



GUJARAT AGRO INDUSTRIES CORPORATION LIMITED
CIN: U91110GJ1969SGC001582

Expression of Interest (EOI)
For Empanelment of Services of
Firm of Cost Accountant (Service Provider)
for GAIC Limited for a period of 5 years.

The Empanelment includes Services of:

- 1. Cost Auditor**
- 2. Cost Consultant**

Opening Date: 25th January, 2019
Closing Date: 15th February, 2019

Expression of Interest (EOI) for Empanelment of Services of CMA Firm (Service Provider)
of GAIC Limited for a period of 5 Years.

Disclaimer & Confidentiality

Gujarat Agro Industries Corporation Ltd. (herein after called “GAIC” or “Authority”) has prepared this document solely to assist prospective bidders in making their decision of whether or not to submit a bid. While the Authority has taken due care in the preparation of information contained herein and believes it to be accurate, neither GAIC or any of its agencies or representatives nor any of their respective officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

This document is exclusively designed for EOI purpose only. It is strictly prohibited to alter copy, share, circulate or reproduce this document or any part of this document.

GAIC reserves the right not to proceed with the EOI process at any stage without assigning any reasons thereof, or to alter the timeline reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the EOI further with any party submitting a bid.

No reimbursement of cost of any type will be paid to persons or entities submitting the EOI.

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of GAIC Limited for a period of 5 Years.**

1. INVITATION FOR EXPRESSION OF INTEREST :

A. Background of the Company:

Gujarat Agro Industries Corporation (GAIC), which promotes agricultural activities at the ground level and fosters the development of agro industries in the state, is a manifest example of the forward-looking policies of the state. Set up in 1969 under the Companies Act, 1956, GAIC acts as a facilitator and nodal agency for implementation of various scheme of Government of Gujarat and Government of India

The basic objectives of GAIC are:

- To accelerate demand-based production of agro-products and develop agro industries in the new global agricultural environment
- To enhance the productivity of crops in a sustainable manner and give Gujarat a competitive edge through an integrated approach to agriculture
- To increase the levels of return to farmers by promoting value additions
- To reduce wastage of agro products and increase the overall income of farmers
- To establish a significant position for Gujarat in the global market by creating backward and forward linkages between agriculture and industry.

GAIC has a state-wide network of about 1000 plus retail outlets reaching the remotest corners, for the timely supply of agricultural inputs, equipment and services to farmers at reasonable rates.

GAIC is engaged in various activities like Fertilizer distribution, pesticide & bio fertilizer manufacturing and sales, setting up of bio gas plants and providing Biogas Subsidy, providing other agriculture related subsidies to farmers, sales of agriculture tools and seeds. GAIC has 18 offices across Gujarat & 2 manufacturing unit. GAIC is also the nodal agencies for implementing Comprehensive Agro Business Policy – 2016, where in various subsidies are given for value addition projects.

GAIC intends to empanel the CMA Firm for a period of 5 years as per the terms and conditions of the EOI Document.

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GAIC invites EOI for Empanelment of services of Cost Auditor & Cost Consultant for a period of 5 Years.

The stages of EOI process:

Stage No.	Particulars
1	Technical Bid Submission.
2	Opening of Technical Bid & ascertaining Qualification
3	Process of Evaluation of Bids
4	Issue Empanelment Letter to Qualified Bidders
5	Empanelled Bidders will get the Scope of Work.
6	Empanelled Bidders will be asked for Financial Proposal

Interested firms may download the EOI document from the website. The Technical Bids must be submitted physically along with the supporting documents.

CMA Firm which obtains minimum 60 score will qualify to be part of “Empanelment” & they will be provided the Scope of Work & accordingly invite for submitting the financial proposal.

This is yearly process. Each year the Scope of Work will be provided to the Empanelled Bidders & every year Financial Proposal will be demanded from the Empanelled Bidders.

GAIC reserves the right to reject any or all the Proposals in whole or part without assigning any reasons. GAIC also reserves a right to shortlist firms at its discretion and how many firms to be empanelled is also discretion of GAIC. At any point of time, if management if it is so in the interest of Corporation so to do, it may terminate empanelment or appointment.

B. Schedule for Empanelment:

Period of Empanelment	5 Years.
Issue of EOI	25.01.2019 at 16.00 hrs.
EOI Documents	The CMA Firm which fulfills the eligibility criteria may download the EOI Documents from Corporation's website: www.gaic.gujarat.gov.in

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Last Date for EOI Proposal submission (i.e. Hard Copy of documents)	15.02.2019 during the office hours (In Physical Mode)
Technical Bid Opening Date & Time:	21.02.2019 at 15:30 hrs
Scope of Work	It will be provided to Empanelled Bidders only. Each year the Scope of Work will be provided to Empanelled Bidders.
Ask for Financial Proposal	The Financial Proposal will be demanded from the Empanelled Bidder on a yearly basis or as and when required by GAIC. Empanelled Bidder will submit Financial Proposal for 1 as asked for. The Financial Proposal should inclusive of all taxes, duties, service charges, Cess, etc. other than Service Tax/ GST at applicable rate.
Name of Authority	Managing Director Gujarat Agro Industries Corporation Limited (GAIC) Gujarat State Civil Supplies Corp. Building Ground Floor, (A Wing), Sector- 10/ A, “Ch” Road, Gandhinagar -382010
EOI Proposal Submission Address	Managing Director Gujarat Agro Industries Corporation Limited (GAIC) Gujarat State Civil Supplies Corp. Building Ground Floor, (A Wing), Sector- 10/ A, “Ch” Road, Gandhinagar -382010
Joint Venture/Consortium	Not allowed

2. **INSTRUCTIONS TO THE BIDDERS:**

A. **Definition :**

“**Applicable Laws**” means all statutes and laws promulgated or brought into force and effect by the Government of India or Government of Gujarat or Local Government(s), including regulations and rules made by them, and judgments, decrees, injunctions,

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writs and orders of any court of record, as may be in force and effect during the subsistence of the Empanelment.

“Assignment Cost” means the cost of the assignment mentioned in the Financial Proposal by the Empanelled Bidder.

“Due Date” means last date & time of EOI Submission as specified in EOI document.

“Empanelled Bidders” shall mean a panel created from the Qualified Bidders.

“GAIC” shall mean Gujarat Agro Industries Corporation Limited.

“Qualified Bidder” means CMA Firms which obtains minimum 60 score will qualify to be part of “Empanelment” and considered as a “Qualified Bidder”. CMA Firms should match with the Minimum Criteria prescribed in the EOI Document.

“Bidder” means CMA Firms which are showing their interest & subsequently participating in this EOI Process.

“Corrupt Practice” means behaviour on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution.

B. Cost of EOI Document :

The Bidder shall bear all the costs associated with the preparation and submission of EOI to GAIC and GAIC will not be responsible or liable for the costs, regardless of conduct or outcome of Empanelment process.

C. Content of EOI Document :

The Bidder is expected to examine all instructions, forms, terms and specifications in the EOI document. Failure to furnish any information as per the requirement of the EOI document including demanded in specified format, it will be at the risk of the Bidder and may result in rejection of the EOI of that Bidder.

D. Amendment to EOI :

- Before the last date for the receipt of EOI, the undersigned may amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be up-loaded as a corrigendum and will be made available only on the website

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www.gaic.gujarat.gov.in. Hence, the prospective Bidders are advised to keep visiting the above website for any updates in this regard.

- GAIC may provide the reasonable time to consider the amendments and GAIC may extend the deadline for the submission of EOI.

E. Documents Comprising the EOI :

The EOI documents, Annexure and addendums / corrigendum (if any) together shall be considered as part of EOI & also binding on the Bidder.

The EOI Documents must be submitted physically (Hard Copy).

F. Preparation of Proposal of EOI:

- Each document of EOI and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall not be valid. Any response not as per the specified format may be liable to be rejected.
- The proposal shall be typed or written in indelible ink (if required) and shall be initiated on all pages by the Bidder / authorized representative of the Bidder to bind the Bidder to the Empanelment. The authorization shall be indicated by Power of Attorney/ Letter of Authority (LoA) (as per Annexure III) and shall accompany the proposal by competent authority.
- The information submitted must be definitive and specific. Vague terms, incomplete information and counter offers shall not be entertain.
- Alteration / Rewording / Deletion / Correction of any part in the EOI Document are not permitted. If found in any proposal, EOI of that Bidder shall liable to be rejected without prior intimation to them.
- The envelope should be addressed to:

Managing Director

Gujarat Agro Industries Corporation Limited (GAIC)

Gujarat State Civil Supplies Corp. Building

Ground Floor, (A Wing), Sector- 10/ A,

“Ch” Road, Gandhinagar - 382010

G. Receipt & Opening of EOI :

- A sealed proposal containing Expression of Interest (EOI) should be submitted in the envelope put in a separate cover after affixing proper seal and should be super scribed "Expression of Interest- Empanelment of Services of CMA Firms for GAIC Ltd" and should reach the undersigned at the following address, on or before the due date and time as mentioned above:-

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Managing Director,

Gujarat Agro Industries Corporation Limited (GAIC)

Gujarat State Civil Supplies Corp. Building

Ground Floor, (A Wing), Sector- 10/ A,

“Ch” Road, Gandhinagar -382010

- The Bidder/ Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Technical bid opening being declared holiday by the Government then, the Technical bid shall be opened at the appointed time and location on the next working day.
- The Bidder's names, bid modifications or withdrawals and such other details as GAIC, at its discretion, may consider appropriate, will be announced at the time of opening. No Bid shall be rejected at the opening, except for late bids, which shall be returned unopened to the Bidders.
- Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances.
- The Empanelled Bidder will get the Scope of Work.
- On the basis of evaluation of Technical Bid the Financial Proposal of only Empanelled Bidder will be demanded.

H. Preliminary Examination :

- GAIC will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
- At this level GAIC will check that documents submitted by Bidder must be in conformity with all the Terms and Conditions, as per Prescribed Format, Applicable Law, etc of the EOI document without any deviation. Any document which is of deviation in nature will be rejected by GAIC. Conditional bids are liable to be rejected.

I. GAIC's Right to Accept &/or Reject any/all Proposal for Empanelment :

- GAIC reserves the right to accept or reject any/ all proposal and to cancel the Empanelment process without incurring any liability or assigning any reason or any obligation to inform the grounds for this action to the Bidder.
- Mere submission of application and fulfilling eligibility criteria does not entitle the Bidder to claim any right to receive any work from GAIC.

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J. Minimum score needed by qualified bidder to be the part of “Empanelment”:

Minimum score to be “Empanelled Bidder” is 60. The same will be ascertained only after evaluating the Documents of Technical Bid received from the bidders as per the EOI Document.

K. Confidentiality:

The Bidder shall treat all the information provided by the GAIC as confidential and shall also ensure the security and confidentiality of information, documents, records, software, data, deliverables etc. handled during the tenure of work and for subsequent period also. The above information shall not be shared without written approval from GAIC.

L. Disqualification:

GAIC may at its sole discretion and at any time during the evaluation process, disqualify any bidder, if:

1. Superscription on the cover is not proper or the cover is not properly sealed.
2. It is not in the prescribed form and missing any of required details.
3. Un- signed & un- stamped bid shall not be accepted.
4. If bid format or language is modified in any manner.
5. Proposal submitted in any other method then the Physical Mode.
6. Declared ineligible by the Government of Gujarat or by Central Government for corrupt and fraudulent practices or has been blacklisted at the time of submitting the bid or during the period of Empanelment.
7. Any Bidder tries to influence the officers of GAIC.
8. Any other just & equitable ground.

M. GAIC’s Right :

The Management of GAIC reserves the following right:

1. To reject all or any bids without assigning any reason(s), whatsoever.
2. To modify the Scope of Work as per requirements of GAIC & requirements of law as amended from time to time.
3. To request additional submissions/ clarifications/ documents at any stage.
4. To cancel the Empanelment process entirely at any stage at its sole discretion without assigning any reason whatsoever.
5. To terminate the Service of the Service Provider without assigning any reason whatsoever.
6. If at any stage suppression /falsification of any information provided by the Bidder come to the notice of the GAIC, the GAIC shall have the right to reject the proposal or to terminate.
7. GAIC may go for Re-Invitation of EOI at a future date.

N. Binding Clause :

All decisions taken by GAIC regarding defining Scope of Work, Award of Work
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Order /LOI, Procedure followed for the Empanelment, etc shall be final and binding on all Bidders.

3. **ELIGIBILITY CRITERIA :**

A. General Criteria:-

Firm of CMA which fulfills the following criteria may apply:

- CMA Firm should have a valid GST Registration Number.
- CMA firm should have Head Office/Branch Office either in Ahmedabad/Gandhinagar

Table Showing Technical Marks allocation:

Sr. No.	Particulars	Minimum Criteria	Points System	Max. Marks
1.	Years of Existence of the CMA firm as on 01.01.2019	Minimum 5 years	More than 5 but up to 10 years = 30 More than 10 Years= 40	40
3.	Experience of Cost Audit or Cost Consultancy work with Government Organization/Undertaking. (No. of assignments handled during last 5 years will be considered)	Minimum 1 Assignments	Minimum 1 but up to 2 Assignments = 30 In excess of 2 Assignments = 40	40
6.	The Average Annual Professional Receipt of last 3 years i.e. F.Y.2015-16, 2016-17 & 2017-18.	Minimum 5 Lakhs	More than Rs. 5L but up to 10L = 10 More than 10L= 20	20
			Total	100

4. **SCOPE OF WORK :**

- The Firm of CMA, appointed as Cost Auditor/ Cost Consultant shall be required to provide the Cost Audit Report/ Consultancy Services to GAIC Ltd. respectively, as per the detailed Scope of Work as provided to the Empanelled Bidder.
- GAIC reserves the right to modify/ include/exclude any items in the Scope of Work

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each year during the tenure of Empanelment at its sole discretion and as per applicable laws of the land as amended from time to time.

5. GENERAL TERMS & CONDITIONS:

A. Application :

For interpretation of any clause in the EOI Document or Work Order (LOI), the interpretation of the MD of GAIC shall be final and binding on Service Provider.

B. Relationship between parties :

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the 'GAIC' and 'Service Provider'. The Service Provider shall be fully responsible for the services performed by them.

C. Standards of Performance :

The Service Provider shall give the services and carry out their obligations as per the Terms & Conditions of EOI Document & Scope of Work with due diligence, efficiency and economy in accordance with generally accepted professional standards practices and Applicable Law as amended from time to time.

D. Review/ Assessment:

GAIC or respective officer of GAIC shall have the right to review or assess the work of the Service Provider without any extra cost to the GAIC.

E. Sub-Contract :

Notwithstanding anything contain in this EOI, the Service Provider shall not assign, in whole or in part, any right or delegate any duty, contract or sub-contract any of its rights, benefits and obligations under the EOI to any third party, except with GAIC's prior written consent.

F. Conflict of interest :

In no case Service Provider shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this EOI.

The Service Provider shall notify GAIC immediately of any actual or potential conflict together with recommendations as to how the conflict can be avoided.

G. Misrepresentation of facts :

If at any stage of evaluation process or during the empanelment, any suppression /falsification of any information provided by the Bidder comes to the notice of the GAIC, the GAIC shall have the right to reject the proposal or terminate their empanelment, as the case may be, without any compensation to the Bidder.

H. Good Faith :

The parties undertake to act in good faith with respect to each other's rights under this

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EOI and to adopt all reasonable measures to ensure the realization of the objectives of this Empanelment.

I. Indemnity :

It shall be deemed that the Bidder agrees and releases the GAIC from agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for Claims, Losses, Damages, Costs, Expenses or Liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder.

J. Extend the period of Empanelment :

GAIC may extend the period of Empanelment for additional 2 years through mutual consent.

K. No Claim Certificate:

The Empanelled Bidders shall neither entertain any claim, whatsoever, against GAIC under or by virtue of or arising out of this EOI nor consider any such claim for the appointment on completion of empanelment period.

L. Termination :

GAIC at any time without giving any reason, after serving 30 days of Termination Notice may terminate the services of the Service Provider.

6. DISPUTE, GOVERNING LAW AND JURISDICTION:

A. Dispute :

Any dispute or differences arising out of the performance of the work as per the Scope assigned to the Service Provider, the decision of Managing Director of GAIC shall remain final & binding on the Service Provider.

B. Governing Law:

This EOI Document shall be construed and interpreted in accordance with and governed by the Law of India.

C. Jurisdiction:

Any action taken or proceedings initiated on any matter relating to any dispute or difference arising shall be subject to the jurisdiction of Ahmedabad Courts, Gujarat only.

(On letter head of the Bidder)

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Annexure- I**Performa for Technical Bid**

Sr. No	Particulars		
1	Name & full address of the CMA Firm		
2	Registered Office with full address : Tel. No. Fax No. Email Id: Website URL:		
3	Address of Branch offices		
4	Income Tax Registration No. (PAN)		
5	GST Registration No.		
6	ICMAI Registration No.		
7	Date of Registration with ICMAI		
8	Complete details of the partners Name: Address: Contact Details: Membership No.: Date of joining of Existing Firm:		
9	Name and addresses and designation of the persons who will represent the Bidder while dealing with GAIC (Attach letter of authority as per Annexure III)		
10	Self- Declaration by the Applicant as specified in Annexure II		
11	No. of assignments handled as a Cost Auditor or Cost Consultant during last 5 years with Govt. Organization and its details along with Letter of Award/Work Order/Appointment Order to be attached		
12	Annual Receipt : For last 3 Financial Years i.e. F.Y. 2015-16, 2016-17& 2017-18.	F.Y.	Annual Receipt
		2015-16	
		2016-17	
		2017-18	

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Declaration:

I/ We _____ do hereby solemnly declare and affirm that-

All the information provided by me/us here above is correct to the best of my/our knowledge and belief.

I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.

I/We have read all the terms & conditions of the EOI Document and these are fully and unconditionally accepted by me/us .

For and on behalf of
Signature
Name & Designation of the Authorized signatory.....
Stamp of the Bidder

Place :
Date:

Annexure- II

Form of Declaration

I/We _____ (name of the applicant) having its Registered Office at _____ (hereinafter referred to as the Applicant) having carefully studied and understood all the Terms and Conditions stipulated in the "Notice inviting Expression of Interest (EOI) for Empanelment of Services of CMA Firm For the Services of GAIC Limited for a period of 5 Years".

Having undertaken to execute the said works, I/ We do hereby accord my/our unconditional acceptance to the terms and conditions contained in EOI Document and do hereby solemnly declare and affirm that:-

1. I/ We are familiar with all the requirements of the Empanelment (EOI).
2. I/ We have not been influenced by any statement or promise of any person of the Client but only the EOI Documents.
3. I/ We are financially solvent.
4. I/ We are experienced and competent to perform an Assignment to the satisfaction of Client.
5. I/ We are bound to provide the services as per the Scope of Work.
6. I/ We have not been banned/ black listed/ de-barred from business by any PSU/ Govt. Department during last three (03) years.
7. I/We have not been penalized by the ICAI/ ICMAI/ ICSI/ MCA/ROC and other Government Authorities in any Disciplinary Proceedings.
8. I/ We hereby abide by terms and conditions of EOI Document.
9. All the statement submitted by us is true and correct.
10. I/We am/are having the Registered Office or Branch office at Ahmedabad/ Gandhinagar.

For and on behalf of

Signature

Name & Designation of the Authorized signatory.....

Stamp of the Bidder

Place :.....

Date:

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Annexure- III**Format for Power of Attorney of Bidder Appointing Representative****Dated:**

To,

The Managing Director,

Gujarat Agro Industries Corporation Limited (GAIC)

Gujarat State Civil Supplies Corp. Building

Ground Floor, (A Wing), Sector- 10/ A,

“Ch” Road, Gandhinagar -382010

Dear Sir,

REF: EOI for Empanelment of CMA Firms for a period of 5 years.

<Bidder's name>hereby authorizes<Designated Representative's name>to act as a representative of<Bidder's name>for the following activities vide its Board Resolution/ Power of Attorney attached herewith.

To attend all meetings conducted by Gujarat Agro Industries Corporation Ltd. or other entities associated with GAIC and to discuss, negotiate, finalize and sign any document(s) related to Empanelment.

Yours faithfully,

<Signature of appropriate authority of the Bidder >

Name of appropriate authority of the Bidder:

<Signature and name of the Designated Representative of the Bidder for acceptance of this Power of Attorney>

For,

<Name of Bidder >

Encl: Board Authorization

Notarised

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Annexure- IV**Details required to be submitted by Bidder****List of Documents Required**

Sr. No.	Particulars	Yes/ No	Remarks
1	Certified Copy of Registration Certificate i.e. Certificate of Registrar of Firm	Yes/ No	
2	Constitution Certificate issued by ICMAI	Yes/No	
3	Certified Copy of Income Tax Permanent Account Number (PAN)	Yes/No	
4	Certified Copy of GST Registration Certificate	Yes/No	
5	Certified Copy of Partnership Deed	Yes/No	
6	Signed copy of EOI Document to be submitted by Bidder	Yes/No	
7	No. of CMA as a partner	Yes/No	
8	No. of Assignments handled during last 5 years with Govt. Organisation/ Undertakings with the supporting Evidences	Yes/No	
9	CMA Firms having Registered Office/ Branch office at Ahmedabad or at Gandhinagar as on 01.01.2019 and continuing.	Yes/No	
10	Bidder should not have violated / infringement of any Indian or foreign trademark, patent, registered design or other intellectual property rights – Declaration for the same	Yes/No	
11	Copy of Audited Financial Statements for last 3 years along with Income Tax Return 2015-16, 2016-17& 2017-18	Yes/No	
12	Declaration as per Annexure II	Yes/No	
13	Power of attorney by competent authority, if applicable (as per Annexure III)	Yes/No	

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