

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	24-03-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	24-03-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	60 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Industries And Mines Department Gujarat
संगठन का नाम / Organisation Name	Industries And Mines
कार्यालय का नाम / Office Name	Mandal Bechriji Sir
वस्तु श्रेणी / Item Category	Financial Advisory Services - Onsite; APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY
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)	12 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 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	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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	480000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

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. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. 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.
6. 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

Scope of work to be uploaded by buyer:[1773050826.pdf](http://1773050826.pdf)

#### Financial Advisory Services - Onsite; APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Monthly Payroll Processing , Periodic Compliance Payroll Support , Compliance and Governance Needs , Advance Tax Computation , Tax Litigation Strategy , Support for Tax Assessment , Valuation of Liabilities , APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY
Financial Advisory Reports	Yes
Frequency of Progress Report	Weekly
Type of Professional /Resources required	Chartered accountant , Financial Consultant , Financial Analyst
Qualification of Professional /Resources required	Graduate / Post-Graduate in finance , Post-Graduate in relevant field , CA
Certification of Professional /Resources required	Enterprise Risk Management (by ICAI) , Master's in Business Finance (by ICAI)
Total Experience of Professionals / Resources (In years)	More than 10 Years
<b>एडऑन /Addon(s)</b>	
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

#### अतिरिक्त विशिष्टि दस्तावेज़ /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	Dangar Rakeshbhai Tusharbhai	382007,Udhyog Bhavan, Block No 11, 3rd Floor,	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---**

**SUBJECT: TERMS OF REFERENCE AND PROCEDURE FOR THE APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY (MBSIRDA).**

**1.0 INTRODUCTION**

Mandal Becharaji Special Investment Region (MBSIR) is a new industrial hub being planned in the north- west direction of Ahmedabad spread over an area of approx. 102 sq. km covering 9 villages of Ahmedabad and Mehsana district. The planned industrial hub is located 90 km from Ahmedabad and 85 km from Gandhinagar near Becharaji Town in the State of Gujarat. MBSIR is well connected with trade gateways and falls in the influence zone of proposed Delhi–Mumbai Industrial Corridor (DMIC).

**1.1 Location & Connectivity Of MBSIR**

Currently three state highways pass through the MBSIR. SH-7 connects Becharaji with Viramgam town (passing through Cluster A), SH-133 providing connectivity from Kadi to Vithlapur Cross Road (passing through Cluster B), and SH-19 connecting Hansalpur –Navyani -NH 947. These three state highways form a triangular loop within SIR and provide major entry and exit points. MBSIR is regionally well connected through National and State Highways as well as railways. National Highway 947 connecting Kandla (Port) with the project site passing through south of the proposed SIR. Also having good connectivity to Kandla through Harij from North of Proposed SIR. NH-8 (Mumbai-Delhi) passing through the east and SH-7 passes through cluster A, and SH-41 connecting Ahmedabad (Urban & Airport) and Mehsana passes through the eastern edge of the SIR. A proposed western DFC line (nearest Clusters)/ Palanpur and Sanad passing 50 Km away parallel to SH-7 and Indian Railways passing adjacent to both Cluster which provided opportunity to extend Indian Railways from MBSIR project to DFC Line.

MBSIR area is divided into two clusters (i.e. A and B). Cluster A and B is further subdivided into 5 town planning schemes. T.P. Schemes 1, 2 & 3 falls under Cluster-A while T.P. Schemes 4, 5 and MSIL & GIDC falls under Cluster-B, which will be developed in a phased manner.

**Proposed Town Planning Schemes– MBSIR**

Sr. No.	Cluster	Village	Proposed TP Scheme	Area in Sq.km.
1	A	Hansalpur & Chandanki	TPS-1	20.75
2		Sitapur	TPS-2	14.87
3		Part of Sitapur	TPS-3	14.97
		<b>Total Cluster-A</b>		<b>50.59</b>
4	B	Ughroj	TPS-4	19.95
5		Shihor	TPS-5	14.3
6		Ughrojpura, Ukardi & Bhagapura	MSIL&GIDC	17.25
		<b>Total Cluster-B</b>		<b>51.5</b>
		<b>MBSIR</b>		<b>102.1</b>

## 1.2 The Major Function of MBSIRDA is as follows:

- To undertake the preparation of development plans & town planning schemes under the provisions of this Act, for the urban development area.
- To carry out surveys in the urban development area for the preparation of development plans or town planning schemes.
- To guide, direct and assist the local authority or authorities and other statutory authorities functioning in the urban development area in matters pertaining to the planning, development, and use of urban land.
- To control the development activities in accordance with the development plan in the urban development area.
- To execute works in connection with supply of water, disposal of sewerage and provision of other services and amenities.
- To acquire, hold, manage, and dispose of property, movable or immovable, as it may deem necessary.
- To enter contracts, agreements or arrangements with any local authority, person or organization as the urban development authority may consider necessary for performing its functions.
- To carry out any development works in the urban development area as may be assigned to it by the State Government from time to time.
- To exercise such other powers and perform such other functions as are supplemental, incidental, or consequential to any of the foregoing powers and functions or as may be directed by the State Government.

## 1.3 General Details of Work

Sr. No	Name of work	Estimated Cost Rs.	Time Limit
1	Hiring a CA firm for Preparation of Day-to-Day Accounts and Annual Account of Mandal Becharaji Special Investment Region Development Authority (MBSIRDA)	4,80,000/-	12 Months

## 2.0 BRIEF DESCRIPTION OF THE ASSIGNMENTS:

The Financial & Accounting services will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under: -

1. To compile all daily accounting books (i.e. Cashbook, Bank Book and Journal Ledger etc.)
2. To prepare pay bills, receipts & payment vouchers, journal vouchers and related works.

3. To create new Heads of Accounts in the existing Account software as and when required, in consultation with Account Officer of MBSIRDA.
4. To carry out every type of account reconciliation timely.
5. To assist the account department in preparing required database on monthly, quarterly, Half yearly & annual basis and as & when required.
6. To carry out all Income Tax related works, like, TDS deduction, filling of quarterly return, issues of Form-16 & 16 A in consultation with Accounts Officer.
7. To carry out all Income GST related works, like GST deduction, filling of GST return, etc.
8. To maintain required registers as per Authority instructions/ requirement.
9. To finalize the accounts as per the norms laid down by Comptroller & Auditor General of India regarding such organization.
10. Moreover the respective Accounting Standards and Practices laid down by the ICAI should also be adhered.
11. Get the accounts audit by Statutory Auditor appointed by MBSIRDA.
12. Agency shall have to depute an account assistant at the office MBSIRDA, who has to perform the duties of cashier cum accountant as well as any other similar type of work assigned by MBSIRDA.
13. For the above-mentioned work, Service Provider Agency (SPA) shall appoint Graduate (B. Com.) and Inter CA personnel with knowledge of tally software.
14. Maintenance of accountants in Tally Software for F.Y2026-27& also complete outstanding work of F.Y. 2025-2026.
15. The Service Provider Agency (SPA) shall also be required to provide all other work related services asked by MBSIRDA and the same will be treated within the meaning of the above scope of work.
16. The database to be created from above work are important Govt. database, the Service Provider Agency (SPA) must insure the safety, security and confidentiality of these database.
17. In case of unsatisfactory performance or breach of any above condition by Service Provider Agency (SPA), MBSIRDA shall have the powers to cancel this assignment and debarring the Service Provider Agency (SPA) from also claiming any payment regarding the work done. The Agency shall be liable for the work performed by the assistant deputed by them and MBSIRDA shall recover any loss of account if any or impose any penalty for this.
18. Professional fees should be paid on monthly basis.
19. The jurisdiction shall be of Gandhinagar District.
20. In case of any dispute the decision of the Appointing Authority shall be final.
21. The Service Provider Agency (SPA) should be Chartered Accountant firm and having head or branch office at Gandhinagar/Ahmedabad..

22. Works assigned to Service Provider Agency (SPA) can not be sub contracted.
23. Firm has to use their firm seal/stamp for carry out necessary work like tax deduction, return filing& other
24. Prior approval of staff CVs from the Client is mandatory before their mobilization at the office.
25. Except as the Client may otherwise agree, no changes shall be made in the Personnel. If for any reason beyond the reasonable control of the Service Provider Agency (SPA) it becomes necessary to replace any of the Personnel, the Service Provider Agency (SPA) shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience and which is found eligible and acceptable by MBSIRDA. The Service Provider Agency (SPA) must take prior approval of authority (MBSIRDA) before the replacement takes place.
26. If, any time during the assignment, it is found that the mobilized staff person, not performing the task which they were to perform, instead some other person/s are performing or if the consultant replaces any person without knowledge of the client, in such case the client may accept such a person if such a person is found of equal or more caliber. However, such a replacement would not be binding on the client and the client reserves the right to cancel the contract with a prior notice and after providing an Opportunity of being heard to the consultant.
27. Payment to the Agency shall be made only after verification of the staff attendance. The payment will be released strictly for the days actually attended, and in accordance with the leave policy of MBSIRDA.
28. A penalty of Rs. 10,000/- shall be imposed on the Agency each time a staff replacement is carried out.

### **3.0 DURATION OF THE ASSIGNMENTS**

Above assignments will be carried out for the F.Y. 2026-27 (1 year) + 2 year Extendable based on performances of Service Provider Agency (SPA) & with mutual consent (total 3 years).

### **4.0 PROCEDURE FOR SELECTION OF THE SERVICE PROVIDER AGENCY**

The CA firm is invited to submit a Technical Proposal and a Financial Proposal separately for the above assignment. These proposals must remain valid for 60days.MBSIRDA will make its best effort to complete negotiations within this period.

Please note that (i) the costs of preparing the proposal and negotiating for the contract, including a visit to site, are not reimbursable as a direct cost of assignment, and (ii) MBSIRDA is not bound to accept any of the proposals received by it and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the firm.

## **5.0 PREPARATION OF PROPOSAL**

Intending CAs are requested to submit the proposal in two parts in 2 separate envelopes/packages and put together in one single outer envelope/package. The two parts shall be:

Part 1: Technical Proposal, and Part 2: Financial Proposal.

### **5.1 Part 1: Technical Proposal**

- (i) A brief description of the out reach of the firm in the Areas of Gujarat and past experience of working with the Government and parasternal organizations.
- (ii) Any comments or suggestions on the ToR, work plan which the Firm proposes to execute the assignment, illustrated with bar charts of activities.
- (iii) A concept notes defining the Firm's approach and methodology for the assignment along with the team composition for taking up the proposed assignment and details of actual services which will be provided by the Firm in view of the ToR.
- (iv) A note detailing the expectations from MBSIRDA autonomous organizations in relation to the proposed assignment;
- (v) The firm should have H.O/ Branch Office at Gandhinagar/ Ahmedabad.
- (vi) The supporting documents for the information mentioned in Format A (Format for Technical Proposal) are to be attached with the Technical Bid for scrutiny of the proposal.
- (vii) The technical bid will be opened first and will be evaluated by a committee constituted in the office of the MBSIRDA. Technical evaluation will be done in accordance with the selection procedure as attached herewith as Annexure-I.
- (viii) The bidders who get more than 60% points in Technical evaluation will only be eligible for financial opening.
- (ix) Any other relevant information.
- (x) The technical proposal must not include any financial information.

## A. FORMAT FOR TECHNICAL PROPOSAL (PART-1)

1. Outreach of the firm in the Areas of Gujarat and past experience of working with the Government and parastatal organizations. Priority to those firm who have experience of certification on Government Accounting & Finance issued by ICAI.
2. Methodology & Work Plan
  - a. Comments or suggestions on the ToR
  - b. Description of the methodology
  - c. Work plan
  - d. Bar charts of activities
  - e. Team composition
  - f. Details of actual services which will be provided by the Firm in view of the ToR
3. Note containing expectations from MBSIRDA.
4. Any other relevant information.
5. Annexure I: Eligibility Criteria:

SR. No.	Eligibility Criteria	Evidence
1.	The firm should have H.O./ Branch Office at Gandhinagar/ Ahmedabad.	Documentary Proof As Mentioned Below
2.	Age of the firm not less than 10 years and self-certified profile of the firm	Documentary Proof As Mentioned Below
3.	Minimum Three Chartered Accountant out of them Two of them must be partner.	Documentary Proof As Mentioned Below
4.	Empanelment with CAG With F.Y.2025-26	Copy of acknowledgement letter issued from C&AG
5.	Average turnover of the firm for last 3 yrs.(for financial yr.2022-23,2023-24, 2024-25)	Above Rs. 12Lakh  (Must attach CA Certified Documents)
6.	No. of Accounting assignments of Accounting & Financial Service <i>has been done in</i> the last 3 Financial years. (F.Y. 2022-23, 2023-24, 2024-25)	8  (Must attach CA Certified Documents)
7.	Not blacklisted	As mentioned below
9.	Firm's Permanent Account No.	Copy Should be attached
10.	Details of Firm, Partners, Staff etc.	As per given below table(XI)

- a) Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the technical proposal:
- b) For Sr.No. 1, 2 & 3 above, the firm must submit an attested copy of Certificate of ICAI as 1.1.2022

- c) For Sr.No.5, the firm must submit, a CA Certified copy of the balance sheet and profit & loss accounts for the last three financial year or certificate of CA. (2022-23, 2023-24, 2024-25)
- d) For Sr. No. 6 copy of appointment letter(s) should be attached.
- e) For Sr. No. 7 The firm or any partners of the firm should not be blacklisted by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior.(Letter on 300 Rs. Stamp Paper should be submitted at the time when assignment is awarded)

(IX) Provide following details:

Name of Partner	ACA/FCA	Date of Joining the firm	Date of ACA/FCA	Whether Full Time?

**Technical Evaluation of Points:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Requirement/ Evidence</b>	<b>Point</b>
1	Experience of Firm	Firm Constitution Certificate issued by ICAI duly stamped and signed (self-certified)	
	-More than 15 year		<b>25</b>
	-More than 12 year to 15 year		15
	-More than 10 years to 12 years		10
2	Annual Average Income in last 3 years	Copy of Financial Statement along with CA Certificate	
	-More than 50 lacs.		<b>15</b>
	-More than 40 lacs to 50 lacs.		10
	-More than 30 lacs to 40 lacs.		05
3	No. of Partners	Firm Constitution Certificate issued by ICAI duly stamped and signed (self-certified)	
	5 Partners or more		<b>20</b>
	4 Partners		15
	3 Partners		10
4	Strength of Competent Manpower & Article Clerk	For paid Manpower...Submit Copy of CV / Letter.  2. For Articles...Please submit copy of Registration of Services as an article clerk By ICAI for each Article.	
	-More than 10		<b>15</b>
	-Less than 10		10
5	Experience of Government Audit Work	Copy of appointment order of Audit work issued by Bank Audit or Local Authority Will not be considered	
	- Accounting work	*Min 15 marks mandatory to Qualify	<b>05</b>
	- Pre Audit		<b>05</b>
	- Internal Audit		<b>05</b>
	- Statutory Audit		<b>05</b>
	- Tax Audit		<b>05</b>
<b>POINT</b>			<b>100</b>

## FORMAT FOR FINANCIAL PROPOSAL

**Name of the assignment:** APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY (MBSIRDA).

Name of Firm:- \_\_\_\_\_

SI. No.	Particular	Rate in Rs.
1	APPOINTMENT OF CA FIRM FOR FINANCIAL AND ACCOUNTING SERVICES FOR MANDALBECHRAJI SPECIAL INVESTMENT REGION DEVELOPMENT AUTHORITY (MBSIRDA).	
	<b>Total:</b>	
	GST amount:	
	<b>Grand Total:</b>	

**Note:**

- Above terms are inclusive of GST & all other charges, taxes, levies,
- The offer will be valid for next 60 days.

(Seal & Signature of Authorised Person)