

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-05-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	20-05-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Sports Youth And Cultural Activities Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Sports Authority Of Gujarat
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Chartered Accountant Firm for Internal Audit
अनुबंध अवधि /Contract Period	3 Year(s)
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	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) *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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?	No
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

**बिड विवरण/Bid Details**

ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	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
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित बिड मूल्य / Estimated Bid Value	1500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	45000

**ईपीबीजी विवरण /ePBG Detail**

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

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

**लाभार्थी /Beneficiary :**

Secretary

sports authority of Gujarat, Sports Youth and Cultural Activities Department Gujarat, N/A,  
(I R Vala)

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

**एमआईआई अनुपालन/MII Compliance**

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. 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.
2. 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.
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.

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

**Scope of work to be uploaded by buyer:**[1777453425.pdf](#)

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
6. Technical Qualification Criteria	100	70	<a href="#">View file</a>	No

Total Minimum Passing Technical Marks: 70

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
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05-05-2026 13:00:00	Offline: - Conference Room, SAG office, 1st floor, Sector 13, Vavol, Gandhinagar, Gujarat Online: - Google Meet joining info Video call link: <a href="https://meet.google.com/msi-cstg-kdj">https://meet.google.com/msi-cstg-kdj</a>
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## Financial Advisory Services - Onsite; Chartered Accountant Firm For Internal Audit ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Chartered Accountant Firm for Internal Audit
Sub-category of Financial Advisory Services	As per ATC / RFP
Financial Advisory Reports	Yes
Frequency of Progress Report	As per ATC / RFP
Type of Professional/Resources required	As per ATC / RFP
Qualification of Professional/Resources required	As per ATC / RFP
Certification of Professional/Resources required	As per ATC / RFP
Total Experience of Professionals / Resources (In years)	As per ATC / RFP
<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	Yes
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प्राचल/Parameter	मूल्य/Values
<b>कोर / Core</b>	750000

### 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
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क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Baria Laxmansinh	382016,Administrative Building, Sector 13-B, Near Kh- 3 Circle, Near Vavol Railway Crossing, Beside EVM warehouse, Gandhinagar - 382016	Project / Lumpsum Based	N/A

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

### 1. 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 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---



RFP no. SAG/ Internal Audit

Request for Proposal

For

Selection of Chartered Accountant Firm for Internal Audit

Sports Authority of Gujarat

Administrative Building, Sector 13-B,

Near Kh-3 Circle, Near Vavol Railway Crossing,

Beside EVM warehouse, Gandhinagar – 382016

E-mail: [Procurement-sag@gujarat.gov.in](mailto:Procurement-sag@gujarat.gov.in)

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## 1. Notice Inviting Tender

To,

**Sub: Selection of Chartered Accountant Firm for Internal Audit**

Dear Bidder(s),

We are pleased to invite you to participate in the Bidding Process for the work of “Selection of Chartered Accountant Firm for Internal Audit for Sport Authority of Gujarat”. The RFP is enclosed herewith. Bidders can submit the bid online on [www.gem.gov.in](http://www.gem.gov.in) and physically (Hard copy-EMD) to the office as mentioned in the data sheet. Offers received beyond the specified date & time shall not be entertained and this office shall not be responsible for any delay in receipt or loss of documents sent by post/courier etc.

We look forward to your participation and Professional Services.

**Secretary**

Sports Authority of Gujarat

## 2. Disclaimer

The information contained in this Request for Proposal document (hereinafter referred to as “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Secretary, Sports Authority of Gujarat (hereinafter referred to as “SAG”), (the “Authority” or the “Client”) or any of their employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers pursuant to this RFP (the “Bid”). This RFP includes statements, which reflect various assumptions and assessments arrived at by SAG in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for SAG, its employees, or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. SAG accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

SAG, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption,

statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage.

SAG also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that SAG is bound to select a Bidder or to appoint the Selected Bidder for tender and SAG reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the SAG, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and SAG shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

### 3. Introduction

Sports Authority of Gujarat administrates sports activities in the state, provides approval and ensures that the sports activities in the State are governed in a transparent manner. It also monitors implementation of schemes and initiatives and acts as the single point of contact for various stakeholders of the sports ecosystem in the State.

SAG intends to appoint a Chartered Accountant Firm for Internal Audit for Sports Authority of Gujarat (SAG). Further details are captured in subsequent sections of the RFP.

The initial duration of the assignment will be three year, which may be extended up to more two years based on mutual agreement and performance evaluation. SAG reserves the exclusive right to further extend or terminate the assignment at any point during the contract period.

### 4. Data Sheet

Sr. no.	Particulars	Details
1.	Date of availability of RFP	As per gem Bid
2.	Submission of Pre-bid queries	To be sent till 11:00 Hrs, before pre-bid meeting, (before the pre bid meeting in word format via email at <a href="mailto:procurement-sag@gujarat.gov.in">procurement-sag@gujarat.gov.in</a> )
3.	Pre-bid meeting	As per date and time mentioned in GeM bid  Conference Room, SAG office, 1st floor, Sector 13, Vavol, Gandhinagar, Gujarat  Online link: Google Meet joining info  Video call link: check GeM bid
4.	Response to pre-bid queries	Will be uploaded on GeM portal

Sr. no.	Particulars	Details
5.	Due Date(Online)	Technical and financial proposal should be submitted online only as per date mentioned in GeM bid document.
6.	EMD/Bid security	INR 45,000/- (EMD to be submitted in online and offline(hard copy) via RPAD/ Speed Post only at SAG, Gandhinagar within five working days from the date last date of online submission to this office till 18:00 hrs.)
7.	Technical Presentation	To be communicated later via email to bidders who fulfil the Minimum Eligibility criteria
8.	Financial Proposal Opening	To be communicated later to the technically qualified bidders
9.	Contact details	procurement-sag@gujarat.gov.in
10.	Relevant website/ portal	<a href="http://www.gem.gov.in">www.gem.gov.in</a>
11.	Method of Selection	Least Cost Selection (LCS) Method
12.	Bid Validity period	180 days
13.	Submission of Financial Proposal	online only in financial bid-GEM. Bid is liable to disqualify if financial proposal is submitted with technical proposal offline/online)
14.	Assignment Duration	3 Year i.e. 2025-26. 2026-27 and 2027-28, which may extend up to 2 years mutually agreed upon.

Sr. no.	Particulars	Details
15	Estimate Professional fee for Internal Audit(for 3 years)	INR 15,00,000/-

Note:

1. In case of a holiday, the activity will then be carried out on the next working day.
2. In case of a corrigendum, the above activity will be carried out as per the corrigendum.
3. Kindly refer to the GeM website for the extension/corrigendum of the bid, however physical submission (EMD Only) will be on fifth(5) working day from the last date of the online submission (kindly refer to the data sheet).
4. Queries/clarifications received after the period indicated in the data sheet will not be considered.
5. Bidders should submit all required documents online and offline (EMD Only) as mentioned in RFP. Non submission of required documents will make the tenderer liable for disqualification.
6. Estimated bid value indicated above is inclusive of all taxes, including GST and is being declared solely for the purpose of guidance on EMD amount and for determine the eligibility criteria related to turn over, past performance and project experience etc.

## Instructions to the bidder

### 4.1. Introduction

- The Authority will select a Chartered Accountant Firm (the “CA Firm”), in accordance with the method of selection specified in the data sheet. Applicants are advised that the selection of CA Firm shall be on the basis of an evaluation by the Authority through the selection process specified in this RFP (the “Selection Process”). Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that SAG’s decisions are without any right of appeal whatsoever.
- The Applicants are invited to submit Technical, and Financial Proposals (collectively called as “the Proposal” or the “Bid”), as specified in the data sheet, for the services required for the Assignment. The term “Applicant” refers to a single entity or the group of entities coming together to execute the

assignment. The Proposal will form the basis for contract signing with the selected CA Firm. The CA Firm shall carry out the services in accordance with the Scope of work of this RFP.

- The Applicant shall submit the Proposal in the form and manner specified in this RFP. The Proposal shall be submitted as per the Annexure given in relevant sections herewith. Upon selection, the Applicant shall be required to enter into a contract with the Client in the form specified in this RFP (the “Contract”).
- Applicants shall familiarize themselves with local conditions and take them into account in preparing their Proposals.
- The Client will timely provide, the inputs and possible support required to carry out the services. The Applicants are hereby advised to undertake their own due diligence (to their complete satisfaction) before placing reliance on data/ information furnished or to be provided later by the Client and/ or any of his CA Firms.
- The Client requires that the CA Firm provides professional, objective, and impartial advice and at all times holds Client’s interests’ paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The CA Firm shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of the Client and the Project.
- It is the Client’s policy to require that the CA Firms observe the highest standard of ethics during the Selection Process and during the performance of services pursuant to the Contract. In pursuance of this policy, the Client:
  - will reject any Applicant or a Proposal for award if it determines that such Applicant (whether recommended for award or not) has any “Conflict of Interest” as defined in the General Conditions of the Contract and, without prejudice to the generality of the foregoing, if the CA Firm is engaged in “Prohibited Practices” defined in the General Conditions of Contract.
  - will declare an Applicant ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time it determines that the Applicant has any conflict of Interest as defined in the General Conditions of the Contract, without prejudice to the generality of the

foregoing, if the CA Firm is engaged in “Prohibited Practices” defined in the General Conditions of Contract.

- In the event any entity has been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking from participating in any project or bid, and the bar subsists as on the date of this RFP, it would not be eligible to submit a Proposal
- Bidders are required to follow the highest level of work ethics, if any member of the bidder has a Conflict of Interest or indulge in “Prohibited Practices”; bidder is liable to be disqualified. Further, in the event bidder has been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking from participating in any project or bid, and the bar subsists as on the date of this RFP, it would not be eligible to submit a Proposal.
- Start-ups recognized by DPIIT under the Start-up India Program and having Udyam registration certificate as well as registration with **CSPO or National Small Industries Corporation as a MSE**. Startups having valid recognition and registration as above shall be exempted from the criteria of minimum prior experience and minimum turnover. Reseller/Trader of any products shall not be eligible to get benefit as startup.
- No JV/ Consortium is allowed.
- Any effort by a Bidder to influence the Department of Youth Empowerment and Sports in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder’s bid.
- Sports Authority of Gujarat reserves the right to accept any bid or cancel the process without assigning any reason whatsoever without incurring any liability to the affected bidders or to inform the affected bidders and to reject all bids before awarding the contract at any time.
- In the event any entity has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project or bid, and the bar subsists as on the date of this RFP, it would not be eligible to submit a Proposal.
- In the event of a discrepancy, SAG will make the final decision, which will be binding on all bidders.
- SAG has a right to terminate/cancel bid/contract at any stage.

## 4.2. Submission of Report

- The Chartered Accountant (CA) Firm shall submit a half Yearly Progress Report to SAG.

## 4.3. Clarification

- CA Firm may seek clarification on this RFP document until as per date mention in data sheet. Request for clarification must be sent by standard electronic means to:

Sports Authority of Gujarat  
Administrative Building, Sector 13-B,  
Near Kh-3 Circle, Near Vavol Railway Crossing  
Beside EVM warehouse, Gandhinagar – 382016  
Email ID: [procurement-sag@gujarat.gov.in](mailto:procurement-sag@gujarat.gov.in)

- The Client shall conduct a pre-bid meeting on the date as specified in the date and venue as specified in the Data sheet. The client will respond to the pre bid queries or request for clarifications through portal only by publishing corrigendum or respond to Prebid queries. Request for clarification received by the Client after the deadline date will not be considered. SAG reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this Clause shall be construed as obliging SAG to respond to any question or to provide any clarification.
- At any time before the last date for submission of Proposals (“Proposal Due Date” or “PDD”), the client may, for any reason, whether at its own initiative or in response to a clarification requested by an Applicant, modify the RFP documents by issuing an addendum. Any addendum issued hereunder will be posted on the [www.gem.gov.in](http://www.gem.gov.in) & Client’s Website and the Applicants will not be given any individual notice. The Client may at its discretion extend the PDD.

## 4.4. Scope of services

- The Scope of Services expected from this assignment is described in this RFP and should be read in conjunction with the Special Conditions of the Contract.

#### **4.5. Payment Terms**

The CA Firm shall receive payment in accordance with the provisions of the Standard Form of Contract as specified in this RFP. All payments to the CA Firm shall be made in Indian Rupees (INR) in accordance with the provisions of this RFP.

#### **4.6. Clarification**

After submission of the deliverables by the CA Firm, to the satisfaction of the Client, if clarifications are required or doubt arises as to the interpretation of anything included in the reports, CA Firm shall, on receipt of written request from the Client, furnish such clarification to the satisfaction of Client within five (5) working days of such clarification being sought by the Client without any extra charge.

#### **4.7. Ownership of Documents**

All the study outputs including primary data shall be compiled, classified, and submitted by the CA Firm to the Client in hard and soft copies as per the Scope of work. The study outputs shall remain the property of the Client and shall not be used for any purpose other than that intended under these terms of reference without the permission of the Client.

#### **4.8. Payment of Fees**

##### **4.8.1. Bid Security**

The Bid shall be accompanied by EMD as specified in the Data Sheet. Proposals unaccompanied with the aforesaid EMD shall be liable to be rejected by the client.

Exemption for EMD will be provided for MSME's registered companies under specific category with valid CSPO/NSIC registration.

Document required for Eligibility for Exemption from EMD:

a) Micro & small-scale enterprises which participate directly in tendering process for the product which they are manufacturing / service which they are providing and have Udyam registration for items / service under procurement and having registration with **CSPO or National Small Industries Corporation**. (must enclose all required and valid documents)

b) **Startups** which participate directly in tendering process for the product which they are manufacturing / service which they are providing and recognized by DPIIT under the Start-up India Program and has obtained Udyam registration & **CSPO/NSIC registration as MSE.**(must enclose all required and valid documents)

Note :- bidder seeking any type of exemption should submit respected valid document(MSME or start up) as mentioned above with valid **CSPO or National Small Industries Corporation as a MSE registration. Non submission of all the valid documents will lead to further disqualification.** Exemption will be given as pre procurement policy of Gujarat.

#### **4.8.2. Performance Security**

- Performance Security equivalent to 5% of the total contract value shall be furnished before signing of the contract in form of Demand Draft in favour of “Secretary, Sports Authority of Gujarat” payable at Ahmedabad/ Gandhinagar specified in the RFP/ contract.
- For the successful bidder, the Performance Security shall be retained by the Client until the completion of the assignment by the CA Firm. It will be released 180 (one hundred and eighty) days after the completion of the assignment.

#### **4.9. Eligibility of Applicants**

- An Applicant may either be a sole proprietorship firm/ a partnership firm/ a limited liability partnership/ a company incorporated under the Companies Act 1956 or a body corporate incorporated under the applicable laws of its origin
- An Applicant shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “Conflict of Interest”). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Client will forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Client for, inter alia, the time, cost and effort of the Client including consideration of such Applicant’s Proposal, without prejudice to any other right or remedy that may be available to the Client hereunder or otherwise

- Any entity which has been barred by the Central Government, any State Government, a statutory authority, or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of the Proposal, would not be eligible to submit a Proposal either by itself or through its Associate.
- In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process. The term applicant (the “Applicant”) means the bidder. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

## 5. Minimum Eligibility Criteria

**Chartered Accountant Firm following in category II or above as per Finance Department notification no. JNV- 10-2018-1143-A, Sachivalay, Gandhinagar dated 08.06.2020.**

Sr. No.	Criteria	Requirements	Documentary Evidence
1.	Presence in India	Office in India since last 10 years	<ul style="list-style-type: none"> <li>• Certificate of Incorporation/ Partnership Deed/ Other relevant registration document</li> <li>• PAN</li> <li>• GSTIN</li> </ul>
2.	Empanelment with C & AG	The firm shall be empanelled with Comptroller and Auditor General of India, as on 31-Mar-2025.	<ul style="list-style-type: none"> <li>• Certificate of Empanelment</li> </ul>
3.	Financial Capacity	Minimum average annual turnover of INR 30 Lakhs from Auditing services in the previous three financial years. (FY 2022-23, 2023-24 and 2024-25)	<ul style="list-style-type: none"> <li>• CA certificate in the prescribed format</li> <li>• Audited Financial Statements</li> </ul>

Sr. No.	Criteria	Requirements	Documentary Evidence
4.	Financial threshold capacity	Minimum average annual turnover of INR 15 Lakhs from Internal Audit services in the previous three financial years. ((FY 2022-23, 2023-24 and 2024-25)	<ul style="list-style-type: none"> <li>• CA certificate in the prescribed format</li> <li>• Audited Financial Statements</li> </ul>
5.	Profit	The bidder should not have suffered any financial loss during the previous three financial years. (FY 2022-23, 2023-24 and 2024-25)	<ul style="list-style-type: none"> <li>• CA certificate in the prescribed format</li> <li>• Audited Financial Statements</li> </ul>
6.	Firm Composition	There must be at least 3 full time CA partner	<ul style="list-style-type: none"> <li>• Copy of latest partnership deed</li> <li>• Attach CA ICAI certificate.</li> </ul>
7.	Blacklisting	Should not be blacklisted by any agency of the central government, Public Sector Undertaking or by any department of any State Government.	Self- certification. False certification and/ or non-disclosure will lead to forfeiture of the EMD and disqualification from the evaluation process. Format A
8.	Relevant Experience	Experience of undertaking internal/statutory/Pre-Audit assignments in at least 3 projects in the last 3 years of the central government, Public Sector Undertaking or by any department of	Self-Certified work order copy clearing mentioning type of work, amount and year etc.

Sr. No.	Criteria	Requirements	Documentary Evidence
		any State Government.  (Audit Fee should be at least above Rs. 5 Lac, Bank Audit will not be considered)	
9.	Independence	Should not have any direct/indirect interest in the authority's management, employees.	Self-Declaration on firm letterhead declaring no conflict of interest with SAG, its employees, either directly or through any of its subsidiaries None of our partners or directors are associated with any other firm or company that is participating in the bidding process for the same tender.  Format B
10.	Registered Office	Firm's registered office should be in Gujarat and if registered office is not located in Gujarat, then at least one full time branches should be functional in state of Gujarat.	One branch office in Gujarat (As a proof scan copy of firm card or ICAI institute certificate as on 31-Mar-2025.

Only those bidders will be technically evaluated which meet the Minimum Eligibility Criteria.

## 6. Technical Qualification Criteria

The evaluation committee ("Evaluation Committee") appointed by the client will carry out the technical evaluation of proposals on the basis of the following evaluation criteria and point system. Each evaluated

proposal will be given a technical score (St) as detailed below. The Maximum Points/marks to be given under each of the evaluation criteria are:

Sr. No.	Criteria	Requirements	Scoring Methodology	Documentary Evidence
1.	Firm Experience (20 Marks)	Office in India since last 5 years	2 Mark for each completed year after 5 year, up to maximum of 10 marks. (achieved at 15 years)	<ul style="list-style-type: none"> <li>▪ ICIA – ICAI Firm certificate as on 31<sup>st</sup> March 2025</li> </ul>
2.	Firm composition (10 marks)	No. of Partners: CAs must be the 3 partners of the firm.	2 mark for every CA partner exceeding the initial three partners, up to a maximum of 10 marks (achieved at 8 partners).	<ul style="list-style-type: none"> <li>▪ Certificate of Empanelment as on 31<sup>st</sup> March 2025.</li> <li>▪ Partnership Deed</li> </ul>
3.	Financial Capacity (20 Marks)	Average annual turnover of the firm in the previous three financial years from audit services. (FY 2022-23, 2023-24 and 2024-25)	<ul style="list-style-type: none"> <li>▪ More than INR 30 lakhs – 5 Marks</li> <li>▪ More than INR 40 Lakhs– 10 Marks</li> <li>▪ More than INR 50 Lakhs– 15 Marks</li> <li>▪ More than INR 60 Lakhs– 20 Marks</li> </ul>	<ul style="list-style-type: none"> <li>▪ CA certificate in the prescribed format</li> <li>▪ Audited Financial Statements</li> </ul>
4.	Relevant	CA firm must have experience	4 marks for each	Self-Certified work

Sr. No.	Criteria	Requirements	Scoring Methodology	Documentary Evidence
	Experience (20 Marks)	in Internal Audit/pre audit/Statutory audit of Government & PSU in last three financial year.  (Audit Fee should be at least above Rs. 5 Lac of each assignment, Bank Audit will not be considered)	Assignment, Up to a maximum of 5 assignments. (Each assignment must be submitted from a different department; multiple/repeat order submissions from the same department will not be considered.	order or completion certificate issued by client clearing mentioning type of work, amount and year etc.
5.	Peer Reviewed (5 marks)	No of times Firm Peer Reviewed by ICIA.	<ul style="list-style-type: none"> <li>▪ 1 time – 2 Marks</li> <li>▪ 2 time —3 Marks</li> <li>▪ 3 time – 4 Marks</li> <li>▪ 4 &amp; above time – 5 Marks</li> </ul>	Peer Review Certificate issued by ICAI.
6.	Presentation (25 marks)	<ul style="list-style-type: none"> <li>▪ Experience – 5 marks</li> <li>▪ methodology proposed – 5 marks</li> <li>▪ Planning and Process of conducting auditing efficiently and timely- 5 marks</li> <li>▪ Work Plan based on Terms of Reference- 5 marks</li> <li>▪ Organization and staffing highlighting and responsibility of team member - 5 marks</li> </ul>		

- The minimum technical score required to qualify for financial evaluation is 70%(70 Marks) out of 100. A proposal will be considered unsuitable and will be rejected at this stage if it does not respond to important aspects of RFP Document and the Terms of Reference or if it fails to achieve the minimum technical score.

## 7. Preparation of Proposals

### 7.1. Technical Proposal

- Technical proposal should be signed on all the pages and submitted online or before the time stipulated in the tender notice. EMD should be submitted online and offline.
- Technical proposal must be submitted with an Index and accurate page numbering clearly mentioning the section heads that it refers to as per the RFP.
- CA Firms are requested to submit their proposal in English Language only. Any document such as work order, agreement if available in local vernacular should be substantiated by its English Translation duly attested by the Authorized Signatory. For evaluation, the English version will be referred to
- In preparing their proposal, CA Firms are expected to thoroughly examine the RFP Document, Material deficiencies in providing the information requested may result in rejection of a proposal.
- Applicants should note the Proposal Due Date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Client, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Due Date as specified in Data Sheet. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Client reserves the right to seek clarifications in case the proposal is non-responsive on any aspects.
- The Technical Proposal should provide the following information using the attached Standard forms & Annexures as mentioned in the RFP

- Core staff & Additional Staff, composition, and key attributes per requirements
- Curriculum Vitae (CV) signed by the proposed staff or any authorized official of the Applicant (maximum 7 pages – double sided) for each core staff member
- Project Experience
- Comments and suggestions from the bidder
- In the event any averment made in the CV of a proposed staff is incorrect, such person shall be liable to be debarred for any future assignments of SAG and SYCD for a period of three (3) years. The award of the consultancy to the Applicant may also be liable to cancellation in such an event.
- For sake of bidding uniformity and transparency, the CA Firm must use the minimum specified personnel classifications/categories and durations for core staff. The actual staffing may vary depending on the scope of work for each year. The Client reserves the right to change or modify the core and additional personnel at any time.
- If any core staff proposed is not a permanent employee of the Applicant, a certificate from the core staff must be furnished mentioning his/her availability for the project.
- Failure to comply with or provide the above listed items in the Technical Proposal may result in disqualification.
- The Technical proposal shall not include any financial information. Disclosure of financial information in technical proposal will render the bid disqualified.

## **7.2. Financial Proposal**

- The financial bids should only be submitted online as per the standard Financial proposal submission form prescribed in this RFP on or before the time stipulated in the tender notice. Financial proposal should not be submitted with the Technical Proposal(online/offline). This will lead to disqualification or rejection of the bid.
- The Financial Proposal should not be submitted offline (hard copy), if the same is done the bidder would be disqualified

- Any type of price should not be disclosed in technical documents(online/offline) otherwise bid will be rejected.
- While preparing the Financial Proposal, CA Firms are expected to consider the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be a lump sum Proposal inclusive of all the costs including all taxes excluding GST associated with the Assignment. While submitting the Financial Proposal, the CA Firm shall ensure the following:
  - All the costs associated with the Assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the personnel (in the field, office, etc.), accommodation, air fare, transportation, equipment, printing of documents, etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
  - The Financial Proposal shall consider all the expenses and tax liabilities and cost of insurance specified in the draft contract, levies, and other impositions applicable under the prevailing law on the CA Firm, sub-CA Firm and their staff. For the avoidance of doubt, it is clarified that all taxes, excluding GST, shall be deemed to be included in the cost shown under different items of Financial Proposal. The CA Firm shall be paid only GST over and above the cost of Financial Proposal. Further, all payments shall be subjected to deduction of taxes at source as per Applicable Laws.
- CA Firm shall express the price of their services (including break down of their costs) in Indian Rupees.
- The CA Firm may be subjected to local taxes (such as service tax, social charges or income taxes on non-resident foreign personnel, duties, fees, levies etc.) on amounts payable by the Client under the Contract. CA Firm must do their due diligence about the tax implications and Client will not be liable for any incident.
- The Proposals must remain valid for a period as specified in the Data Sheet. During this period, the CA Firm is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete contract signing within this period. If the Client wishes to extend the

validity period of the proposals, it may ask the CA Firms to extend the validity of their proposals for a stated period. CA Firms, who do not agree, have the right not to extend the validity of their proposals.

## 8. Submission, Receipt and Opening of Proposals

### 8.1. Bidding process

- It is mandatory for all applicants to have Class-III digital signature certificate (with both Signing and Encryption Certificate) from any of the licensed certifying agency (“CAs”) {Applicants can see the list of licensed CAs from the link for the link [www.cca.gov.in](http://www.cca.gov.in)} to participate in e-tendering.
- To participate in the submission of Bids against the RFP, it is mandatory for the Bidders to get themselves registered with [www.gem.gov.in](http://www.gem.gov.in) and to have user ID & password which has to be obtained by submitting an annual registration charge.
- If the Applicant has already registered with the [www.gem.gov.in](http://www.gem.gov.in) and validity of registration has not expired, then such Applicant does not require fresh registration

### 8.2. Format and signing of bid

- The Bidder shall provide all the information sought under this RFP. SAG will evaluate only those Bids that are received in the required formats and complete in all respects.
- The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder with an initial on each page. All the alterations, omissions, additions, or any other amendments made to the Bid shall be initialed by the person(s) signing the Bid.

### 8.3. Submission details

Documents shall be uploaded online on the portal and offline (hard copy) mentioned in the Data Sheet.

### 8.4. Opening of bids

- This will be a two-stage process. Online Technical proposal would be opened on the date specified in the summary table. Further the client will open the financial proposal of the Applicants who are qualified in technical evaluation (those fulfilling the eligibility criteria) on the date advised to all qualified bidders.

- The Financial Proposals will be opened publicly in the presence of Applicants' representatives who choose to attend. The name of the Applicants, their technical scores and the proposed prices will be read aloud and recorded when the Financial Proposals are opened.
- Evaluation Committee will determine whether the Financial Proposals are complete in all respects, unqualified and unconditional, and submitted in accordance with the terms hereof.
- The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services and should be stated in INR only. The man-months considered for calculation of costs for the personnel in the Financial Proposal should match the man-months for the corresponding personnel given in the Technical Proposal. In case, the man-months considered for calculation of costs for the personnel in the Financial Proposal are more than the corresponding man-months given in the Technical Proposal, the man-months considered in the Financial Proposal shall be reduced to match the man-months given in the Technical Proposal with a corresponding reduction in the cost indicated in the Financial Proposal. This will be applicable also in the case where the man-months considered for calculation of costs for the personnel in the Financial Proposal are less than the corresponding man-months given in the Technical Proposal. Omissions, if any, in costing of any item shall not entitle the Applicant to be compensated and the liability to fulfil its obligations as per the Terms of Reference within the total quoted price shall be that of the Applicant. The evaluation shall exclude those taxes, duties, fees, levies and other charges imposed under the Applicable Law as applicable on foreign and domestic inputs.
- The Applicant who is L1 in financial bid will be considered to be the Successful Applicant and will be informed through a Letter of Award (LoA) or will be invited for contract signing.
- If the Successful Applicant does not sign the Contract agreement within 7 days of intimation or issue of LoA, the next ranked applicant shall be invited for Contract signing.
- The Client will notify Applicants who fail to meet minimum eligibility criteria about the same.
- No proposal shall be accepted after the closing time for submission of Proposals.

## 9. Proposal Evaluation

### 9.1. Technical evaluation

- As part of the evaluation the Technical Proposal submission for Applicants shall be checked for responsiveness in accordance with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in detail in accordance with the criteria set out in this RFP document. Based on the technical factors, each CA Firm would be assigned a technical score out of 100. Based on their ranking in technical score, CA Firms scoring minimum of (70 marks)70% are eligible for financial evaluation stage.

### 9.2. Financial evaluation- Least Cost Selection(LCS) Method

- The Price bids of only technically qualified bidders would be opened for further consideration.
- Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered.
- Any conditional bid would be rejected.
- The bidder quoting lowest Commercial Bid shall be invited for negotiations for awarding the contract. In case of a tie where two or more bidders achieve the same highest commercial score (Lowest Commercial bid), the bidder with the higher Technical Score will be invited first for negotiations for awarding the contract.
- If there is a tie in financial evaluation, priority will be given to the bidder who receives the highest score in the technical evaluation.

## 10. Negotiations

- Negotiations will be held at the bid submission address as mentioned in the clause above of this document. For avoidance of doubt, it is hereby clarified that the Applicants shall be deemed to have accepted the terms and conditions contained Standard form of Contract and accordingly, there will be no negotiations regarding the same.

- Negotiations will be scheduled with the first ranked bidder. Negotiations will commence with a discussion on the proposal, proposed methodology, staffing and any other suggestions on improving the ToR. Agreement must then be reached on the final ToRs, staffing and reporting. Then financial negotiations will be carried out.
- After successful negotiations with the first ranked bidder, SAG shall issue Letter of Intent (LOI) to the first ranked bidder for carrying out the assignment. If negotiations do not reach any conclusions and the first ranked bidder withdraws his proposal, SAG may then call the second ranked bidder for negotiations.
- No information on the evaluation and ranking of CA Firms' proposal will be disclosed to any person other than those directly concerned with the selection process. Any CA Firm or representative of CA Firm who tries to influence the evaluation, ranking or contract, will be liable to be rejected

## 11. Award of contract

- After negotiation in accordance with the Clause above or otherwise and final selection of CA Firm, a Letter of Award (the "LOA") shall be issued, in duplicate, by SAG to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest-ranking Applicant may be considered.
- After acknowledgment of the LOA as aforesaid by the Selected Applicant, it shall execute the Contract within a period of 7 (seven) days from the date of issuance of the LOA. For the avoidance of doubt, it is clarified that the Selected Applicant shall not be entitled to seek any deviation in the Contract.
- After execution of the Contract with the selected Applicant, the Client shall promptly notify the other Applicants and return the Bid Security of such Applicants.
- The CA Firm is expected to commence the Services on the date not later than the Seven (7) days from signing of the Contract or on the date as decided with mutual consent of both the parties (i.e., Client and CA Firm).

## 12. Confidentiality

- Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the Authority in relation to, or matters arising out of, or concerning the Bidding Process. The Authority will treat all information, submitted as part of the Bid, in confidence and will require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or the Authority.

## 13. Proprietary Data

- All documents and other information provided by SAG or submitted by an Applicant to SAG shall remain or become the property of the SAG. Applicants and the CA Firm, as the case maybe are to treat all information as strictly confidential.
- SAG will not return any Proposal, or any information related thereto.
- All information collected, analysed, processed or in whatever manner provided by the CA Firm to the SAG in relation to the Consultancy shall be the property of the SAG.

## 14. SCOPE OF WORK FOR AUDITOR

### 1. Introduction

The Sports Authority of Gujarat (SAG), an autonomous body under the Department of Sports, Youth and Cultural Activities, Government of Gujarat, requires the appointment of a internal Auditor for undertaking the audit of its accounts. The auditor will be responsible for expressing an independent opinion on the financial statements of the Authority and for ensuring compliance with statutory and regulatory requirements.

### 2. Objective of the Assignment

The objective of the audit is to ensure that the financial statements of SAG present a true and fair view of its financial position and that funds are utilized in accordance with prescribed rules, regulations, and grant conditions.

### 3. Scope of Work

The internal audit firm shall undertake the following responsibilities. The scope outlined below is indicative and does not limit the independence of the auditor or the internal requirements, rules, procedures, or guidelines for audit.

#### A. Audit of Accounts

- Conduct internal audit of all financial transactions, including receipts, payments, periodic and annual accounts, at the Head Office and 33 District Offices.
- Verify monthly bank reconciliations.

#### B. Audit of Branches and Schools

- Audit of Head Office, 33 District Offices, all In-school institutions, and District Level Sports Schools (DLSS), limited to grants disbursed by the Head Office & verify expenditure incurred are as per Government norms
- Verify compliance with tax obligations, including TDS payments, returns, PF/PPF/Income Tax, and report defaults or assessments in the Internal Audit Report.
- Coordinate with District Sports Development Officers (DSDO) for audits of district offices, DLSS, and In-school institutions.
- Reconcile grants allotted by Head Office to branches and verify proper bookkeeping in accounting software.
- Verify and certify DC bills.
- Provide a separate report on system upgrades, including maintenance of registers like Fixed Asset register, Grant Register, Advance register, cashbook, dead stock register, property register, ledger book, ABC register at branch offices.

#### C. Other Responsibilities

- Assist in preparation of contingent liability statements based on pending court/tribunal matters.
- Review and support implementation of proper accounting procedures, reconciliation of investments and income, internal controls, and computerized systems.
- Verify fixed deposit registers and interest calculations.
- Provide an executive summary highlighting key issues requiring consideration by SAG committees.
- Attend Board of Governors (BOG) meetings where audit reports and annual accounts are discussed.
- Coordinate with statutory auditors to ensure compliance with statutory audit requirements.
- Provide draft compliance reports for queries or audit paras raised by the Accountant General's Office.
- Examine expenditure to ensure authorization, adherence to approved procedures, delegation of powers, and conformity with sanctioned budgets.
- Identify and highlight irregularities or possible frauds, and comment on existing mechanisms of checks and controls.
- Review service records, leave records, and other operational records.

- Examine personnel matters, including recruitment, promotions, pay fixation, increments, attendance, leave, LTC, medical reimbursements, allowances, advances, adjustments, and GPF/CPF deductions.
- Review procurement and tendering processes, including contracts, petty expenses, and contingency fund expenditures, to ensure compliance with rules and approvals.
- Verify tenders and conduct physical verification of completed works.
- Provide an audit schedule covering Head Office, District Offices, In-school institutions, and DLSS schools.
- Review payments for utilities (telephone, electricity, water) and comment on potential economies.
- Comment on staff utilization, fuel economy, and repair expenditures.
- Perform quantitative and financial reconciliation of income and expenditure.
- Assist units in preparation of trial balances and related schedules, including reconciliation of accounts.
- Physical verification of fixed assets at HO and at district offices.
- Verify deduction of statutory dues, including GST and Income Tax.
- Review RA bills as per standard operating procedures.
- Obtain prior approval from SAG in case of changes in audit team members.
- Provide one-month notice to SAG before discontinuing the contract. SAG reserves the right to terminate the assignment at its discretion.

**The above scope of work will not restrict / limit or affect the independence of Audit.**

## 15. Other term

- Selected Chartered Accountant firms must submit audit reports and any additional reports requested by SAG without extra cost. Auditor should personally visit at all district office and prepare audit report.
- Sub-contracting is strictly prohibited and will result in immediate termination.
- Any scheme, program, or mission run by SAG or its branches/subsidiaries during the financial year shall be covered under the audit scope.
- The audit team shall be finalized by the firm and communicated to the designated SAG officer.
- Financial quotes must be all-inclusive of direct, indirect, and incidental expenses, including travel and additional staffing, regardless of time consumed.
- Audit work must be completed within the prescribed time period.
- SAG reserves the right to accept or reject any or all offers without assigning reasons.

- Audit fees will not be payable if stipulated conditions regarding submission of reports and compliance with appointment orders are not met.
- In case of operational difficulties, SAG may take steps to resolve them without materially altering the scope of work or terms, which shall remain binding.
- Tenders quoting unreasonably low or high rates may be rejected.
- Conditional tenders will not be accepted.
- This notice and any corrigendum shall form part of the contract document. Bidders must carefully read the instructions and eligibility criteria in the tender documents.
- SAG reserves the right to accept the lowest responsive offer and/or reject any or all tenders without assigning reasons.

## 16. Payment terms

To ensure your payment is processed, the CA Firm must submit a **Half-Yearly Progress Report (HYPR)** for each district and the Head Office individually.

Annual payments are released only upon the successful submission of these reports. i.e. For the F-Y **2026-27** period, the deadlines are as follows:

- **First Half Report:** Due by 31 October 2026
- **Second Half Report:** Due by 15 May 2027

These reporting dates will remain the same for all subsequent years.

## 17. General Guidelines

### 1. Commencement, completion, modification, and termination of contract

- Effectiveness of Contract: This Contract shall come into effect from \_\_\_\_\_ and should be signed by both Parties.
- Commencement of Services: The CA Firm shall commence the Services within 15 days of issue of LoA or any date prior to that or notified by the Client.
- Expiration of Contract: Unless terminated earlier pursuant to relevant clauses in this contract hereof, this Contract shall expire when Services have been completed and all payments have been made at the end of such time period after the Effective Date as shall be specified in the Contract.

- Modification: Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

## 2. Force Majeure

- Definition: For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical to be considered impossible under the circumstances, and includes, but not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions.
- No Breach of Contract: The failure of a party to fulfil any of its obligations under the Contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event:
  - a) has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and
  - b) has informed the other party as soon as possible about the occurrence of such an event.
  - c) the dates of commencement and estimated cessation of such event of Force Majeure; and
  - d) the manner in which the Force Majeure event(s) affects the Party’s obligation(s) under the Contract.

The Parties agree that neither Party shall be able to suspend nor excuse the non- performance of its obligations hereunder unless such Party has given the notice specified above.

- Extension of Time: Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- Payments: During the period of their inability to perform the Services as a result of an event of Force majeure, the CA Firms shall not be paid under the terms of this Contract. The CA Firm will receive the payment for only those deliverables which has been submitted and approved by the client.

## 3. Termination

- By the client: The Client may terminate this Contract, by not less than fourteen (14) days written notice of termination to the CA Firm, to be given after the occurrence of any of the events specified in this clause:
  - a) if the CA Firm do not remedy a failure in the performance of their obligations under the Contract, within a period of thirty (30) days, after being notified or within such further period as the Client may have subsequently approved inwriting.
  - b) within fifteen (15) days, if the CA Firm become insolvent or bankrupt;
  - c) if, as the result of Force Majeure, the CA Firm are unable to perform a material portion of the Services for a period of not less than thirty (30) days;
  - d) within fifteen (15) days, if the CA Firm fails to comply with any final decision reached as a result of arbitration proceedings pursuant to relevant clauses hereof;
  - e) within fifteen (15) days, if the CA Firm submits to the Client a false statement which has a material effect on the rights, obligations or interests of the Client. If the CA Firm places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Client;
  - f) within fifteen (15) days, if the CA Firm, in the judgment of the Client has engaged in Corrupt or Fraudulent Practices in competing for or in executing the Contract;
  - g) if the Client, in its sole discretion and for any reason whatsoever, within a period of thirty (30) days decides to terminate this Contract.
- By the CA Firms: The CA Firm may terminate this Contract, by not less than thirty (30) days written notice to the Client, such notice to be given after the occurrence of the events specified in this clause:
  - a) if the Client fails to pay any money due to the CA Firm pursuant to this Contract and not subject to dispute pursuant to relevant clauses hereof within forty-five (45) days after receiving written notice from the CA Firm that such payment is overdue; or
  - b) if, as the result of Force Majeure, the CA Firms are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

**4. Cessation of Rights and Obligations:**

- Upon termination of this Contract pursuant to actual Termination, or upon expiration of this Contract pursuant to relevant clause hereof, all rights and obligations of the Parties hereunder

shall cease, except (i) such rights and obligations as may have accrued on the date of termination or expiration, (ii) the obligation of confidentiality set forth in relevant clause hereof, (iii) the CA Firm's obligation to permit inspection, copying and auditing of their accounts and records, (iv) the rights of indemnity of the Client specified in GCC and (v) any right which a Party may have under the Applicable Law.

- Cessation of Services: Upon termination of this Contract by notice of either Party to the other pursuant to relevant clauses hereof, the CA Firm shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the CA Firm and equipment and materials furnished by the Client, the CA Firm shall handover all project documents under procedure described in this contract.
- Payment upon termination: Upon termination of this Contract, the Client will make the following payments to the CA Firms:
  - a) Remuneration pursuant to relevant clauses for Services satisfactorily performed prior to the effective date of termination;
  - b) If the Contract is terminated pursuant to Clause – Termination by the client, the CA Firm shall not be entitled to receive any agreed payments upon termination of the Contract. However, the Client may consider making payment for the part satisfactorily performed on the basis of the quantum merit as assessed by it, in its sole discretion, if such part is of economic utility to the Client. Under such circumstances, upon termination, the Client may also impose liquidated damages as per the provisions of relevant clauses of this Contract. The CA Firm will be required to pay any such liquidated damages to Client within 30 days of termination date.
- Disputes about Events of Termination: If either Party disputes Termination of the contract under relevant clauses hereof, such Party may, within forty-five (45) days after receipt of notice of termination from the other Party, refer the matter to arbitration under relevant clauses hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

## 5. Obligations of the CA Firm

- General: The CA Firm shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The CA Firm shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub- CA Firm or third parties.
- Conflict of interest
  - The CA Firm shall promptly disclose any Conflict of Interest to the Client. For the avoidance of doubt, the CA Firm agrees that a disclosure of any Conflict of Interest shall not in any manner whatsoever be deemed to cure such Conflict of Interest.
  - CA Firm Not to Benefit from Commissions, Discounts, etc.: The remuneration of the CA Firm pursuant to relevant clauses hereof shall constitute the CA Firm's sole remuneration in connection with this Contract or the Services, and the CA Firms shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the CA Firm shall use their best efforts to ensure that the Personnel, any Sub- CA Firm and agents of either of them, similarly shall not receive any such additional remuneration.
  - CA Firm and Affiliates Not to Engage in Certain Activities: The CA Firm agree that, during the term of this Contract and after its termination, the CA Firm and their affiliates, as well as any Sub-CA Firm and any of its affiliates, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services for the period of Two (2) years.
  - Prohibition of Conflicting Activities: Neither the CA Firm nor their Sub-CA Firm nor the Personnel shall engage, either directly or indirectly, in any of the following activities:
    - a) during the term of this Contract, any business or professional activities which would conflict with the activities assigned to them under this Contract; and
    - b) after the termination of this Contact, such other activities as may be specified in the SC.

- Confidentiality: The CA Firm, their Sub-CA Firm, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- CA Firm's Actions Requiring Client's Prior Approval: The CA Firm shall obtain the Client's prior approval in writing before taking any of the following actions:
  - a) appointing such members of the Personnel, as are not mentioned in the Technical Proposal, and
  - b) any other action that may be specified in the SC.
- Reporting Obligations: The CA Firm shall submit to the Client the reports and documents specified in TOR, in the numbers, and within the periods set forth in this contract.
- Documents Prepared by the CA Firm to be the Property of the Client: All documents, specifications, cost estimate, (in MS excel file), designs, reports, other documents and software submitted by the CA Firm pursuant to this contract shall become and remain the property of the Client, and the CA Firm shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Client, together with a detailed inventory thereof. The CA Firm may retain a copy of such documents and software.
- Liability of the CA Firm: Subject to additional provisions, if any, set forth in the SC, the CA Firm's liability under this Contract shall be as provided by the Applicable Law.
- Insurance to be taken out by the CA Firm: The CA Firm (i) shall take out and maintain, and shall cause any Sub CA Firm to take out and maintain, at their (or the Sub CA Firm's", as the case may be) own cost but on terms and conditions approved by the Client, insurance against the risks, and for the coverage, as shall be specified in the Special Conditions (SC), and (ii) within 15 (fifteen) days of receiving any insurance policy certificate in respect of insurances required to be obtained and maintained under this clause, the CA Firm shall furnish to the Client, copies of such policy certificates, copies of the insurance certificates and evidence that the insurance premium has been paid in respect of such insurance. No insurance shall be cancelled, modified or allowed to expire or lapse during the term of this Contract. (iii) if the CA Firm fails to effect and keep in force the aforesaid insurances for which it is responsible pursuant hereto, the Client will apart from having other recourse available under this Contract have the option without prejudice to the

obligations of the CA Firm, to take out the aforesaid insurance, to keep in force any such insurances, and pay such premia and recover the costs thereof from the CA Firms, and the CA Firms shall be liable to pay such amounts on demand by the Client. (iv) the insurance policies so procured shall mention the Client as the beneficiary of the CA Firms and the CA Firms shall procure an undertaking from the insurance company in this regard.

## 6. CA Firm's personnel

- Description of Personnel
  - The titles agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the CA Firm core team and resource pool are described in this contract. If additional work is required beyond the scope of the Services specified in TOR, the level of effort and / or staff assigned may be increased by agreement in writing between the Client and the CA Firm, provided that any such increase shall not, except as otherwise agreed.
  - If required to comply with the provisions of this Contract, adjustments with respect to level of effort, staff assignments, time may be made by the CA Firm by written notice to the Client, provided (i) that such adjustments shall not alter the originally estimated period of engagement, scope, qualifications of team or deliverables and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in this Contract. Any other such adjustments shall only be made with the Client's prior written approval.
- Removal and / or Replacement of Team Member
  - Since this is a long-term contract, some staff attrition in the core team and resource pool is normal. The CA Firm will fill a vacancy with equally qualified and experienced staff immediately. In cases when a critical vacancy cannot be filled immediately, due to conditions beyond the CA Firm's control, the CA Firm will be allowed to fill the critical vacancy for temporary periods with approval of SAG
  - If the Client finds that any of the Personnel have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the CA Firm shall, at the

Client's written request specifying the grounds, therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.

- o Any of the Personnel provided as a replacement under Clauses above, the rate of remuneration applicable to such person as well as any reimbursable expenditure shall remain same as that of the personnel replaced. Except as the Client may otherwise agree, (i) the CA Firm shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the personnel replaced.

## **7. Obligations of the client**

Assistance and Exemptions: Unless otherwise specified in the SC, the Client will use its best efforts to ensure that the Government will provide the CA Firm, Sub- CA Firm and Personnel with work permits and such other documents as necessary to enable the CA Firm, Sub CA Firm or Personnel to perform the Services:

- Assist for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all supporting papers for necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in India;
- facilitate prompt clearance through customs of any property required for the Services.
- issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services.

## **8. Settlement of disputes**

- Amicable Settlement: The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- Disputes Settlement: Any dispute between the Parties as to matters arising out of and relating to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provision specified in the SC.

## Annexures – Technical Proposal

### 18. Technical Proposal Submission Form

[Location, Date]

To

Secretary

Sports Authority of Gujarat

Besides EVM Office, Sector -13 B

Gandhinagar – 382016

Gujarat

RFP dated \_\_\_\_\_[date] for selection of CA Firm for \_\_\_\_\_[name of assignment]

Dear Sir,

With reference to your RFP Document dated \_\_\_\_\_[date], we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as \_\_\_\_\_ [name of assignment]. The Proposal is unconditional and unqualified.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate in accordance with the RFP. Our Proposal is binding upon us, subject only to the modifications resulting from technical discussions in accordance with the RFP.

We understand you are not bound to accept any Proposal you receive.

Further:

1. We acknowledge that SAG will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the CA Firm, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

2. This statement is made for the express purpose of appointment as the CA Firm for the aforesaid Project.

3. We shall make available to SAG any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

4. We acknowledge the right of SAG to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. We certify that in the last 3 (three) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

6. We declare that:

a) We have examined and have no reservations to the RFP, including any Addendum issued by the Authority.

b) We do not have any conflict of interest in accordance with the terms of the RFP;

c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with SAG or any other public sector enterprise or any government, Central or State; and

d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the CA Firm, without incurring any liability to the Applicants

8. We certify that regarding matters other than security and integrity of the country, we or any of our affiliates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory

authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

9. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our affiliates. We further certify that we have not been barred by the central government, any state government, a statutory body or any public sector undertaking, as the case may be, from participating in any project or bid, and that any such bar, if any, does not subsist as on the date of this RFP

10. We further certify that no investigation by a regulatory authority is pending either against us or against our affiliates or against our MD or any of our Directors/ Managers/ employees.

11. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SAG in connection with the selection of CA Firm or in connection with the selection process itself in respect of the abovementioned Project.

12. We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the consultancy for the Project is not awarded to us or our proposal is not opened or rejected.

13. In the event of our being selected as the CA Firm, we agree to enter a Contract in accordance with the contract prescribed in the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

14. We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Contract, we shall have no claim, right or title arising out of any documents or information provided to us by SAG or in respect of any matter arising out of or concerning or relating to the selection process including the award of consultancy.

15. This Technical Proposal read with the Financial Proposal shall be binding on us.

16. We agree and undertake to abide by all the terms and conditions of the RFP Document.

We remain,

Yours sincerely,

Signature

Name and Title of Authorized Signatory:

Name of Firm:

Address:

Contact No:

(Name and seal of the Applicant/Member in Charge)

## 19. Power of Attorney

Know all men by these presents, We, \_\_\_\_\_[name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr / Ms \_\_\_\_\_(name and residing address), who is presently employed with/ retained by us and holding the position of \_\_\_\_\_[designation] as our true and lawful attorney (hereinafter referred to as the “Authorised Representative”), with power to sub- delegate to any person, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as independent agency for “\_\_\_\_\_ (name of tender)”, to be conducted by Sports Authority of Gujarat (the “Authority”) including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us until the entering into of the Contract with the Authority.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, [name of organization], THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in ‘yyyy’ format].

For [name and registered address of organization]

[Signature] [Name] [Designation]

Witnesses:

1. [Signature, name and address of witness]

2. [Signature, name and address of witness]

Accepted

[Signature] [Name] [Designation] [Address]

## 20. Format of CA Certificate

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that, based on the Audited Financial Statements of .....for the financial years 2022-23, 2023-24, and 2024-25, and other relevant records maintained by ....., the turnover from audit and attestation services, accounting, taxation, and consultancy services, along with the Net Worth and Profit for the said three financial years of (“Name of the Bidder”) are as follows::

Description	FY 2022-23	FY 2023-24	FY 2024-25	Average of last three year
Annual Turnover				
Turnover from internal audit services				
Profit				
Net Worth				

### Certificate from the Statutory Auditor

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Unique Document Identification Number (UDIN):

Name of Authorized Signatory:

Designation:

Registration No:

Name of firm:

Signature of Authorized Signatory:

Date:

Seal of Audit firm:

Instructions:

1. The Bidder shall attach copies of the balance sheets, financial statements and Annual Reports for 3 (three) financial years as mentioned above. Th financial statements shall:

- be audited by a statutory auditor;
- be complete, including all notes to the financial statements; and
- correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## 21. CA Firm's Experience

[Using the format below, provide information on each assignment for which your firm was legally contracted as a corporate entity for carrying out consulting services similar to the ones requested under this assignment]

Assignment Name and Project Cost:	Approx. value of the contract (in INR in Crore):
Country: Location within country:	Duration of assignment (months):
Name of Client & Address:	Total No. of Staff-months of the assignment:
Type of Study: In accordance with the clause of Technical Eligibility Criteria	Approx. value of the services provided by your firm under the contract (in INR in Crore);
Start Date (Year): End Date (Year)	No. of Professional Staff-months provided
Name of Associated CA Firm, If any:	
Narrative Description of Project: (Highlight project cost in the narration)	
Description of actual services provided by your staff within the assignment:	

**Format A - Self-Declaration Regarding NON- Blacklisting (To be printed on the firm's official letterhead)**

Date: [Insert Date]

To,

[Insert Name of Tendering Authority]

[Insert Address]

Subject: **Self-Declaration Regarding Non-Blacklisting**

Dear Sir/Madam,

We, [Insert Firm Name], having our registered office at [Insert Address], hereby declare that:

1. Our firm, its directors, partners, and employees have **not been blacklisted or debarred** by any Government Department, Public Sector Undertaking, or any other agency in India or abroad for participating in any tender or contract as on the date of submission of this declaration.
2. We further declare that there are **no ongoing investigations or proceedings** that may lead to such blacklisting or debarment.

This declaration is made in good faith and with full understanding of the implications of providing false or misleading information.

We understand that any misrepresentation or concealment of facts may lead to disqualification from the tender process and/or legal action as deemed appropriate by the authority.

Thank you.

Yours faithfully,

For [Insert Firm Name]

Authorized Signatory

Name: [Insert Name]

Designation: [Insert Designation]

Contact Details: [Insert Phone/Email]

Seal & Signature

**Format B - Self-Declaration Regarding No Conflict of Interest(To be printed on the firm's official letterhead)**

Date: [Insert Date]

To,

[Insert Name of Tendering Authority]

[Insert Address]

Subject: Self-Declaration Regarding No Conflict of Interest

Dear Sir/Madam,

We, [Insert Firm Name], having our registered office at [Insert Address], hereby declare that:

1. We have no conflict of interest with the Sports Authority of Gujarat (SAG), its employees, either directly or through any of our subsidiaries or associates.
2. None of our partners or directors are associated with any other firm or company that is participating in the bidding process for the same tender.

This declaration is made in good faith and with full understanding of the implications of providing false or misleading information.

We understand that any misrepresentation or concealment of facts may lead to disqualification from the tender process and/or legal action as deemed appropriate by the authority.

Thank you.

Yours faithfully,

For [Insert Firm Name]

Authorized Signatory

Name: [Insert Name]

Designation: [Insert Designation]

Contact Details: [Insert Phone/Email]

Seal & Signature

## Annexures – Financial Proposal

## 22. Financial Proposal Submission Forms

### Form (A) – Summary of Financial Proposal

Sr. no.	Particular	Amount figure (in INR) without GST	Amount figure (in INR) with GST
1.	Professional fee for internal Audit F.Y. 2025-26		
2.	Professional fee for internal Audit F.Y. 2026-27		
3.	Professional fee for internal Audit F.Y. 2027-28		
4.	<b>Total (Sr no 1+2+3)(Professional fee for internal Audit F.Y. 2025-26, F.Y. 2026-27 &amp; F.Y. 2027-28 (3 year))</b>		

- The financial proposal must include all staff expenses, travel, accommodation, all applicable taxes, and all tasks outlined in the assignment-RFP.
- Professional fee with GST will be consider for financial evaluation. Bidder should quote rate mentioned in row **(Total (Sr no 1+2+3)(Professional fee for internal Audit F.Y. 2025-26, F.Y. 2026-27 & F.Y. 2027-28(3 year)) with GST** in Gem online portal.
- Bidder must upload above BOQ break up in financial proposal upload option available on GeM online portal in financial bid without any modification. Bidder uploaded financial proposal and price quoted in GeM online portal should be same, any miss match will lead to disqualification of bidder.
- Bid is liable to disqualify if financial proposal is submitted with technical proposal offline/online.
- The above Bill of Quantities (BOQ) is intended solely for finalizing year-wise rates and determining the L1 bidder.