बिड संख्या/Bid Number: GEM/2026/B/8246353
दिनांक /Dated: 05-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-11-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-11-2026 17:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Industries And Mines Department Gujarat
संगठन का नाम/Organisation Name	Tourism Corporation Of Gujarat Limited
कार्यालय का नाम/Office Name	Sector11 Udyog Bhavan
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :it-tcgl@gujarat.gov.in Buyer Email id: con2.tdg.gj@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	30 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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) *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 मेनू 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	15
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	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	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	1500000
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

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	50000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी 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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Deputy Manager Finance
Sector11 Udyog Bhavan, Industries and Mines Department Gujarat, Tourism Corporation of Gujarat Limited, (Dabhi Viral Savjibhai)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company'sexistence as per ICAI certificate:10

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.:10

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:2

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:2

Number of XX fulltime CA's required and YY professional audit staff:1

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1793877106.pdf

This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Evaluation Criteria As Per RFP	100	65	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 65

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , AS PER RFP
Type of Industries/Functions	AS PER RFP
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Dabhi Viral Savjibhai	382011,Udyog Bhavan, Block No. 16, 4th Floor, Sector-11	Project / Lumpsum Based	• Number of Months for which Post Audit Support is required : 6

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

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as

the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

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

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

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

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

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

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

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

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

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

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

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

---धन्यवाद/Thank You---



Tourism Corporation of Gujarat Limited
Block No.16-17, 5th Floor, Udhyog Bhavan,
Gandhinagar- 382 011

Email ID: gm-finance@gujarattourism.com

TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM/LLP AS AN INTERNAL AUDITOR

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1. INTRODUCTION

Tourism Corporation of Gujarat Limited is a Company completely belonging to Government of Gujarat established under Companies Act, 1956. This Corporation was established in the year 1975 and the Corporation started its commercial work from 1977-78. The Corporation undertakes commercial and promotional activities for development of tourism industry as Nodal Agency of State Government. As per Audited Report for the financial year 2023-24 the financial detail of the Corporation is as under:

Authorized Share Capital	Rs.20.00 Crore
Paid up Share Capital	Rs.19.99 Crore
Total Revenue receipts for the year 2024-25	Rs.89.21 Crore
Expenditure for the year 2024-25	Rs.47.91 Crore
Profit before Tax for the year 2024-25	Rs.41.30 Crore
Grant as on 31st March 2025	Rs 785.29 Crore

2. SCOPE OF WORK:

a) The firm shall be required to be well conversant with the procedure, policies, rules and regulations of the Corporation.

b) Internal Audit on quarterly basis for all branches (Unit/ TIB) including Head Office of the Corporation shall be conducted and its quarterly report shall be sent in One copy to the Managing Director, TCGL, Gandhinagar.

c) Under Pre-audit system, pre-audit of vouchers for payment of more than Rs. 5,000/- of the Corporation shall be conducted at Head Office of the Corporation during all working days.

- All office working day the “Pre audit” will be conducted by experience person who have completed CA/Inter CA both Group as per the institute of chartered accountant of India and with have fully knowledge of GST Act 2017 and other all law of Income Tax.

(Internship or running article ship student will be disallow for Pre-Audit)

- The pre-audit office hours will be the same as the regular office hours.
- Must be declare Pre-Audit team with Minimum 3 member and submit along with certificate of article ship and work of Experience
    1) Senior Chartered Accountant as Pre-Audit Team Leader who will review the Pre-Audit work every week.
    2) Chartered Accountant having knowledge of GST, Income Tax, other fiscal laws etc.
    3) The Pre-Audit shall be conducted with coordination of our Audit and Finance Branch.

Remark: Member of the above Audit team cannot change without prior approval of TCGL Audit Branch. Penalty of Rs. 500 per day can be imposed on Firm or any person who contravenes to any of the conditions of the tender and specifically, the EMD will be forfeited after one notice.

d) Accounts shall be get audited by Statutory Auditor and Internal auditors work shall be coordinated with Statutory Auditor as per requirement.

e) All ancillary works shall be carried out until annual accounts are passed in Audit Committee/Board of Directors and Annual General Meeting.

f) When any opinion is sought with respect to any item of Account/Audit of Corporation, it shall be provided after verification of requisite record.

g) All financial records of relevant unit should be maintained and need to prepared and submit Financial Statements of all Units Shown in Table-2 except Gandhinagar HO.

h) Besides above work, any work relating to Internal Audit shall be carried out by you.

3. ELIGIBILITY CRITERIA:

a) The CA Firm must have Head Office in Gujarat or in case of no Head Office in Gujarat, the Firm shall have at least 3 Full Time Branch Offices in Gujarat at least for 3 years as on 31.03.2026.

b) The existence of CA Firm should have minimum 10 years as on 31.03.2026.

c) The CA Firm must have minimum 3 Chartered Accountants including 2 Full Time Partners.

d) The CA Firm must have minimum staff strength of 20 peoples on regular pay roll.

e) The CA Firm should have minimum Annual Turnover of Rs. 30 Lacs in each of last 3 financial years.

f) The CA Firm must have experience of at least 10 Internal/Statutory Audit Assignments of PSUs/Local Authorities during last 5 years.

g) The CA Firm must have empanelled with C & AG for Major Audit of PSUs.

h) The CA Firm which has conducted Internal Audit during last 3 years of the Corporation shall not be considered for Internal Audit assignment.

i) The CA Firm should be firm with a valid Permanent Account Number (PAN) and GST Registration. (Copy to be submitted)

j) The CA Firm should not have been debarred/blacklisted by any State Government/Central Government/PSU for any reason in the last three financial years as on bid calling date. (Self-declaration of the same to be given)

4. EVALUATION OF ELIGIBILITY CRITERIA:

The Bidders who have fulfilled the Eligibility Criteria (as per Section III) will be evaluated further. The Technical evaluation and comparison of the Bids shall be done for the following parameters: (Table:1)

Sr. no.	Evaluation Criteria	Criteria	Maximum Marks
1.	Existence of Firm as Partnership	10<15 Years >15<20 Years > 20 Years	05 10 15
2.	No of Chartered Accountant in Firm including 2 Partners	3<5 Chartered Accountants >5 Chartered Accountants	03 05
3.	The established CA Firm must have minimum staff strength of 20 persons on regular pay roll.	20<100 Employees >100 Employees	05 10
4.	Turnover of Firm	Rs. 30 lacs<Rs. 100 lacs >Rs. 100 lacs < Rs. 250 lacs >Rs. 250 lacs	10 15 20
5.	Experience of handling Internal/Statutory Audit/Pre-Audit Assignments of Govt. Companies/ Corporations, Govt. Entities/Agencies during last 5 years and current Financial Year. (Above Turnover of 20 Crores)	10 Assignments >10<15 Assignments >15 Assignments	10 15 20
6.	CA firm has experience of Listed Companies	10 Assignments	10

	Audit during last 5 years and current Financial Year. (Above Turnover of 20 Crores)	>10<15 Assignments >15 Assignments	15 20
7.	Methodology Proposed for conducting Internal Audit.	It must contain experience of Key Person to be deputed, knowledge of Internal Audit Criteria, Approach and methodology of Internal Audit, special points to be considered while carrying out the assignment.	10
	Total Marks		**100**

After evaluation of above details as per marking system, TCGL shall shortlist the bidder securing 53 or more marks.

5. SELECTION OF BIDDER / AUDITOR:

The Price bids of only technically qualified bidders will be opened for further consideration. The Final selection /Appointment of CA Firm will be done as under:

(a) On opening of Financial Bid online, the shortlisted bidders will be given weighted Average total score which will be determined as under:

(i.) 70% weightage will be given to Technical Score.

(ii.) 30% weightage will be given to Financial Score.

(iii.) Weighted Average Total Score = (0.70*Technical score) +(0.30*Financial score)

(b) Financial score of the bidder will be determined as per below mentioned Formula:

Financial score= Lowest Financial bid /Price quoted by respective bidder*100.

(c) The shortlisted bidders will be ranked according to total score (Technical Score and financial score).

(d) The bidder having highest total score will be selected.

(e) In case, same quotes by more than 1 Bidder(s), the preference will be given to the Firm/LLP having Highest experience in Govt. Sector for Internal Audit or Pre-Audit.

(f) If there is a tie between two or more bidders, negotiation will be allowed as the following step in the appointment process.

TCGL reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of the services. TCGL shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

TCGL reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

6. DURATION OF ASSIGNMENT:

This tender will be valid for the Two year. However, considering satisfactory work, the appointment may be extended for One year with mutual consent. The Corporation reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.

7. PAYMENT TERMS:

a) No advance payment will be made.
b) Payment will be made on quarterly basis.
c) All the payments shall be released on receipt of Quarterly Internal Audit Report and after due verification by Tourism Corporation of Gujarat Ltd.

8. SUBMISSION OF TECHNICAL & FINANCIAL BID

a) The each and every page of the Tender should be signed and sealed of Technical Bid and supporting documents. Every firm shall submit technical bid along with supporting documents with respect to selection criteria inspiral bound format. The envelope shall be super-scribed "**Tender for Appointment of Internal Auditor "** and same shall be deposited with Registered Office of the Corporation up to the last date in sealed position.

b) No document/s of financial bid should be submitted physically. The financial bidding to be done through https://gem.gov.in/ only. Since it is an online tender system, bidders are requested to be conversant with the system and fill up the bid early so as to avoid last minute delays Digital signature is required for filling online bid. Physical submission of financial bid will be out rightly rejected. The bidder shall need to log on https://gem.gov.in/with a valid digital signature.

c) The tender document may be downloaded from www.gujarattourism.com

9. TENDER FEE:

Every firm shall deposit Rs. 1800/- as Tender fee and EMD Rs. 50,000/- along with technical bid. For tender fee and EMD, the D.D. shall be drawn in favor of "Tourism Corporation of Gujarat Limited" payable at Gandhinagar.

10. LAST DATE FOR SUBMISSION OF TENDER IS 26-11-2026 UP TO 5.00 PM.

The Financial Proposals shall be submitted online on or before 3 pm & The Technical Proposals shall be submitted on or before 5.00 pm on **26-11-2026.**

11. FORCE CLAUSE:

a) The Corporation reserves the right to accept or reject the tender for which, no reason shall be assigned.
b) No dispute or correspondence in this respect shall be entertained.
c) Jurisdiction will be Gandhinagar only.

12. CONTACT PERSON

For information and clarification with respect to the tender, you may contact to General Manager Finance, Account Branch during 3.00 pm to 6.00 pm at Tourism Corporation of Gujarat Limited, Block No.16-17, 5th Floor, Udhyog Bhavan, Gandhinagar – 382 011.

13. List of Unit/TIB for all the Branches under the control of Tourism Corporation of Gujarat Ltd

A list of Unit/TIB (Tourist Information Bureau) for all branches under the control of Tourism Corporation of Gujarat Limited.

(Table:2)

Sr. No	Name of Unit	About
1.	Saputara	3 Toran Hotels & Restaurant, 1 Dormitory & 1 Cottage
2.	Tourist Bunglows, Dwarka	Toran Hotel & Restaurant
3.	Narayan Sarovar	Toran Hotel & Restaurant
4.	Gandhinagar	Tourist Information Bureau
5.	H K House, Ahmedabad	Tourist Information Bureau
6.	Vadodara	Tourist Information Bureau
7.	Surat	Tourist Information Bureau
8.	Rajkot	Tourist Information Bureau
9.	Bhuj	Tourist Information Bureau
10.	Gandhinagar HO	Gandhinagar HO

Additional Remarks: In Future Hotel/TIB unit may be add. The professional fees will be including as per terms and condition of this tender. No extra payable for additional unit if any.

TENDER FOR APPOINTMENT OF INTERNAL AUDITOR
Section – 1 (Technical Bid)

Annexure-1

Profile of Bidder:

The Bidder should furnish the following details:

Sr no.	Particulars	Details
1.	Name of Firm/Company	
2.	Year of Establishment	
3.	Firm Registration no with ICAI, New Delhi	
4.	Constitution	
5.	Office Address	
6.	Phone nos	
	Email	
7.	Permanent Account Number of the Firm	
8.	Goods & Service Tax Registration no.	
9.	No. of years of existence of the Firm	

Annexure: 2
Details of Partners and Chartered Accountant Employees

Sr no.	Name	Membership no	Year of Membership	Post Qualification Experience

Annexure: 3
Details of Staff

Sr no.	Name	Qualification

Annexure: 4
Turnover of the Bidder: (Latest 3 Financial Years)

Financial Year	Turnover amount (in Rs)
2022-23	
2023-24	
2024-25	
2025-26	

Annexure-5

Details of Experience of Internal/Statutory Audit assignments of PSUs/Local Authorities during last 5 years:

Sr no.	Name	Year of Audit

Signature /Seal of Firm

Annexure-6

Checklist of Documents to be submitted:

Sr no.	Eligibility Criteria	Documents to be submitted
1.	Existence of Firm as Partnership	Self-certified copy of Firm Registration Certificate issued by The Institute of Chartered Accountants of India as on 31.12.2026.
2.	No of Chartered Accountant in Firm including 2 Partners	
3.	The established CA Firm must have minimum staff strength of 20 persons on regular pay roll.	Self-Declaration by the CA Firm.
4.	The CA Firm should have minimum annual turnover of Rs 30 Lacs in each of last 3 Financial years.	Self-Certified Copy of Audited Financials Statements of last 3 Financials
5.	The Firm must have experience of at least 10 Internal/Statutory Audit/Pre-Audit Assignments of Govt. Companies/ Corporations, Govt. Entities/Agencies during last 5 years and current Financial Year. (Above Turnover of 20 Crores)	Self-Certified copy of Appointment Letter(s)/Engagement Letter(s) issued by the PSUs/Local Authorities.
6.	The CA firm must have empanelled with C & AG for Major Audit of PSUs.	Self-Certified copy of Latest Empanelment Letter of C & AG along with Firm eligible for Audit of Major PSUs.
7.	The CA Firm should be firm with a valid Permanent	Self-Certified copy of PAN and GST Registration Certificate.

	Account Number (PAN) and GST Registration.	
8.	The Bidder should not be debarred /blacklisted by any State Government/Central Government/PSU for any reason in the last three Financials Years as on Bid calling date.	Self-Declaration on Letter Head to be given.
9.	The CA firm has the experience of at least 10 Assignments of Listed Companies Audit during last 5 years and Current Financial year. (Above Turnover of 20 Crores)	Self-Certified copy of Appointment Letter(s)/Engagement Letter(s) issued by the Listed Company.

TENDER FOR APPOINTMENT OF INTERNAL AUDITOR

Section – 2 (Financial Bid)
(To be submitted online)

Sr. No.	Particulars	Professional Fee (p.a.)
1	**Professional fees for assignment of Internal Auditor.**	
2	**GST (Extra)**	
TOTAL		

Note: Professional fees will be inclusive of Out-of-Pocket expenses **and all other relevant expenditure.**

Signature /Seal of Firm