

**RA Document**

RA Details	
RA Start Date/Time	18-04-2026 10:00:00
RA End Date/Time	20-04-2026 10:00:00
Ministry/State Name	Gujarat
Department Name	Education Department Gujarat
Organisation Name	Vishwakarma Government Engineering College Chandkheda Gandhinagar
Office Name	Gujarat
Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm, Audit Firm
Auto Extension	If any seller submits the offer price during last 15 minutes of RA end time, then RA will be automatically extended for next 15 minutes from the last participation time. There is no limit on such RA extension cycle.
Contract Period	1 Year(s)
MSE Exemption for Years Of Experience and Turnover	Yes   Complete
Startup Exemption for Years Of Experience and Turnover	Yes   Complete

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

**Participation by the bidder in RA process would be considered as their consent for extension in offer validity by 30 days by the date of RA initiation.**

**Please refer to Bid document of [GEM/2026/B/7407529](#) for technical specification, terms & conditions and other details.**

[This Bid is also governed by the General Terms and Conditions](#)

Service Level Agreement will be applicable for each Service as provided in the Marketplace.

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.

**---Thank You---**

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-04-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-04-2026 15:30:00
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	Education Department Gujarat
संगठन का नाम/Organisation Name	Vishwakarma Government Engineering College Chandkheda Gandhinagar
कार्यालय का नाम/Office Name	Gujarat
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm, Audit Firm
अनुबंध अवधि /Contract Period	1 Year(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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
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) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
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	20000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

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

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

**एमआईआई अनुपालन/MII Compliance**

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

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 $L1+X\%$	20

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. 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.
6. 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  $L-1+20\%$  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.
7. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within  $L-1+ 20\%$  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.
8. 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.
9. 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.
10. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified,

then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

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

**Number of Years of firm/company's existence as per ICAI certificate:3**

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:3**

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm, Audit Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm , Audit Firm
Type of Financial Audit	Tax Audit
Category of Work under Financial Audit	Audit of financial statements , Treasury operations , Bank Transactions , Compliance with law & regulations
Type of Industries/Functions	Human Resource & Payroll , Cash and Bank Balance , Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit 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**

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjay Prahladbhai Patel	382424,VISHWAKARMA GOVERNMENT ENGINEERING COLLEGE, OPP.SANGATH MALL, VISAT-KOBA ROAD, CHANDKHEDA,	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 Added text based ATC clauses

**Vishwakarma Government Engineering College, Chandkheda**

1. **Bid Estimated Value:**

Bid Estimate value for hiring of **Financial Audit Services, duration: 01 Year is ₹20,000/-.**

2. **Earnest Money Deposit**

2.1 In case the bidder is eligible for EMD exemption, documents related to Earnest Money Deposit (EMD) exemption should be uploaded mandatorily on GeM portal at respective fields

2.2 Earnest Money Deposit (EMD) exemption eligibility to bidder is to be considered as per Gujar at State Procurement Policy 2024; otherwise, the bidder has to pay EMD **₹600/-** (3% of bid estimated value) in the form of demand draft in favor of "Principal, Vishwakarma Government Engineering College, Chandkheda" as a part of primary qualification having an issue date prior to bid end date.

2.3 In case of EMD exemption not eligible, then bidder has to submit the original physical instrument of EMD demand draft having an issue date prior to the bid end date via speed post, RP AD, or in person to the below-mentioned address in a sealed envelope labeled with "**Financial Audit Services - Accounts VGEC**" within 5 working days from the end date of the bid to the below-mentioned address; otherwise, the offer will be treated as non-responsive.

**The Principal**  
**Vishwakarma Government Engineering College,**

**Visat-Koba Highway, Near New C. G. Road Corner,  
Chandkheda. Ahmedabad. 382424**

**3. Turnover:**

The minimum average annual financial turnover of the bidder/OEM during the last three years, ending on 31st March of the previous financial year, should be at least **₹ 40,000/- (Rupees Forty Thousand and-at least twice the bid value)**. 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 criterion.

**4. Exemption to MSEs**

Exemption to MSEs for Bidder turnover and Experience should be considered as per Gujarat State Procurement Policy 2024.

**5. Exemption to Startups**

Exemption to Startup in terms of MSEs for minimum prior experience and minimum turnover requirements should be considered as per Gujarat State Procurement Policy 2024.

**6. Preference to Make in India products**

Preferences to Make in India Products should be considered as per Gujarat State Procurement Policy 2024.

**7. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority:**

Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority should be considered as per Gujarat State Procurement Policy 2024.

**8. Reverse Auction:**

8.1 Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case numbers of technically qualified bidders are 2 or 3, RA will be between all without any elimination.

8.2 If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would-be increased to get at least products of one more OEM (directly participated or through its reseller) if available.

8.3 Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSEL-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also

be allowed to participate in the RA process.

- 9. Registered firm of the bidder must be located within Gujarat, preferably in Ahmedabad or Gandhinagar. All services are to be provided within institute premises only. Under no circumstances, the files and documents will be sent outside the institute premises.**

**3. Buyer Added Bid Specific Scope Of Work(SOW)**

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

**4. Forms of EMD and PBG**

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

Principal Vishwakarma Government Engineering College Chandkheda  
payable at  
Ahmedabad

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

**5. Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Principal Vishwakarma Government Engineering College Chandkheda

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

## 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 कार्यवाई 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---

## **Vishwakarma Government Engineering College, Chandkheda**

**Name of Service/Product: “Financial Audit Services”**

### **1. Final Scope of Work (Annexure – 1)**

The bidder has to quote their technical and commercial offer considering below mentioned technical specification. The evaluation of bid and verification of product is carried out on the basis of final technical specifications.

The work is related to Accounts section of this institute as follows.

#### **Scope of Work:**

- **Income Tax Related Work**
  - Preparation and timely filing of Income Tax Returns (ITR) of the organization.
  - TDS calculation, deduction and filing of TDS returns (Form 24Q, 26Q, etc.).
  - Preparation and issuance of Form 16 and Form 16A to employees and vendors.
  - Advisory on Advance Tax and Self-Assessment Tax payments.
  - Handling Income Tax notices, scrutiny, assessment and correspondence with the Income Tax Department.
  - Tax planning and compliance advisory as per applicable laws.
  - Reconciliation of Form 26AS, AIS and TDS records.
  - Coordination with statutory auditors for tax audit related matters, if required.
- **GST Related Work**
  - Assistance in GST registration, amendment or cancellation, if required.
  - Preparation and filing of GST returns such as GSTR-1, GSTR-3B on a monthly/quarterly basis.
  - Preparation and filing of GST Annual Return (GSTR-9 / GSTR-9C).
  - Input Tax Credit (ITC) reconciliation with purchase records.
  - Calculation of GST liability and payment advisory.
  - Handling GST notices, assessments and departmental correspondence.
  - Periodic GST compliance review and updates on law changes.
  - Guidance on E-way bill and E-invoice compliance, if applicable.
  - All services are to be provided within institute premises only. Under no circumstances, the files and documents will be sent outside the institute premises.

### **2. Bid Evaluation**

- (a) The Tender document, along with its forms, annexure and submissions, is not an agreement or an officer of the Authority to the bidder or any third party. The purpose of the Tender document is to provide information to interested parties to facilitate the formulation of the proposal/bid for qualification and price centric considerations. This document does not constitute and will not be deemed to constitute, any commitment on part of the Authority. Furthermore, this document confers neither any right nor any expectation on any bidder.

- (b) The Authority may issue amendments / corrigendum to the Tender at any time during the period between the publication of notice inviting tender and submission of bids on the Portal. Bidders, in their own interest, are advised to visit the Portal regularly and verify if any amendments / corrigendum have been issued. Failure to submit the bid in the manner and form prescribed, within the stipulated time, due to any reason whatsoever, shall result in disqualification of the bid. In such circumstances, the bid submitted physically (if any) shall not be considered and shall be returned to the bidder in its original condition.
- (c) Earnest Money Deposit (EMD) and Performance Bank Guarantee (PBG) are applicable as per the Latest Gujarat State Procurement Policy 2024 and its amendments.
- (d) Bid evaluation is to be carried out strictly in accordance to Gujarat State Procurement Policy 2024 and its amendments.
- (e) The Authority reserves the absolute right / discretion to accept and/or reject any of the bids received; or invite fresh bids, at any stage of the tendering process.
- (f) The bid of the bidder shall be evaluated to ascertain compliance of the bidder with the eligibility conditions and requirements of the Tender. Only those bidders who are found to be eligible in accordance with the prescribed eligibility conditions shall be declared as “eligible bidders”.
- (g) The Bidders are required to quote the rates strictly in accordance with the terms and conditions of the Tender document. Conditional bids shall not be entertained and will be liable for outright rejection.
- (h) Material misrepresentation in the bid by any bidder means intentionally hiding or fabricating important information, and if such information comes to the Authority's knowledge, it could have terminated or significantly alter the basis of the transaction.
- (i) Submission of false or incorrect information, reports of unprofessional conduct, amongst other things, shall lead to disqualification of the bidder.
- (j) The bidder shall submit a declaration stating that is unconditionally and irrevocably accepting all the terms and conditions of the Tender.
- (k) To assist in the scrutiny, evaluation and comparison of bids, the Authority may, at its discretion, seek from any or all bidders, clarification(s) or its/their bids, including technical information, documents and materials after the opening of the technical bid, but before the opening of the price bids.
- (l) Even if a bidder meets the eligibility or qualification criteria, it shall be subject to disqualification if it or any of its constituting elements / partners / entities is found to have:
  - 1) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements.
  - 2) Proposal not submitted in accordance with this tender.
  - 3) During validity of the proposal, or its extended period, if any, the bidder changes his commercial terms.
  - 4) The tender documents received are not duly signed by authorized person.

- 5) The validity of tender is less than what is stated in the tender.
- (m) The bidder shall submit a declaration that the bidder or any of its constituting entities /persons/members have not been blacklisted or debarred (called by any name whatsoever) by the Central Government or any State Government; or any undertaking of the Central Government or State Governments in the preceding 3 (three) years from the date of submission of the bid. If, at any time, such declaration is found to be false, it shall amount to submission of misleading information and will entitle the Authority to reject the bid or forthwith cancel a contract / work already awarded.
- (n) All terms and conditions of GEM shall form an integral part of this Tender; and shall be required to be complied with by the bidder. In the event of conflict between the terms and conditions of GEM; and these Additional Terms and Conditions, these Additional Terms and Conditions shall prevail to the limited extent of the conflict.
- (o) The currency of bid and payment shall be in Indian Rupees. All payments shall be made in Indian Rupees.
- (p) Bidders shall submit offers that comply with the requirements of the Tender. Alternatives will not be considered, unless specifically called for by the Authority.
- (q) Bid shall not be modified by the bidder after the deadline for submission of bids.
- (r) To assist in the examination, evaluation, and comparison of Bids, the Authority may, at its discretion, ask any Bidder for clarification of his Bid. The request for clarification and the response shall be only via mail or online bid portal, but no change in the price or substance of the Bid shall be sought, nor shall it be offered.
- (s) A responsive Bid is the one which conforms to all the terms, conditions and specification of the Bidding documents including time for completion, without material deviation or reservation. A material deviation or reservation is the one which
- a. Affects in any substantial way the scope, quality or performance of the Works;
  - b. Which limits in any substantial way, the Authority's rights or the Bidder's obligations under the Contract, or
  - c. Whose rectification would affect unfairly the competitive position of other Bidders presenting responsive Bids.

### **3. Service Provider's Obligation**

- (a) The successful bidder shall not assign or subcontract any portion of the work under this tender.
- (b) Bidders shall not have any dispute or claim for any compensation if the quantity stipulated in the tender items varies or the scope of work changes and thereby the total amount of work increases or decreases, or if the work gets delayed or postponed for any reason whatsoever.
- (c) From commencement to completion of the work/contract as a whole, the product/service provider shall take full responsibility for the care thereof and for taking precautions to prevent loss or damage. He shall be liable for any damage or loss that may happen to the works or any part thereof.

- (d) The service provider shall indemnify and keep indemnified the Authority against all losses and claims for death, injuries, or damage to any person or any property whatsoever which may arise out of or in consequence of the construction and maintenance of works and also against all claims, demands, proceedings, damages, costs, charges, and expenses whatsoever in respect of or in relation thereto, and such liabilities shall include claims/compensations of the third party.
- (e) The service provider shall have full regard, throughout execution, completion, and defects liability period, to following safety aspects and shall take all necessary steps to ensure that danger to safety is avoided all the time in respect of the safety of the works, the safety of the service provider's employees, and all the persons directly or indirectly engaged by him for the works.
- (f) The service provider and its employee have to strictly follow the instructions governed by authority related to safety.
- (g) The service provider has to be obliged to reimburse the losses caused directly or indirectly to the property or to any equipment, material, or service, including wires, pipelines, government records, or the belongings of officers or employees, or any loss due to the service provider's incompetence, negligence, willfulness, or for any other reason.
- (h) The service provider shall be responsible for compliance with all government laws regarding the provision of persons, and the organization shall not be liable for the same under any circumstances.

#### **4. Payment & Penalty Terms**

- (a) No advance payment shall be made against the award of contract to the supplier.
- (b) The bidder /service provider has to generate invoices on the GeM portal.
- (c) Payment will be made only after submission of a satisfactory service/Inspection/Installation report duly signed and stamped by the buyer's nominated authorized person. Non-submission of the same may lead to delay or deduction in payment.
- (d) Payment will be made after deduction of all applicable taxes, deductions/fines, and interest (if applicable). The service provider shall not have any objection on the same.
- (e) Any violation of contractual obligations by the service provider/employee shall attract deductions as mentioned against each obligation. The service provider confirms and agrees that penalty whenever becomes payable, the same shall be deducted from the payments due to the service provider.
- (f) Payment will be made through bank transfer only; in no circumstance, cash or check payment will be made.
- (g) The institute will levy a penalty of 0.5% per week for delayed delivery of goods. If the penalty amount reaches 10% of the total value of the bill, the contract will be cancelled and the security deposit will be forfeited. Buyer may also blacklist the service provider agency in this case.

**5. Termination of Contract**

- (a) The institute will have the right to cancel the contract if the agency commits a breach of any or all conditions of the contract. Breach of contract includes, but is not limited to, the following:
  - i. It is found that the services provided by the agency are irregular and/or unsatisfactory.
  - ii. The institute gives notice to correct a particular irregularity or defect, and the service provider fails to correct such irregularities or defects within a reasonable period of time as determined by the buyer.
- (b) Due to breach of any or all condition of the contract by the service provider, buyer has a sole right to cancel the contract, and Security Deposit of service provider will be forfeited.
- (c) The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons:
  - i. Mutual consent: The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any deductions or shall not be liable for any extra payments other than payment of invoices raised till the time of termination, including notice period.
  - ii. Breach of contractual obligations: Any incidents considered as the breach of contract will result in immediate termination of services. The Buyer shall have the right to terminate the contract with immediate effect by giving written notice to the Service Provider if the Service Provider breaches a material provision of this contract where that breach is not capable of remedy, or if the Service Provider breaches any provision of this contract and fails to remedy the breach within 14 days after receiving notice requiring it to do so.
  - iii. Breach of SLAs: The contract may also be terminated if the cumulative deductions rise to 10% of the contract value

However, termination of this Contract shall not affect any accrued rights or remedies of either party.

**C E R T I F I C A T E**

I/we have read and understood each and every page of this document and clarify said activity—work detail, method of work, instructions, bids, and conditions of performance, scope of work (requirement of service). I/we fully accept terms and conditions without any objection or dispute, and with that understanding, I/we am/are submitting our commercial offer.

Place: \_\_\_\_\_

Bidder’s Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature& Stamp: \_\_\_\_\_

## SELF-DECLARATION

**I hereby certify that;**

1. I/we have carefully read all terms & conditions and aware about the quantum and type of work should be covered under the scope of work.
2. I/we am/are completely agreed with all terms & conditions mentioned in bid documents and work to be covered under scope of work. I have submitted my offer, which are unconditionally and irrevocable.
3. My/our firm/Agency or its any persons/members have not been blacklisted or debarred by any Central Government or any State Government agency; or any undertaking of the Central Government or State Governments agency in the preceding 3 (three) years from the date of submission of the bid. If, at any time, such declaration is found to be false, it shall amount to submission of misleading information and will entitle the Authority to reject the bid or forthwith cancel a contract / work already awarded.
4.  My firm/agency or its any persons/members have not been considered under litigation/arbitration resulting from works completed or under execution within last five years.

**OR**

- My firm/agency or its persons/members have been considered under litigation/arbitration resulting from works completed or under execution within last five years. The details are as under.

Litigation History of the Firm		
Sr. No.	Litigation matter	Status at present
1		
2		
3		

5. My firm/any of my firm constituting entities/persons/members have not been blacklisted or debarred by the Central Government or any State Government agencies in the last 3 years from the date of submission of the bid.

Place: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

**(Annexure – 2)**

**Technical Compliance Format**

The bidder has to submit the technical compliance certificate with sign & stamped on their letterhead. It is mandatory documents for technical qualification.

The bidder has to quote their technical and commercial offer considering below mentioned technical specification. The evaluation of bid and verification of product is carried out on the basis of final technical specifications.

SSIP 2.0 at VGEC promotes innovation and entrepreneurship through funding for PoCs, prototypes, and IP filing. It supports Tinkering Lab development, infrastructure, and administrative needs. Evaluation focuses on outcomes like student outreach, patents filed, startup support, and participation in workshops etc. The policy underscores compliance with SSIP guidelines and mandates a thorough audit by a certified auditor to ensure transparent fund utilization and accountability, contributing to a vibrant innovation ecosystem at VGEC.

It includes a savings bank account at SBI, IIT Gandhinagar branch, Chandkheda, Ahmedabad for financial transactions.

**Scope of Work:**

- Fund Utilization Certificate as per SSIP 2.0
- Review financial statements and accounting records related to SSIP funds
- Verify fund utilization adherence to SSIP 2.0 guidelines
- Examine invoices, receipts, approvals, etc., for expense substantiation
- Conduct a detailed audit of funds used for PoCs / Prototypes / Innovations, IP Filing, Tinkering Lab Development/Infrastructure/Administration/Other related expenses
- Include signature and seal of the statutory auditor (CA) with UDIN Number.
- Approximate amount utilization per year: Below Rs. 20 Lakhs.

Place: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

## Annexure – A

### List of Documents to be submitted as a part of EMD Exemption Eligibility.(Ref. Gujarat State Procurement Policy 2024 section 4.A)

Sr No	Types of documents	Checklist.
1	MSME (Udyam) registration certificate Related to Bid Item/service. (If Applicable)	
2	CSPO / NSIC registration certificate Related to Bid Item/service. (If Applicable)	
3	Startup registration certificate Related to Bid Item/service. (If Applicable)	
4	State Government Recognized agency document, (If Applicable)	
5	Gem certified Vendor Assessment report/Document. (If Applicable)	
6	More than 500 Crore Annual turnover document. (If Applicable)	
7	Service Provider having BIS licensed related to bid service product. (If Applicable)	

### **Criteria for EMD exemption eligibility**

Document Sr. No 1 + Document Sr. No 2	Exemption Eligible
Document Sr. No 1 + Document Sr. No 2 + Document Sr. No 3	Exemption Eligible
Document Sr No. 4	Exemption Eligible
Document Sr No. 5	Exemption Eligible
Document Sr No. 6	Exemption Eligible
Document Sr No. 7	Exemption Eligible

### **Tender Fee and EMD**

(Ref. Gujarat State Procurement Policy 2024 section 4.B)

Total Estimated Amount of the Bid/Tender (Rs)	Tender Fees	Earnest Money Deposit (EMD)
Upto 25,00,000	Nil (in case bid is published via GeM Portal)	As per rate of 3% of the total estimated cost of the tender. (This will also applicable for procurement through GeM)
25,00,001 to 50,00,000		
50,00,001 to 1,00,00,000		
1,00,00,001 and above		

## Annexure – B

### List of Documents to be submitted as a part of Commercial Bid Qualification.

Sr No	Types of documents	Checklist.
1	Documents related to EMD exemption as mentioned in Annexure – A (Ref: Gujarat state procurement policy 2024)	
2	EMD instrument signed and stamped copy; if EMD exemption is not eligible.	
3	MSME (Udyam) registration certificate related to Bid Item/service for price preference. (If Applicable)	
4	Startup registration certificate as mentioned in Gujarat state procurement policy 2024. (If Applicable)	
5	Chartered Accountant certified Last 3 years Turnover certificate on CA letterhead with sign, Stamp and UDIN number.	
6	Last 3 financial years past performance/experience documents related to bid item/service as per bid Terms & Conditions.	
7	Manufacturer Authorization Letter. (If applicable)	
8	Duly signed & stamp Make In India (Local content / supplier category) certificate.	
9	Duly signed & stamp “Technical Compliance Report” in Prescribed Format (Annexure – 2)	
10	Offered product catalogue. (If applicable)	
11	Duly signed & stamp “Buyer Added Bid Specific SLA” document.	
12	Duly signed & stamp “Self Declaration Form” on service provider’s letterhead.	
13	Bidder financial standing undertaking on service provider’s letterhead with duly signed & stamp.	
14	Any other documents demanded in Bid documents.	