

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-05-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-05-2026 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	Science And Technology Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Gujarat Biotechnology University
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s) 8 Month(s) 5 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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	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	3
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	500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). 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 :

Registrar
GUJARAT BIOTECHNOLOGY UNIVERSITY, NEAR GIFT CITY, GANDHINAGAR 382355
(Registrar)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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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

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1777366122.pdf

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
AS per ATC	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
02-05-2026 11:00:00	GBU board room

Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Compliance with law & regulations , Governance of company , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Cash and Bank Balance , Payables , Receivables
Frequency of Progress Report	Financial year
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
एडऑन /Addon(s)	
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.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Mansuri Mahmad Anas Mahmad Salim	382355,GUJARAT BIOTECHNOLOGY UNIVERSITY (GBU) 5M9F+9PR, Near GIFT- City, Shahpur village, Gandhinagar, Gujarat 382355	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 (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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.

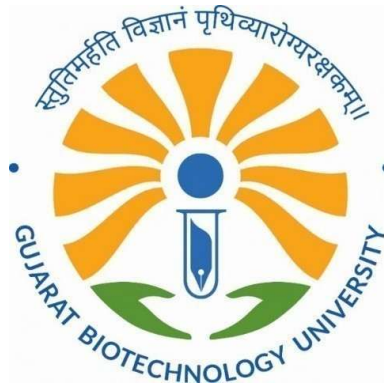
जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते 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---



Tender Document
for
Hiring of Chartered Accountant Firm
as
STATUTORY AUDITOR
for
GUJARAT BIOTECHNOLOGY UNIVERSITY
Through GeM Portal Only



**Gujarat Biotechnology University,
GIFT City,
Gandhinagar- 382355**

April 2026

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Introduction

The Gujarat Biotechnology University (GBU) is functioning under the aegis of the Department of Science & Technology, Government of Gujarat. Gujarat Biotechnology University (GBU) is established through GBU Act, 2018 by state assembly.

GBU is established as a dedicated 'Think tank', to act as a knowledge and innovation hub aiming to drive the socio-economic transformation of Gujarat. GBU focuses on sustainable development and innovative solutions to advance state's developmental goals, aligning with state and national priorities. The following mandate has been assigned to GBU by Government of Gujarat:

GBU's mandate:

GBU aims to develop cutting-edge biotechnology research capacity in Gujarat:

- to create an institution of excellence, imparting state-of-the-art, product-focused, research-based education and skills in biotechnology,
- to create capabilities for developing world-class infrastructure, intellectual property base and skillsets for education, training, research, product development and technology commercialization in the biotechnology field,
- to develop innovative methods for applied and translational research to set high standards of practice-based education in biotechnology and allied sciences,
- to address societal challenges in Gujarat, nationwide and internationally; to develop linkages with institutions of national and global repute and to create templates and models of collaboration for interdisciplinary study and research to solve developmental problems using the tools and techniques of biotechnology and allied sciences,
- to create a platform for developing industry linkages delivering research solutions to society by catalysing translational opportunities, and
- to function as a leading resource center for biotechnology knowledge and development. GBU is looking to engage C&AG empanelled Chartered Accountant (CA) firms to assist in timely preparation/submission of financial statement including March (Provisional) and March Final, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

GBU is looking to engage C&AG empanelled Chartered Accountant (CA) firms as STATUTORY AUDITOR under GBU Act.

Eligibility Criteria for Hiring Chartered Accountant Firm

1. Registration and Empanelment

The Chartered Accountant firm must be registered as Category-IV with the Institute of Chartered Accountants of India (ICAI). The Chartered Accountant (CA) Firm must be registered with the Institute of Chartered Accountants of India (ICAI), possess a valid PAN and GST Registration, and be **empaneled with the Comptroller and Auditor General of India (C&AG) for Govt. Audit for 2025-26**. The GBU reserves the right to terminate the contract if the CA firm or any of its partners/members is debarred or blacklisted by any Central/State Government organization, statutory body, Constitutional Body or PSU.

2. Experience

The firm must be in operation for at least **Five (05) years** after registration and should have handled **at least three (03)** similar assignment (*in the areas of Preparation and Finalization of Annual Accounts, Internal/Statutory Audit, etc., in Central Government Organization/ Central PSU / Autonomous Body or Statutory Body under the Central Government or a Constitutional Body*) during the last **Five (05) financial years (FY 2020-21 onwards)**. Preference will be given to the firm who is having experience of working with a University.

3. Turnover

The firm must have an **average annual turnover of at least ₹50 lakhs** during the last three financial years (2022-23, 2023-24, and 2024-25). Audited/certified copies by another CA firm (not the bidding firm) must be submitted as per Annexure IV or equivalent.

4. Office Location

The firm's head office/ branch office must be located in Ahmedabad or Gandhinagar for at least **Five (05) years**.

5. Personnel

The firm must have a minimum of **three full-time Fellow Chartered Accountants (FCA)** on its payroll. Details of the same must be attached.

6. Professional Conduct and Legal Compliance

- a. Neither the firm nor any of its partners should have been held guilty of professional misconduct under the Chartered Accountants Act, 1949 (as amended) in the past five years.
- b. Neither the firm nor any of its partners should have been penalized under any tax laws or be under investigation/enquiry for tax law violations or have faced such litigation in court.
- c. An affidavit (as per Annexure III) duly certified by a Notary, issued within 3 months of tender issue date, must be submitted, declaring non-blacklisting of the firm/agency.
- d.

7. Document Verification

- a. Bidders may be required to produce original documents for verification at any stage of the tender process.
- b. All documentary proofs must be listed on the company's letterhead, with references to relevant page numbers. Mere undertakings will not suffice.

8. Bid Security

1.1 Earnest Money Deposit (EMD) – The bidder has to submit EMD of the prescribed amount.

1.2 Performance Security – Successful bidder has to deposit a sum of equivalent to 5% of total annual contract

value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of GBU. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

INSTRUCTIONS TO THE BIDDERS

2. Minimum Eligibility Criteria

2.1 Minimum Eligibility Criteria will be as per Section – I.

3. Scope Work/Services

3.1 Scope of work/services shall be as per Section – III.

4. EMD and Performance Security

4.1 Earnest Money Deposit (EMD) – The bidder has to submit EMD of the prescribed amount.

4.2 Performance Security – Successful bidder has to deposit a sum of equivalent to 5% of total annual contract value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of GBU. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

5. Cost of Bidding

5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the GBU will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

4.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

6. Language of Bid

6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

7. Period of Validity of Bids

7.1 Bids shall remain valid for 90 days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non- responsive. In exceptional circumstances, GBU may ask the Bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

8. Modifications and Withdrawal of Bids

8.1 No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids. Tender Document for Hiring of Chartered Accountant Firm at GBU

8.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

9. Right to accept or to reject any bid or all bids

The competent Authority of GBU reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the GBU / in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

10. Notification of Award

10.1 Prior to the expiry of the validity period of bid, GBU shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.

10.2 Before commencement of work, successful bidder has to execute an agreement on a Non Judicial Stamp paper of Rs. 100/- or above. Cost of the stamp paper will be borne by the bidder.

11. Period of Contract

11.1 The period of Contract of the Appointment of the selected bidder shall be for a period of one year i.e. FY 2025-26 which may be extended for further period of maximum two F.Y. (on yearly basis) upon satisfactory performance and mutual consent of both the parties on same terms and conditions of the original agreement.

11.2 However, assigned contract may be terminated with a notice of one month without assigning any reasons thereof. Decision of the GBU in this regard shall be final and binding. No correspondence in this regard shall be entertained. Where a contract is terminated by GBU on account of violation of term of contract by the Contractor, it shall have the right to award the contract to any other contractor and any expenditure incurred on account of this will be recovered by GBU from Security deposit or pending bill or by raising a separate claim form the existing contractor.

11.3 Notwithstanding anything contained herein above, the GBU reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

12. Termination of Contract

12.1 If the services of the firm are not found satisfactory or If service provider is found responsible for any leakage of information, lobbying, **Page 7 of 18** may be issued (depending upon the discretion of

the Regional Director) a written notice for improvement by the GBU Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the GBU Authority to terminate the contract without prejudice to any rights or privileges accusing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation. Also, if cumulative penalties reaches 10% of contract value, competent authority may terminate the contract.

12.2 The GBU also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the GBU in this regard shall be final and binding.

12.3 The GBU in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

13. Clarification of Bids

13.1 During evaluation of the bids, the GBU may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing through GeM shall be sought, offered or permitted.

13.2 Any effort by a Bidder to influence the GBU's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

TERMS OF REFERENCE

1. Detailed Scope Of Work

The detailed scope of work involves various financial and accounting tasks, including assistance, scrutiny, verification, reconciliation, compliance, and reporting.

1. Prepare and submit the Financial Statements along with Audit Report on the Accounts of GBU, examining the accuracy, completeness, and reliability of the financial statements, including the Balance Sheet, Income Statement, and Statement of Cash Flows.
2. Issue Audit Certificates, Utilization Certificates, and any other certificates as may be required by the University or its funding agencies from time to time.
3. Scrutinize that all transactions (100% voucher auditing) are recorded in accordance with Generally Accepted Accounting Principles and are booked to the proper accounting heads.
4. Verify that grants, funds, and other incomes are utilized in accordance with the conditions on which they are sanctioned and for the purposes for which they are provided.
5. Ensure that goods and services procured using University funds or grants comply with the financing agreements, applicable regulations, and University procurement policies.
6. Confirm that all transactions are duly supported by proper documentation and check the propriety of such transactions.
7. Examine statutory records and registers, including Minute Books, and ensure that accounting effects of all decisions taken at Executive Committee Meetings or Board of Governors Meetings are accurately reflected in the Books of Account.
8. Suggest measures for cost control, operational efficiency, and improvement of the Management Information System.
9. Express a professional opinion on the overall financial position of the University, including the use of funds received and expenditure incurred.
10. Identify and report any lacunae in existing procedures, duplication of work, or unnecessary data, and suggest improvements.
11. Identify and evaluate risks of fraud, including potential incentives, opportunities, or attitudes that could lead to misstatement or fraudulent financial reporting.
12. Coordinate with internal audit or other oversight mechanisms to avoid duplication and ensure comprehensive coverage of audit areas.
13. Advise the University on strengthening internal controls, financial management, and compliance with statutory requirements, if required by the Board of Governors.

The above scope of work is indicative in nature and may be enhanced/curtailed as per the requirements of the University.

2. Time Schedule of Contract

The selected firm shall:

- Commence the statutory audit assignment immediately upon award.
- Complete the audit at least one month prior to the due date for filing the Audit Report with the Income Tax Authority, allowing sufficient time for review and approval of the Draft Audit Report by the Executive Committee and Board of Governors.
- Submit the final audited accounts, audit report, and all certificates within timeline as mentioned above

3. Payment Terms

- Payment to the contractor will be made after completion of all contractual obligations of the service provider under the agreement to be executed by and between GBU and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the GBU. In case of any discrepancy in service, bill payment will be withheld till resolution of all issues. No advance payment will be made.
- Deductions shall also be made from contractor's bills during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
- The GBU will deduct income tax as per income tax Act from the fees payable at the prevailing rates of such sum as income tax on the income comprised therein.
- No claim for interest will be entertained by the GBU in respect of any payment/deposit which will be held with the GBU due to dispute between the GBU & contractor or due to admin delay for the reasons beyond the control of the GBU
- GBU is located at Gandhinagar. GBU will not provide Transport or accommodation to the employees of CA Firm in any condition. If the contractor refuses/denies the assignment, after award of work, all the required actions will be taken by GBU to safeguard its interest.

4. Arbitration Clause

- If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts.
- In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- The place of the arbitration shall be Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

5. Indemnity & Secrecy Clause

- All information given to or made available to the selected C.A. firm by virtue of this tender, which is identified as proprietary or confidential information, will be safeguarded by the selected C.A. firm and shall not be disclosed to any individual or organization without the prior written approval of the GBU.
- In case, any of the personnel deployed under the contract is/are absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs.1,500/- for each absence per day will be levied by GBU.
- In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1,500/- for each such incident shall be levied.
- In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, GBU reserves the right to impose the penalty as detailed below:-
10% of the cost of order/agreement per week, up to four weeks of delay.
After a delay of four weeks, GBU reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3 years and his performance security deposit may also be forfeited, if so warranted.
In case of breach of any terms and conditions attached to this contract, a penalty of Rs.1,500/- for each such incident shall be levied.
The manpower found drunk, in possession/consumption of tobacco, alcohol, drugs or sleeping on duty to be removed by the Contractor and a penalty of Rs.1,500/- for each such incident shall be levied.
- A reasonable penalty as per GeM norms may be imposed on the CA Firm by GBU as decided, if it is found that the CA Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the CA Firm after giving a written notice.
- Any points that have not been specifically addressed/enumerated in this tender document or any points that need clarification at later stage, will be decided by the competent authority of GBU and his decision in this regard shall be final and binding.

6. Disclaimer:

- The near relatives of employees of the GBU are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- Member of a GBU
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

BID OPENING : EVALUATION PROCESS AND SELECTION CRITERIA

- A. Bid shall be evaluated based on the minimum eligibility criteria and supporting documents attached by the bidders. Bidders are advised to attach all supporting documents.
- B. The Bidders are required to fill the cells under column ‘C’ without which their bids may not be evaluated.
- C. ONLY QUALIFIED BIDDERS (as per minimum eligibility criteria) will be awarded a Technical Bid Score on the following parameters:

S. No.	Particulars (A)	Marks (B)	Supporting Documents are placed at page No. (C)
1A	<p>Number of Years of Registration with the Institute of Chartered Accountants of India (ICAI) beyond the minimum requirement of 05 years:</p> <p>1.5 marks for each completed year of registration beyond 05 years, subject to a maximum of 10 years (maximum 15 marks).</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	15 (Max)	
1B	<p>Number of Years of Empanelment with the Comptroller and Auditor General (CAG):</p> <p>01 mark for each completed year of empanelment, subject to a maximum of 10 years (maximum 10 marks).</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	10 (Max)	
2	<p>Number of Full-Time FCAs over and above the minimum requirement of 03:</p> <p>02 marks for each additional Full-Time FCA, subject to a maximum of 05 additional FCAs (maximum 10 marks).</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	10 (Max)	
3	<p>Average Annual Turnover during last three (03) financial years i.e., 2022-23, 2023-24 and 2024-25:</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	20 (Max)	
	Above Rs. 100 Lakh	20	

	Above Rs. 90 Lakh and upto 100 Lakh	18	
	Above Rs. 80 Lakh and upto 90 Lakh	16	
	Above Rs. 70 Lakh and upto 80 Lakh	14	
	Above Rs. 60 Lakh and upto 70 Lakh	12	
	Equal to or Above Rs. 50 Lakh and upto 60 Lakh	10	
4	<p>Original Assignments awarded from the Financial Year 2019–20 onwards for preparation and finalization of annual accounts, internal audit, filing of statutory returns, and other similar services in relevant organizations as mentioned in Section I:</p> <p>02 marks for each Original Assignment, subject to a maximum of 10 assignments (maximum 20 marks).</p> <p>Note: Extended Work Order shall not be treated as Original Assignment.</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	20 (Max)	

	Certificate which substantiate claim.)		
5	Number of Completed Contracts (as on last date of submission of tender) for relevant services in the relevant organizations (as mentioned in Section – I): 01 Marks for each running contract. Maximum 10 Completed contracts. <i>Must attach documentary evidence/work order which substantiate the claim.</i>	10 (Max)	
6	Number of Completed Contracts (as on last date of submission of tender) for relevant services in the University : 1.50 Marks for each running contract. Maximum 10 completed contracts. <i>Must attach documentary evidence/work order which substantiate the claim.</i>	15 (Max)	
	Total Marks	100 (Max)	

- D.** Bidders who achieve minimum 70% of total marks allotted will be eligible for financial bid evaluation.
- E.** The financial bid, received through GeM portal only, will be evaluated through GeM Portal following QCBS (Qualify and Cost Based Selection) method.
- F.** Final Selection of Bidders: The bidders who achieve highest combined technical score and financial score (70% of Technical score + 30% of Financial score) will be awarded the work order for the purpose.
- G.** GBU shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. GBU shall correspond only with the successful bidder.

PROFORMA FOR FINANCIAL BID

[Please do not fill this format, this is for reference only]

S. No.	Particulars	Professional Fees as quoted on GeM (<i>inclusive of all ancillary charges and statutory obligations</i>)
		Rupees (in Figure)
	<i>Statutory Audit Fees</i>	

Date :

Signature.....

SEAL:

Name and Designation.....

(Undertaking from Bidder on their Letter Head)

To,

The Registrar

Gujarat Biotechnology University

Gandhinagar

Subject: Undertaking for the participation in the Tender Ref. No.....

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at GBU, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the Gujarat Biotechnology University. Nor do I/We have any relationship whatsoever with any of them.

Date:

Signature.....

SEAL:

Name and Designation.....

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING FROM TAKING PART
IN GOVT./PSU /CAB TENDER**

***(To be executed on Non Judicial Stamp paper of Rs. 100/- or above and duly attested by a Public
Notary/Executive Magistrate)***

I/We Proprietor/Partner(s)/Director(s) of M/s _____ hereby declare that the firm/company namely M/s _____ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. Our firm has not been blacklisted in the past by GBU or any other Govt. body/agency and other similar institutions/Central Autonomous Bodies/ PSU/Statutory or Constitutional Body from taking part in such tenders.

Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by GBU and EMD/SD shall be forfeited. In addition to the above, GBU will not be responsible to pay the bills for any completed/partially completed work.

OR

I/We Proprietor/Partner(s)/Director(s) of M/s _____ hereby declare that the firm/company namely M/s _____ was blacklisted or debarred by GBU or any other Govt. agency/body/ Central Autonomous Bodies/PSU/Statutory Body/Constitutional Body from taking part in Government- tenders for a period of _____ years w.e.f. _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by GBU and EMD/SD shall be forfeited. In addition to the above, GBU will not be responsible to pay the bills for any completed/partially completed work.

Signature.....

Name.....

Address of the firm:.....

Date:.....

Details of CA Firm’s Turnover

[to be submitted on the letter head of the CA Firm, other than bidding C.A. firm and not bidding for the Tender]

Particular	Financial year			Average
	2022-23	2023-24	2024-25	
Annual Turnover				

Duly audited copy of C.A.(**other than bidding CA firm and not bidding for the Tender**)for Annual Turnover and Annual Income in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets.

Detail of auditing C.A. Firm

Date:

Signature.....

SEAL:

Name and Designation.....