



GHAZIABAD DEVELOPMENT AUTHORITY

E- EXPRESSION OF INTEREST FORM

OF

**Name of Work :- Internal Audit Work of Ghaziabad Development Authority [Period
01.04.2025 to 31.03.2026]**

e-tender/Job Notice No.- 374/Accounts/2025, DATED 21.07.2025

E- BID DOCUMENT

OFFICER INVITING BID

Ghaziabad Development Authority

VIKAS PATH, GHAZIABAD

E- EXPRESSION OF INTEREST

For

Name of Work :- Internal Audit Work of Ghaziabad Development Authority [Period

01.04.2025 to 31.03.2026]

NOTICE/ JOB No: 374/Accounts/2025, DATED 21.07.2025

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DOCUMENT-BID

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Ghaziabad Development Authority

VIKAS PATH, GHAZIABAD

NOTICE/ JOB No: 374/Accounts/2025, DATED 21.07.2025

E-Expression of Interest

Expression of Interest is hereby invited in two bid system, on behalf of Vice Chairman G.D.A Ghaziabad, With a view to ensure prescribed quality Ghaziabad Development Authority intends to engage reputed firm of Chartered Accountants for Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

This document containing Terms of reference in this regard shall be available at the e-tender link on website of Ghaziabad Development Authority at www.gdaghaziabad.in and at UP Electronics Corporation website <https://etender.up.nic.in>. From **25.07.2025 To 31.07.2025** Last date of upload of E-Tender Document is **31.07.2025** and date of opening pre qualification part through e-tender procurement solution is **02.08.2025** Interested bidders are requested to visit the websites regularly and update themselves with regard to any change or additional information related to the EOI. The cost of bid document **Rs. 1,180.00/- with GST** EOI processing fee and earnest money deposit (EMD) of **Rs.25,000.00** are required in form of RTGS in favour of **Online URL-<https://gdaghz.procure247.com/TenderPay/x-login>**. The price bid of bidders who are found eligible in prequalification shall be downloaded through e-tender procurement system after filling their details on the e-tender portal. Date & Time of Opening of Price Bid information shall be displayed on above mentioned website. In case of holiday/holidays the e-tender will be opened on next working day. Vice Chairman, G.D.A. reserves the right to reject any or all the offers without assigning any reason. Any other enquiry can be made from Accountant on mobile No. **7290060575** during office hours.

Finance Controller

Other Terms & Conditions:

1. The cost of bid document, e-tender processing fee is required in shape of RTGS in favour of **URL- <https://gdaghz.procure247.com/ TenderPay/x-login>**.
2. The tender shall be on two bid system, where techno-commercial details such as experience certificates, qualification document etc., and each document must be self attested with Stamp shall be self verified first. The bidders who do not qualify the pre-qualification requirements shall be summarily rejected and their price bids would become inaccessible. The price bid of bidders who are found eligible in prequalification shall be downloaded through e-tender procurement system after filling their details on the e-tender portal.
3. Any Information regarding addition/ alteration/ cancellation in EOI shall be intimated on GDA website only.
4. For taking part in e-procurement Solution the bidders are required to visit the e-tender link on www.gdaghaziabad.in
5. The EOI document shall be available at the e-tender link on website of Ghaziabad Development Authority at www.gdaghaziabad.com and at UP Electronics Corporation website <https://etender.up.nic.in>. Interested bidders are requested to visit the websites regularly and update themselves with regard to any change or additional information related to the tender.
6. Date/Time of opening of price bid information shall be displayed on above mentioned website.
7. In case of holiday/holidays the e-tender will be opened on next working day.
8. All right reserve to Vice Chairperson, Ghaziabad Development Authority can reject any or all bidders without assigning any reason.

Key Details

1	Name of the Work	<u>Internal Audit Work of Ghaziabad Development Authority</u> <u>[Period 01.04.2025 to 31.03.2026]</u>
2	Cost of bid document	Cost of bid document/bid processing fee of Rs. 1,180/- (Non-refundable) are required in shape of RTGS in prescribed bank accounts in favour of online URL- https://gdaghz.procure247.com/ TenderPay/x-login .
3	EMD	(EMD) of Rs. 25,000/- (Refundable) are required in shape of RTGS in prescribed bank accounts in favor of "online URL- https://gdaghz.procure247.com/TenderPay/x-login". EMD of unsuccessful bidders will be refunded after awarding the contract to successful bidder/cancelling the bid process.
4	Tender type	EOI
4	Time-period of contract	1 Year
5	Last Date for uploading of e Tender	31.07.2025
6	Date of opening of E-Tender	02.08.2025

7	Date of opening of Financial Bid	Will be informed after evaluation of technical bid
6	Method of selection	Least-Cost Based Selection (L1)
7	Name of the Authority and Official	Finance Controller Ghaziabad Development Authority Address: Vikas Path, Ghaziabad Email: gdafinancecontroller@yahoo.in Phone no.: 7290060575
8	Bid Validity Period	90 days
8	Bid Language	English
9	Bid Currency	INR
10	Consortium/ Joint Venture	Not allowed



INSTRUCTIONS TO BIDDERS (ITB)

(A) THE BID DOCUMENT

1) Cost of Bid Document/ e-bid Processing Fee

- i) The bidder shall bear all costs associated with the preparation and submission of its e-bid. Ghaziabad Development Authority hereinafter referred to as "the Department", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e-bid process.
- ii) This bid document is available on the web site <https://etender.up.nic.in> to enable the bidder's to view, download the e-bid document and submit e-bids online up to the last date and time mentioned in e-bid notice / e-bid document against this e-bid. The bidders shall have to pay cost of bid document / e-bid processing fee as per e-tender Invitation Notice through RTGS only payable in favour of **Online URL-<https://gdaghz.procure247.com/TenderPay/x-login>**. The Scanned copy of RTGS receipt with UTR No. (Transaction Id) certified by the same bank must be enclosed along with the e-bid. The cost of bid document/ e-bid processing fee will be non-refundable, without cost of bid document/ e-bid processing fee and earnest money bid will not be accepted.

2) Contents of e-bid Document

- i) The scope of work, e-bid procedure and contract terms and conditions are prescribed in the e-Bid document. The e-bid document includes:
 - (1) Invitation for e-bid
 - (2) Section I: Instructions to Bidders;
 - (3) Section II: Conditions of Contract;
 - (4) Section III: Technical e-bid (Applicable only for Works as mentioned in e-bid Notice);
 - (5) Section IV: Financial e-bid;
- ii) The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the e-bid documents or submission of e-bid not responsive in every respect will be at the bidder's risk and may result in rejection of the said e-bid.

3) Amendment of e-bid Document

- i) At any time prior to the deadline for submission of e-bid, the Department may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-bid document by amendments. Such amendments shall be uploaded on GDA Website.
- ii) It shall be the sole responsibility of the prospective bidders to check The GDA Website. In case of failure to get the amendments, if any, the Department shall not be responsible for it.
- iii) In order to allow prospective e-bidders a reasonable time to take the amendment into account in preparing their e-bids, the Department, at its discretion, may extend the deadline for the submission of e-bids. Such extensions shall be uploaded on GDA website.

4) Language of e-bid

The e-bid prepared by the bidder, as well as all correspondence and documents relating to the e-bid exchanged by the bidder and the Department shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-bid.

5) Documents Constituting the e-bid

The e-bid prepared by the bidder shall comprise with two bid system.

(a) Prequalification:-

- (i) **Fee Details** - It will consist of the cost of bid document/ e-bid processing fee and earnest money document in prescribed form. (APPENDIX 'E')
- (ii) **Eligibility Criteria** – It will consist of the details as per the Tender Document.
- (b) **Financial e-bid**- Financial e-bid will consist of the details of Tender documents.

6) e-bid Form

The bidder shall complete the e-bid Form and the appropriate Price Schedule/BOQ furnished in the e-bid document.

7) e-bid Currencies

Prices shall be quoted / calculated in Indian Rupees only.

8) Documents Establishing bidder's Qualification

- i) The bidder shall furnish, as part of its Technical e-bid, documents establishing the bidder's qualification to perform the Contract. The documentary evidence should be submitted by the bidder electronically in the PDF format.
- ii) The documentary evidence of bidder's qualification to perform the Contract shall be as per Qualification Requirements specified in e-bid document.

9) Period of Validity of e-bid

- i) e-bid shall remain valid for 90 days after the date of e-bid opening prescribed by the Department. An e-bid valid for a shorter period shall be rejected by the Department as non-responsive.
- ii) In exceptional circumstances, the Department may solicit the bidder's consent to an extension of the period of e-bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its e-bid security. A bidder request will not be required nor permitted to modify its e-bid.

10) Format and Signing of e-bid

- i) The bidder shall prepare electronic copy of each Technical e-bid and Financial e-bid separately in a file of size specified on the portal of NIC.
- ii) The e-bid document shall be digitally signed at the time of uploading by the bidder or a person/ persons duly authorized to binding the bidder to the Contract. The Letter of authorization shall be uploaded (Scanned copy of written power-of-attorney accompanying the e-bid). All the pages/ documents of the e-bid to be uploaded shall be digitally signed by the person authorized to sign the e-bid.

(B) SUBMISSION of e-bid

1) Submission of e-bid

The UP e-tender website <https://etender.up.nic.in> enables the bidders to submit the e-bid online in response to this e-bid published by the Department. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-bid schedule. Bidders should start the Bid Submission process well in advance so that they can submit their e-bid in time. The bidders should submit their e-bid considering the server time displayed in the e-procurement website. This server time is the time by which the e-bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-bid schedule. Once the e-bid submission date and time is over, the bidders cannot submit their e-bid. For delay in submission of e-bid due to any reasons, the bidders shall be themselves responsible.

The bidders have to follow the following instructions for submission of their e-bid:

- i) For participating in e-bid through the e-bidding system, it is necessary for the bidders, to be registered with GDA, (except special category bids) also to be the registered users of the e-Procurement website <https://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves if they have not done previously.
- ii) In addition to the normal registration of contractor with GDA, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-bidding system and

subsequently he/she will be allowed to carry out his/her e-bid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.

For successful registration of DSC on e- Procurement website <https://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e- Procurement website <https://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise above even before e-bid submission date starts. The Department shall not be held responsible if the bidder tries to submit his/her e-bid at the last moment before end date of submission but could not submit due to DSC registration problem.

- iii) The bidder can search for active bids through "Search Active bids" link, select a bid in which he/she is interested in and then move it to 'My bids' folder using the options available in the e-bid Submission menu. After selecting and viewing the bid, for which the bidder intends to e-bid, from "My bids" folder, the bidder can place his/her e-bid by clicking "Pay Offline" option available at the end of the view bid details form. Before this, the bidder should download the e-bid document and Price Schedule/Bill of Quantity (BOQ) and study them carefully.

The bidder should keep all the documents ready as per the requirements of e- bid document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).

- iv) The bidder should read the Terms & Conditions carefully before proceeding to fill in the cost of bid document/ e-bid processing fee details. After entering and saving the cost of bid document/ e-bid processing fee details, the bidder should click "Encrypt & Upload" option given in the payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, e-bid Form and Technical Specification details) and financial (e- bid Form and Price Schedule/BOQ) schedules/packets given in the bid details. The details available in the scanned copy of bid form cost shall be verified by the department and in case of any discrepancy the e-bid shall be rejected.
- v) Next the bidder should upload the Technical e-bid documents for Fee details (Cost of bid document/ e-bid processing fee), Qualification details. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, e-bid Form and Technical Specification details) and financial (e-bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- vi) The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-bid documents are protected, stored and opened by concerned bid openers only.
- vii) After successful submission of e-bid document, a page giving the summary of e-bid submission will be displayed on bidder end of e-bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
- viii) Department reserves the right to cancel any or all e-bids without assigning any reason.

2) **Deadline for Submission of e-bid**

- i) e-bid (Technical and financial) must be submitted by the bidders at e- Procurement website <https://etender.up.nic.in> before time 5.00 PM on the prescribed date (as the server time displayed in the e-Procurement website).
- ii) The Department may, at its discretion, extend this deadline for submission of e-bid by amending the e-bid document, in which case all rights and obligations of the department and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3) **Late e-bid**

The server time indicated in the Bid Management window on the e- Procurement website <https://etender.up.nic.in> will be the time by which the e-bid submission activity will be allowed till the permissible date and time scheduled in the e-bid. Once the e-bid submission date and time is over, the bidder cannot submit his/her e-bid. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-bid is not submitted within the scheduled date & time due to any of his/her problems/faults, for whatsoever reason, during e-bid submission process.

4) **Withdrawal and Resubmission of e-bid**

- i) At any point of time, a bidder can withdraw his/her e-bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <https://etender.up.nic.in>. The bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-bid to be withdrawn. After selecting the "bid withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to consider again by pressing "Ok" button before finally withdrawing his/her selected e-bid.
- ii) No e-bid may be withdrawn in the interval between the deadline for submission of e-bids and the expiration of period of e-bid validity. Withdrawal of an e-bid during this interval shall result in the bidder's forfeiture of his/her e-bid security.
- iii) The bidder can re-submit his/her e-bid as and when required till the e-bid submission end date and time. The e-bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <https://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-bid documents.
- iv) The bidders can submit their revised e-bids as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids.
- v) No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

(C) OPENING AND EVALUATION OF e-bid

1) Opening of e-bid by the Department

- i) The department will open all e-bids, in the presence of bidders' representatives who choose to attend at 11.00 AM on the prescribed date of opening at GDA office. The bidder's representatives (if present at bid open time) shall sign evidencing their attendance. In the event of the specified date of e-bid opening being declared a holiday for the department, the e-bids shall be opened at the appointed time and place on the next working day.
- ii) The bidder's names and the presence or absence of repulsion e-bid security and such other details as the department at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the requirement shall be notified.
- iii) Financial Bids of only those bidders shall be opened who are found to be technically qualified.

2) Opening of Financial e-bid

- i) The Information for opening of the financial e-bids shall be displayed on the website after sanction of prequalification documents. The name of bidders, percentage Price quoted for various items etc. will be announced in the process.
- ii) The Department will prepare the comparative statement after the Price bid opening.

3) Evaluation of e-bid and Evaluation Criteria

- i) The Department will examine the e-bid to determine whether they are complete, whether they meet all the conditions of the contract, whether required cost of bid document/ e-bid processing fee and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-bids are generally in order. Any e-bid or e-bids not fulfilling these requirements shall be rejected. No bidder shall contact the department on any matter relating to his/her e-bid, from the time of the e-bid opening to the time the Contract is awarded.
- ii) Any effort by a bidder to influence the department in its decisions on e-bid evaluation, e-bid comparison or contract award may result in rejection of the bidder's e-bid.
- iii) In the event of any information furnished by the bidder is found false or fabricated the minimum punishment shall be debarred/blacklisting from GDA works and the legal proceeding can also be initiated.

4) Award Criteria

- i) The department will consider lowest financial bidder from all the successful Bidder whose technical bid has been determined to be responsive to fulfilling all the conditions of the contract of the Bidding.
- ii) The department reserves the right to accept or reject any e-bid, and to annul the e-bid process and reject all e-bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- iii) Prior to the expiration of the period of e-bid validity, the department will notify the successful bidders in writing by letter/e-mail/fax, that its e-bid has been accepted.
 - 1) iv) On completion of E-Tendering Process, department notifies the successful bidder that its E-Tender has been accepted, The Successful bidder shall have to sign the contract agreement.

5) Earnest Money Deposit (EMD)

The amount of the EMD of successful bidder shall be refunded after complication of the work or after the final payment whichever is letter with the prior approval of the authority.

GHAZIABAD DEVELOPMENT AUTHORITY

VIKAS PATH, GHAZIABAD

REQUIREMENTS

For

Pre Qualification of e-Bid

Tender /JOB No: 374/Accounts/2025, DATED 21.07.2025



E-Bid Document

Name of Work: Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

Eligibility Qualification Requirements of CHARTERED ACCOUNTANT FIRM:

S. No.	Requirement	Supporting documents to be attached
1	The applicant must be a C.A. firms-LLP or partnership in India registered with ICAI and must be in existence from last 15 years.	Copies of certificate of incorporation/partnership deed and constitution certificate issued by ICAI.
2	The firm must have at least 3 qualified CA and out of them one must be FCA	Recent Constitution certificate issued by ICAI
3	The firm must have a minimum average turnover of Rs. 30.00 Lakhs in the previous 3 Financial year i.e. 2021-22, 2022-23 & 2023-24	Copy of Audited Balance Sheet and P&L Account for previous 3 F.Y.
4	The firm must have experience of Internal Audit for at least 3 years of Government Department/Entities. Preference should be given to the firm having experience of Internal Audit with Development Authority of Uttar Pradesh	Copies of work orders/completion certificate/satisfaction certificate.
5	Any one partner of the firm must have certificate course on Internal Audit/Forensic Accounting & Fraud Detection/DISA conducted by ICAI.	Copy of certificate issued by ICAI.
6	The firm must have valid GST Registration certificate & PAN	Copy of GST certificate and copy of PAN card.
7	The firm must have Head office in Uttar Pradesh within distance of 60 KMS from Ghaziabad	Recent Constitution Certificate issued by ICAI
8	No partner/C.A./employee of the Firm has been guilty of professional misconduct by the ICAI	Self certified declaration
9	The Firm have not been debarred/disqualified/black listed by any Regulator/Statutory Body or Government entity or any international/national agency.	Self certified declaration

Interested Firms fulfilling the above eligibility criteria can submit their sealed proposal on e-tendering portal along with requisite documents

Scope of Work:

Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

1. आन्तरिक सम्परीक्षा लेखानुभाग के अतिरिक्त अन्य अनुभागों की भी आन्तरिक सम्परीक्षा की जायेगी तथा कार्यो के विशिष्टियों/मानकों नियमों के अन्तर्गत पूर्ण होने के साथ-साथ सिस्टम में निहित कमियों को उच्चाधिकारियों के संज्ञानार्थ प्रति त्रैमास अपनी त्रैमासिक प्रतिवेदन के माध्यम से अवगत कराना होगा।
2. आन्तरिक सम्परीक्षा का मूलभूत उद्देश्य प्रबन्ध तंत्रा को संस्था की कार्य शैली एवं सिस्टम में कमियों का परीक्षण एवं सुझाव प्रस्तुत करने का है किन्तु व्यवहारिक दृष्टिकोण से इंगित कमियों एवं सुझावों का अनुपालन अपनी उपस्थिति में कराना होगा।
3. आप द्वारा उपरोक्त कार्य करने की सहमति की दशा में समस्त अनुभागों की कार्य प्रणाली एवं आवश्यक विषयों/बिन्दुओं को सम्मिलित करते हुये Scope of Work एवं Line of Action से कार्य प्रारम्भ करने से पूर्व अवगत कराना होगा।
4. उपरोक्तानुसार कार्य को प्रभावी एवं समय अन्तर्गत पूर्ण करने हेतु आप द्वारा प्राधिकरण में समुचित Principal, Qualified Assistant, Semi Qualified Assistant को तैनात करना होगा, तैनात किया गया स्टाफ द्वारा कार्य की प्रगति से अवगत कराना होगा।

LIST OF DOCUMENTS TO BE SUBMITTED

1. An e-Bid document price/processing fee and EMD amount in form of RTGS only in favor of **Online URL- <https://gdaghz.procure247.com/TenderPay/x-login>**. Scanned copy of RTGS receipt of Security / EMD with transaction Id certified by the same bank must be enclosed along with the e-Bid.
2. Duly filled up pre-qualification documents appended with the bid documents
3. List of documents to be attached along with technical bid of tender document.
 1. Copies of certificate of incorporation/partnership deed and constitution certificate issued by ICAI.
 2. Recent Constitution certificate issued by ICAI
 3. Copy of Audited Balance Sheet and P&L Account for previous 3 F.Y.
 4. Copies of work orders/completion certificate/satisfaction certificate.
 5. Copy of certificate issued by ICAI.
 6. Copy of GST certificate and copy of PAN card.
 7. Recent Constitution Certificate issued by ICAI
 8. Self certified declaration
 9. Self certified declaration

All documents must be signed by an authorized signatory and numbered sequentially.

GHAZIABAD DEVELOPMENT AUTHORITY

VIKAS PATH, GHAZIABAD

Sl.No.....

BIDDER DETAILS

1. Details of the Bidder/Bidder
 - 1.1. Name of Bidder / Bidder : _____
 - 1.2. Address : _____
 - 1.3. Tel. No. (with Code) : _____
 - 1.4. E-mail address: _____
 - 1.5. Contact Person : _____
 - 1.6. Name and Designation : _____
 - 1.7. Address and Telephone No. : _____
2. Type of Company (Govt. undertaking/ Public Limited / Private Limited/ Partnership/ Proprietary)

3. Bankers name and address _____
4. Account Number _____
5. RTGS/IFSC Code _____
6. PAN & GST No _____
7. Brief description of the bidder and organization structure _____
8. We agree with all terms and conditions of this EOI document.

The above provided information is true to the best of our/my knowledge.

Authorized Signatory

Name:

Date:

Name of the Bidder with seal

For the Visiting Bidder/Bidder of this e-bid Document

The Bidder/Bidders who are interested to participate in e-bid are requested to get and get their signature digitalized at <https://etender.up.nic.in>.

The other important information is being mentioned below at a glance for the ease of e-bid:-

Date of Inviting Tender	:	25.07.2025
Date of opening Tender	:	02.08.2025
Cost of bid document/ e-bid processing fee	:	As per e-tender Invitation Notice
Validity period	:	90 Days
Time for completion of assigned work	:	01 Year (365days)

Bank account details for RTGS:-

Online URL- <https://gdaghz.procure247.com/TenderPay/x-login>

NOTE:- The E-Tender processing fee and Earnest Money (EMD) should be deposited only through RTGS and NEFT payment mode from the above link. No other mode of payment will be accepted otherwise tender will be considered as ineligible.



GHAZIABAD DEVELOPMENT AUTHORITY

VIKAS PATH, GHAZIABAD

Sub: Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

I/We have read and examined the terms and conditions for the work, and agree to abide by these terms.

The financial bid submitted is unconditional including duties, levies, out of pocket expenses, professional fee, vetting charges etc but Excluding GST. and fulfills all the requirements of the EOI Document.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal. We understand you are not bound to accept any Proposal you receive.

Signature and Name of the Authorized Person

Name of the Bidder and Seal

APPENDIX 'E'



GHAZIABAD DEVELOPMENT AUTHORITY
Bid Document Price/ Processing Fee Deposit Details

NOTICE/ JOB No: 374/Accounts/2025, DATED 21.07.2025

S. NO.	NAME OF WORK	DEPARTMENT / ZONE	BANK ACCOUNT DETAILS FOR RTGS
1	<u>Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]</u>	Accounts	Online URL- https://gdaghz.procure247.com/TenderPay/x-login . NOTE:- The E-Tender processing fee and Earnest Money (EMD) should be deposited only through RTGS and NEFT payment mode from the above link. No other mode of payment will be accepted otherwise tender will be considered as ineligible.

NAME OF BIDDER	UTR NUMBER	Bid Document Price/ Processing fee (In Rupees)	BANK & BRANCH NAME	TRANSFER DATE (DD-MM-YYYY)
		विकास		

Signature Name & Seal of bidder



GHAZIABAD DEVELOPMENT AUTHORITY GHAZIABAD

EXPRESSION OF INTEREST

Project:- Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

PART- I

TECHNICAL BID

1.0 **INTRODUCTION**

Ghaziabad Development Authority invites quotations from Chartered Accountants for following works:

NAME OF WORK: **Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]**

2.0 **INSTRUCTIONS TO BIDDERS**

The cost of the TENDER documents is **non-refundable** and the TENDER documents are **non-transferable**.

The tender document can also be seen and downloaded from our website: <https://etender.up.nic.in> In case downloaded tender document is being used for bidding, then it must be accompanied by RTGS of Rs. 25000/- in favour of **Online URL- <https://gdaghz.procure247.com/TenderPay/x-login>**. Financial bids of only those bidders shall be opened who are found to be technically qualified. Bidders should ensure that their tenders are received before the time as specified above. Tenders received after the date and time as specified above are liable to be rejected. If last day of submission of the bid document is declared a holiday then the next working day shall be deemed as the last day of submission of bid document. Any bid not deposited the tender not considered.

The G.D.A. does not bind itself to accept the lowest or any tender or may decrease or increase the scope of work.

4.0 **Milestones**

The total time required and milestones for carrying out each task are given below –

S.No.	Deliverables	Timelines (Quarterly)	Contents
1.	Submission of Interim Report	T+1	<ul style="list-style-type: none">Internal Audit Report
2.	Suggestion by GDA	T+2	<ul style="list-style-type: none">Internal Audit
3.	Submission of Final Report	T+4	<ul style="list-style-type: none">Final Internal Audit Report

* T- Weeks from the date of 'Signing of Agreement'

5.0 **COURT'S JURISDICTION**

Any suit or application, arising out of any dispute of difference on account of this tender or any matter in relation to the award of the contract or for the enforcement of Arbitration clause under the contract, shall be filed in a **Competent Court at Ghaziabad** only and no other court of any other district of the country shall have any jurisdiction in the matter.

6.0 **SECRECY OF THE DOCUMENTS**

The Contract is confidential and must be strictly confined to the contractors own use.

7.0 PAYMENT TERMS

After submission of quarterly audit report.

8.0 PERFORMANCE SECURITY

Not applicable

10.0 MISCELLANEOUS

Consultant shall furnish a declaration along with his offer that he has no relation either directly or indirectly with any employee of the G.D.A. Vice Chairman, G.D.A. reserve to cancel, postpone the receipt of the tender, without assigning any reason thereof, entirely at the discretion of the authority. In all or any such cases the bidders shall not be entitled to any compensation what so ever.

Vice Chairman, G.D.A. is not bound to accept lowest or any offer and to give any reasons for doing so. Any clarification regarding work may be made from this office on any working day during office hours at the address given below:

The Accountant G.D.A.
Ghaziabad.

I have read and understood the above conditions and hereby agree to abide by the same

Signature
Name of Bidder.....
Name of Firm.....
Address.....
.....
Mobile No.



GHAZIABAD DEVELOPMENT AUTHORITY GHAZIABAD

NAME OF WORK: Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

PART- II

FINANCIAL BID

HAZIABAD DEVELOPMENT AUTHORITY

HAZIABAD

General Instruction for submission of financial bid

- 1) Offer shall be valid for a period of three months from the date of bidding.
- 2) Offer shall be submitted on the original offer documents only offer received without original document shall be rejected.
- 3) The bidder is advised to make its own assessment of the quantum of work, before quoting the rates. No claim, whatsoever in this regard shall be entertained at a later stage.



GHAZIABAD DEVELOPMENT AUTHORITY

GHAZIABAD

NAME OF WORK: Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]

E-tender/Job Notice No.- 374/Accounts/2025, DATED 21.07.2025

Part-II

Price Bid Sheet (To be submitted)

Scope of Work	Professional Fee (in Rupees)	Quantity	Total Professional Fee (In Rupees)
<u>Internal Audit Work of Ghaziabad Development Authority [Period 01.04.2025 to 31.03.2026]</u>		1 Job	
Amount in Words			

- The above rates should be in the form of the amount (without taxes).
- No extra payment shall be given on account of any other item.

Signature

Name of Bidder

Name of Firm

Address

.....

Mobile No.

OFFICER INVITING BID