

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-02-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-02-2026 17:30:00
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	Narmada Water Resources Water Supply And Kalpsar Department Gujarat
संगठन का नाम/Organisation Name	Sardar Sarovar Narmada Nigam Limited Gandhinagar
कार्यालय का नाम/Office Name	Gmhp Mits Ho
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Selection of Chartered Accountant firm for Maintanance of Account for the FY 2026-27 of Segment - 1 - under SSNNL
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)	50 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),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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 मेन् 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	1
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	1
बिड से रिवर्स नीलामी सक्रिय किया/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	2100000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	63000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी 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।/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.

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

लाभार्थी /Beneficiary :

Chief General Manager

Sardar Sarovar Narmada Nigam Limited, Block no. 12, 7th Floor, New Sachivalaya Building, Gandhinagar, Gujarat
(Chief General Manager - Account)

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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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 experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:

- 1) Experience Criteria, Bidder Turnover certificate, and other eligibility criteria are as per Requested in ATC.
- 2) The firm should have handled (completed on 31.3.2025) at least 3 Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) having turn-over of not less than 1000 crore or net worth of Rs. 1000 crore in last 5 years. Out of which 1 should be Govt. of Gujarat public section undertaking company (Govt. PSU)
- 3) The firm must be eligible to be appointed as Major Audit of C & AG.
- 4) Additional Documents as per requested in ATC

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:1) The firm should have at least 5 Partners and paid full time C.A. as at 01/01/2026 out of which at least 3 partners must be FCA. If CA is full time paid assistant, then he must be associated with the firm as an employee for at least one year as evidenced from Certificate/Firm card issued by ICAI.
2) The firm of Chartered Accountants should have at least 50 persons staff pertaining to Audit and Assurance and accounting work.
3) Additional Documents as per requested in ATC

Scope of work to be uploaded by buyer:[1770713912.pdf](https://www.icaai.org/1770713912.pdf)

Financial Advisory Services - Onsite; Selection Of Chartered Accountant Firm For Maintenance Of Account For The FY 2026-27 Of Segment - 1 - Under SSNNL (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Selection of Chartered Accountant firm for Maintenance of Account for the FY 2026-27 of Segment - 1 - under SSNNL
Sub-category of Financial Advisory Services	Maintenance of Account for the FY 2026-27 of Segment - 1 - under SSNNL
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly, Quarterly and Yearly as and when required by Management
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	CA Certified by ICAI
Total Experience of Professionals / Resources (In years)	More than 20 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	Project / Lumpsum Based	N/A

क्रेता 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 ATC**

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

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 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।/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---

SARDAR SAROVAR NARMADA NIGAM LIMITED

(A Wholly Owned Government of Gujarat Undertaking)

INVITATION FOR BIDS (IFB)

Appointment of Chartered Accountant Firms for Maintenance of Accounts
for Financial Year 2026-27 (Segment - I)

Period: 01.04.2026 TO 31.03.2027

BID PARTICULARS	ATTACHMENTS
Offer Contains	ANNEXURE – I TO ANNEXURE – VII
Two Cover System	1) Technical Bid - (along with Evidences – in online & Physical form) 2) Financial Bid – (online only)

TENDER SCHEDULE

Sr No	Event	Date and Time
1	Tender Issue Date	10/02/2026
2	Last Date and Time for submission of written queries for clarification only by e-mail on cgmactssnnl@gujarat.gov.in	12/02/2026 18:00 hrs
3	Last Date and Time for reply/ clarification/ corrigendum as case may be by SSNNL in response to the query of bidders.	16/02/2026 18:00 hrs
4	Last Date and Time for submission of Online proposal (Technical and Financial).	26/02/2026 17:30 hrs
5	Last Date and Time for submission of Physical proposal (Technical) and EMD. Mode of Acceptance :	04/03/2026 17:30 hrs <u>BY RPAD/ SPEED POST/ COURIER</u>
6	Date and Time of Opening of Technical Bid	05/03/2026 11:30 hrs
7	Date and Time of Opening of Financial Bid	To be informed to Technically qualified bidders well in advance.
8	Contact person for queries	1. Sh. B. D. Vyas [I/c. Manager (A/cs.)] manactssnnl@gmail.com 2. Sh. J. R. Gohil [I/c. Dy. Manager] manactssnnl@gmail.com
9	Address for communication	Chief General Manager (A/Cs) Block No. 12, 7 th Floor, New Sachivalaya Building, Sector-10A, Gandhinagar-382017, Gujarat. Phone : 079-232 52767, 079-232 52771
10	Website	www.gem.gov.in
11	Bid validity	180 days

Note: -

- The Financial bid is to be submitted online on GEM portal only.
- Technical and other document to be submitted online on GEM portal as well as physically at the address mentioned in the document.
- EMD is to be submitted physically only.
- As there is separate GEM tendering for 3 segments (i.e. Segment I, II and III), If Firm wishes to participate for more than one segment, evidences/documents, certificates, declaration etc. to be attached separately online in respect of each GEM Tender floated for particular segment. However, physical submission of documents should be in one set only by mentioning documents for Segment I, II and/or III.

TENDER NOTICE AND GENERAL INSTRUCTIONS

Notice inviting the proposal from firms of Chartered Accountants for maintenance of accounts for the F.Y. 2026-27 (Segment – I).

Sardar Sarovar Narmada Nigam Limited (**Now here in after referred as SSNNL**) was incorporated under the provisions of companies Act, 1956 for the execution, operation & maintenance of the Sardar Sarovar Project. It is a wholly owned Govt. of Gujarat undertaking. The Company engaged in the execution of construction of Sardar Sarovar Project. Presently there are **54** field offices working at different locations. Indian Accounting standards are also applicable to the Company.

For the sake of accounting work, offices of SSNNL have been divided in to Segment I to Segment III, each Segment consisting of various Divisions/other offices. In view of this, three separate tender notices are floated on GEM platform for each segment separately.

SSNNL intends to avail the services from the firm of Chartered Accountants for maintenance of accounts for the F.Y. 2026-27 (Segment – I). Firm sending the proposal must have exposure of accounting related work. Firm qualified on the basis of two bids system will be responsible for providing range of services mentioned in **Annexure-1 (Scope of work)** below.

There will be **two bids system**. Each firm complying with all the technical criteria should fill details of technical **bid (Annexure-4) online as well as send physically at office address mentioned in the document**. While, **financial bid (Annexure-3)** should be mentioned on GEM portal only.

Minimum Technical eligibility criteria have been mentioned in **Annexure-5** mentioned below. Only the firms meeting with all the minimum eligibility criteria should submit their proposals. Further each firm meeting with the said criteria and submitting the proposal to Nigam for this assignment has to attach the proofs/evidences mentioned in **Annexure-6** and other relevant clauses of tender. Firms applying for this tender shall furnish declaration mentioned in **Annexure-7**.

Firms of Chartered Accountants meeting with the minimum eligibility criteria are requested to submit their proposals **technical as well as financial bid to be submitted online on GEM portal only [Physical submission of financial bid submission will make the firm disqualified one]** on or before **26.02.2026** & technical bid and other relevant documents in physical form containing in the sealed cover super scribing as *“Proposal for providing the service of maintenance of accounts for F.Y.2026-27”* to the Chief General Manager (Accounts) through courier/R.P.A.D./speed post at above mentioned address on or before **04.03.2026 till 17.30 PM**. For scope of work, format of financial bid, technical bid, selection procedure, list of evidences to be attached, it is conveyed to go through the below mentioned Annexures.

Date: - 09-02-2026
Place: -Gandhinagar

(R A Megha)
Chief General Manager (Accounts)
SSNNL, Gandhinagar

ANNEXURE – 1

SCOPE OF WORK

DETAILED SCOPE OF WORK:

Scope of work in respect of Consultant (Maintenance of Accounts): -

(A) Scope of work: -

1) Accounting is to be carried out at each Division office & other offices there under.

List of accounting centres are as under: -

- a. C.E. Narmada Main Canal Gandhinagar
- b. C.E. Ahmedabad
- c. C.E. SBC Rajkot
- d. Manager (Salaries), Gandhinagar.
- e. Office of conservator of forest, Gandhinagar
- f. Offices under Commissioner, SSPA.
- g. GRA, Ahmedabad.
- h. CGM (A/C) S.S.N.N.LTD
- i. Office of Fund Branch

Where ever, work of C.E. office is allotted, same will include C.E. office pay point, Division offices/other offices and Sub Division offices there under.

List of offices under each segment is mentioned as below: -

Accounting Segment-1: -

CHIEF ENGINEER, NARMADA MAIN CANAL, Gandhinagar			
Sr. No.	Div. office code No.	Name of Division/office	Address
1	124	EX. ENG. N.P.CANAL DN. 2 GANDHINAGAR	Block No. 9 / 7, New Sachivalaya, Gandhinagar
2	632	Narmada Project Main Canal (Mech. Dn)	Block NO.12,5th floor, New Sachivalaya, Gandhinagar
CHIEF ENGINEER, AHMEDABAD			
3	128	EX.ENG. N.P.CANAL DN.3,KAPADWANJ	Nani Ratnakar Mata Road, Narmada Colony, Kapdawanj
4	425	EXE.ENGR.N.P.CANAL DN.8, DHOLKA	Taluka Seva Sadan, Dholka
5	427	S.S.O.N.P.AHMEDABAD	Narmada Project Narmada Vasahat, Block - D, Near Hevan Park, Ahmedabad
6	432	EXE.ENGR.N.P.CANAL DN.9, SANAND	Narmada Vasahat Behind Police Station,3rd floor, Opp: S.T. Stand, SANAD
7	453	EXE.ENGR.SBC DN.1/3,KADI	Narmada Colony ,Nilaki Fatak, Viramgam

8	459	EXE.ENGR.PUMPING ST. MECH /ELE. DN S'NAGAR	Narmada Colony No.2,Nr. Sardar Society, Surendranagar
CHIEF ENGINEER,SBC, Rajkot			
9	454	EX.ENG.S.B.CANAL DN.2/1 DHRANGADHRA	Narmada Colony, Bavlali Road, Dhrangadhra
10	455	EX.ENG.S.B.CANAL DN.1/5,DHRANGADHRA	Taluka Seva sadan Halvad Road, Dhrangadhra
11	456	EXE.ENG.SBCANAL DN 6/1, MORBI	Room NO.242, Seva sadan, Lalbag, Morbi.
12	466	EXE.ENGR.S.B.C.DN.'3/1,BOTAD	Kanchan Complex, Tavar Road Near Dena bank, Botad
13	465	EXE.ENGR.SBC DN.4/1, LIMBDI	Digvijay Complex, Post office , Limbdi
14	474	EX. ENG SBC DN.1\2 DHANDHUKA	Narmada vashat, Bhavnagar road, Dhandhuka 382460
CHIEF ENGINEER (ELE. & MECH.)			
15	628	S.E.ELE.& MECH. CIRCLE GANDHINAGAR	Block NO.12,9th floor, New Sachivalaya, Gandhinagar
Other H.O. offices:-			
16	081	ENVIORNMENT SPECIALIST GANDHINAGAR	Block No.12, 9th Floor, SSNNLTD NEW Sachivalaya, Gandhinagar
17	611	OFFICE OF MANAGER(SALARIES),GANDHINAGAR	Block No.12, 7th Floor, SSNNLTD NEW Sachivalaya, Gandhinagar
18	065	GRIEAVANCES REDRESSAL AUTHORITY, A'BAD	Old High Court Annexure Building, Nr.Income Tax Circle, Navrangpura, A'bd
19	613	FUND BRANCH, GANDHINAGAR	Block No.12, 7th Floor, SSNNLTD NEW Sachivalaya, Gandhinagar
20	999	Accounts Branch, H.O. ,Gandhinagar	Block No.12, 7th Floor, SSNNLTD NEW Sachivalaya, Gandhinagar

Note: - Any other newly opened Division/Transferred division during the term of assignment coming under the particular segment will also be part of assignment.

(B) Functions: -

- (1) Maintenance of books of accounts at each Division/other Office and at H.O as per accrual basis of accounting under Double entry system of accounting.
- (2) Basic and routine accounting at each Division offices & other office and Head office.
- (3) Finalization matters at each Division office and other offices as well as Head office.
- (4) Advising, guiding in formulation of accounting policies, systems, important accounting and financial decisions, expressing opinions in writing w.r.t. accounting and financial matters.

- (5) Report on accounting and financial matters with detailed analysis (e.g. ratio analysis, trend analysis, variance reports, Project means & finance, Project cost (Actual & estimated) & source wise analysis, any other report required by the management etc.)
- (6) Preparation of all kinds of existing statements like monthly expenditure statements, MIS Statements, allocation statements, cash flow statements etc.
- (7) Preparation of accounting manuals and instructions on accounting matters time to time.
- (8) Attending internal audit, Statutory and A.G. Audit & Compliance of their remarks, providing accounting and financial information required to be submitted before various authorities.
- (9) Preparation of final accounts and quarterly Accounts (if required) of the Nigam for F.Y. 2026-27 in accordance with provision of Schedule III of Companies Act, 2013 and provision of Ind AS.
- (10) Replies of POM and Draft comments issued by C& AG for F.Y. 2026-27.
- (11) Preparation of Monthly Trial balances of each Division/other office.
- (12) To prepare and Pass routine and year end provision entries.
- (13) Ledger Scrutiny of all accounts.
- (14) Preparation of replies of RAO, internal audit for the accounting maintenance related matters.
- (15) Scheme wise expenditure booking and preparation & submission of reimbursement claims under various schemes.
- (16) Each firm appointed for particular segment will perform all the functions mentioned at point no. (1) to (15) above for the offices coming under its purview. Firm appointed for H.O. will carry out the responsibilities of finalization of accounts, attending the auditors (statutory and C&AG) for the same and replying POM, Draft comments, Comments pertaining to the particular financial year.

(C) Additional points: -

- (1) Duly audited opening balances shall be taken from the trial balances of Division/other office. Party wise MPW advances, deposits, sundry creditors, Sundry Debtors would be duly taken from Division offices, being pay point. Such balances should be confirmed & certified by Division offices.
- (2) All the relevant registers shall be maintained in Excel and print outs shall be taken on monthly basis which shall be duly authorized by the Executives of Division offices. The said monthly statements shall be bound properly.
- (3) There shall be system of maintaining Advance and Deposit Registers Contract wise and Division wise in accounting centre. Monthly balances of advances and deposits along with transactions shall be sent to divisions within 15 days of end of month which shall be confirmed with monthly statement of bills/payments submitted to Head Office. If mismatch is there, it shall be resolved / reported immediately otherwise balance shall be confirmed.
- (4) Apart from the above-mentioned outsourced activity, all the existing outsourcing work carried out at Division/other offices including the head office accounts wing by the existing accounting consultant would also be the part of said assignment.

ANNEXURE – 2

List of outsourced Process and Reports/outputs: -

[A] Periodicity of the outputs in case of outsourced work: -

(A) Division level: -

Sr. No.	Group	Accounting Process	Responsibility	Periodicity of activity
1	Payments to Contractors / parties other related matter	Preparation of list of Bills / payments [With relevant details such as Accounting Code, Name of the Work, Name of Contractor, RA Bill No, Amount, date of sending, Date of payment, receipt no. etc.]	Outsourced	On regular basis updation on weekly basis.
		Recording of Accounting Entries in accounting System	Outsourced	On regular basis updation on weekly basis.
2	Payments to employees	Preparation of Cash book / petty cash book & Bank Book [receipts and disbursements against Salary, TA / DA and retirement benefit payments]	Outsourced. (Statutory cash / Bank book will be maintained by the Division staff)	On day-to-day basis.
		Bank reconciliations for bank account maintained at divisional level for Salary and other payments.	Outsourced	On monthly basis.
3	Imprest	Form 2 register - Cash transactions [Getting temporary advance and withdrawing amount against it and making payments of expenditures / advances]	Outsourced	On complete utilization of the same or monthly basis, whichever is earlier.
		Preparation of abstract of Form 2 register	Outsourced	On complete utilization of the same or monthly basis, whichever is earlier.
4	Journal entries / TEOs	Recording of TEOs in ABI registers	Outsourced	On weekly basis.
		Recording of Accounting entries in accounting system Tally	Outsourced	On regular basis updation on weekly basis.

5	Collection & recording of income including water charges, rent, any other income etc.	Preparation of TR registers Reconciliations of DRs with TRs and tracking missing serial Nos.	Outsourced	On Monthly basis.
		Recording of DRs in Tally system.	Outsourced	On regular basis with frequency of week basis
		Generation of bills for sale of water	Outsourced	On regular basis with frequency of week basis.
		Water Charges Registers showing details of (quantity & amount) party wise opening balance, amount recoverable, amount recovered and closing balance.	Outsourced	On regular basis with frequency of week basis.
		Maintenance of Deposit registers for deposit taken for supply of water.	Outsourced	Monthly basis.
		Rent/ any other income register (e.g. lease rent income, testing charges income, entry fees income etc.) which provides details of income due, collected and outstanding & transferred to H.O.	Outsourced	Fortnightly basis.
6	Advances and Deposits	Maintaining MPW Advance Register	Outsourced	Monthly basis.
		Maintaining Deposit Register	Outsourced	Monthly basis.
7	Finalization of Accounts	Guiding for preparation of A to X proformas and getting same audited.	Outsourced	Yearly Basis
		Conducting Physical verification of Stores where ever applicable and valuation of closing stock.	Outsourced	Yearly Basis
8	LAQ Payment	LAQ payment registers	Outsourced	Monthly basis.
		LAQ Cash Book	Outsourced	On Daily Basis
		Bank reconciliation LAQ bank account	Outsourced	Monthly basis.
9	Bank Guarantees and Interest-bearing security deposits	Preparation / Updating of Interest-bearing security deposit register	Outsourced	Monthly basis.
		Preparation / Updating of Bank Guarantee Register	Outsourced	Monthly basis.

10	Registers	Tools and plant register	Outsourced	Monthly basis.
		SIDM Register	Outsourced	Monthly basis.
		Stationery Register	Outsourced	Monthly basis.
		Contingent register	Outsourced	Monthly basis.
		Library register	Outsourced	Monthly basis.
		Fixed Asset Register	Outsourced	Monthly basis.
		Contractors Ledger	Outsourced	Monthly basis.
		LC Register	Outsourced	Monthly basis.
		Registers for statutory deductions like TDS, GST Royalty etc and payment thereof through accounting software.	Outsourced	Monthly basis.
		Stock, stores & spare part Register	Outsourced	Monthly basis.
		Any other register as per PWD format	Outsourced	Monthly basis.
11	Reconciliation	Reconciliation of Monthly account balances and Tally Cloud accounting system	Outsourced	Monthly basis.
12	Finalization of Accounts	Recording of Finalization Journals based on proforma and other information	Outsourced	Quarterly, half yearly or yearly (As per requirements of preparation of accounts)
13	Miscellaneous	Compliance of all kinds of audit para	Outsourced with the help & guidance of Division office	During the course of audit within 3 days of POM received in any other case, Within 15 days of receipt of audit report.

(B) Reports/ Outputs: -

Following outputs/reports/financial or other statements are required to be submitted by the firm.

- (a) **Report for data entry of all kinds of transactions, reconciliation, posting, balancing etc. for each accounting centre for each week on the first working day of next week.** The work will be certified by concerned head of office/department.
- (b) **Following outputs or reports submitted at the end of each month by the 5th of subsequent month: -**

1. Trial balances of each Division/other Offices.
2. Monthly expenditure statement.
3. MIS Branch reports
4. Cash flow and fund flow statements.
5. Special report on financial matters (e.g. computation of ratio, cash budgeting etc.).
6. Highlights of major queries or accounting issues.
7. Reconciliation statements of bank balance, advances, deposits and other important accounts.
8. Ledger Scrutiny report in respect of each Division & other office and Nigam as a whole.
9. Any other report required by the management.

(c) **Following outputs or reports submitted at the end of each quarter: -**

1. Final accounts as per Companies Act, 2013.
2. Compliance of internal audit report.
3. Statement showing Budgeted vs. actual expenditure
4. Quarterly progress report covering financial aspects.
5. Any other report required by the management.
6. Half yearly accounts are also required to be prepared as per the Companies Act, if required
7. Apart from the above, periodic reimbursement claim under various schemes like AIBP, CAD, Nabard etc. will be sent by the Firm.

Notes: -

- (1) All the outputs mentioned above will be w.r.t. each accounting segment and in case of firm handling segment-1 (which includes H.O.) apart from the accounting centres, same will apply to H.O. being consolidated outputs for Nigam as a whole.
- (2) Where ever the word accounting centre is mentioned same will include Divisions & sub-Division offices, if any.
- (3) Above mentioned functions/duties will be required to be carried out during the term of assignment in respect of all the matters occurring/ arising during the term. Generally, the term of assignment will be period of one year commencing from date of issuance of appointment order.
- (4) Above mentioned functions/duties will be required to be carried out in respect of field offices and/ or Head office for the matters pertaining to maintenance of accounts. Further any merged/closed division/field office or newly opened offices will be part of this assignment.
- (5) Computers (Not Laptop) and other peripherals will be provided by SSNNL. Further SSNNL will arrange for licensed software/programme required for the performance of work mentioned above. Firm may also download software freely available on Government website. However, for the performance of assignment, firm may use their own laptops and peripherals, if required.
- (6) Firm will also be responsible and will carry out above mentioned functions/duties in respect of any newly adopted accounting system or newly added office, if any.

- (7) Firm will also perform all other functions as part of assignment as per instructions/directions of management issued from time to time.
- (8) Firm will have to deploy sufficient man power (**not less than 8 persons in each segment**) as data entry operators to carry on the work and provide outputs in timely manner. Appointed firm will carry on the accounting work in Tally Cloud and/or any other Accounting software duly prescribed by the Nigam.
- (9) Each of the staff deployed as mentioned in (1) above, must have through working knowledge of Tally accounting software or other computerized accounting software as prescribed by Nigam and must be commerce graduate in case of Division office and M.com. or C.A.(Inter) (2 persons) with minimum of 5 years accounting experience in case of Office of Salaries and Fund Branch offices. For the said purpose, firm will also deploy at least one Chartered Accountant exclusively for said assignment.
- (10) As part of the contract, the appointed firm will be responsible for providing all necessary training to the Nigam's accounting staff on the implemented software solution, as per the requirement of Nigam.
- (11) In case of firm appointed for Head office will have to deploy at least 10 accounting personnel having qualification of at least Commerce Graduate / (C.A. Inter) and 2 supervisory personnel with qualification of C.A. (Inter) having at least 5 years working experience and through knowledge of tally or any other accounting software. In addition to the same, Firm will also deploy one C.A. with experience of 10 years or more for the work of Head office & allied work.
- (12) All the Firms will accurately monitor and supervise the work carried on and will report to the nigam regularly.
- (13) Firms cannot withdraw back the staff once appointed for the work of SSNNL without prior permission of C.G.M.(A/cs).
- (14) Work report must be submitted at each fortnight and same must be as per the scope and functions assigned.
- (15) Work done report must be submitted for each month by the 5th day of subsequent month.
- (16) The Firm shall complete all work as per the Scope of Work within the stipulated timelines. The Finalization of Accounts for each fiscal year shall be completed by the end of June.
- (17) The Firm has to give expert opinion as a consultant whenever requires by the Nigam.

Annexure 2.1

Other terms & Conditions

1.1 A-1 GENERAL CONDITIONS: -

- i. The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the Company.
- ii. The bidder shall quote the lump sum fees in enclosed format for financial Proposal **(Annexure-3)** inclusive of all cost, expenses etc. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc. GST will not be paid extra from time to time on submission of proof of payment of same.
- iii. The evaluation of the offers will be as per the pre-decided norms mentioned herewith **(Annexure-4)**
- iv. Any other influence of any type may disqualify the bidder and the bid will be outright rejected.
- v. The firm which will be selected will submit bank guarantee of 5% of the total assignment value or Rs. 1,00,000, whichever is less for the period of one and half year from the date of appointment within 15 days of acceptance of assignment.

2.1 A-2 ELIGIBILITY CONDITIONS: -

- i. Chartered Accountant firms already engaged with the Nigam in the existing assignment of internal audit or pre audit work **will be ineligible for this assignment.**
- ii. If the legal proceedings are under progress or criminal proceedings instituted by any Govt. department/office of Government/ Govt. PSU/Board/Corporation/Society etc. are under progress against firm/partner/proprietor or CA employee matter regarding disciplinary actions are under progress any other regulatory authority or any Govt. department/office of Government/Govt. PSU/Board/Corporation/Society, PSU/Board, Nigam, Corporation etc. in respect of any firm or the partner or proprietor or CA employee thereof, such firm will be considered as ineligible from applying for this assignment.
- iii. Further, firms or partners or proprietor or CA employee against any other regulatory authority/Any Government/Any Government entity, PSU, authority has taken penal actions, ban or blacklisted or has initiated any legal or criminal proceedings in past are considered ineligible from applying for this assignment.

2.1 A-3 Miscellaneous: -

1. In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
2. The management reserves the right of awarding this assignment at his discretion or it may not award the assignment at all or may postpone the award for a reasonable time.

2.1 B. Taxes and Duties: -

1. All the applicable taxes will be deducted as TDS from the payments. However, the amount of GST shall be separately paid to the C.A. firm.
2. The GST as applicable will be paid extra as per applicable rate on submission of proof of payment. No taxes other than GST will be paid unless otherwise specified in the assignment.

2.1 C. Commencement, Completion, modification and termination of contract. -

1. After due approval of fee, awarding the assignment & after executing the agreement as may be necessary, the concerned firm shall commence the assignment of in accordance with the accepted terms & conditions.
2. The contract can be terminated from either side, at any time after giving a **one calendar month notice** to the concerned without mentioning any reason.
3. The assignment will be for the **period of one year on initial basis**. However, it can be extended at the discretion of the Company on evaluation of satisfactory performance of the firm and as mutually agreed upon between the firm and Company.

2.1 D. Payments of fees to the Firm: -

1. The payment of fees will be made by C.G.M. (Accounts), Head office on quarterly basis only after getting the details of attendance and on submission of the report of the work done during quarter completed. Firm will have to submit the reports (with its soft copy) within 20 days of completion of each quarter. The firm shall not be eligible for the payment of fees if the specified stipulations regarding attendance, submission of reports and other specified conditions of appointment order are not followed or adhered to. No out of pocket/ T.A./D.A. will be paid for the assignment.
2. The firm should quote the rates for the whole term of one year without GST. GST will be paid extra as per applicable rate. In case of continuation of work for further period, fees for that period will be decided by the management on negotiation with the firm.
3. The estimated amount of fees for this assignment is as under:

Segment No	Estimated Cost
Segment No 1	21,00,000/-

Firms applying for this assignment may quote their fees considering the scope of work, available man power, experience, their judgement and any other factors which they deem appropriate.

2.1 E. Obligations of the Firm: -

1. The firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant firm/other individuals.

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

2.1 F. Confidentiality: -

1. The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the Company's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by C.A. firm shall become and remain the property of the Company and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Company together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the Company.
3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

2.1 G. EMD / MSME Certificate & Security Deposit: -

1. Firm who wish to submit their offer shall pay EMD amounting to Rs. 63,000/- (3% of Estimated Cost) in from of account payee demand draft (DD) payable at Gandhinagar. However, Firm having valid MSME certificate as on date of tender shall be eligible for exemption of EMD.
2. Account Payee demand draft shall be issued in favour of "Sardar Sarovar Narmada Nigam Limited" Gandhinagar. Demand Draft shall be drawn on any bank as is mentioned in the list of banks as per GR issued by DMO branch of finance department, Government of Gujarat.
3. ABOVE Account Payee Demand draft shall be sent along with the technical proposal but in different cover on or before **04/03/2026**. (Date of submission of physical application) in second cover sent with the technical bid which shall contain Account Payee Demand draft of EMD and certificate of MSME.
4. **Please Note that EMD are required to be paid/submitted separately for each of segment applied for.**
5. Each firm appointed for the assignment has to submit the bank guarantee **per segment** to the extent of 5% of total assignment value or Rs. 1,00,000/- whichever is less for the whole term of assignment and six months after the completion of assignment. Bank guarantee should be issued by the Bank which is duly notified in the list of banks as per GR of Finance Department, GOG issued from time to time.

2.1 H. Penalties: -

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

- I. Removal from the assignment with immediate effect/ from the date specified.
- II. Removal from any other assignment with immediate effect / from the date specified / given by the Company.
- III. Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee.
- IV. Ban from accepting the future assignment of the Company for the period specified.
- V. Any other action deemed appropriate by the management. The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.

2.1 I. Other terms & conditions: -

- (1) Firm will have to deploy sufficient man power (**8 persons in each segment**) as data entry operators to carry on the work and provide outputs in timely manner. Appointed firm will carry on the accounting work in the software duly prescribed by the Nigam.
- (2) Each of the staff deployed as mentioned in (1) above, must have through working knowledge of Tally accounting software or other computerized accounting software as prescribed by Nigam and must be commerce graduate in case of Division office and M.com. or C.A.(Inter) (2 persons) with minimum of 5 years accounting experience in case of Office of Salaries and Fund Branch offices. For the said purpose, firm will also deploy at least one Chartered Accountant exclusively for said assignment.
- (3) In case of firm appointed for Head office will have to deploy 10 accounting personnel having qualification of at least Commerce Graduate / (C.A. Inter) and 2 supervisory personnel with qualification of C.A. (Inter) having at least 5 years working experience and through knowledge of tally or any other accounting software. In addition to the same, Firm will also deploy one C.A. with experience of 10 years or more for the work of Head office & allied work.
- (4) All the Firms will accurately monitor and supervise the work carried on and will report to the nigam regularly.

- (5) Firms cannot withdraw back the staff once appointed for the work of SSNNL without prior permission of C.G.M.(A/cs).
- (6) Work report must be submitted at each fortnight and same must be as per the scope and functions assigned.
- (7) Work done report must be submitted for each month by the 5th day of subsequent month.
- (8) Each firm appointed for the assignment has to submit the bank guarantee **per segment** to the extent of 5% of total assignment value or Rs. 1,00,000/- whichever is less for the whole term of assignment and six months after the completion of assignment. Bank guarantee should be issued by the Bank which is duly notified in the list of banks as per GR of Finance Department, GOG issued from time to time.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me/us.

General terms and conditions of GeM portals will be applicable.

Date:
Seal of Office / Firm Partner

Signature of Authorized Signatory
Name & Designation

ANNEXURE -3

Format for Financial Proposal [To be filled online in GEM portal only]

Sr. No.	Particulars	Amount (Rs.)
1.	ANNUAL PROFESSIONAL FEES FOR MAINTENANCE OF ACCOUNTS FOR PERIOD OF ONE YEAR (FOR SEGMENT – I) (inclusive GST)	
Total:-		

Notes: -

- (1) Lump sum fees mentioned above is inclusive of all the cost (out of pocket expenses & transportation charges) No escalation of fees will be given during the year.
- (2) Fees quoted above are inclusive of Goods & Service Taxes.
- (3) Firm may apply for one or for more than one segment. However, firm has to mention the fees in the above format separately for each segment applied for as per GEM tender floated separately for each Segment.

Date:
Seal of Office / Firm Partner

Signature of Authorized Signatory
Name & Designation

Note: - This Financial proposal should be submitted online only in financial bid not in physical form.

ANNEXURE -4
FORMAT FOR TECHNICAL PROPOSAL

[To be filled on line as well as to be submitted Physically also]

Technical proposal for accounting work: -

1. Name of Firm: _____

2. Registered address:
(With Mobile No. & E-mail) _____

3. Branch Office Address: a. _____
b. _____
c. _____

4. ICAI firm registration no: _____

5. ICAI Registration Date: _____

6 (A) Details of CAs as partners as on 01/01/2026 or as on latest date before the issuance of date of notice for this assignment: - (ICAI firm constitution certificate to be attached)

Sr. No	Name	Membership No.	Qualification	Designation	Date of Joining	Date of ACA	Date of FCA

6(B) Details of full time CA paid employees as on 01/01/2026 or as on latest date before the issuance of date of notice for this assignment: - (ICAI firm constitution certificate to be attached)

Sr. No	Name	Membership No.	Qualification	Designation	Date of Joining	Date of ACA	Date of FCA

6(C) Details other Staff: -

Sr. No	Name	Qualification	Designation	Date of Joining

7. Total Fees as well as fees from Audit & Attestation work (as per audited annual account and tax audit report attached - along with IT return filed: -

Year	Total Professional fees	Fees from Audit & attestation work
2022-23		
2023-24		
2024-25		

8. Experience General: _____Year (From the date of Registration of firm).

9. Experience of Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) net worth of not less than 1000 crore or turnover not less than Rs. 1000 crore: Out of which 1 should be Govt. of Gujarat public section undertaking company (Govt. PSU)

Sr. No.	Name of Company	CIN No of the Company	Period of Appointment	Turnover of PSU/Company	Net worth of P PSU/Company

[Please attach appointment letter in each case.]

Notes: -

- 1) Each appointment order will be treated as separate assignment.
- 2) Work of maintenance of accounts will be the work as specified in the scope of work in **Annexure-1** above. **Experience of Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) having net worth of not less than 1000 crore or turnover not less than Rs. 1000 crore. Out of which 1 should be Govt. of Gujarat public section undertaking company (Govt. PSU)**
- 3) Appointment order must specifically indicate "*Maintenance of accounts*" and further, scope of work must clearly indicate maintenance of accounts as per applicability of Ind AS.
- 4) In case of maintenance of accounts of division/office/branch of particular PSU, the firm should have carried out work of maintenance of accounts of more than 25% of total divisions /offices / branches of a particular PSU.
- 5) Maintenance of accounts of Bank or Insurance Company will not be considered as eligible assignment.
- 6) Audited Annual Accounts should clearly indicate the total fees as well as fees from audit and attestations work for particular year. In case it is not clearly evident from the audited annual Accounts, Certificate of independent Chartered Accountant mentioning the total professional fees as well as fees from audit and attestations for respective financial year/years is to be attached.

- 7) Refer Annexure-6 and relevant clauses of this tender notice regarding documents, Certificates, declaration etc. to be attached as part of submission of proposal for this assignment.

Certificate

I/We under signed here by certify that all the information mentioned above is true and correct.

Date:
Seal of Office / Firm Partner

Signature of Authorized Signatory
Name & Designation

ANNEXURE: -5 (Eligibility Criteria)

Details of **minimum eligible technical criteria** for this assignment are as under: -

Sr. No	Minimum Eligibility Criteria	Proof to be enclosed
1.	It should be partnership firm of Chartered Accountants, having registered office at anywhere in the State of Gujarat and if registered office is not in the state of Gujarat then at least two full time branches should be functions in the state of Gujarat for minimum period of 3 years as on 01.01.2026.	Certificate of Constitution as at 01/01/2026, issued by the Institute of Chartered Accountants of India.
2.	The Chartered Accountants firm should have a minimum experience of 20 years of continuous practice as on 01.01.2026.	- do -
3.	The firm should have at least 5 Partners and paid full time C.A. as at 01/01/2026 out of which at least 3 partners must be FCA. If CA is full time paid assistant, then he must be associated with the firm as an employee for at least one year as evidenced from Certificate/Firm card issued by ICAI.	- do -
4.	The firm of Chartered Accountants should have at least 50 persons staff pertaining to Audit and Assurance and accounting work.	The list of staff along with qualification to be provided.
5	The firm must be eligible to be appointed as Major Audit of C & AG.	Proof of documents or letter issued by C&AG for eligibility to appoint as statutory auditor of Major Audit for FY 2025-26.
6.	The firm should have an average minimum receipt from Profession of Rs.50 Lacs (Rupees: Fifty Lakhs) in the last 3 years ending on 31 st March 2025.	Copy of Audited Accounts along with Auditors Report and Tax Audit Report and copy of Income Tax Return of the firm to be submitted. [In case Audited Account does not clearly mention the fees from Audit & Attestation work, certificate of independent Chartered Accountant firm certifying the Professional fees from Audit & Attestation income should be attached]
7.	The firm should have handled (completed on 31.3.2025) at least 3 Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) having turn-over of not less than 1000 crore or net worth of Rs. 1000 crore in last 5 years.	Appointment letters along with certificate of satisfactory completion of Accounting Assignment as per Ind AS [Format as per Annexure 5.1] and self-certified Relevant Page of (Balance Sheet Page) of the

	<p>Out of which 1 should be Govt. of Gujarat public section undertaking company (Govt. PSU)</p> <p>(Each appointment order will be considered as separate assignment)</p>	<p>Financial Statement of the organization for which accounting assignment handled.</p> <p>In case Financial statements of Public sector under taking is not ready for any Financial year, certificate of competent Authority of said PSU certifying the Net worth or turnover of particular Financial year should be attached.</p>
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Other Conditions: -

1. Chartered Accountant firms already engaged with the Nigam in the existing assignment of internal audit or pre-audit work will be **ineligible for this assignment.**
2. Each Chartered Accountant firm who is applying for the said assignments has to attach the proof in support of various eligibility criteria as stated hereinabove. The firm has to send detailed Profile of the key staff members qualifying with the requirements mentioned against such points.
3. C.A. Firm will be selected on the basis L1 for each segment applied. If Firm is selected for more than one segment, work will be allotted to the said firm only on making assessment of firm regarding man power, experience, skill and competency for the said assignment.
4. All the firms of Chartered Accountants meeting with the minimum technical eligibility criteria as evidenced by the proof mentioned against each point will be considered as qualified one. Price bids of all such technically qualified firms will be opened and considered for evaluation. In other words, proposals of the firms not meeting with any of the above referred criteria will be rejected forthwith and will not be considered for further process of evaluation.
5. Proposals with incomplete details/evidences will also be rejected forth with. However, SSNNL reserves the right to call any information/details from the firms in case if it is deemed appropriate to do the same for the sake of said assignment in the interest of Nigam.
6. Each Chartered Accountants firm applying for the said assignments has to attach the proof in support of various technical criteria as stated herein above as well as documents mentioned in Annexure-6 **[List of documents]**.
7. C.A. Firm will be selected on the basis L1 for the said assignment. If there are more than one firm qualified as L1 for particular segment, Nigam reserves the right to distribute the work among such firms or to take appropriate decision as it deems fit in such circumstances.

Annexure 5.1: -

FORMAT OF CERTIFICATE (Point no. 7 of Annexure-5)

[To be issued on letter head of PSU]

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

Financial Year

Net worth/Turnover of organization

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

Financial Year

Net worth/Turnover of organization

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

Date:
Seal of Office / Firm Partner

Signature of Authorized Signatory
Name & Designation

ANNEXURE: - 6

List of Documents to be submitted as Technical Bid [To be submitted physically as well as on line on GEM Portal] and other documents

1. Copy of constitution certificate issued by The Institute of Chartered Accountants of India mentioning Registration No. and Details of Partners & Paid CA employees as on 01.01.2026 or as on the latest date before the issuance of notice.
2. EMD & MSME Certificate shall be submitted in sealed cover separate from technical bid.
3. Copies of Audited Income and expenditure account, Balance Sheet and Tax audit reports for the last three years (F.Y. 2022-23, 2023-24, and 2024-25). **[In case Audited Account does not clearly mention the fees from Audit & Attestation work, certificate of independent Chartered Accountant firm certifying the total professional fees as well as fees from Audit & Attestation income should be attached]**
4. Copies of Income Tax Returns and Acknowledgements for the last three years (F.Y. 2022-23, 2023-24, and 2024-25)
5. Proof of documents or letter issued by C&AG for eligibility to appoint as statutory auditor of Major Audit for FY 2025-26.
6. The list of staff along with qualification to be provided.
7. The firm should have handled (completed on 31.3.2025) at least 3 Accounting Assignments as per Ind AS for Public Sector Undertaking Company (GOG / GOI) having turn-over of not less than 1000 crore or net worth of Rs. 1000 crore in last 5 years. Out of which 1 should be Govt. of Gujarat public section undertaking company (Govt. PSU) [Appointment letters along with certificate of satisfactory completion of Accounting Assignment as per Ind AS and self-certified Relevant Pages of Balance Sheet in support of computation of net worth and computation statement of net worth on the basis of Financial Statement of the organization for which accounting assignment handled. In case financial statements of Public sector under taking is not ready for any Financial year, certificate of competent Authority of said PSU certifying the Net worth or turnover of particular Financial year should be attached.]
8. Certificate from PSU regarding successfully handling of accounting assignment and/or turnover or net worth of PSU for particular year as mentioned in **Annexure 5.1**.
9. Declaration as per **Annexure-7** on the letter head of firm should be attached.
10. The firm shall pay EMD in form of account payee demand draft payable at Gandhinagar in favour of "Sardar Sarovar Narmada Nigam Ltd". **[To be submitted Physically only]** In case Firm have valid MSME Certificate as on tender date, the copy of the same should be attached along with tender documents
The firm shall submit EMD in the form account payee Demand Draft or bank Guarantee amounting to Rs. 63,000/- [To be checked in GEM] as mentioned in point G of annexure 2.1. Same shall be sent along with the technical Bid but in a separate cover. **[To be submitted Physically only]** In case Firm have valid MSME Certificate as on tender date, the copy of the same should be attached along with tender documents.

ANNEXURE: - 7

DECLARATION

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, fraudulent or forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by SSNNL, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that any reservation on terms and conditions/counter conditions, if any, mentioned in our bid (Technical as well as Financial) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that firm/entity or any partner of the firm or firm/entity has not been convicted/no proceedings have been initiated in past nor any proceeding is under progress regarding disciplinary proceedings/criminal case/any other legal case by any regulatory authority (ies)/any court/any Government Department/any Government organizations/entities etc.

We further confirm that, we have not been in negative list /have not been blacklisted by any Public Sector Undertaking/ any Government Organization /SSNNL/ any Government Department/ any HOD/ any Government Entity etc.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirements/ provisions mentioned in the said documents.

We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have quoted our prices in electronic mode through GEM portal on line. We confirm that rate quoted by us includes price for all services as mentioned in the Tender Document.

Stamp and signature of bidder: _____

Name of bidder: _____

NOTE: To be stamped and signed by the authorized signatory/Partner of firm on letterhead of bidder.