



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5721692
Dated/दिनांक : 18-12-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-12-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-12-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Education Department Gujarat
Organisation Name/संगठन का नाम	Knowledge Consortium Of Gujarat (kcg)
Office Name/कार्यालय का नाम	Gujarat
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; book keeping service Accounting and Preparation of Financial Statement
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
EMD Amount/ईएमडी राशि	18000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	PUNJAB NATIONAL BANK
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

University Granth Nirman Board

Patnagar Yojana Bhavan, Patnagar Yojana Bhavan, Ellis Bridge, nr. Gujarat College, Ellisbridge, Ahmedabad, Gujarat 380006

(University Granth Nirman Board)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

No

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
- If number of technically qualified bidders are only 2 or 3.
 - If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work to be uploaded by buyer:[1734516160.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
20-12-2024 15:00:00	Knowledge Consortium Of Gujarat Pragna Puram Campus, opposite PRL Between Govt. Girls Polytechnic and L.D College of Engineering, Navrangpura, Ahmedabad, Gujarat 380015

Financial Advisory Services - Onsite; Book Keeping Service Accounting And Preparation Of Financial Statement (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	book keeping service Accounting and Preparation of Financial Statement
Sub-category of Financial Advisory Services	Bookkeeping Support

Specification	Values
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Chartered accountant by ICAI
Total Experience of Professionals / Resources (In years)	More than 10 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Bhatt Anand Kishorchandra	380006,University Granth Nirman Board Patnagar Yojna Bhavan Old Sharda Mandir Cross Road Ellisbridge Nr. Gujarat College Ahmedabad-380006	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 12

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

1. Generic

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

2. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

3. Buyer Added Bid Specific ATC

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

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The bidder (MSE and/or Startup) who avail Exemption for Years of Experience and Turnover must submit NSIC certificate or CSPO certificate if they participate in the bid as a MSE/ Startup unit. Exemption rule applicable as per GeM & Gujarat Procurement Policy-2024.

2. The bidder who avail EMD Exemption must submit NSIC certificate or CSPO certificate if they participate in the bid as a MSE/startup unit. EMD Exemption rule applicable as per GeM & Gujarat procurement policy-2024

5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Knowledge Consortium Of Gujarat
payable at
Ahmedabad

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Certificates

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.

11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Introduction

University Granth Nirman Board (now herein after referred to as the 'UGNB') has been established by the Government of Gujarat for the purpose of preparing and publishing Quality Textbooks/Reference books in Gujarati as well as other languages as per the Curriculum of the State Universities. Besides, the board also publishes Terminologies, and books for Competitive examinations.

General Terms & Conditions of the Bid Notice/Assignment

1. Firm will have to perform the functions as per the scope of work and other terms and conditions mentioned.
2. The Whole Process of the Biding can be Cancelled / Modified / Redefined / Altered by the Management of UGNB without giving any prior notice or Information.
3. Any type of influence or any other mal practices may disqualify the bidder C.A. / C.A. firm and the bid will be outright rejected
4. For carrying out the said assignments, fees are payable for respective UGNB's Book Keeping work assigned to the firm of Chartered Accountant for the whole term of assignment. Fees will be paid on monthly basis on submission of bill and fulfilment of relevant terms & conditions mentioned in the appointment order. Applicable Tax will be paid extra as per applicable rate from time to time.
5. Bookkeeping and management support service Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Bookkeeping / Accounting of GOG/GOI undertakings as well as Commercial Accounting of large scale Companies. Further, Team must consist of sufficient qualified assistants to complete the assignment within stipulated time frame.
6. Subject to Ahmedabad Jurisdiction only.
7. If appointed staff (i.e Account Executive) takes leave for one day or more than that then any other staff needs to be present at the office.

Scope of Work and other Terms & conditions

Scope of work for each Assignment and Manpower requirement for each assignment:

Scope of Work:

1. The Appointed Firm/its persons will have to prepare all the Accounting Vouchers indicating all the details along with relevant office orders (i.e. Bank payments) and ensure that proper and sufficient supporting(s) is / are attached.
2. The appointed Firm has to prepare Bank and Cash registers and it should be maintain on day to day basis.
3. The Appointed firm has to take custody of all cheque books, Cheque writing and have to maintain weekly report of the Cheque issued and have to submit to UGNB Authority.
4. Cash should be reconciled at the end of the each working day.
5. The Bank Balance should be reconciled on weekly basis.
6. All the Accounting entries must be made in computer system on day to day basis.
7. The firm has to complete the book keeping entries day to day basis and submit certificate of completion of all accounting entries (i.e. cash, bank and other financial transactions) on daily basis at UGNB.
8. Appointed firm will have to prepare accounts keeping in mind the applicable Accounting Standards issued and approved by respective authority time to time.
9. Maintaining bank balance as decided by management from time to time in UGNB's Bank Account(s) on the daily basis.
10. Financial and Tax management which includes advice and guidance on Tax matter (TDS, GST, GSTTDS, etc....) and providing assistance in managing fund flow, cash flow, receipt and payment of funds, temporary investments, treasury management and advice on routine matter.
11. The firm has to prepare complete books of account as per the applicable Acts including Notes to account, Accounting Policies and other allied papers for the Statutory Auditor and Auditor from the Office of the Accountant General, Gujarat and any other Government or local body or agency.
12. The Firm will coordinate with auditor and will answer all the queries which may arise from Statutory Auditor or Accountant-General Office's Auditor or Auditor's from any government authority.
13. Attend all the auditors and prepare the compliance/reply for all the concerned auditors.
14. The appointed firm will co-ordinate with all the authorities where accounting information is required.
15. Periodic preparation of data for returns such as TDS Returns, GSTTDS Return, etc...and all other matter related to tax management before the due date of filling.
16. Due Date of providing the data for filling of Return:

- a. For TDS: 15 days before the due date of filling of return
 - b. For GST TDS & GST: 07 days before the due date of filling of return
17. The firm will have to give all the details to the appointed consultant for the income tax matter(s), eTDS matter(s), GST matter(s) or any other matter with in stipulated time.
 18. The firm will have to account for all the provisional entries at the end of each accounting year.
 19. The appointed firm will have to reconcile all the accounts with all the concerned parties/agencies at regular interval or whenever the need arises.
 20. The appointed firm has to finalize the books of account as per the requirement of Bombay Public Charitable Trust Act, 1950 & the Societies Registration Act, 1860.
 21. The firm has to do any other work which will be assigned by UGNB authority on time-to-time basis.
 22. Maintenance of Fixed Assets Register(s) detailing all the matters as required by the management and/or applicable law(s). The firm will do the physical verification of all the assets once a year. The firm has to provide a certificate to UGNB Authority for the same. Management will render all possible assistance in providing details to the concerned consulting firm.
 23. The appointed firm has to prepare and provide details for taking insuring fixed assets from the director of insurance.
 24. Regularly marking of fixed deposits pertaining to grant receipt of UGNB.
 25. The firm has to prepare fixed deposit register and maintain the same on regular basis.
 26. Co-ordination with the financial institution(s) on regular basis.
 27. Ensure that the Policies, Norms, Rules, Regulations and procedure as per UGNB regulations are adhere to while undertaking all accounting matters and transactions.
 28. The firm has to coordinate with board officers for preparation of agenda as well as finalization of minutes for governing board meeting (VyavsthapakSamiti) and Annual general meeting. The firm has to allot Company Secretary for the same as on requirement. Firm must provide price bid including this assignment. In every meeting of GB and AGM compulsory CA must be present whether there is agenda of accounts is there or not.
 29. Co-ordination with Income-Tax consultant to file quarterly and yearly returns (TDS).
 30. Co-ordination with Income-Tax consultant to file Annual IT Returns.
 31. The firm must do all the correspondence with banks.
 32. Scheme wise expenditure booking, and preparation & submission of reimbursement claims under various schemes if necessary.

33. Prepare reply and compilation of details to the letters/matters received from Gujarat finance department/other Gujarat Government departments.
34. The firm must generate GST Invoices and maintain the records for the same as examination fees are with GST.
35. The firm has to do any other work which will be assigned by UGNB authority on time-to-time basis.
36. Preparation of all types of forms like 16A, Notarize, Franking and all other related forms of UGNB and co-ordinate with other agency for forms has to be done by them.
37. Agency needs to submit monthly reports with CA authentication like Income & Expenditure A/C, Balance Sheet, GST returns, Cash & Bank Reconciliation statement, Assets movement register, fixed deposit register or any report as a when required by UGNB office.
38. To Deposit cash or cheque received from the sale of book in to bank daily basis.
39. To keep records of Sales.

Supervision & Monitoring Services

The appointed firm shall depute an Account Executive who is conversant with such Assignment(s) and shall remain present full time at UGNB during office hours i.e. from 10.15 a.m. to 6.15 p.m.

Manpower Required

SN	Assignment(s)/Project(s)	Person required to be deputed	Designation (Minimum Qualification and skills are mentioned below*)
1	UGNB All Projects	1	Account Executive (On Daily Basis)
		1	Chartered Accountant (Needs to visit once in a month for book keeping and management support service at UGNB)

***Minimum Qualification and Desired Skills:**

1. Account Executive:-

A Person with a post-graduation qualification in commerce appointed on full time basis and having exposure in computerized environment for maintenance of complete books

of account on double entry principles in 'Tally ERP-9' or any other computer accounting software as deployed at the UGNB office(s) to carry out the routine matter and day to day work on regular basis. Proficiency in English and Gujarati language is must. Any persons with cognate additional degree will be preferred. 02 years of experience in book keeping is mandatory.

2. Chartered Accountant:

A Person must possess a degree of Chartered Accountant issued by ICAI and minimum 2 years of experience of GOG/ GOI in accounting.

Other Terms & Conditions

1. Payment of the Fees:

For carrying out the said assignments, fees are payable for respective UGNB's Project assigned to the selected firm of Chartered Accountant(s) for the whole term of assignment and / or for the renewed period as the case may be. The firm has to provide monthly bills for project. Professional Fees will be paid on monthly basis on submission of bill and fulfilment of relevant terms & conditions mentioned in the appointment order.

Applicable taxes will be paid extra as per applicable rate from time to time.

2. Obligation on the Firm:

The CA / CA firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner what so ever, or any portion to other C.A. /C.A. Firm.

3. Confidentiality :-

1. The Appointed Firm's, their sub-consultants, partners or either of them, shall not, of this contract, disclose any proprietary or confidential information relating to any of the project(s) / services, of the contract, or the UGNB's operations without prior written consent of the management.
2. All reports and other documents submitted by the firm shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to UGNB together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of UGNB.

3. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, 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.

4. Penalty: -

In case the work is not completed by the specified date or any extension thereof, Penalty of 10% of the order value will be deducted and if Chartered Accountant doesn't remain present remain in a month additional 1% penalty will be deducted from monthly bill. The same will be increased by 2% for each calendar week of delay and the same shall be recovered from the bills. However, the total penalty shall not exceed 20% of the total value. The penalty will be calculated on week basis. In case the penalty exceeds 20%, the order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages. The above provision is not withstanding the right of UGNB to get the work executed at the risk and the cost of the Bidder and to avail of the other remedies/provisions laid down in the terms of bid/contract.

If any C.A./ C.A. Firm or the partner thereof 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 UGNB, non-observation of instructions given by UGNB, un authorized retention of records of UGNB, violating the terms and conditions of this assignment, unauthorized changes in the records of UGNB, indulging in malafide practices or any other cognizable offence or breach, C. A. / C. A. Firm will be punishable with any or all of the following consequences :-

- (i) Removal from the Bookkeeping and Accounting assignment with immediate effect/from the date specified.
- (ii) Removal from any other assignment with immediate effect/from the date specified given by UGNB.
- (iii) Deduction of percentage of fees as determined by the management.
- (iv) Ban from accepting the future assignment of UGNB for the period as specified.
- (v) Any other action deemed appropriate by the management

5.1 Leave Penalty:

- a. For Account Executive: Rs 750 per leave (per day)

Reporting at UGNB office: -

Firm has to appoint above mentioned manpower (1- Account Executive) that needs to be remained present full time at UGNB during office hours i.e. from 10.15 to 6.15 and chartered Accountant needs to visit office ones a month for Book keeping and management support Service at UGNB. They may need to work for extra hours during other Government Programs as organized in association with UGNB. The Firm's employees will get only 1 leave per month. If firm's employee takes more than one leave per month then the amount of that day will be deducted from bill. Salary will be calculated on the basis of total payment of respective assignment. The firm's employee has to take prior permission for leave from officer of the UGNB. The firm's employee may be called upon to work at office on Sunday and on public holidays or as and when required by UGNB and also has to visit Gandhinagar as and when authority given for submission.

Scope of Work and other Terms & conditions

Scope of work for each Assignment and Manpower requirement for each assignment:

Scope of Work:

40. The Appointed Firm/its persons will have to prepare all the Accounting Vouchers indicating all the details along with relevant office orders (i.e. Bank payments) and ensure that proper and sufficient supporting(s) is / are attached.
41. The appointed Firm has to prepare Bank and Cash registers and it should be maintain on day to day basis.
42. The Appointed firm has to take custody of all cheque books, Cheque writing and have to maintain weekly report of the Cheque issued and have to submit to UGNB Authority.
43. Cash should be reconciled at the end of the each working day.
44. The Bank Balance should be reconciled on weekly basis.
45. All the Accounting entries must be made in computer system on day to day basis.
46. The firm has to complete the book keeping entries day to day basis and submit certificate of completion of all accounting entries (i.e. cash, bank and other financial transactions) on daily basis at UGNB.
47. Appointed firm will have to prepare accounts keeping in mind the applicable Accounting Standards issued and approved by respective authority time to time.
48. Maintaining bank balance as decided by management from time to time in UGNB's Bank Account(s) on the daily basis.
49. Financial and Tax management which includes advice and guidance on Tax matter (TDS, GST, GSTTDS, etc....) and providing assistance in managing fund

- flow, cash flow, receipt and payment of funds, temporary investments, treasury management and advice on routine matter.
50. The firm has to prepare complete books of account as per the applicable Acts including Notes to account, Accounting Policies and other allied papers for the Statutory Auditor and Auditor from the Office of the Accountant General, Gujarat and any other Government or local body or agency.
 51. The Firm will coordinate with auditor and will answer all the queries which may arise from Statutory Auditor or Accountant-General Office's Auditor or Auditor's from any government authority.
 52. Attend all the auditors and prepare the compliance/reply for all the concerned auditors.
 53. The appointed firm will co-ordinate with all the authorities where accounting information is required.
 54. Periodic preparation of data for returns such as TDS Returns, GSTTDS Return, etc...and all other matter related to tax management before the due date of filling.
 55. Due Date of providing the data for filling of Return:
 - c. For TDS: 15 days before the due date of filling of return
 - d. For GST TDS & GST: 07 days before the due date of filling of return
 56. The firm will have to give all the details to the appointed consultant for the income tax matter(s), eTDS matter(s), GST matter(s) or any other matter with in stipulated time.
 57. The firm will have to account for all the provisional entries at the end of each accounting year.
 58. The appointed firm will have to reconcile all the accounts with all the concerned parties/agencies at regular interval or whenever the need arises.
 59. The appointed firm has to finalize the books of account as per the requirement of Bombay Public Charitable Trust Act, 1950 & the Societies Registration Act, 1860.
 60. The firm has to do any other work which will be assigned by UGNB authority on time-to-time basis.
 61. Maintenance of Fixed Assets Register(s) detailing all the matters as required by the management and/or applicable law(s). The firm will do the physical verification of all the assets once a year. The firm has to provide a certificate to UGNB Authority for the same. Management will render all possible assistance in providing details to the concerned consulting firm.
 62. The appointed firm has to prepare and provide details for taking insuring fixed assets from the director of insurance.
 63. Regularly marking of fixed deposits pertaining to grant receipt of UGNB.
 64. The firm has to prepare fixed deposit register and maintain the same on regular basis.

65. Co-ordination with the financial institution(s) on regular basis.
66. Ensure that the Policies, Norms, Rules, Regulations and procedure as per UGNB regulations are adhere to while undertaking all accounting matters and transactions.
67. The firm has to coordinate with board officers for preparation of agenda as well as finalization of minutes for governing board meeting (VyavsthapakSamiti) and Annual general meeting. The firm has to allot Company Secretary for the same as on requirement. Firm must provide price bid including this assignment. In every meeting of GB and AGM compulsory CA must be present whether there is agenda of accounts is there or not.
68. Co-ordination with Income-Tax consultant to file quarterly and yearly returns (TDS).
69. Co-ordination with Income-Tax consultant to file Annual IT Returns.
70. The firm must do all the correspondence with banks.
71. Scheme wise expenditure booking, and preparation & submission of reimbursement claims under various schemes if necessary.
72. Prepare reply and compilation of details to the letters/matters received from Gujarat finance department/other Gujarat Government departments.
73. The firm must generate GST Invoices and maintain the records for the same as examination fees are with GST.
74. The firm has to do any other work which will be assigned by UGNB authority on time-to-time basis.
75. Preparation of all types of forms like 16A, Notarize, Franking and all other related forms of UGNB and co-ordinate with other agency for forms has to be done by them.
76. Agency needs to submit monthly reports with CA authentication like Income & Expenditure A/C, Balance Sheet, GST returns, Cash & Bank Reconciliation statement, Assets movement register, fixed deposit register or any report as a when required by UGNB office.
77. To Deposit cash or cheque received from the sale of book in to bank daily basis.
78. To keep records of Sales.

Pre-Qualification Criteria

SN	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empanelled with C & AG for 2023-24.	Certificate issued by C & AG for 2023-24 to be enclosed.
2	Availability of office of service provider: An office of the Service Provider must be located in Gujarat.	Certificate of Registration
3	The C.A. firm Should have minimum ONE (01) year experience for providing Bookkeeping or Accounting assignments services to Central / State Govt Organization / PSU / Public Listed Company in current financial year and the last three financial years (ending month of March prior to the bid opening)	Documentary Evidence to be submitted as work orders.
4	Bidder Annual Turn Over (In Lakhs): Rs. 13 Lakh Agency should have minimum average annual turnover of Rs. 13 lacs in the last Three Years.	Certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant/ Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.
5	The bidder should not have been blacklisted/stop business by any State / Central Department or PSU or Autonomous bodies.	Self-declaration Documentary Evidence to be submitted.
6	The bidder must deposit of Rs. 18,000 as EMD.	The bidder must deposit of Rs. 18,000 as EMD. (The bidder who avail EMD Exemption must submit NSIC certificate or CSPO certificate if they participate in the bid as a MSE/startup unit. EMD Exemption rule applicable as per GeM & Gujarat procurement policy-2024.)