बिड संख्या/Bid Number: GEM/2026/B/7831116
दिनांक /Dated: 24-07-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-08-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-08-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Science And Technology Department Gujarat
संगठन का नाम/Organisation Name	Gujarat Informatics Limited (gil)
कार्यालय का नाम/Office Name	Western Zone
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.gil.gj@gembuyer.in Buyer Email id: amitp@gujarat.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Rate for Chartered Accountant Firms as Pre Cum Internal Audit for 2 years; CA Firm, Audit Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	2 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	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,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 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?	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

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	25000

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 :

Managing Director
EMD and PBG should be submitted at Gujarat, Gujarat Informatics Limited (GIL),
(Gujarat Informatics Limited)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

1. 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

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

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 RFP

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 RFP

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: As per RFP

Number of XX fulltime CA's required and YY professional audit staff: As per RFP

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Technical presentation	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:GUJARAT INFORMATICS LIMITED
Block no. 2, 2nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar

Financial Audit Services - Rate For Chartered Accountant Firms As Pre Cum Internal Audit For 2 Years; CA Firm, Audit Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Rate for Chartered Accountant Firms as Pre Cum Internal Audit for 2 years
Type of Financial Audit Partner	CA Firm , Audit Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	As per bid document
Category of Work under Financial Audit	As per Bid document
Type of Industries/Functions	As per Bid document
Frequency of Progress Report	As per Bid document

विवरण/ Specification	मूल्य/ Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Bid document
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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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	Amit Sureshbhai Patodia	382010,Block no. 2, 2nd Floor, Karmayogi Bhavan, Sector10A, Gandhinagar	Project / Lumpsum Based	N/A

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. **Forms of EMD and PBG**

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

   Gujarat Informatics Limited
   payable at
   Gandhinagar
   .
   Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy

to the Buyer within 5 days of Bid End date / Bid Opening date.

3. **Forms of EMD and PBG**

   Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

   Gujarat Informatics Limited
   Account No.
   50100247366022
   IFSC Code
   HDFC0000190
   Bank Name
   HDFC Bank Ltd
   Branch address
   Sector 16-Gandhinagar
   .
   Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

4. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Buyer Added Bid Specific ATC**

   Buyer Added text based ATC clauses

   Bid terms and conditions are above gem bid document.
   .

अस्वीकरण/Disclaimer

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

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

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

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

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

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

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

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

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

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

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

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

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

---धन्यवाद/Thank You---

Tender Notice No.

Tender Document

For Selection of Chartered Accountant Firms as Pre Cum Internal Audit

GUJARAT INFORMATICS LIMITED

Block no. 2, 2nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar-382017, Gujarat Phone No. 23259229 Fax: 23238925.

Please visit https://gil.gujarat.gov.in for details of Tender and downloading Tender Document.

EMD: ₹25,000 /-

Tender Document for Pre cum Internal Audit of Gujarat Informatics Limited

Tender No. dated

Schedule of Tender Events

Sr No	Event	Date and Time
1	Tender Issue Date	GeM/2026/B/******
2	Last Date and Time for submission of written queries for clarification only by e-mail on dy-dir-ac@gujarat.gov.in.	As per Gem Bid Document
3	Last Date and Time for reply/ clarification/ corrigendum as case may be by GIL in response to the query of bidders.	As per Gem Bid Document
4	Last Date and Time for submission of online proposal (Technical and Financial).	As per Gem Bid Document
5	Last Date and Time for submission of EMD.	As per Gem Bid Document
6	Date and Time of Opening of Technical Bid	As per Gem Bid Document
7	Date and Time of Opening of Financial Bid	To be informed to Technically qualify bidders well in advance.
8	Contact person for queries	Mr. Brijesh Mehta [Dy. Director (Accounts)] dy-dir-ac@gujarat.gov.in Mr.Taansukh Dhaakan [Manager] manager-accounts@gujarat.gov.in
9	Address for communication	Block no. 2, 2nd Floor, Karmayogi Bhavan, Sector-10A, Gandhinagar-382017, Gujarat.
10	Bid validity	180 days

Annexure - I

The appointment for the pre-audit - cum - internal audit by Chartered Accountant assignment will be made for a period of two years from commencement of work as per below mentioned details.

Scope of Work

1. Gujarat Informatics Limited (GIL) was established as the nodal agency for IT development in the state in February 1999, by the Government of Gujarat. The company was started with a clear objective to promote IT and accelerate the process of E-Governance in the state. Along with the announcement of the IT policy, the Government has enabled GIL to effectively implement IT projects in the state. Since its inception, GIL has worked aggressively to make stunning forays in the implementation of IT in the state. Having made a promising beginning with projects like the INFOCITY, GSWAN etc., GIL is gaining significant ground with its endeavors for computerization of Government departments, training of CIO's, developing applications, forming mergers and signing MOUs with leading national and international companies

2. In order to ensure proper utilization of funds and for better control a uniform and efficient system, GIL have pre-audit system by chartered accountant firm.

3. The C.A. firm engaged for pre-audit (pre-auditor) will ensure that all types of vouchers are transacted only after the process of pre-audit. The volume of earlier years is as below :

Sr. No.	Voucher Type	24-25	25-26	26-27 (Up to Jun-27)
1	Payment	2,840	2,640	668
2	Receipt	1,091	1,157	245
3	Journal Voucher	1,336	980	277
4	Sales	730	829	483
5	Debit Note	57	39	10
6	Credit Note	7	14	8
7	Contra	13	23	8
8	Purchase	1,468	1,867	433
	Total	7,542	7,549	2,132

Total Expenditure and Receipts of Grants for earlier years is as follows:

(Rs. in Crores)

Sr. No.	Particulars	24-25	25-26	26-27 (Up to Jun-27)
1	Receipts of Grants	226.42	171.74	42.00
2	Expenditure made from grant	226.42	169.17	26.47
3	Gross Income for various fees, charges, interest etc.	57.58	40.33	14.53
4	Administrative / Establishment /Interest Expenditure	45.80	27.14	6.88

Scope of Work:

- Pre-audit for all types of payments
- Pre-audit for all types offline receipts
- Post-audit for all types of online receipts
- Pre-Audit/Post-Audit for all Bank Guarantees and Bank Guarantee Register
- Verification of all types of accounting entries made in tally
- Internal Audit

(The above scope is inclusive and not exhaustive)

4. The pre-auditor shall ensure that all the payment shall be pre-audited irrespective of amount. Payment recommendations are received from various branches, the same will be processed upon certification of pre-auditor that the payment is in accordance with the scheme guidelines of State/Central government intimation GR, circular, tender, work order and orders of higher authority of GIL. Wherever the powers are delegated to Governing Body or Chairman/MD of GIL, the pre-auditor shall ensure that the payment is in accordance with these orders. Further, Authorized representative of CA firm will sign and date with rubber stamp of the firm on each bill/voucher as a mark of pre-audit.

5. The pre-auditor shall also ensure that the resolution of Governing Body of GIL, the decision of the Chairman/MD of GIL having financial implications do not violate or contravene any of the instructions of Central/State Govt. If the pre-auditor come across

any such resolution/decision which is in violation of a rule or guideline etc., the same shall be immediately brought to the notice of the GIL.

6. The pre-auditor should be well conversant with all the schemes/guidelines/GRs/ circulars, standing instructions, tenders, work order, Memorandum of Association and rules of respective Acts and GIL before starting Pre-Audit.

7. The nature of work of pre-auditor and the checks applied, while pre-auditing any Payment/Receipts will be similar to all the various branches in GIL.

8. The pre-auditor shall keep at least one qualified CA as audit team leader (being an authorized representative of the firm) along with team members having minimum qualification of M.B.A. (Fin.) or M. Com (with minimum 55%) or B. Com (with minimum 60%) with minimum experience of three years of Audit and with working knowledge of Computer and Tally. Personnel of the Pre-audit firm must be conversant with the Government rules, procedures, guidelines etc. The CA firm will depute additional personnel considering the volume and nature of work.

   The one team member will be deputed at GIL office on regular basis & remain present in office from 10:30 AM to 6:30 PM. The Audit team leader (i.e. CA) will coordinate and organize the activities of pre-audit. The Audit team leader should visit GIL once in week to review work. Team Member and Team Leader have to visit office on Holidays also, if required by GIL.

9. The pre-auditor shall provide the details and documentary evidences of qualifications of authorized Chartered Accountant and other staff to be deployed for this assignment to the GIL office, Gandhinagar in advance before starting work.

10. Records of the GIL office cannot be taken away outside the office for pre-audit work by the pre-auditor.

11. No bill or voucher should remain pending for more than two days (in exceptional cases immediately). The pre-auditor shall devise a system of pre-audit and deployment of manpower including their rotation within the offices in such a manner that the bills are cleared not later than two days after their presentation.

12. Objections, if any, shall be raised at single point right in the beginning. The bills will be passed only after compliance of all the points raised by the pre-auditor. However, raising fresh queries on the same bill in its subsequent presentation shall be avoided. The pre-auditor should present a summary of objections raised at the office level to the Manager Accounts or Deputy Director Accounts, GIL on regular basis.

13. It will be the responsibility of the pre-auditor to carry out fast, prompt, accurate and correct pre-audit.

14. Pre-auditor shall maintain Audit Book in the appropriate format in duplicate. Audit book should be handed over to GIL wherever required.

15. The pre-auditor will submit the audit report in the prescribed format and also will make a power point presentation on quarterly basis before MD, GIL work done by them during the particular quarter. The audit report and presentation should mention the number of bills checked along with individual and total amount of bills, the number of bills and amount of bills in which irregularities are found, details thereof, the person responsible for that, time taken in checking the Bills etc. The pre-audit report and internal audit report with presentation will be duly submitted along with the quarterly bill submitted by C.A. Firm. Payment of invoices will be made after completion of presentation and submission of relevant certificates and documents.

16. The pre-audit should be carried out independently without any influence/pressure from any of employee/staff/management of GIL. It may be clearly noted that for the purpose of pre-audit, the auditors will be appointed directly by GIL office, Gandhinagar and shall be accordingly accountable to GIL office, Gandhinagar. The pre-audit work should be carried out in an objective, impartial and fair manner.

17. The appointment of pre-auditor will be made from the date of awarding the contract and the work of pre-audit will start from the date mentioned in the letter of awarding the contract.

18 Work of pre-audit in GIL should start immediately on issuance of letter of appointment. C.A. Firm should be in position to start the work immediately on intimation regarding appointment.

19. Any further clarification on the scope of work can be obtained from GIL office through written communication.

20. The pre-auditor shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity as prescribed by the Code of Conduct and Code of the Institute of Chartered Accountants of India on the subject matter having due regard to nature and purpose of the assignment and shall ensure that the authorized deputed Chartered Accountant and other staff perform the services under this Agreement and conduct themselves in a manner consistent herewith.

21. Further information about GIL office and their activities, if required, may be obtained from GIL Office by authorized representative of CA Firm.

Annexure – II

Terms and Conditions

General Conditions

A. Bid Procedure

1. The evaluation of the proposals will be made as per the pre decided minimum eligibility criteria as mentioned in the **clause B of this Annexure**, documents submitted as per **Annexure – IV.**

2. Any undue influence of any type may disqualify the bidder, and the bid will be outright rejected.

3. CA firm will be selected on the QCBS (70:30) basis. Technical Evaluation (70%) and Financial Evaluation (30%). The MD, GIL will allot work to qualified CA firm.

4. Tender shall be filled by CA firm on GEM. **Firm will mention the amount of fees chargeable on grand total basis (including all charges/expenses, taxes etc.).**

5. The technical bid will be opened first and will be evaluated by the Committee of officers. **The financial bid will be opened by the Committee only in respect of those firms who possess minimum eligibility criteria as per Technical Bid evaluation.** Those who have not submitted required documents will be disqualified. Further, Minimum criteria for eligibility of technical bid is 60 marks out of 100 marks.

6. Proposals without necessary documents will be rejected.

7. The whole process of tendering can be cancelled without giving any prior notice or intimation by MD, GIL.

8. The Validity of the bid will be of six months.

B. Eligibility Conditions

The C.A. Firm must have the minimum eligibility criteria mentioned below. Further, CA firm having eligibility criteria higher than the minimum eligibility criteria mentioned below may also apply for this bid.

1. The CA firm should give undertaking that they fall under category "II" or higher as per F.D. resolution No. JNV-10-2018-1143-A dated 16/09/2019 & 08/06/2020.

2. The C.A. firm shall give undertaking that they have not been debarred or penalized for any of the Government assignments in last 5 years.

3. The CA firm shall give declaration that no FIR has been lodged against their firm or any partner of their firm or any of its employee in connection with professional work assigned by Government and non-Government organizations/entities. No legal action has been taken by any Government Authority/Government entity for negligence in carrying out audit or misconduct while in audit.

4. Bidder must be having registered head office within the Gujarat. Branch office of CA Form should be in Ahmedabad or Gandhinagar. Same should be duly evidenced by the latest Firm card or any other document duly issued by the Institute of Chartered Accountants of India.

5. Bidder must have completed minimum 15 Pre-Audits / Internal Audits in the Gujarat State Government in last 3 years (F.Y. 23-24, 24-25, 25-26). Work Orders should be enclosed.

6. Bidder must have minimum 10 Paid Audit Staff (Minimum Bachelor of Commerce, Other than CA & Articles)

7. Bidder must have to submit EMD of Rs. 25,000/- in form of Bank Guarantee/DD/Cheque or through RTGS/NEFT (HDFC Bank Limited, A/c No. 50100247366022, IFSC HDFC0000190) valid for 3 months.

C. Miscellaneous

1. In case of operational difficulties, the MD, GIL may take steps including changes in conditions of assignment to remove such difficulties without materially altering the scope of work or terms and conditions.

2. The MD, GIL reserves the right of awarding this contract or at his discretion may not award this contract at all or may postpone the award of work for a reasonable time.

3. The MD, GIL Gandhinagar will have power to remove CA firm from assignment on being established that the pre-audit work is not being carried out by the firm itself and/or by sub-letting to other CA firm. Penalties equal to yearly quoted fees by CA Firm will be imposed if the firm is noticed for subletting the work to other agencies/firms.

D. Taxes and Duties

1. <u>The bidder should quote fees inclusive of all applicable taxes.</u>
2. All the applicable Taxes/TDS will be deducted from the payments.
3. No other taxes shall be paid. The C.A. Firm and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the contract price.

E. Commencement, Completion, Modification and Termination of Contract

1. The appointment will be initially for two year. However, the appointment will be renewed further for period of 12 months or any other appropriate period considering the satisfactory performance of the Chartered Accountant firm**.**

2. The contract can be terminated from either side, by mutual understanding at any time or after giving 60 days' notice as the case may be to the concerned without mentioning any reason. However, the decision of the MD, GIL will be final and binding in this regard. In case of any gross negligence, irregularity, laxity or misconduct on the part of the C.A. Firm's personnel or any of its partner/proprietor, the contract will be terminated immediately and other actions as deemed appropriate will be initiated.

F. Payment of fees to the Pre Auditors

1. The payment of fees will be made by GIL on a quarterly basis only after obtaining Audit reports, presentations, relevant certificates and other enclosures/documents of Pre Auditor. Further, Pre Auditor shall provide certificate as "All bills/ vouchers of office level are covered under pre-audit/post audit/Internal Audit and no bill/ voucher is left by pre-auditor / Internal Auditor and the same tallies with the number of vouchers/bills and amount thereof mentioned in the cash book/bank book."

2. The Chartered Accountant firm will quote the rates only for the two year. In case of renewal of the work for the further year/period, the pre audit fees will be paid proportionately by GIL to CA firm for the period of renewal.

3. The bidder shall go through volume of work and scope of work mentioned in the bid, fees shall be quoted accordingly.

G. Obligations of the pre-auditor

1. The pre-auditor cannot assign this contract, or sub contract it, or any portion of it, to any other C.A/ C.A. firm.

2. The C.A. Firm has to provide irrevocable performance bank guarantee equal to 10% of the total work order amount for the period of 30 months as performance guarantee and same will be renewed for additional period of 18 months for each period of renewal. In other words, **PBG shall be required to be provided for period of contract renewal plus 6 months.**

   "While issuing bank Guarantee issuing applicant must mention receiver's details as HDFC Bank Limited, A/c No. 50100247366022, IFSC HDFC0000190, in BG text at which message to be send by issuing bank, to establish the authenticity of given BG."

3. The pre-auditor shall remain present in coordination / review meetings, and make presentations as and when called and no additional fees shall be paid for that.

4. The CA Firm shall train their employees from time to time with the prevailing and updates of rules and regulations of the various scheme carried out by the GIL.

5. The CA firm should provide full details of firm's employees/partners who will work as pre-auditor. The firm should also provide firm's photo I-card to the concerned employees. The pre-auditor shall invariably carry such photo I-card with him while going for the audit.

6. The MD, GIL has power to call for CA firm's books of accounts and other records for verification and/or to get verified to confirm the names of the employees and staff including the authorized CA by whom the pre-audit work is being carried out /has been carried out. Pre-auditor firm can change the pre audit staff with intimation of the same to the GIL office.

H. Confidentiality

1. The pre-auditor, their partners and the personnel of either of them shall not as part of this assignment, disclose any proprietary or confidential information relating to the services, this contract, or GIL operations without prior written consent of the GIL.

2. All reports and other documents submitted by pre-auditor shall become and remain the property of the GIL and the pre-auditor shall, not later than upon termination OR expiration of this contract, deliver all such documents and reports to the GIL with a detailed inventory thereof. The pre-auditor may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the GIL.

3. The pre-auditor has to give an undertaking that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

I. Obligation of the GIL

1. GIL will provide office space including furniture, fixture, electricity, computer system, printer and accessories on sharing basis to Auditor.

2. GIL will provide relevant records, bills, vouchers along with guidelines, orders, resolutions, GRs etc. for verification of pre-audit.

J. Settlement of Disputes

1. The decision of the GIL in selection of the C.A. firm will be final. Removal / termination of C.A. firm can be done by the MD, GIL.

2. Any dispute w.r.t assignment, including pre-audit of any bill/voucher between pre-auditor and GIL will be resolved by the Manager Accounts / Deputy Director Accounts. If pre-auditor is dissatisfied with the decision of the Manager Accounts / Deputy Director Accounts, they may approach the MD, GIL and the decision of the MD, GIL will be final and binding one.

3. For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the Court at Gandhinagar alone shall have jurisdiction.

K. Penalties

1. If Pre auditor leaves during the tenure of assignment without any proper procedure or prior intimation, Performance Bank guarantee and outstanding fees may be forfeited. The decision of MD, GIL is final in case of penalty.

2. In the event of gross negligence, irregularity, laxity or misconduct on the part of the pre-auditor’s authorized C.A., personnel or any of its partner, the pre-auditor's contract

may be terminated and the C.A. firm may get black listed at the discretion of the MD, GIL which shall be communicated to all the Government Departments and the Institute of Chartered Accountants of India for debarring such firm from any assignment of any Government work. In such a case the C.A.s of the C.A. firm shall be severally and/or jointly directly responsible for the said matter and amount of performance bank guarantee shall be forfeited including outstanding fees.

3. The violation of any of the terms will invoke penalty. It will be the responsibility of the pre-auditor to carry out fast, prompt, accurate and correct pre-audit. Failure to do so leading to either undue delay, or laxity or failure to check irregular payments will make the C.A. firm liable for being removed from the contract by the GIL after issuing 7 days' notice as well as disciplinary action including the forfeiture of performance guarantee will be taken. The decision of the MD, GIL will be final.

4. The work shall be completed within the time frame or else penalty will be charged @ Rs. 500/- + GST per bill per day of delay after four clear working days from the date of submission of bill to the pre-auditor on the basis of such details duly provided by GIL office.

5. In the event of noticing of the fact that the pre-audit work is being carried out by other CA firm or sub-letting to other CA firm, MD, GIL is empowered to withdraw or cancel the work of pre-audit from that CA firm, forfeit performance bank guarantee and any dues on account of pre-audit work with a notice of seven (7) days and may take further actions as deemed appropriate.

Terms & conditions, Scope of work and all other matters mentioned in the bid documents are acceptable and agreed by bidder Firm as per the details mentioned above.

Date: Sign:

Seal of Office/ Proprietor/Partner Name & Designation:

Annexure - III

(Information in the below mentioned format to be uploaded on GEM portal along with necessary documents as per Annexure-IV)

FORMAT FOR TECHNICAL PROPOSAL

A technical proposal for Pre-audit work of GIL.

1. Name of the Firm: ____

2. Registration number of Firm : ________________

3. Date of establishment : ___________

4. Registered address of Head office :

____

____

____

5. Details of Branch Offices :

Sr. No.	Address	Year of establishment of branch office

6. Professional Tax Registration No: _____________________________

7. GST registration no : ___________________________________

8. Total receipt of Audit & Attestation work (as per Income & Expenditure A/c, Balance sheet attached(audited/provisional) & certified along with IT return)

Year	Fees of Audit & Attestation work
2022-23	
2023-24	
2024-25	

9. Details of CAs as proprietor, partners or Paid CAs.

Sr. No.	Name	Designation	Qualification	Age	Experience	Date of Joining

10. Details of other audit Staff. (Provide staff details except Articles)

Sr. No.	Name	Designation	Qualification	Age	Experience	Date of Joining

11. Experience of C.A. Firm : ___Years (From the date of Registration of firm)

12. Experience of CA Firm for Government Audit : ___Years

13. List of Major Government Audits (Last three years- 2023-24, 2024-25, 2025-26):

Sr. No.	Name of Office	Year of Audit	Type of Audit

14. EMD Bank Guarantees Details:

Bank Guarantee No. : ________________Issue Date : __________Due date : __________

Bank Name: ____________________Bank Branch: ______________

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date: Sign:

Seal of Office/ Firm Proprietor/Partner Name & Designation:

Designation:

Annexure - IV

List of Documents to be attached with the Technical Bid

- Copy of Bank Guarantee provided as EMD.
- Copy of Partnership Deed (in case of partnership firm).
- Copy of Firm card/letter from C.A. Institute mentioning Registration No. and details of Partners & Paid CA employees.
- Copy of professional tax and GST registration number
- Copies of Audited income and expenditure account clearly mentioning audit and attestation fees and Audited Balance Sheets for the three years (F.Y 2022-23, 2023-24, 2024-25)
- Copies of Income Tax Returns for the three years along with Acknowledgements (F.Y 2022-23, 2023-24, 2024-25)
- Copies of List of Government Audit work done during last three years along with the copies of work orders. (F.Y 2023-24, 2024-25, 2025-26)
- Copy of List of Auditee organizations of General Experience of last three years along with copies of appointment orders (F.Y 2023-24, 2024-25, 2025-26)
- Undertaking that CA Firm falls under category "II" or higher as per F.D. resolution No. JNV-10-2018-1143-A dated 16/09/2019 & 08/06/2020.
- Undertaking that the CA Firm has not been debarred or penalized for any of the Government assignments in last 5 years.
- Declaration that no FIR has been lodged against their firm or any partner of their firm or any of its employee in connection with professional work assigned by Government and non-Government organizations/entities. No legal action has been taken by any Government Authority/Government entity for negligence in carrying out audit or misconduct while in audit.
- Declaration that CA Firm has registered head office within the Gujarat and branch office within Ahmedabad or Gandhinagar. Same should be duly evidenced by the latest Firm card or any other document issued by the Institute of Chartered Accountants of India.
- Annexure-II duly stamped and signed. (each page)
- Annexure-III duly stamped and signed. (each page)
- PPT for Annexure - V
- All the documents shall be self-attested.

Annexure - V

Marking for Technical Evaluation (70% Weightage)

Sr. No.	Particulars	Marks
1	PPT Presentation by CA Topics : • Documents submitted by CA Firm • Background • Types of Services Provided • Details of H.O. and Branch Offices • Details of CA Partners, CA Employees, Audit Staff • Private Pre-Audit / Internal Audits in last 3 years • Government Pre-Audit / Internal Audits in last 3 years • Plan on how CA firm will execute GIL's Audit as per Scope of work	100

Note: Qualifying marks are 60, those who score less than 60 marks will be disqualified and their financial bid will not be opened. Those CA Firm who have not submitted required documents will be disqualified.

Financial format

Sr. No.	Particulars	Rate With GST/Inclusive all taxes
1	Rate for Chartered Accountant Firms as Pre Cum Internal Audit for 2 years	