

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	21-02-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	21-02-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Rural Development Department Gujarat
संगठन का नाम/Organisation Name	Total Sanitation Campaign (tsc)
कार्यालय का नाम/Office Name	District Rural Dev Agency Banaskantha Palanpur
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	2 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया जाना है। / Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	100000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

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

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of 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. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
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. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of Years of firm/company's existence as per ICAI certificate:**As ATC

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As ATC

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**As ATC

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**As ATC

**Number of XX fulltime CA's required and YY professional audit staff:**As ATC

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**<1770812264.pdf>

**Financial Audit Services - Audit Report; CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	As per scope of work
Type of Industries/Functions	DRDA Banaskantha
Frequency of Progress Report	Year 2025-26
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	For Year 2025-26
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

#### केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

केता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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#### अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Amin Jyotsanaben Karasanabhai	385001,palanpur	Project / Lumpsum Based	N/A

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

##### 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

**Technical eligible as per ATC (Annexure-IV)**

#### अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller 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.

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

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

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

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

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

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस नियिदा 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।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

## SCOPE OF WORK

### **ANNEXURE- I-A**

**Chartered Accountant is required to certify/Comment on the following in all the Audit Report**

1. Opening Balance & Closing balance of the receipt and payment accounts tallies with that of Cash Book.

2. Opening Balance adopted tallies with closing balance of last year.

3. All payments to the implementing agencies are shown as advances, pending adjustments.

4. Funds have been used for the purpose for which they were received.

5. There is no case of any diversion of funds from one scheme to another central or the state funded scheme.

6. There is only single bank account for each scheme.

7. There does not exist any minus balance at any stage during the year.

8. No funds of the scheme are placed in Fixed Deposit.

9. Schemes Funds are not being kept in current account.

10. Schemes Funds are not being kept in the state treasury.

11. Cashbook is written on accrual account basis.

12. Interest earned has been added to the scheme fund.

13. State share for the year has been received during the year.

14. Bank reconciliation is being done regularly.

15. All receipts/refunds have been correctly accounted for and remitted.

Also comments on the following.

16. He will specify comment on Bank reconciliation.

17. Unutilized fund is credited in Government Accounts for closed scheme.

18. Verification of registers: dead stock, grant release register etc.

19. Comments on steps taken by DRDA on objections raised by A.G. in previous years report of the respective scheme.

20. Scrutiny of II instalment proposal of all schemes for the year as per guideline of Govt. of India and certificate for same.

21. C.A. firm will carry out audit of DRDA, Taluka/Panchayat/NGOS/PIAS and other implementing agencies and audit the funds released by DRDA.

22. C.A. firm will depute qualified staff in Audit party with qualified/semi qualified C.A. as a party leader (Details of man power for each district have to be provide along with the proposal by C.A.)

23. C.A firm will carry out audit of offices mentioned in item no. (21) on six monthly bases and such a manner ) that final audit statements available on or before 30 June of the next year.

24. Any matter requiring urgent attention involving financial or administrative lapse will have be separately reported and brought to the notice of authorities concerned.

25. Chartered Accountant has to assist in preparing the final Accounts of DRDA and also consolidate the figure of the Taluka as well as PIAS.

26. Auditor has to finalize the 2nd instalment proposal and give all the certificates required for the proposal.

27. Bank reconciliation certificate must be certified by the C.A.

28. Auditor should certify that their accounts of DRDA are maintained on double entry system.

29. Auditor has to give Scheme wise as well as consolidated audit report of all schemes to DRDA. 30. Auditor should also comment on accounting system of PIA's voucher system & also on achievement of target.

31. Auditor should also comment on check signing authority, safe custody of checks etc.

32. Auditor should also comment on unsettled suspense account, Current liabilities and differences in accounts.

33. Auditor should also comment on Payment made through PFMS portal via cheque/RTGS/FTO/PPA/DSC whether the guidelines of Government of India has been followed or not?

## **BRIEF OF SCOPE OF WORK**

The following Registers /Records /Books/Classification register, compilations, ledger will constitute the core of documents and auditors should ensure proper scrutiny of the same. The auditor has to cover 100% checking of the following for the particular year.

- 1) Cashbook/Bank Book
- 2) Classified Register/ledger
- 3) Vouchers.
- 4) Cheque Book.
- 5) Bank Slip Book.
- 6) Receipt Book (DR. Book)
- 7) Advance Register.
- 8) Security Deposit Register.
- 9) Measurement Books and Register thereof.
- 10) Works Contracts file.
- 11) A.G. Inspection Report.
- 12) C.A. Audit Report.
- 13) Log Book/History sheet.
- 14) Physical verification of stores file..
- 15) Stationery Register,
- 16) Inventory of Vehicles.
- 17) Muster Roll Register.
- 18) Contingent Register.
- 19) Review of M.B. by Dy. Accountant.
- 20) Petty Cash book & U.D.R.
- 21) Register of works & work abstract
- 22) Library Register.
- 23) Fixed assets.
- 24) S.O.R.
- 25) Establishment Records
- 26) Payments
- 27) Record regarding Bank reconciliation with bank.
- 28) Monthly Accounts.

## CHECK LIST FOR CONDUCT OF AUDIT IN DRDA & BLOCK OFFICES

- 1) Verification of vouchers like payment, Receipt, J.V. etc.
- 2) The Auditor should check all kinds of Registers which including J.V. Register, fixed Register, Bank Guarantee Register, T.D.S. register, other deductions Register and stock register.
- 3) Special care should be taken while checking the Cash book, Bank Book and General ledger.
- 4) Scrutiny of ledger should be done.
- 5) Checking of Subsidiary Registers of advances, Deposits etc.
- 6) Checking of Cash and Bank Contra transactions.
- 7) The auditors should check the Bank reconciliation statement of DRDA Offices and Block offices. They also ensure that whether the bank reconciliation statement has been drawn up and the outdated cheques are obtained back and entries reversed.
- 8) The posting of ledger should be verified.
- 9) Checking of Trial balances & groupings"
- 10) Checking of finalization of J.V.
- 11) The Auditors required to scrutinize the Accounts maintained by manually or on Tally & other Software and to see the correctness of errors of accounting principles.
- 12) The compliance of earlier audit report should be verified by the C.A. firm conducting the Current audit. A verification report to this effect should be attached with the current audit report.
- 13) The balance confirmation certificates to be checked with reference to third parties, Banks, Debtors advances etc.
- 14) While filling the Income Tax returns, he shall have to check the deduction of Payments of T.D.S. and other details which reflected in the Books of accounts.
- 15) The Auditors should exercise check in regard to the deductions of Professional Tax, GPF etc. He should also ensure that all the statutory and other deductions required to be made from bills are correctly made and accounted for.
- 16) The Auditor should check all the monthly Accounts submitted to DRDA and the same transactions are correctly complied with the books of accounts natured maintained by the Office.

17) The Auditor should check the maintenance of records, vouchers, registers, Ledgers, cash-Bank Books, J.V. Registers and also other computerized accounting Records.

1. Checking of all statutory deductions made from the bills and also ensure the same are deposited correctly into appropriate authorities within the time limit prescribed.

2. Unnecessary keeping of unutilized fund in the Banks

3. Check the submission of Bank statements, reconciliation Statement, Vouchers, imp account received from the Block offices as well as PIAS.

18) Physical verification of cash, stock, stores, etc.

19) The closing Balances are struck at the end of the month and the auditor should check the Balance of imprest, temporary advance etc and it should not exceed the current limit.

જિલ્લા લાઈબલીલુક મેનેજર  
(એનારએલએમ)  
ડીઆરડીઓ, બનાસકાંદા

જિલ્લા કો. ઓડિનેટર  
(એસબીએમ)  
ડીઆરડીઓ બનાસકાંદા

જિલ્લા કો. ઓડિનેટર  
(પીએમએવાય) ડીઆરડીઓ,  
બનાસકાંદા

નાયબ જિલ્લા પ્રા. કો. ઓડિનેટર  
(મનરેગા) ડીઆરડીઓ,  
બનાસકાંદા

મદદનીશ પ્રાયાજના અધિકારી  
(દિસાબ) ડીઆરડીઓ,  
બનાસકાંદા

મદદનીશ માયોજના અધિકારી  
(વહીવક્ત) ડીઆરડીઓ,  
બનાસકાંદા

નિયતિમક

જિલ્લા ગ્રામ વિકાસ એજન્સી,  
બનાસકાંદા-પાલનપુર

GeM પોર્ટલ પરથી ખરીદી અંગે આંતરીક કમિટીની બેઠકની કાર્યવાહી નોંધ  
 તારીખ : ૦૫/૦૨/૨૦૨૬ સમય : ૧૨-૨૦ કલાકે  
 સ્થળ : જિલ્લા ગ્રામ વિકાસ એજન્સી, બનાસકાંઠા

અ.નં.	અધિકારીશ્રીનું નામ	હોદ્દો	છાજર / ગેરહાજર
૧	નિયામકશ્રી, જિલ્લા ગ્રામ વિકાસ એજન્સી, બનાસકાંઠા	અધ્યક્ષ	છાજર
૨	મદદનીશ પ્રાયોજના અધિકારીશ્રી (હિસાબ), ડીઆરડીએ, બનાસકાંઠા	સભ્ય	છાજર
૩	મદદનીશ પ્રાયોજના અધિકારીશ્રી (વહીવટ), ડીઆરડીએ, બનાસકાંઠા	સભ્ય	છાજર
૪	જિલ્લા કો. ઓડીનેટરશ્રી (એસબીએમ), ડીઆરડીએ, બનાસકાંઠા	સભ્ય	છાજર
૫	નાયબ જિલ્લા પ્રો.કો.ઓડીનેટરશ્રી (મનરેગા), ડીઆરડીએ, બનાસકાંઠા	સભ્ય	છાજર
૬	જિલ્લા કો. ઓડીનેટરશ્રી (પીએમએવાય), ડીઆરડીએ, બનાસકાંઠા	સભ્ય	છાજર
૭	જિલ્લા લાઈફલીફુડ મેનેજરશ્રી (એનઆરએલએમ), ડીઆરડીએ, બનાસકાંઠા	સભ્ય	છાજર

- ઉદ્યોગ અને ખાણ વિભાગના ઠરાવ ક.એસપીઓ/૧૦૨૦૧૫/ક્લ્યારેન્સી/ચ તા.૪/૧૦/૧૭ થી રાજ્યના વહીવટી વિભાગો, ખાતાના વડાઓ તેમજ જિલ્લા, તાલુકા કચેરીઓ વિગેરે દ્વારા થતી ચીજ વર્તુઓ અને સેવાઓની ખરીદી GeM પોર્ટલ માર્કેટ જ કરવા સુચના થઈ આવેલ છે.
- આ માટે અત્રોની કચેરીના નુકમ નં.ડીઆરડીએ/એડીએમ/વશી/૫૦૫/૨૦૨૧ તા.૧/૯/૨૦૨૧ થી એક આંતરીક કમિટીની રચના કરેલ છે.
- સંયુક્ત નિયામકશ્રી ગ્રામ વિકાસ, ગુજરાત રાજ્ય, ગાંધીનગરના પત્ર નં. સીઆરડી/૦૬૧૮/૦૭/૨૦૨૫, તા.૧૧/૦૮/૨૦૨૫ નાણાંકીય વર્ષ: ૨૦૨૫-૨૬, ૨૦૨૬-૨૭ અને ૨૦૨૭-૨૮ ત્રણ વર્ષ માટે સ્ટેચ્યુટરી ઓડીટ માટે નવીન ઓડીટરની નિમણૂક કરવા જણાવેલ છે. જે ધ્યાને લઇ નાણાંકીય વર્ષ: ૨૦૨૫-૨૬ માટે ડીઆરડીએ બ.કાં., પાલનપુર હસ્તકની આઇ.આર.ડી.ની તમામ યોજનાઓ માટે સ્ટેચ્યુટરી ઓડીટ માટે નવીન ઓડીટરની નિમણૂક કરવાની થાય છે. જેના રૂપેશીદીક્ષણ નક્કી કરવા આજ રોજ આંતરિક કમિટીની બેઠક બોલાવવાનું નક્કી કરેલ જેમાં નીચે મુજબ રૂપેશીદીક્ષણ અને શારતો રાખવા નક્કી કરવા છરાવ્યું.
- સદરૂં બીડની અંદાજીત કિમત રૂ. 1.00 લાખ નક્કી કરવામાં આવેલ.

# જિલ્લા ગ્રામ વિકાસ એજન્સી, બનાસકાંઠા ના નાણાકીય ૨૦૨૫-૨૬ માટે ચાર્ટડ

## એકાઉન્ટની નિમણુંક ટેન્ડર બીડની સામાન્ય શરતો : -

- ❖ સી.એ.ફર્મની નિમણુંક માત્ર એક વર્ષની રહેશે.
- ❖ સી.એ. દવારા એનેક્ષર- I, I-A & II માં દર્શાવેલી કામગીરી કરવાની રહેશે.
- ❖ જે તે ઓડીટ કામ સોંપવામાં આવેલ હોય તે ચાર્ટડ એકાઉન્ટન્ટ/સંસ્થા તેમજ ભાગીદાર કર્મચારી કે સંબંધીઓને જિલ્લા ગ્રામ વિકાસ એજન્સીની અન્ય નાણાકીય બાબતોની કામગીરી સોંપવામાં આવશે નહિ. તેમજ એજન્સીની વિવિધ યોજનાઓ જે અમલીકરણ એજન્સીઓ દવારા અમલમાં મુકાતી હોય તેવી સંસ્થાઓ સાથે સંકળાયેલા હોવા જોઈએ નહિ.
- ❖ ઓડીટ કાર્ય સંભાળતા ચાર્ટડ એકાઉન્ટન્ટ/સંસ્થાના કોઈ કર્મચારી કે ભાગીદાર સંસ્થા છોડ્યા બાદ બે(૨) વર્ષ ઓછા સમય દરમિયાન જિલ્લા ગ્રામ વિકાસ એજન્સીની કોઈ પણ કામગીરીમાં જોડાઈ શકશે નહિ.
- ❖ ઓડીટને ટર્મસ ઓફ રેફરન્સ તેવો કરવાની કામગીરીનું લીસ્ટ, ઓડીટનો વ્યાપ વગેરે આ એનેક્ષર- I, I-A & II માં સામેલ છે.
- ❖ સી.એ. એ નીચે મુજબના સમયગાળામાં રીપોર્ટ રજૂ કરવાનો રહેશે. તેમજ જો તે સમયગાળા દરમિયાન રીપોર્ટ રજૂ ન કરે તે સમય સામે દર્શાવેલ પેનલટી કાણ્યા બાદ ચૂકવણું કરવામાં આવશે.

ક્રમ	રીપોર્ટ રજૂ કરવાનો સમયગાળો	આખર તારીખ	પેનલટી
૧	૨	૩	૪
૧	તમામ ઓડીટ રીપોર્ટ રજૂ કરવા	૩૦મી જૂન	નીલ
૨	૩૦ જૂન બાદ	૩૦ મી સપ્ટેમ્બર	૧૦%
૩	૩૦ સપ્ટેમ્બર બાદ	૩૧મી ડિસેમ્બર સુધી	૨૦%
૪	૩૧ ડિસેમ્બર બાદ	-	૧૦૦%

- ❖ ૩૦ જૂન સુધીમાં જો ઓડીટ દવારા ઓડીટ રીપોર્ટ રજૂ કરવામાં નહી આવે તો પેનલ લીસ્ટમાંથી તેમનું નામ રદ કરવામાં આવશે. તેમજ કોઈ ફિનું ચૂકવણું કરવામાં આવશે નહિ. તેમજ આ અંગે ચેરમેનશ્રી જિલ્લા ગ્રામ વિકાસ એજન્સીનો આખરી રહેશે.
- ❖ ઓડીટ ફિનું ચૂકવણું નીચે મુજબ કરવામાં આવશે. (૧) ૫૦% ફી ઓડીટ રીપોર્ટ (તમામ ચાલુ અને બંધ યોજનાઓનો) મળ્યા બાદ ચૂકવામાં આવશે. (૨) બાકીની ૪૦% ફી ઓડીટ રીપોર્ટનું પ્રેઝન્ટેશન કર્યાબાદ ચૂકવવાની રહેશે. (૩) ૧૦% ફિનું ચૂકવણું ઓડીટ રીપોર્ટ વિરુદ્ધની કોઈ પણ પ્રકારની ટીકા ટીપ્પણી ભારત સરકારશ્રી તરફ ન મળતા તે પછીના વર્ષના ઓક્ટોબર માસ દરમિયાન ચૂકવવાની રહેશે. (૪) પરંતુ જો સી.એ. દવારા નાણાકીય અનિયમિતતા દર્શાવવામાં આવશે અને તેવા ગંભીર વાંધાના લીધે જો સરકારની ગ્રાંટ મેળવવામાં વિલંબ થાય કે જેના કારણોમાં સી.એની જવાબદારી ન હોય પરંતુ વહીવટી તંત્રની જવાબદારી હોય તેવા સંજોગોમાં સી.એની બાકીની ફી ચૂકવી દેવાશે.
- ❖ સી.એની નિમણુંક અંગેની તમામ કાર્યવાહી રદ કરવાની તમામ સત્તા નિયામક અધિકારીશ્રી/ચેરમેન અધિકારીશ્રી જિલ્લા ગ્રામ વિકાસ એજન્સીની રહેશે.
- ❖ ઓડીટરની કામગીરી (૧) જિલ્લા ગ્રામ વિકાસ એજન્સીના હિસાબોમાં ડબલ અન્ટ્રી સીસ્ટમ ફરજિયાત દાખલ કરવાની રહેશે. (૨) જિલ્લા ગ્રામ વિકાસ એજન્સીના સ્કીમ વાઈઝ ઓડીટ રીપોર્ટ યોજનાની માર્ગદર્શિકા મુજબ કરવાના રહેશે. (૩) પીઆઈએએસની એકા.સીસ્ટમ, વાઉચર સીસ્ટમ તેમજ સોંપેલ કામના એકરણ પ્લાન પ્રમાણે કેટલા ટકા આગળ કે પાછળ ચાલે છે તે રીપોર્ટ કરશે. (૪) જિલ્લા ગ્રામ વિકાસ એજન્સીથી ગ્રામ પંચાયત સુધી ગ્રાંટ રીલીઝ કરવામાં કેટલો સમય જાય છે તે અંગે રીપોર્ટ કરશે. (૫) ચેક/આર.ટી.જી.એસ અથવા એક.ટી.ઓ/પી.પી.એક.ડી.એસ.સી મારકિત પી.એફ.એમ.એસ પોર્ટલ થકી ચૂકવાણા અંગે તેને આનુષ્ઠાંક ભારત સરકારશ્રીની વખતોવખતની સૂચનાઓની જોગવાઈઓને ધ્યાને લઈ ઓડીટ કરવાનું રહેશે તથા ચેક સાઈનીગ ઓથોરીટી, ચેક સાઈનીગ, ચેકની કસ્ટડી, સિક્યોરિટી પર ઓડીટરે રીપોર્ટ કરવાનો રહેશે. (૬) જિલ્લા ગ્રામ વિકાસ એજન્સીની કાર્યપદ્ધતિ સુધારવા માટે ડાયારીઓશ્રી/નિયામકશ્રીને અલાયદી સૂચના આપવાની રહેશે. (૭) ડાયારીઓશ્રીને રહેલ અન્સેટલ એકાઉન્ટ, સસ્પેન્સ એકાઉન્ટ, ચાલુ જવાબદારી, તફાવતની રકમ તેમજ જનરલ રીમાર્ક્સ સ્કીમ વાઈઝ આપવાના રહેશે. (૮) ફાઈનલ ઓડીટ રીપોર્ટ ૩૦ જૂન સુધીમાં મોકલવાના રહેશે.
- ❖ ઓડીટ ફિનું ચૂકવણું ડાયારીઓશ્રીને તરફથી ચાર્ટડ એકાઉન્ટન્ટ દવારા જિલ્લા ગ્રામ વિકાસ એજન્સીની મંજુરી સંતોષકારક ઓડીટ કામ પુર્ણ થયાના સર્ટિફિકેટ મળ્યા બાદ ચેરમેન-વ- જિલ્લા વિકાસ અધિકારીની મંજુરીથી કરવાનું રહેશે.
- ❖ સી.એ. ફર્મ દવારા **FORMAT FOR TECHNICAL PROPOSAL (Annexure-III)** બીડમાં અપલોડ કરવાનું રહેશે.
- ❖ સી.એ. ફર્મ દવારા ફાઈનાન્સીયલ બીડમાં તમામ પ્રકારના ચાર્જિસ, ટેક્સ સહિતના વાર્ષિક ભાવો ભરવાના રહેશે.
- ❖ સી.એ. ફર્મ દવારા બીડમાં (Annexure-IV) મુજબ ડોક્યુમેન્ટ બીડમાં અપલોડ કરવાના રહેશે.

## **TERMS OF REFERENCE**

### **ANNEXURE- I**

1. In Gujarat various schemes of Rural Development of Central and State Governments are being carried out through the District Rural Development Agencies (DRDA). Normally the central funds are received directly by DRDAs while the State funds are routed through the Commissionerate of Rural Development.
2. The audit will be concurrent and continuous.
3. The C.A. firm engaged for audit will ensure that all the expenditure and receipt/income are booked properly and accounted Also ensure that no leakages are found during the audit work.
4. The auditor shall ensure that all the payments are made, bills are cleared and FTO/Payment advice/ cheques are issued only after the verification of pre-audit. The Statutory auditor has to give separate report for the payment made without the pre-audit directly to the District Development Officer (DDO) as well as one copy to Commissionerate of Rural Development.
5. The auditor should be well conversant with all the schemes/ guidelines /G.R.s/ circulars, standing instructions, orders issued from time to time by Central State Government as well as Commissionerate.
6. District will be treated as a unit and one district will not be divided between two or more C.A. firms for this assignment.
7. The auditor shall place qualified personnel for audit work not below the Inter C.A. or CA with minimum experience of one year of audit and with working knowledge of computer.
8. These personnel shall visit DRDA office and Block office (IRD branch) on a regular basis throughout the year. Records of the particular office cannot be taken away outside the office for audit work by the auditor.
9. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit.
10. The audit should be carried out independently without any pressure from any of the DRDA or other offices. It may be clearly noted that for the purpose of audit the auditors will be appointed directly by District Development Officer (DDO) and shall be accountable to District Development Officer (DDO) as well as Commissioner of Rural Development (CRD).
11. The audit work should be carried out in an objective, impartial and fair manner.
12. The appointment of auditor will be made from the date of awarding the contract and the work of audit will start from the date mentioned in the letter of awarding the contract.
13. The payment of fees will be made annually only after completing the Audit work and Submission the Audit report.

Sr. No.	Period	Last Date	Cost of Penalty as per tender cost
1.	All Scheme wise Report	30th June	Nil
2.	After 30th June	30th September	10%
3.	After 30th September	31st December	20%
4.	After 31st December	-	100%

The Audit Report submitted after 31st December will not be accepted and Auditor will be terminated from the work of the DRDA as well as his name will be removed from the panel of CA for the year as proposed by the District Development Officer (DDO) and deem fit by the Commissioner of Rural Development (CRD).

15. The auditor shall supply the details of qualifications of the personnel to be deployed for this job to the DRDA office.

16. Any further clarification on the scope of work and terms of reference can be obtained from District office by written correspondence.

17. The auditor shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity as prescribed by the Code of Conduct and Code of the Institute of Chartered Accountants of India, New Delhi, having due regard to nature and purpose of the assignment, and shall ensure that the personal assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.

18. The auditor shall audit all bills/vouchers of the DRDA.

19. All audit requirement of the government of India and the comptroller and auditor general (CAG) of India as decided from time to time will be followed.

## SCOPE OF WORK

### **ANNEXURE- I-A**

**Chartered Accountant is required to certify/Comment on the following in all the Audit Report.**

1. Opening Balance & Closing balance of the receipt and payment accounts tallies with that of Cash Book.
2. Opening Balance adopted tallies with closing balance of last year.
3. All payments to the implementing agencies are shown as advances, pending adjustments.
4. Funds have been used for the purpose for which they were received.
5. There is no case of any diversion of funds from one scheme to another central or the state funded scheme.
6. There is only single bank account for each scheme.
7. There does not exist any minus balance at any stage during the year.
8. No funds of the scheme are placed in Fixed Deposit.
9. Schemes Funds are not being kept in current account.
10. Schemes Funds are not being kept in the state treasury.
11. Cashbook is written on accrual account basis.
12. Interest earned has been added to the scheme fund.
13. State share for the year has been received during the year,
14. Bank reconciliation is being done regularly.
15. All receipts/refunds have been correctly accounted for and remitted.

Also comments on the following.

16. He will specify comment on Bank reconciliation.
17. Unutilized fund is credited in Government Accounts for closed scheme.
18. Verification of registers: dead stock, grant release register etc.
19. Comments on steps taken by DRDA on objections raised by A.G. in previous years report of the respective scheme.
20. Scrutiny of II instalment proposal of all schemes for the year as per guideline of Govt. of India and certificate for same.
21. C.A. firm will carry out audit of DRDA, Taluka/Panchayat/NGOS/PIAS and other implementing agencies and audit the funds released by DRDA.
22. C.A. firm will depute qualified staff in Audit party with qualified/semi qualified C.A. as a party leader (Details of man power for each district have to be provide along with the proposal by C.A.)
23. C.A firm will carry out audit of offices mentioned in item no. (21) on six monthly bases and such a manner ) that final audit statements available on or before 30 June of the next year.
24. Any matter requiring urgent attention involving financial or administrative lapse will have be separately reported and brought to the notice of authorities concerned.
25. Chartered Accountant has to assist in preparing the final Accounts of DRDA and also consolidate the figure of the Taluka as well as PIAS.

26. Auditor has to finalize the 2nd instalment proposal and give all the certificates required for the proposal.
27. Bank reconciliation certificate must be certified by the C.A.
28. Auditor should certify that their accounts of DRDA are maintained on double entry system.
29. Auditor has to give Scheme wise as well as consolidated audit report of all schemes to DRDA. 30. Auditor should also comment on accounting system of PIA's voucher system & also on achievement of target.
31. Auditor should also comment on check signing authority, safe custody of checks etc.
32. Auditor should also comment on unsettled suspense account, Current liabilities and differences in accounts.
33. Auditor should also comment on Payment made through PFMS portal via cheque/RTGS/FTO/PPA/DSC whether the guidelines of Government of India has been followed or not?

## BRIEF OF SCOPE OF WORK

The following Registers /Records /Books/Classification register, compilations, ledger will constitute the core of documents and auditors should ensure proper scrutiny of the same. The auditor has to cover 100% checking of the following for the particular year.

- 1) Cashbook/Bank Book
- 2) Classified Register/ledger
- 3) Vouchers.
- 4) Cheque Book.
- 5) Bank Slip Book.
- 6) Receipt Book (DR. Book)
- 7) Advance Register.
- 8) Security Deposit Register.
- 9) Measurement Books and Register thereof.
- 10) Works Contracts file.
- 11) A.G. Inspection Report.
- 12) C.A. Audit Report.
- 13) Log Book/History sheet.
- 14) Physical verification of stores file..
- 15) Stationery Register,
- 16) Inventory of Vehicles.
- 17) Muster Roll Register.
- 18) Contingent Register.
- 19) Review of M.B. by Dy. Accountant.
- 20) Petty Cash book & U.D.R.
- 21) Register of works & work abstract
- 22) Library Register.
- 23) Fixed assets.
- 24) S.O.R.
- 25) Establishment Records
- 26) Payments
- 27) Record regarding Bank reconciliation with bank.
- 28) Monthly Accounts.

## CHECK LIST FOR CONDUCT OF AUDIT IN DRDA & BLOCK OFFICES

- 1) Verification of vouchers like payment, Receipt, J.V. etc.
- 2) The Auditor should check all kinds of Registers which including J.V. Register, fixed Register, Bank Guarantee Register, T.D.S. register, other deductions Register and stock register.
- 3) Special care should be taken while checking the Cash book, Bank Book and General ledger.
- 4) Scrutiny of ledger should be done.
- 5) Checking of Subsidiary Registers of advances, Deposits etc.
- 6) Checking of Cash and Bank Contra transactions.
- 7) The auditors should check the Bank reconciliation statement of DRDA Offices and Block offices. They also ensure that whether the bank reconciliation statement has been drawn up and the outdated cheques are obtained back and entries reversed.
- 8) The posting of ledger should be verified.
- 9) Checking of Trial balances & groupings"
- 10) Checking of finalization of J.V.
- 11) The Auditors required to scrutinize the Accounts maintained by manually or on Tally & other Software and to see the correctness of errors of accounting principles.
- 12) The compliance of earlier audit report should be verified by the C.A. firm conducting the Current audit. A verification report to this effect should be attached with the current audit report.
- 13) The balance confirmation certificates to be checked with reference to third parties, Banks, Debtors advances etc.
- 14) While filling the Income Tax returns, he shall have to check the deduction of Payments of T.D.S. and other details which reflected in the Books of accounts.
- 15) The Auditors should exercise check in regard to the deductions of Professional Tax, GPF He should also ensure that all the statutory and other deductions required to be made from billsare correctly made and accounted for.
- 16) The Auditor should check all the monthly Accounts submitted to DRDA and the same transactions are correctly complied with the books of accounts natured maintained by the Office.

17) The Auditor should check the maintenance of records, vouchers, registers, Ledgers, cash-Bank Books, J.V. Registers and also other computerized accounting Records.

1. Checking of all statutory deductions made from the bills and also ensure the same are deposited correctly into appropriate authorities within the time limit prescribed.

2. Unnecessary keeping of unutilized fund in the Banks

3. Check the submission of Bank statements, reconciliation Statement, Vouchers, imp account received from the Block offices as well as PIAS.

18) Physical verification of cash, stock, stores, etc.

19) The closing Balances are struck at the end of the month and the auditor should check the Balance of imprest, temporary advance etc and it should not exceed the current limit.

જિલ્લા લાઈફલીફુક મેનેજર  
(એનઆરએલએમ)  
ડીઆરડીઓ, બનાસકાંઠા

જિલ્લા કો. ઓર્ડિનેટર  
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નિયમક

જિલ્લા ગ્રામ વિકાસ એજન્સી,  
બનાસકાંઠા-પાલનપુર

## Terms and Conditions

### Annexure-II

#### A. General Conditions

##### **A-1 Bid Procedure**

**The services of Chartered Accountant Firm should be availed through GeM portal as per G.R dated 03-02-2021 of Industry and Mines Department, Government of Gujarat.**

**Or**

1. The whole process of tendering can be cancelled without giving any prior notice or information by Chairman & District Development Officer (DDO) of concerned district.
2. The evaluation of the tender will be as per the pre decided norms mentioned herewith. (Annexure-IV)
3. Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.
4. The documents as per annexure-V are to be uploaded (Gem Bid) with the Technical Bid for scrutiny of the proposals without necessary document may be rejected.

##### **A-2 Eligibility Conditions**

1. The auditor who is executing Pre-Audit of a particular district will not be qualified for the Statutory Audit for that particular district.
2. For this agreement CA Partnership firms or Individual C.A. will be considered eligible which have the registered offices in Gujarat, duly recorded in the records of the Institute of CAs and which have a gross receipt of professional fees Rs 10.00 lacs p.a. for the last three years. (Total of last three years fees must be RS. 30.00 lakhs)

##### **A-3 Miscellaneous**

1. In case of operational difficulties, Chairman DRDA may take steps remove such difficulties without materially altering the scope of work or terms and conditions.

#### **B. Taxes and Duties**

1. All the applicable taxes will be deducted from the payments.

#### **C. Commencement, Completion Modification and Termination of Contract**

1. The contract can be terminated from either side, at any time after giving a one month notice to the concerned without mentioning any reason. When the C A request for termination of contract, A firm will be responsible to pay difference of price of new CA firm.
2. The contract can be terminated from client side at any stage without any notice at the time of occurrence of the events mentioned in 'I' Penalties -1, 2 & 3 of this document.
3. The contract period in this document is initially for ONE (1) year, on satisfactory performance of CA firm it can be extended for next year as per Chairman DRDAs discretion, maximum limit of contract under this tender is THREE(3) year.

#### **D. Payments to the Auditors**

1. The payment of fees will be made annually only after completing the Audit work and as per the time schedule given below.

Sr. No.	Period	Last Date	Cost of Penalty as per tender cost
1.	All Scheme wise Report	30th June	Nil
2.	After 30th June	30th September	10%
3.	After 30th September	31st December	20%
4.	After 31st December		100%

The Audit Report submitted after 31st December will not be accepted and Auditor will be terminated from the work of the DRDA as well as his name will be removed from the panel of CA for the year as proposed by the DDO and deem fit by the CRD

2. The Chartered Accountant firm should quote the rates only for the first year. In case of continuation of work in the second year the Chartered Accountant's fee shall be raised by 5% of the fees paid in the previous year.

#### **E. Obligations of Auditor**

1. The auditor cannot assign this contract, or sub contract it, or any portion of it, to any other C. A/ CA firm.
2. The auditor shall remain present in coordination/ review meetings, and make presentations as and when called and no additional fees shall be paid for that.

#### **F Confidentiality**

1. The auditor/ their sub-consultants/ partners/ personnel of Audit firm shall not, disclose any proprietary or confidential information relating to the project, DRDA's business operations without written authority of Chairman DRDA.
2. All reports and other documents submitted by auditor shall become and remain the property of the DRDA's. After expiry of this contract the Auditor shall not use documents and reports of DRDA work undertaken by him without written approval of Chairman DRDA. And shall submit detail inventory to concern DRDA.
3. The auditor 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 DRDA.

#### **G. Obligation of the DRDA**

1. DRDA will provide office space including furniture, fixture, electricity, computer system, printer and accessories on sharing basis for Auditor.
2. DRDA will provide relevant guidelines, orders, resolutions GRS etc. bills, vouchers and any other relevant records for verification of audit.

## **H. Settlement of Disputes**

1. Chairman & District Development Officer is final authority for settlement of disputes , under this contract
2. The auditor dissatisfied with the decision of the Chairman & District Development Officer concern may appeal to the Additional Commissioner, Rural Development Gandhinagar and the decision of the Additional Commissioner, Rural development will be final.
3. This Contract will have legal jurisdiction within Banaskantha district court.

## **L Penalties**

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the auditors personnel, the auditor's contract may be terminated and the C.A.firm may get black listed as proposed by DDO and at th discretion of the Commissioner Rural Development which shall be communicated to all the Goverme Departments and the Institute of Chartered Accountants for debarring such firm from any assignment c any Government work. In such a case the CA of the C.A. firm shall be severally and/or jointly direct responsible.
2. The violation of any of the terms will invoke penalty. It will be the responsibility of the auditor to carry o fast, prompt, accurate and correct audit. Failure to do so leading to either undue delay, or laxity or failure to check irregularity in payments will make the CA firm liable for being removed from the contract by the DDO/CRD after issuing 15 days notice as well as disciplinary action including C.A.firm may get black listed The decision of the CRD will be final.
3. The work shall be completed within the time frame or else penalty will be charged as mentioned in the para D In case of non-performance as directed payment will be made after deducting certain percentage of amount in proportionate of the

All the terms & conditions are acceptable to me and agreed

Date:

Seal of Office/ firm Proprietor:

Sign

Name& Designation

## Format for Technical proposal

### Annexure-III

#### **A Technical proposal for Statutory Audit**

1. Name of the Firm:
2. Registered address:
3. Address of Branch Offices:(a)  
(b)  
(c)
  
4. P.F.Registration No. of the firm :
5. Professional Tax Registration No :
- 6-A Details of CA as partners or paid CA (Kindly attach PT/PF return for last three year)

Sr No.	Name	Designation	Qualification	Age	Date of Joining

#### **6-B Details of other Staff**

Sr No.	Name	Designation	Qualification	Age	Date of Joining

#### 6.Total turnover (as per B/S attached-audited/unaudited )

Year	Turnover (Rs)	Proffit
2022-23		
2023-24		
2024-25		

7. Experience General \_\_\_\_\_ Years (From the date of Registration of Firm)

8. Experience of Government Audit \_\_\_\_\_ Years

9 . List of Government clients (Last 3 years)

Name of the Institution	Year of Audit	fees Received for AuditWork

(Work orders for each should be attached serially; Special Audit or Investigation Audit will not be considered).

#### Certificates

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

Date:

sesl of Office/firm proprietor:

Sign:

Name & Designation:

## Selection Procedure Minimum Eligibility for Evaluation

### Annexure-IV

#### A. Technical Proposal will be processed on the basis of following criteria

a. Details of CA(Partner and Paid CA employees) **35 Marks**

No. of CA	Marks
1 to 3	10
4 to 6	20
7 to 9	30
10 and above	35

b. Total Turn Over (Average of last three years) **20 marks**

Turn over in Lakh Rs.	Marks
10 to below 15	5
Above 15 to below 20	10
Above 20	20

c. Year of Experience **25 Marks**

No. of Years	Marks
1 to 5	5
Above 5 to 10	10
Above 10 to 15	15
More than 15	25

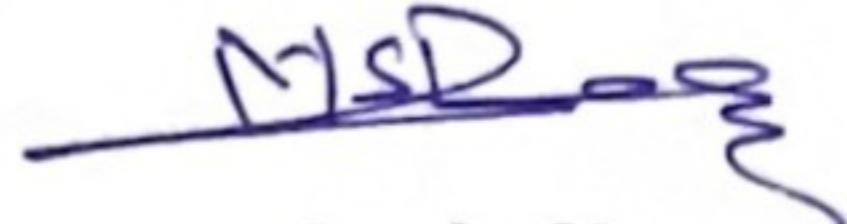
d. Experience of Government Audit (Last 3 Years) **20 Marks**

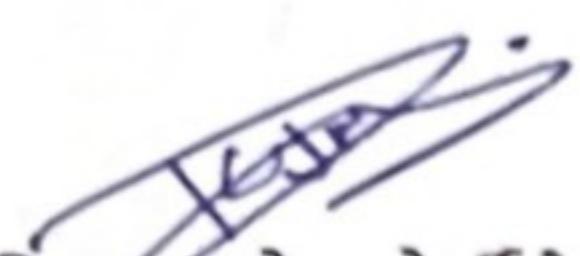
no of years	Marks
1 to 10	5
10 to 15	10
15 to 20	15
20 and above	20

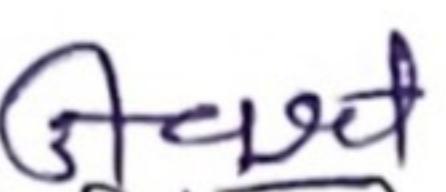
**Marks required of technical eligibility 60 marks**

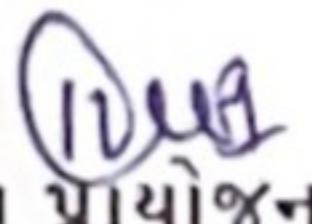
Average Turnover of last three year will be considered for the purpose of turnover of the firm. Financial offers of all technically eligible proposals shall be taken into consideration. In the case of two or more firms offering identical financial proposals, the Chairman shall be entitled to offer the assignment to the firm having higher technical score.

  
જિલ્લા લાઈફલીફુડ મેનેજર  
(એનારોડોલાઓમ)  
ડીઆરડીઓ, બનાસકાંઠા

  
જિલ્લા કો. ઓર્ડિનેટર  
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બનાસકાંઠા-પાલનપુર

## List of Documents to be attached with the Technical Bid

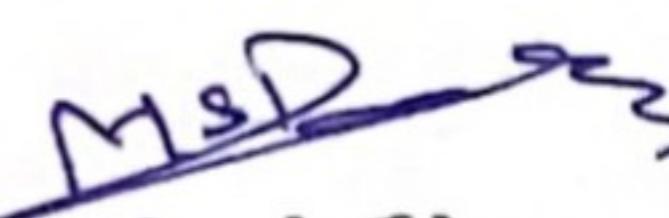
### Annexure: V

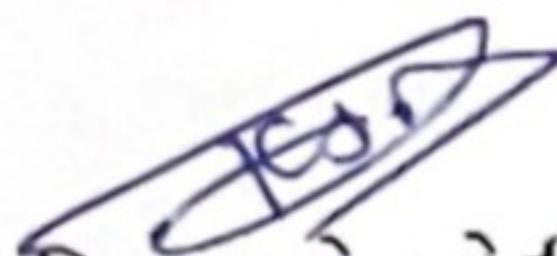
A copy of Format for Technical Proposal (Annexure III)

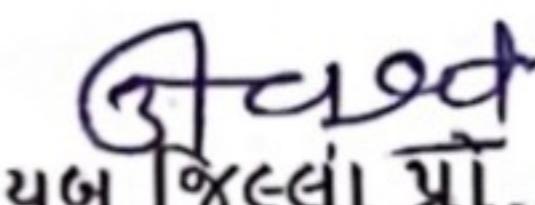
1. A copy of Partnership DEED.
2. A copy of letter from C.A. Institute mentioning Registration No. and details of Partners&paid CA employees
3. Copy of Audited Balance Sheets for the last three years.(FY.2022-23,2023-24,2024-25)
4. A Copy of Professional Tax Return of the Firm for the Last Three Years.(FY.2022-23,2023-24,2024-25)
5. A Copy of Professional Tax Return of the employees/consultants for the last three years(FY.2022-23,2023-24,2024-25)
6. A Copy of Provident Fund Return of the Firm for the Last Three Years.(FY.2022-23,2023-24,2024-25)
7. Copies of List of Government work done during last three years along with the copies of work orders and fees(FY.2022-23,2023-24,2024-25)
8. A Copy of list of Clients of General Experience of last three year. (FY.2022-23,2023-24,2024-25)
9. A Copy of GST return for the last three year(FY.2022-23,2023-24,2024-25)
10. Declaration of Firm Not Blacklisted by any Central/State Government/Agency of Central/State Government and Public Sector Undertaking/any Regulatory Authorities in India.

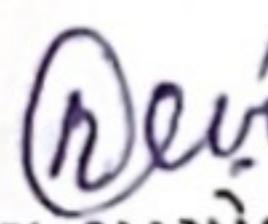
\* All Documents shall be self attested

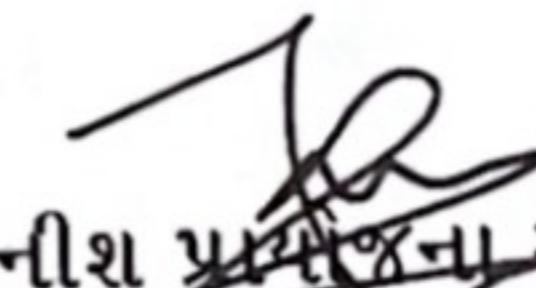
  
જિલ્લા વાહિવલીહુક મેનેજર  
(એનઆરએલએમ)  
ડીઆરડીએ, બનાસકાંઠા

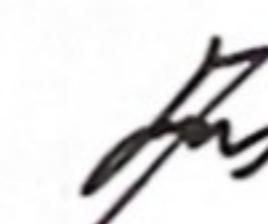
  
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જિલ્લા ગ્રામ વિકાસ એજન્સી,  
બનાસકાંઠા-પાલનપુર

Details of DRDA

<u>1.</u>	Name of DRDA	<u>District Rural Development Agency</u>
<u>2.</u>	Address of DRDA	<u>GRAM VIKAS SANKUL</u> <u>DISTRICT RURAL DEVELOPMENT AGENCY</u> <u>JORAVAR PALACE</u> <u>BANASKANTHA -PALANPUR</u>
<u>3.</u>	<u>Telephone No.</u>	<u>02742-260003</u>
<u>4.</u>	<u>Fax No.</u>	<u>02742-253850</u>
<u>5.</u>	<u>Email id.</u>	<u>drdabanaskantha@gmail.com</u>
<u>6.</u>	<u>No.of Talukas</u>	<u>14</u>
<u>7.</u>	No. of Project implementing Agencies	<u>14</u>
<u>8.</u>	No. of Scheme operated	<u>17</u>
<u>9.</u>	No. of Scheme Closed	<u>19</u>

(Rupees in Lakh)

NO	SCHEME	INCOME			EXPENSES		
		2023-24	2024-25	TOTAL	2023-24	2024-25	TOTAL
1	DRDA ADMIN	1,85,56,756.00		1,85,56,756.00	1,09,43,213.50		1,09,43,213.50
2	BLA MAHEKAM	2,67,97,156.00		2,67,97,156.00	3,30,13,893.00		3,30,13,893.00
3	PMAY PFMS	47,38,91,000.00	41,68,27,947.00	89,07,18,947.00	47,37,23,053.00	41,61,78,846.00	88,99,01,899.00
4	PMAY Offline	12,00,97,754.70	3,82,52,826.85		13,00,77,802.62	3,98,73,778.80	16,99,51,581.42
5	IAY CENTRAL	-	-	-	-	-	-
6	MUKHYAMANTRI AWAS YOJANA	1,64,61,839.88	99,60,000.00	2,64,21,839.88	2,60,01,180.17	94,01,181.38	3,54,02,361.55
7	SBM-G	-	-	-	-	-	-
8	BATHAROOM SAHAY YOJANA	13,65,380.00	87,27,508.00	1,00,92,888.00	19,25,385.39	50,90,533.18	70,15,918.57
9	NIRMAL GUJARAT	22,78,786.00	48,95,850.04	71,74,636.04	57,13,999.00	58,42,853.64	1,15,56,852.64
10	SBM-G (PFMS)	16,18,04,608.00	36,84,65,690.00	53,02,70,298.00	16,18,04,608.00	36,84,65,690.00	53,02,70,298.00
11	CM SWACHHTA NIDHI	1,45,505.00		1,45,505.00	2,82,565.00		2,82,565.00
12	SPMRM	338.00		338.00	-		-
13	DRDA UID BPL	1,01,183.14		1,01,183.14	1,98,349.96		1,98,349.96
14	SEP REGULAR(SGSY)	-	-	-	-	-	-
15	GOKUL GRAM YOJANA	-	-	-	-	-	-
16	SGRY	-	-	-	-	-	-
17	BADP	96,988.00		96,988.00	70.80		70.80
18	GGY RELIANCE	-	-	-	-	-	-
19	ADVANCE DEPOSIT	65,591.00	2,08,197.00	2,73,788.00	-	-	-

20	BRGF	3,051.00	3,122.00	6,173.00	-	-	-
21	HARIYALI YOJANA	229.00		229.00	-	-	-
22	SGRY KHET TALAVADI	-	-	-	-	-	-
23	PMU	-	1,27,54,554.00	1,27,54,554.00	-	1,17,78,705.00	1,17,78,705.00
24	OTA		2,61,22,879.00			2,40,06,906.00	
25	O&M		30,63,838.00			28,72,982.00	
26	IEC		10,02,246.00			10,02,246.00	
27	SGSY	-	-	-	-	-	-

### Financial Detail: No of Vouchers

	3 years Average (Approx.)
DRDA level	1145
Taluka level	35188
<b>Total</b>	<b>36333</b>

Director  
DRDA BANASKANTHA