

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	22-06-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	22-06-2026 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	Science And Technology Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Gujarat Biotechnology University
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	anas.mansuri@gbu.edu.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, as per ATC; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	9 Month(s) 16 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	200000
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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

एमआईआई अनुपालन/MII Compliance

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

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

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs from the State of Bid Inviting Authority having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry/ State of Bid Inviting Authority. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry. Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE

bidder subject to acceptance of L1 bid price.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

7. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate as per ATC

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

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: as per ATC

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification as per ATC

Number of XX fulltime CA's required and YY professional audit staff as per ATC

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
As per ATC	100	70	View file	Yes

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
18-06-2026 15:00:00	Board Room GBU

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, As Per ATC; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , as per ATC
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with law & regulations , Investigating fraud , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	as per ATC
Frequency of Progress Report	as per ATC
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	as per ATC
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Vadi Dhruvinkumar Navinbhai	382355,GUJARAT BIOTECHNOLOGY UNIVERSITY (GBU) 5M9F+9PR, Near GIFT- City, Shahpur village, Gandhinagar, Gujarat 382355	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 3

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

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

- 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).
- Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
- Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Publishing bids on GeM for procurement of works.
- Procurement of Goods by creating a Service bid on GeM & vice-versa.
- 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.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from incorrect categories.

10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

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

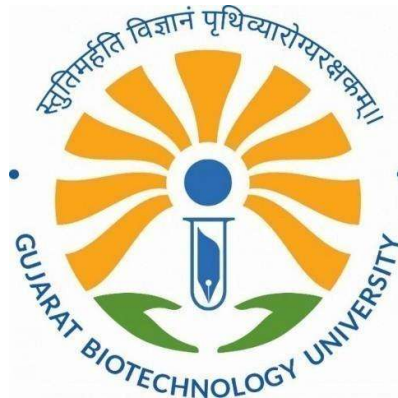
This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



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



Gujarat Biotechnology University,
GIFT City,
Gandhinagar- 382355

June 2026

INDEX

Sl.No	Particular	Page No
1.	Introduction	3
2.	Section-I: Minimum Eligibility Criteria	4
3.	Section-II: Instructions for the Bidders	5
4.	Section-III: Terms of Reference	8
5.	Section-IV: Bid Opening, Evaluation Process and Selection Criteria	11
7.	Annexure-I: Undertaking for the participation in the Tender	14
8.	Annexure – II : Affidavit Regarding Blacklisting/Non-blacklisting from taking part in Govt./PSU/CAB tender	15
9.	Annexure-III: Details of CA Firm's Turnover Format	16

Introduction

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

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

GBU's mandate:

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

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

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

Eligibility Criteria for Hiring Chartered Accountant Firm

1. **Registration and Empanelment**

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

2. **Experience**

- a) The firm must be in operation for at least **Five (05) years** after registration and
- b) should have handled **at least three (03)** similar assignment (*in the areas of Internal/Statutory Audit, etc., in Central Government Organization/ Central PSU / Autonomous Body or Statutory Body under the Central Government or a Constitutional Body*) during the last **Five (05) financial years (FY 2020-21 onwards)** and
- c) Should have at least **one assignment** of Internal/Statutory Audit in any University System

3. **Turnover**

The firm must have an **average annual turnover of at least ₹8 lakhs** during the last three financial years (2022-23, 2023-24, and 2024-25). Audited/certified copies by another CA firm (not the bidding firm) must be submitted as per Annexure III or equivalent.

4. **Office Location**

The firm's head office/ branch office must be located in Ahmedabad or Gandhinagar for at least **Five (05) years**. The document showing date of establishment of office must be attached with the bid

5. **Personnel**

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

6. **Professional Conduct and Legal Compliance**

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

7. **Document Verification**

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

8. **Bid Security**

- a. Earnest Money Deposit (EMD) – No EMD at this stage is required
- b. Performance Security – Successful bidder has to deposit a sum of equivalent to 5% of total annual contract value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of GBU. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm. PBG must be valid for 12 months.

INSTRUCTIONS TO THE BIDDERS

2. Minimum Eligibility Criteria

Minimum Eligibility Criteria will be as per Section – I.

3. Scope Work/Services

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

4. EMD and Performance Security

- a. Earnest Money Deposit (EMD) – No EMD at this stage is required.
- b. Performance Security – Successful bidder has to deposit a sum of equivalent to 5% of total annual contract value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of GBU. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm. PBG must be valid for 12 months.

5. Cost of Bidding

- a. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the GBU will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- b. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

6. Language of Bid

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

7. Period of Validity of Bids

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

8. Modifications and Withdrawal of Bids

- a. No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids. Tender Document for Hiring of Chartered Accountant Firm at GBU
- b. No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

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

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

10. Notification of Award

- a. Prior to the expiry of the validity period of bid, GBU shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.
- b. Before commencement of work, successful bidder has to execute an agreement on a Non Judicial Stamp paper of Rs. 100/- or above. Cost of the stamp paper will be borne by the bidder.

11. Period of Contract

- a. The period of Contract of the Appointment of the selected bidder shall be for a period of one year i.e. FY 2025-26 which may be extended for further period of maximum two F.Y. (on yearly basis) upon satisfactory performance and mutual consent of both the parties on same terms and conditions of the original agreement.
- b. However, assigned contract may be terminated with a notice of one month without assigning any reasons thereof. Decision of the GBU in this regard shall be final and binding. No correspondence in this regard shall be entertained. Where a contract is terminated by GBU on account of violation of term of contract by the Contractor, it shall have the right to award the contract to any other contractor and any expenditure incurred on account of this will be recovered by GBU from Security deposit or pending bill or by raising a separate claim from the existing contractor.
- c. Notwithstanding anything contained herein above, the GBU reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

12. Termination of Contract

- a. If the services of the firm are not found satisfactory or If service provider is found responsible for any leakage of information, lobbying, bribing etc., they may be issued (depending upon the discretion of the Regional Director) a written notice for improvement by the GBU Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the GBU Authority to terminate the contract without prejudice to any rights or privileges accruing to either

party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation. Also, if cumulative penalties reaches 10% of contract value, competent authority may terminate the contract.

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

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

13. Clarification of Bids

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

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

TERMS OF REFERENCE

1. Detailed Scope Of Work

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

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

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

2. Time Schedule of Contract

The selected firm shall:

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

3. Payment Terms

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

4. Arbitration Clause

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

5. Indemnity & Secrecy Clause

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

6. Disclaimer:

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

BID OPENING : EVALUATION PROCESS AND SELECTION CRITERIA

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

S. No.	Particulars (A)	Marks (B)	Supporting Documents are placed at page No. (C)
1A	<p>Number of Years of Registration with the Institute of Chartered Accountants of India (ICAI) beyond the minimum requirement of 05 years:</p> <p>1.5 marks for each completed year of registration beyond 05 years, subject to a maximum of 10 years (maximum 15 marks).</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	15 (Max)	
1B	<p>Number of Years of Empanelment with the Comptroller and Auditor General (CAG):</p> <p>1.5 mark for each completed year of empanelment, subject to a maximum of 10 years (maximum 10 marks).</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	15 (Max)	
2	<p>Number of Full-Time FCAs over and above the minimum requirement of 03:</p> <p>02 marks for each additional Full-Time FCA, subject to a maximum of 05 additional FCAs (maximum 10 marks).</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	10 (Max)	
3	<p>Average Annual Turnover during last three (03) financial years i.e., 2022-23, 2023-24 and 2024-25:</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	20 (Max)	
	Above Rs. 50 Lakh	20	
	Above Rs. 40 Lakh and upto 50 Lakh	18	

	Above Rs. 35 Lakh and upto 40 Lakh	16	
	Above Rs. 30 Lakh and upto 35 Lakh	12	
	Above Rs. 15 Lakh and upto 30 Lakh	8	
	Equal to or Above Rs. 8 Lakh and upto 15 Lakh	5	
4	<p>Number of Completed Contracts in the area of Internal/Statutory Audit, etc., in Central Government Organization/ Central PSU / Autonomous Body or Statutory Body under the Central Government or a Constitutional Body</p> <p>2.50 marks for each Original Assignment, subject to a maximum of 10 assignments (maximum 25 marks).</p> <p>Note: Extended Work Order shall not be treated as Original Assignment.</p> <p><i>Must attach documentary evidence/work order which substantiate the claim.</i></p>	25 (Max)	

	Certificate which substantiate claim.)		
5	Number of Completed Contracts (as on last date of submission of tender) for Internal/Statutory Audit in the University : 3 Marks for each running contract over and above the minimum 1 contract Maximum 5 completed contract (beyond minimum 1 contract) <i>Must attach documentary evidence/work order which substantiate the claim.</i>	15 (Max)	
	Total Marks	100 (Max)	

- D.** Bidders who achieve minimum 70% of total marks allotted will be eligible for financial bid evaluation. All the bidders getting marks less than 70 in above criteria will also be disqualified in addition to failure in minimum eligibility criteria disqualification
- E.** Financial Bids of only those bidders who are declared Technically Qualified shall be opened.
- F.** Financial Bids of bidders not meeting the eligibility criteria shall not be opened and shall be treated as non-responsive.
- G.** The contract shall be awarded to the Technically Qualified Bidder quoting the Lowest Financial Bid (L1).
- H.** The Gujarat Biotechnology University (GBU) reserves the right to conduct Reverse Auction (RA) on the GeM portal for the purpose of finalizing the financial bid, in accordance with the prevailing GeM General Terms and Conditions and applicable Government of India guidelines.
- I.** The quoted price shall be inclusive of all costs required for successful execution of the assignment except applicable GST, if quoted separately. The quoted fee shall include all travel, lodging, boarding, local conveyance, manpower and incidental expenses.
- J.** Conditional financial bids shall be rejected.
- K.** GBU shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders.
- L.** GBU reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason thereof and its decision shall be final and binding on all bidders.
- M.** GBU reserves the right to verify the authenticity of any document submitted by the bidder. Submission of false, forged or misleading information shall result in rejection of the bid and may lead to blacklisting and other legal action.
- N.** A firm currently engaged as Internal Auditor of Gujarat Biotechnology University (GBU) or any of the staff working in that firm, or having any direct or indirect conflict of interest as defined under the ICAI Code of Ethics, shall not be eligible for appointment as Statutory Auditor. The bidder shall submit a declaration confirming its independence and absence of any conflict of interest that may impair its objectivity in carrying out the statutory audit assignment.

(Undertaking from Bidder on their Letter Head)

To,

The Registrar

Gujarat Biotechnology University

Gandhinagar

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

Sir,

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

Date:

Signature.....

SEAL:

Name and Designation.....

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

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

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

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

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

OR

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

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

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

Signature.....

.....

Name.....

..... **Address of the**

firm:.....

Date:.....

Details of CA Firm's Turnover

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

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

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

Detail of auditing C.A. Firm

Date:

Signature.....

SEAL:

Name and Designation.....