firm.	Certificate of constitution as on 01/01/2024 issued by the Institute of Chartered Accountants of India.

15	The firm should have handled in last 3 years(i.e FY:2018-19, 2019-20, 2020-21, FY: 2021-22 FY2022-23) at least 2 Accounting Assignments for Public Sector Undertaking Company (GOG / GOI) /Listed Company/Private company having turnover more than Rs.50 crore or net worth more than Rs. 50 crore. (Each appointment order will be considered as separate assignment)	Appointment letter and Financial Statement of the organization for which accounting assignment handled. In case Financial statements of Public sector under taking is not ready for any Financial year, certificate of competent Authority of said PSU certifying the Net worth or turnover of particular Financial year should be attached.
16	Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat, then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years. (i.e. FY 2020-2021, FY2021-2022, FY 2022-23).	Certificate of constitution as on 01/01/2024 issued by the Institute of Chartered Accountants of India.
17	Bio Data/CV/Resume (in generally accepted format) of the staff who will be available for these assignment.	Copy of The Curriculum Vitae (CV)/ Bio Data/Resume.

Certificate

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

Date:

Signature

Seal of Office

Name and Designation

Annexure1.1.

Details of Full Time Partners of the Firm (as on 01.01.2024)

Sr. no	Name of Partner	Membership No.	Whether F CA/ACA	Date of Joining the firm (Fulltime)	Date of becoming FCA	Educational Qualificatio	Area of Key Expertise	Relevant Experience
1								
2								
3								
4								
5								

[Documentary proof, as previously indicated, to be submitted]

Note:- Separate details for Head office & Branch Offices should be given in the above format.

Annexure 1.2.

**Details of Qualified & Semi-qualified Staff (including Artificial Clerks, other employees etc.)
(As on 01.01.2024)**

Sr. No	Name of Staff	Length of Association with The Firm	Educational Qualifications	Area of Key Expertise	Relevant Experience

Note:-Separate details for Head office & Branch Offices should be given in the above format.

Annexure 1.3.

Accounting Assignments for Public Sector Undertaking Company (GOG / GOI)/Listed Company/
Private Company having turnover more than Rs.50 crore or net worth more than Rs. 50 crore.

Sr. No.	Financial Year	No. of Account Assignment of PSU/Listed/Private company's done	Name of the PSUs	Turnover of PSUs (In Rs.)	Net Worth
1	2018-19				
2	2019-20				
3	2020-21				
4	2021-22				
5	2022-23				

Appointment letter and Financial Statement should be submitted.

Annexure 1.4: -

FORMAT OF CERTIFICATE

[To be issued on letter head of PSU]

1) This to certify that M/s _____, Chartered Accountants have successfully handled the assignment of maintenance of accounts for the following financial year.

Financial Year

Net worth/Turnover of organization

2) Audited Annual Accounts of FY_____ is under preparation. It is certified that Net worth or Turnover for the year completed on_____ is as mentioned below.

Financial Year

Net worth/Turnover of organization

Above details are certified on the basis records of the PSU.

Date: -

(Signature of Authorized Person)

Place: -

Annexure-II

Form of Declaration

I/We _____ (name of the applicant) having its Registered Office at (hereinafter referred to as the Applicant) having carefully studied and understood all the Terms and Conditions stipulated in the “Notice inviting tender for Appointment for Chartered Accountant Firm for Preparation of Annual Accounts FY: 2024-25 for the period of one year which may be extend for the period as per terms & condition.

Having under taken to execute the said works, I/We do hereby accord my/our unconditional acceptance to the terms and conditions contained in tender Document and do here by sole manly declare and affirm that:-

1. I/We are familiar with all the requirements of the tender Document
2. I/We have not been influenced by any statement or promise of any person of the Client but only the tender Documents.
3. I/We are financially solvent.
4. I/We are experienced and competent to perform an Assignment to the satisfaction of Client.
5. I/We are bound to provide the services as per the Scope of Work.
6. I/We have not been banned/ blacklisted/debarred from business by any PSU/Govt .Department during last three (03) years.
7. I/We have not been penalized by the ICAI/ICMAI/ICSI/MCA/RO Can do their Government Authorities in any Disciplinary Proceedings.
8. I/ We here by a bid by terms and conditions of tender Document.
9. All the statement submitted by us is true and correct.

For and on behalf of.....

Signature.....

Name &Designation of the Authorized signatory.....

Stamp of the Bidder.....

Annexure-III

Details required to be submitted by Bidder

List of Documents Required

Sr. No.	Particular	Yes/No	Page No.	Remarks
1	Certified Copy of Registration Certificate i.e. Certificate of Registrar of Firm.	Yes/No		
2	Constitution Certificate issued by ICAI	Yes/No		
3	Certified Copy of Income Tax Permanent Account Number (PAN)	Yes/No		
5	Certified Copy of GST Registration Certificate	Yes/No		
6	Copy of C &AG Empanelment letter for FY-2023-24	Yes/No		
8	Certified Copy of Partnership Deed	Yes/No		
9	Copy of Turnover certificate for the F.Y – 2022-2023.	Yes/No		
10	No. of Account Assignments handled during last 5 years with Govt. Organization (GOG, GOI) Listed Company/Private Company/ Undertakings with the supporting Evidences. (Annexure 1.3 & 1.4)	Yes/No		
11	No. of CA as partner (at least 3 must be FCA) (Annexure 1.1)	Yes/No		
12	No .of Other Staff as Paid assistants including articles as on 01.01.2024 (Annexure 1.2)	Yes/No		
13	Declaration as per Annexure II	Yes/No		
14	Bidder should not have violated / infringement of any Indian or foreign trademark, patent, registered design or other intellectual property rights–Declaration for the same.	Yes/No		
15	Copy of Bio Data/CV/Resume (in generally accepted format) of the staff who will be available for these assignment.	Yes/No		

Annexure-IV

Format for Financial Proposal to be submitted only in Electronic Form (to be uploaded on e-portal).

Sr. No	Nature of Work	Fees (in Rs)
1	Professional Fee for Preparation of Annual Accounts for FY: 2024-25	
2	GST	
	Total Fees Including GST	

Note:-

- A) All taxes and expenses are required to be included, if not included then Bid will be treated non-responsive,
- B) If offer of the Firm is found confirming to the requirements of GSRDCL, the consultant shall be required to undertake the activity within 3 days of offer letter.
- C) All fees shall be inclusive of all taxes, perquisites, allowances, expenses, etc. No other claims shall be entertained. TA/DA and other incidentals are not eligible.