

**FOR OFFICE USE ONLY**

**CONTRACT NO.**



**Gujarat State Civil Supply Corporation LTD.**  
(A WHOLLY OWNED GOVERNMENT OF GUJARAT UNDERTAKING)

**TENDER DOCUMENTS**

**FOR**

**Invitation of Tender for Appointment  
of Chartered Accountant / Cost  
Accountant firms for Pre-Audit of Bills  
of various offices under GSCSCL.**

**MANAGING DIRECTOR**  
**Gujarat State Civil Supply Corporation LTD.**  
**Sector-10-A, 'CH' Road, Near - New Sachivalayaa**  
**Gandhinagar (Gujarat)**

**2023 - 2024**

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## Gujarat State Civil Supply Corporation LTD.

(A Wholly Owned Government of Gujarat Undertaking)

Tender Notice No. of 2023-24

G.S.C.S.C.L, Gandhinagar is inviting Online Tenders (E-tendering) for Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of G.S.C.S.C.L

Name of work	1.Estimated cost 2. EMD 3. Class	1.Tender fee 2.Time for Providing Service.
Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of GSCSCL work bills.	1) Rs.7,20,000/- Per District per annum and total Rs. 2,44,80,000/- plus Tax for 34 Districts. 2) Rs. 9,60,000/- per annum for Head Office plus taxes extra. 3) Rs. 22000/- for each District and Rs. 30,000 for Head office. 3) As per Tender Document	1) Rs. 3600+18% GST=4248/- 2) 12 (Twelve) Months From April- 23 to March-24
<b>SCHEDULE OF E-TENDERING.</b>		
1. Pre-bid Query	Bidders are requested to send pre-bid query by e-mail up to Dt. 15/02/2023 up to 1800 hrs.	
2. Downloading of Tender documents.	Up to Dt. 27/02/2023 up to 1800 hrs.	
3. Online submission of tender document i.e. last date of receipt of tender by GSCSCL.	Up to Dt. 27/02/2023 up to 1800 hrs.	
4. Physical Submission of Tender fee, EMD and other documents in separate cover.	Through Speed Post/Courier/RPAD or by hand in person so as to reach in the office of the General Manager (Finance), GSCSCL, SECTER-10-A,"CH"ROAD Near, New Sachivalaya, Gandhinagar <b>on or before 03/03/2023 up to 1800 hrs.</b>	
5. Online Verification of Tender Fee, EMD & other documents	On Dt. 04/03/2023 from 11:00 hrs. in the office of the General Manager (Finance), GSCSCL, Gandhinagar (If Possible)	
6. Opening of Technical Bid (If Applicable (On line)	On Dt. 04/03/2023 1200 hrs onwards ( <b>if possible</b> ) in the office of the General Manager (Finance),GSCSCL, Gandhinagar (If Possible)	
7. Opening of price bid(On line)	Will be informed later on .	
The details of above notice and tender documents are available on <a href="http://www.GSCSCL.GUJARAT.GOV.IN">www.GSCSCL.GUJARAT.GOV.IN</a>		

# **Gujarat State Civil Supply Corporation LTD.**

(A wholly owned Government of Gujarat undertaking)

**TENDER NOTICE NO. OF 2023-2024.**

**1.0 Preamble:** The Gujarat State Civil Supply Corporation L.T.D. (G.S.C.S.C.L) is a Wholly Owned Government company, established under the Indian Companies ACT -2013(1956) under section 617 vide Government resolution NO. CSC/1180/1469/A dated 25/09/1980 Passes by the Food, Civil Supplies and Consumer Affairs department of Government of Gujarat.

**1.1 Objective:** The effective Public Distribution System ensure availability of essential-commodities in adequate quantity through Fair Price Shops to the weaker section of the society. GSCSC during its existence of more than three decades has emerged as an effective instrument for the purpose and has played a vital role in the Public Distribution network in the State. The primary objective of the Corporation is – procurement, storage and distribution of essential commodities for Public Distribution System(PDS) AND other Government Welfare schemes like Mid-Day Meal (PM POSHAN) and Integrated Child Development Services(ICDS) etc. Corporation also manages gas center and petrol pumps at few locations. Corporation also carries out procurement OF Wheat, paddy, maize, bajara, etc from farmers at the minimum support price(MSP) Scheme of the Govt. of India. Corporation also provides its Services to the people, whenever there is any calamity like an earthquake, draught, flood, cyclone, outbreak of diseases, communal riots etc.in any part of the state.

## **2.0 Scope of Work:**

Pre audit will cover all kinds of works bills, etc. as per the following guiding points

Nature of payment	Format of billing	Remarks
1. All bills, payments related to (Transportation and labor) Procurement, storage and distribution of essential commodities, for Public Distribution system (PDS,ICDS.PM POSHAN). 2. All bills related to petrol pumps and Gas centers If any. 3. All bills, payments related to Procurement of wheat, paddy ,maize ,bajara, etc. from farmer at minimum support price (MSP) Scheme of GOI through PFMS. 4. All the work bills related to Construction of Godown , building, original work ,Maintenance and repairing bills ,operational Maintenance.	Running Accounts Bills Final Bills, F & F bill Firm's bills Party's bills / F&F Bills Partial, bills	Pre auditor has to verify tender process and various approval like technical sanction. Administrative, revised administrative approval, if any required and competency of the same as per prevailing norms of GoG and GSCSCL and payment of Running account bills and final bill as per PWD Manual, CPW Manual, Government Resolution and Circulars issued by the Government of Gujarat and GSCSCL by time to

<p>5. All the bills related to quality control of food grain under PDS by FRL or any other instruction.</p> <p>6. All kinds of Purchases and contingent bills.</p> <p>All bills, payments related to (Transportation and labor) Procurement, storage and distribution of essential commodities, for Public Distribution system (PDS, ICDS, PM POSHAN).</p> <p>2. All bills related to petrol pumps and Gas Centers If any.</p> <p>3. All bills, payments related to Procurement of wheat, paddy, maize, bajara, etc. from farmer at minimum support price (MSP) Scheme of GOI through PFMS.</p> <p>4. All the bills related to quality control of food grain under PDS by FRL or any other instruction.</p>		<p>time. Pre-auditor shall verify each RA bill as per scope of work, shall also verify the figures in line with the work order. Pre auditor is required to refer the previous R.A Bill references, as and when it is required. Moreover Pre-auditor is requested to verify various Tender clause related to penalty Liquidated damage if any, and calculation thereof.</p> <p>Pre-auditor is required to ensure that every P.Os every Bills/Debit Note, Credit Note, if any every PRs/Payment has been approved by Competent Authority and the same has been entered in to ERP software which has been developed for GSCSCL.</p>
<p>Advances related to all kind of Procurement (payable to Agency, FCI, NAFED, IOLL or any other organizations)</p>	<p>Hand Receipt or any other form if any raised by the concerned department / organization / agency .</p>	<p>pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and GSCSCL. With reference to relevant Tender clause</p>
<p>Refund / repayment / adjustment of all kinds of Deposits including conversion of SD / release of withheld amounts etc.</p>	<p>Hand Receipt / original Receipt.</p>	<p>pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and GSCSCL. With reference to Tender clause.</p>
<p>All kinds of Consultancy fees including Advocate fees &amp; all professional fees.(20,000).</p>	<p>Bill raised by the consultant / advocate / party / Agency etc.</p>	<p>pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and GSCSCL. With reference to Tender clause.</p>

**2.1** E-tender for providing Chartered Accountant / Cost Accountant firms for Pre-Audit work of GSCSCL Bills is publicly invited by the Managing Director GSCSCL, SECTER-10-A, "CH" ROAD Near-New Sachivalaya, Gandhinagar from the eligible registered CA firm for providing Chartered Accountant / Cost Accountant at, the Gujarat State Civil Supply Corporation Ltd Gandhinagar and its District offices.

### 3.0 General Details of Work:

Sr. No.	Name of work	Estimated cost Rs. in lacs	Earnest Money Deposit (EMD) in Rs.	Tender Fee Rs. (including 18% GST)	Time Limit for providing pre audit firm
1	Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of GSCSCL Bills.	Rs.7,20,000/- Per District per annum and total Rs. 2,44,80,000/- plus Tax for 34 Districts.  Rs. 9,60,000/- per annum for Head Office plus taxes extra.	Rs. 22,000/- for each District and Rs. 30,000/- for the Head Office	4248/-	12 Months

### 4.0 Schedule of E-tendering:

1.	Pre-bid Query	Bidders are requested to send pre-bid query by e-mail up to Dt. 15/02/2023 up to 18.00 hrs.
2.	Last date downloading of Tender Documents	Up to Dt. 27/02/2023 up to 18:00 hrs.
3.	Last date of online submission of Tender Documents i.e. last date of receipt of Tender by GSCSCL	Up to Dt. 27/02/2023 up to 18:00 hrs.
4.	Physical submission of Tender Fee, EMD and other documents in separate cover	Through Speed Post/Courier/RPAD or by hand in person so as to reach in the office of the General Manager (Finance) GSCSCL, SECTER-10-A,"CH" ROAD Near-New Sachivalaya, Gandhinagar New Sachivalaya Gandhinagar <b>on on or before 03/03/2023 up to 18:00 hrs.</b>
5.	Online verification of Tender Fee, EMD and other documents.	On Dt. 04/03/2023 from 11:00 hrs. in the office of the General Manager (F), GSCSCL, Gandhinagar (If Possible)
6.	Online opening of Technical Bid. (Tentative)	On dt. Dt. 04/03/2023 at 12:00 hrs onwards <b>(if possible)</b> in the office of the General Manager (F), GSCSCL, Gandhinagar (If Possible)
7.	Online opening of Price Bid of qualified bidders only. (Tentative)	Will be inform later on.

#### **5.0 Digital Certificate (n-Code) for online tender submission:**

Bidders who wish to participate in this tender will have to register on <https://GSCSCL.nprocure.com>. Further bidders who wish to participate in online tenders will have to procure Digital Certificate as per information technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from G.N.F.C., Ahmedabad, who are licensed certifying authority by Govt. of India and they will assist them in procuring the same at below mentioned address. Bidders who already have valid Digital Certificate need not procure a new Digital Certificate.

In case bidder need any clarification or if training required for participating in online tendering, they can contact the following office: -

**(n) Code Solutions (A Division of GNFC Ltd)**  
**401, GNFC Info tower, Bodakdev.**  
**Ahmedabad-380054, Gujarat**  
**Email:-mailto:marketing@ncodesolutions.com**  
**Phone: 079- 26857310 to18, 26854514, 40007300**  
**Fax: 079-26857321.**  
**Tele Fax: 079-40007533.**

#### **6.0 Contacting Officer:**

In case Bidder finds any difficulty in getting the necessary information / help from the n Code or for participating in online Tendering, they can contact the below office.

**General Manager (Finance),**  
**The Gujarat State Civil Supply Corporation Limited**  
**SECTER -10-A,"CH" Road,**  
**Near-New Sachivalaya.**  
**Gandhinagar-382010**  
**Email: gm-fin-gscscl@gujarat.gov.in**  
**Phone 079-23221037 (211) Extn**



## **7.0 General Instructions:**

- 7.1 Team of pre auditor consist of one qualified Chartered Accountant/ Cost Accountant and two Audit Assistant having required work experience are to be deployed at the Head office and a team of pre auditor consist of one qualified Chartered Accountant/ Cost Accountant and one Audit Assistant District office as the case may be, for full time.
- 7.2 Concerned Manager/DISTRICT MANAGER GR - I himself and Assistant Manager /DEPUTY DISTRICT MANAGER GR-II with his staff of account branch of that division, after due verification of bills, shall get bills pre audited at the head Office or and District office of GSCSCL from dedicatedly deployed qualified persons for full time by the bidder/ Chartered Accountant/ Cost Accountant firm.
- 7.3 The District officer DISTRICT MANAGER GR - I/DEPUTY DISTRICT MANAGER GR-II has to ensure that qualified Chartered Accountant / Cost Accountant is deputed by the firm for pre-audit work.
- 7.4 The pre audit firm shall verify each bill as per scope of work, shall also verify the figures in line with work order and tender quantity and carry out physical inspection on sample basis. The pre audit firm shall communicate their comments/objections if any on the presented bills to concerned Manger/DEPUTY DISTRICT MANAGER GR-II. While finalizing the Bill, a compliance / Justification of Auditor's queries furnished by the Manger/DEPUTY DISTRICT MANAGER GR-II could be taken in to account in accordance with the terms & conditions, item wise terms of payments in the contract, other rules & regulations, laws in force etc. In case of disagreement/dispute between Pre-Audit team/firm at Head office and District office with reference to compliance/justification/reply of any query/remark of pre-audit Firm, Matter will be referred by Manger/DEPUTY DISTRICT MANAGER GR-II Office to concerned office of DISTRICT MANAGER GR - I/GENERAL MANAGER, will be final authority to decide and order for further course of action concluding decision of payment if any, required to be taken in this regard.
- 7.5 In case if DISTRICT MANAGER GR - I/GENERAL MANAGER office is not able to resolve the issue, matter will be referred to Executive Director/Managing Director for further necessary actions. As far as final bill of the work is concerned, it requires more vigilance, accuracy and cross verifications (Quantities & amounts both) with relevant records, calculations etc. including up to date payments / deductions etc. made previously.

- 7.6 If any serious irregularity (financial or unauthorized violation / divergence from the contractual provision etc.) is noticed during the course of pre audit, same shall be reported confidentially by pre audit firm to the General Manager (Finance) & DISTRICT MANAGER GR - I of the concerned District as flash report within 3 days by confirmatory post. Moreover, copy of the same should be served to Executive Director/Managing Director of GSCSCL.
- 7.7 The Manager/ DEPUTY DISTRICT MANAGER GR-II, while furnishing the bill for Pre-audit, shall ensure that no previous / pending recovery towards present or any other bill is outstanding. If such recovery is outstanding yet, the same should be reflected, reported and shown to the pre audit firm.
- 7.8 Pre audit firm shall conduct proper & thorough check each bill. And as payment including for payments of advances, deposits related to works and shall certify the amount of bill actually becomes payable.  
Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of tender.
- 7.9 The pre-audit shall exercise the checks (apart from regular routine checks) with reference to the provisions in the tender documents / contracts, MOU / prevailing provisions for statutory deductions and dues, taxes, etc and arithmetical accuracy, provisions of held as per ACT ad Rules PWD manual, CPW account code, Gujarat Financial Rules and any other statues, laws, Acts, GR, orders, circulars, instructions of Government or GSCSC etc. The Auditors shall exercise 100% checking and pre-audit of each & every bill in physical as well as in Accounting software developed for GSCSC .
- 7.10 Audit team will consist of minimum 3 members at Head office and 2 members at District office. Out of them, at least one member must be Chartered Accountant/Cost Accountant having experience required shall be a Member of checking team. He should be acquainted with the maintenance of records relevant to Procurement Process and Tender clause. He must be having overall knowledge and experience to scrutinize and to ensure for the correctness of quantities billed for on the basis of Data Available on state/national portal etc., terms of payments, Penalty clause and it calculation.
- 7.11 Appointed Pre audit firm has to provide list of audit representatives, his signature, photo and specimen stamp of Firm. Audit in charge (invariably he must be Chartered Accountant/Cost Accountant) in respect of each District. Identity card of all the audit representatives & audit in charge will be issued by Manager (Fin.) and audit team will carry the same at the time of visiting the audit offices. Further, specimen signature along with specimen Stamp of concerned audit firm in charge duly attested by the senior partner of the audit firm will have to be provided before the

commencement of audit. Copy of list of audit representatives and specimen signature will be circulated to all the concerned officer. Bills will be signed by the auditor in charge whose specimen signature has been provided to the Company. Concerned office in charge would be responsible to ensure that only authorized auditor in charge (whose copy of specimen signature has been circulated) has signed the bill on behalf of the audit firm. Any change in the audit team should be communicated to Manager(Finance) within 2 (two) working days

- 7.12 Attendance register in prescribed format will be maintained at District and head quarter office for the pre audit work. All the pre auditors and members of audit team deployed at the office of the concerned District or H.Q. for verification of bills shall have to sign in the said register. More over while on duty of audit work, representatives of the audit team will keep the identity cards with him issued by internal audit wing of GSCSCL and letter of introduction/ audit work with the signature of Sr. partner/proprietor of the pre audit firm.
- 7.13 Bidder is required to deploy one Chartered Accountant/ Cost Accountant and 2 audit assistant at office of respective District. In case of absence of employees as requisition or removal of employee, the Chartered Accountant/ Cost Accountant firm is required to replace the same kind of Chartered Accountant/ Cost Accountant and audit assistant on the same day without any delay for this purpose. Successful bidder is required to get additional identity card as per sub clause no.7.11 of tender clause 7 "General Condition".
- 7.14 The authorized Chartered Accountant/Cost Accountant of the audit firm shall certify & sign (membership number) each bill in token of pre-audit carried out by the Firm. Before starting the Pre-Audit work, firm should provide the sample of stamp which will be used for pre-Audit work & also send the specimen signature of Qualified CA/Cost A/C which should be authorized by the partner of the firm.
- 7.15 Periodical review meeting will be called for at Head Office of GSCSCL from time to time, which will have to be attended by the appointed auditor with all the relevant records and details. Accordingly, the unit i.e. concerned office of GSCSCL will also attend the Review Meeting.
- 7.16 The GSCSC reserves the right to accept or to reject any or all the offers without assigning any reason thereof.
- 7.17 The Pre audit firm shall not be eligible for the payment of audit fee if the specified stipulations regarding attendance, submission of reports and other specified conditions of appointment order are not followed or adhered to.

7.18 The pre audit firm will be required to give one-month notice to the GSCSC in case it intends to discontinue the contract at any point of time during the period of contract. Likewise, GSCSCL on its discretions may cancel the assignments at any time if required to do so.

7.19 For the purpose of assignment, activity area of the GSCSC has been divided into 34 Districts, which consist of 33 District, 1 Ahmedabad city and 1 Head office at Gandhinagar.

**Note:-** (1) Firm will have to carry out the pre audit work of any newly opened offices in the area of its assignment during the term of appointment without charging additional fees for the same. In the same manner, if any office under particular District is closed\merged with other division offices during the year, fees will not be deducted for the same.

**(2) All concerned Manager/DEPUTY DISTRICT MANAGER GR-II for which head quarter of pre auditor is decided as above, are required to make necessary arrangements for sitting of pre auditors for full time and provide them necessary facilities like water, electricity, internet and stationery and facility of locker to keep the audit stamps.**

**7.20.** District wise one team of pre auditor has to communicate queries if any during the audit work of concerned office and have to pre audit of the same bill on resubmission on compliance.

**7.21** In case of operational difficulties the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.

**7.22** The Selected Bidder shall be required to maintain a register of all Bills Pre audited by him on monthly basis and a certified copy of the same shall be submitted to Manager /DEPUTY DISTRICT MANAGER GR-II on monthly basis separately.

**7.23 Bidder may apply for any one or more District maximum up to 34. However, bidder is required to pay EMD of Rs 22,000 for each District for which he is applying and Rs. 30,000/- for head office.**

**7.24** If any of the bidder quote rate unreasonably very low or high than GSCSCL has right to reject tender.

#### **8.0 Instruction to Bidders:**

- A. The **Tender Fee** will not be refunded under any circumstances.
- B. Earnest Money Deposit (**EMD**) in the form specified in Tender Document only shall be accepted.
- C. The offer shall be valid for **120 days** from the last date of receipt of Tenders.

- D. The Tenders without Earnest Money Deposit (**EMD**) and Tenders which do not fulfill all or any of the conditions or submitted incomplete in any respect will be rejected.
- E. All the bidders who are meeting with the eligibility criteria as specified in clause no. 15, Section-1 (Evaluation of Tender, Conditions of Marking) and scoring minimum 60 points out of 100 points will be technically qualified, their Price bid will be opened. The price bid of the firm getting less than 60 points will not be opened.
- F. The bidder has to fill up in the price bid **Form-c (Schedule-B) for each District separately. (This has to be invariably filled in suitable form only in electronic form, Physical submission is not allowed). If it is submitted physically then his bid will be rejected.**
- G. The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
- H. **The work shall be allotted to the L1 bidder who has quoted the lowest amount (professional fees) in each District and Head Office separately.**
- I. Bidder can fill up Price-bid in one or more Districts out of total 34 Districts and Head office, but if he is L1 bidder in more than 1 (one) District and Head office then he will be eligible to get work for 5 (FIVE) Districts and Head Office only.
- J. If a bidder gets qualified as L1 bidder in more than Five Districts, he will be called up for choice selection of District whichever he wants to work in, but maximum number of Districts to be awarded to him will be **5 (five) only.**
- K. **Refer Clause No. 1 of Section-1 (Special attention) for detail regarding award of work.**
- L. **All the bidders who has been awarded the respective District as per their concurrence has to provide Pre-audit firms in the respective Districts (Offices). If they refuse to provide skilled Chartered Accountant / Cost accountant than its Security Deposit will be forfeited.**
- M. Conditional Tender shall not be accepted.
- N. This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the Tender Documents.
- O. GSCSCL reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.
- P. All disputes and discrepancies relating to this Tender shall be governed by the law of India and shall be subject to jurisdiction of court at Gandhinagar/Ahmedabad, Gujarat State.
- Q. The internet web site address for E-Tender is <https://GSCSCL.nprocure.com>

- R. Free Vendor Training camp will be organized every Saturday between 4.00 PM to 5.00 PM at GNFC Info tower, Bodakdev, Ahmedabad. Bidders are requested to take benefit of the same.
- S. Tender Fee (In separate cover with its Xerox copy) and EMD and other documents (in another separate sealed cover) shall be submitted in person on the Dates specified in para 3.0. The EMD must be encashable anywhere in Gujarat also.
- T. The agencies whose contracts were terminated or are debarred on account of non- performance or refuse to work in GSCSCL's works will not be eligible for bidding this Tender.
- U. **If the bidders will not provide CA Firms as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under GSCSCL.**
- V. The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.

**General Manager (Finance)**  
**GSCSCL, Gandhinagar**

## 9.0 Definitions:

Online	:	Any activity that is done on Website is referred as “Online” activity for e.g. submission of price Bid online would mean that the Price Bid has to be submitted on website.
Offline	:	Any activity that is done in conventional route is referred as “Offline” activity for e.g. submission of Earnest Money Deposit in Offline fashion would mean the Earnest Money Deposit is to be submitted in Form of DD/FDR/BG and is to be Physically sent to the office of the Deputy General Manager(CPC), GSCSCL, Gandhinagar.
E-Tender	:	Tender in which you can participate online by means of log in on to the respective website is E-tenders.
Digital Signature	:	Any electronic document, which contains encrypted message digest using hash algorithm and Tenders public key, is known as Digitally signed Document and the process of generating such document is called digitally signing it.
Scanned copy	:	Electronic copy of any document generated using a scanner is called scanned copy.
System	:	Means the computer which hosts the website ( <a href="http://www.GSCSCL.nprocure.com">www.GSCSCL.nprocure.com</a> ) where Bidders can participate in the tendering.
Upload	:	The process of transferring an electronic document from Bidders computer using internet connection to the website is called uploading.
BIDDER	:	Means individual, proprietary firm, firm in partnership, Limited Company, Corporation applying to become eligible to tender.
IT ACT 2000	:	Means Information Technology Act, 2000 of Govt. of India.

**10.0 Memorandum of work in brief:**

1.	Name of work	Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of GSCSCL bills.
2	Name of Employer	Gujarat State Civil Supplies Corporation Ltd. Gandhinagar
3	Name of concerned General Manager	General Manager (Finance), Gujarat State Civil Supplies Corporation Limited, Gandhinagar
4	Name of Officer-In-Charge	Manager (F) Gujarat State Civil Supply Corporation Limited, Gandhinagar
5	Address of Officer - In – Charge	SECTER -10-A, "CH" Road Near, New Sachivalayaa, Gandhinagar.
6	Name of Bidder	
7	Address of Bidder	
	(a) Telephone No. (b) Mobile No. (c) Fax No. (d) Telex No. (e) E-mail ID	
8	(f) Estimated Cost put to tender	Rs.7,20,000/- Per District per annum and Rs. 2,44,80,0000/- For 34 Districts offices and Rs. 9,60,000/- per annum for Head Office plus taxes extra
9	Time allowed for completion of the service from the date of written order to commence.	<b>The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the GSCSCL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.</b>
10	Amount of Earnest Money Deposit (EMD)	Rs. 22,000/- for each District and Rs 30,000 for Head office (its validity shall be <b>120 days</b> from the date of uploading the document on n-code) In favor GSCSCL, Gandhinagar
11	Description essential to be written on sealed cover of submission of Tender	
	(a) Name of Work	Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of GSCSCL work bills.
	(b) Name and address of the Bidder	



12	Mode of submission of Tender Documents	Online submission on web site <a href="http://www.GSCSCL.nprocure.com">www.GSCSCL.nprocure.com</a>
13	(a) Technical Bid. (b) Price Bid	On line submission on <a href="http://www.GSCSCL.nprocure.com">www.GSCSCL.nprocure.com</a> On line submission on <a href="http://www.GSCSCL.nprocure.com">www.GSCSCL.nprocure.com</a>
14	Other Documents including Form B, Annexure-II to VI, Form-I & II	As per para 3.0 to 5.0 of Tender notice and corrigendum if any.
15	Physical Submission of Tender Documents (a) Technical Bid Other Documents (EMD and Tender Fee etc.)	As per Para-5.0 to 6.0 of Tender notice and Corrigendum if any.
16	Mode of quoting rate in Schedule –B (Form-C)	Online quoting of offer in figures only. Amount in words will be automatically converted.
17	Validity period of Tender offered.	120 days from the last date of receipt of tender.
18	Opening of Tender Online (a) Technical Bid (if applicable) (b) Price Bid (Only of prequalified Bidders)	As per Para No. 4.0(6) and Corrigendum if any.  As per Para No. 4.0(7) and Corrigendum if any.
19	Amount of Security Deposit: (Please refer Tender Clause of SD)	Successful bidder has to deposit required amount of Security Deposit in form of FD / Bank Guarantee from Nationalized Scheduled Bank as prescribed by Finance Department, Government of Gujarat as mention in Para No.4.0 and 4A of Section I Information and Instructions.

Signature of Contractor  
With Name of Firm  
And seal

## SECTION - I INFORMATION AND INSTRUCTIONS

### 1.0 SPECIAL ATTENTION

- 1.1 The Tender Document shall be submitted as per procedure laid down in tender documents for submission of Tender.
- 1.2 Earnest Money Deposit shall be submitted online and after online submission, in form of F.D.R. /D.D. (banker's cheque)/ Bank Guarantee shall be submitted in separate sealed cover through Speed Post/Courier/ RPAD or by hand in person so as to reach in the office of the General Manager (F) ,GSCSCL,Secter-10-A,"CH"Road Near, New Sachivalaya, Gandhinagar **on or before 03/03/2023 up to 18:00 hrs** strictly as per details submitted during On Line Bid Submission, in sealed envelope. If Tender Fee and Earnest Money Deposit is not received physically on the notified date and time, the Bid shall be rejected.
- 1.3 Tender shall be opened as Scheduled in Para No.4.0 of Volume and respective para of Tender Notice.
- 1.4 All Bidders are cautioned that e-tender containing any deviation from the contractual terms and conditions, specifications or requirements shall be rejected as non-responsive.
- 1.5 Conditional offer will be out-rightly rejected. No condition shall be included in this e-tender.
- 1.6 Alternative e-Tenders are not acceptable.
- 1.7 Bidder shall have to declare regarding the number of Tenders submitted in the prescribed format as given in tender documents.
- 1.8 If required, GSCSC may negotiate with the lowest evaluated responsive bidder.
- 1.9 The GSCSCL reserves the right to qualify/ disqualify any applicant without assigning any reason.
- 1.10 **Applicants shall be disqualified if they have**
  - (i)**Made untrue or false representation in the forms, statements and attachments required in the prequalification documents, or**
  - (ii)**Record of poor performance either due to technical or financial or any other reasons.**
- 1.11 Only offline details for Tender Fee and E.M.D. shall not be considered.
- 1.12 The request of the Bidder for not opening of Bid shall not be accepted, if Bidder has submitted Tender on line and Tender Fee and E.M.D. physically.
- 1.13 All disputes and discrepancies relating to this Tender shall be governed by law of India and shall be subject to jurisdiction of court of Gandhinagar / Ahmedabad of Gujarat state.
- 1.14 **The agency whose contracts were terminated on account of poor performance in GSCSCL work will not be eligible for this Tender.**

- 1.15 **A Bidder shall be disqualified if Bidder is terminated due to poor performance technically, qualitatively, financially or any other reasons.**
- 1.16 The bidder shall quote the lump sum professional fees in enclosed format for financial Proposal Form-C (Schedule-B) inclusive of all cost, expenses etc. for each District. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc.
- 1.17 The evaluation of the offers will be as per the pre-decided norms mentioned hereafter.
- 1.18 Proposal of "TECHNICAL BID FOR PRE-AUDIT" shall contain details as mentioned in Form-B (Technical Proposal form), and the documents as mentioned in Annexure-I and also in the evaluation of bid shall also be submitted with the tender. The Financial bid should be submitted only Online as per format mentioned in Form-C (Schedule-B).
- 1.19 It should mention only the amount chargeable (including all the charges/ out of pocket exp.) for the whole term of one years for each District separately. Fees quoted shall be exclusive of GST. The quoted fees shall be valid for 120 days from the date of receiving the bid offers. The same validity shall have to be extended further for 120 days by the bidder if required on written intimation of GSCSCL.
- 1.20 The technical bids (covers should be kept in one envelope.) must reach to the Manager(F),GSCSCL,Secter-10-A,"CH"Road,Near,New-Sachivalayaa,Gandhinagar, **on or before 03/03/2023 up to 18:00 hrs** strictly as per details submitted during On Line Bid Submission, in sealed envelope either by Registered Post A.D. or Speed Post or through courier. "Proposal for pre audit" must be mentioned prominently on the top of cover. No cover shall be received / entertained if the submitted/ delivered after the prescribed time limit. Covers submitted by any other mode will be liable to be rejected.
- 1.21 The technical bid will be opened first and will be evaluated by a committee of officers under the chairmanship **of G.M. (Finance) at GSCSC, Head office**. The financial bid will be opened of those bidders satisfying minimum eligibility criteria as per technical bid evaluation.
- 1.22 Award of contract will be made to a qualified bidder whose responsive Tender is lowest in an individual District.
- (i) **All the qualified bidders in the respective District has to work at the lowest quoted price in the District irrespective of his quoted price (if the District is awarded to him).** For the lowest price quoted by the bidder, an undertaking has to be submitted by the bidder in the Physical form as well as electronic form also. (The specimen of undertaking is as per **Annexure-VI**).

- (ii) If more than one Bidder has quoted the same lowest amount in a particular District, then the position of L1 bidder will be decided on the basis of highest Technical Score out of 100. And if the technical score happens to be same for 2 to 3 bidders, then the position of bidder will be decided considering the highest number of skilled Chartered Accountant / Cost accountant with his firm.
  - (iii) If the bidder is L1 in more than 5 (five) Districts, then he will be given the preference to choose the Districts (Maximum 5 Districts), then after L2 bidder, L3 bidder will be given chance for the remaining Districts. If L2 bidder on his written acceptance that he will work at the lowest quoted price in the respective District irrespective of his quoted price, then the District will be awarded to him. If L2 bidder refuses than the work will be awarded to next lowest bidder if he agrees to work at the lowest quoted price in the respective District and so on. We may call all firm or concerned firm or its group for asking such written acceptance to avoid procuring delay.
  - (iv) If no bidder has quoted in one or more Districts, then the bidder who has been awarded the District in which the quoted amount is minimum of all the Districts will be given first preference and will have to work at the lowest quoted price of his from all the Districts on his written acceptance, then after the bidder of the District in which the quoted amount is 2<sup>nd</sup> lowest one will be given preference and will have to work at the lowest quoted price of his from all the Districts on his written acceptance and so on..... .
  - (v) GSCSCL reserves the right to allot more than 5 (five) Districts to a qualified bidder after reviewing the capacity of such firm for carrying out the pre audit assignments of more than five Districts.
- 1.24 The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the Company.
- 1.25 The documents as per **Annexure - I** are to be attached with the technical bid for scrutiny of the proposal. Each firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected. However, management may call for required details/information if it deems appropriate to do so in the interest of the Company.
- 1.26 **If any qualified bidder deny to work after allotment of work , then he will be debarred for 3 (Three) years to work with GSCSCL .**
- 1.27**The preliminary & technical bid documents must be submitted online as well as physically. If the same bid documents are submitted online only, but not physically, the bidder will be debarred for 1 (one) year.**
- 1.28 **Price bid must be submitted online only.**

- 1.29 Chartered Accountant/Cost Accountant firms already engaged with the GSCSC in the existing assignment of Pre-audit or any other professional work may send the proposals for the assignment of pre audit but they have to attach the letter giving the undertaking that on being selected as pre auditors, they will resign from Internal audit /Cost audit/Cost accounting or other assignment/from their present assignment of GSCSCL. Proposal without such letter of undertaking will be considered as ineligible.
- 1.30 Those firms which are in continuous assignment of 4 years for the same District as on 31.03.2022 as pre auditor and/or internal auditor in GSCSCL, will be considered as ineligible from applying for this assignment.
- 1.31 If the legal proceedings are under progress or criminal proceedings are instituted by any department/office of Government are under progress or matter regarding disciplinary actions are under progress by the ICAI/ICWAI in respect of any firm or the partners or proprietor or employee thereof, such firm will be considered as ineligible from applying for this assignment.
- 1.32 Further, firms or partners in respect of whom ICAI/ICWAI has taken penal actions or any department/office of government has initiated legal or criminal proceedings in past are considered ineligible from applying for this assignment.
- 1.33 For this assignment only those Chartered Accountant/Cost Accountant / Partnership firms will be considered which satisfy the minimum criteria mentioned in tender document.
- 1.34 In case of operational difficulties the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
- 1.35 The management reserves the right of awarding this assignment for one or more or all the Districts forthwith at his discretion or it may not award the assignment at all or may postpone the award for a reasonable time with regard to one or more than one Districts.
- 1.36 The contract can be terminated from either side, at any time after giving a one calendar month notice to the concerned without mentioning any reason.
- 1.37 The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the GSCSCL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.
- 1.38 The pre audit firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant/Cost Accountant firms/other individuals.
- 1.39 On awarding the assignment of particular District of Pre-Audit, the pre audit firm has to deposit Security Deposit of 10% of Contact Value for each District and for Head office in form of FD / Bank Guarantee from Nationalized / Schedule bank as

prescribed in EMD clause pledged in the name GSCSCL, Gandhinagar for each District or Head Office within 10 days after issuance of work order.

The FD / Bank Guarantee duly issued by the bank (duly notified by Finance Department of Government of Gujarat) having the validity for the whole term of assignment plus six months. If more than one District is awarded to a bidder, then he will have to deposit separate FD / Bank guarantee as stated above within 10 days after issuance of work order. For each District.

The said Security Deposit shall be revoked after 6 months on satisfactory completion of given assignment.

If the services of the firm is extended further for 1 (one) year, than the SD has to be further extended Accordingly.

- 1.40 The senior partner of pre audit firm shall remain present in coordination / review meetings, and make presentations as and when called for and no additional fees/ expenditure shall be paid extra for that.
- 1.41 If the CA / Cost Accountant is an employee of the CA firm/Cost Accountant Firm then he must be associated with the firm as an employee for at least one year.

## **2.0 DOWNLOAD OF TENDER DOCUMENTS**

The tender documents are available in electronic form on sale up to Date: 27/02/2023 upto 18:00 hours from the website [www.GSCSCL.nprocure.com](http://www.GSCSCL.nprocure.com). Interested Bidders can view these tender documents online, but Bidders who are interested in bidding in these tenders can download tender documents up to Date 27/02/2023 up to 18:00 hrs. Only those Tenderers who wish to submit this tender, will have to pay the tender documents fees on the due date as specified in **Para 3 & 4** of the tender notice.

Tender of only those Tenderers who have submitted their Tender Document Fees on the due date as specified in the Tender Notice will be opened. The tender documents in hard copy (Print Version) will not be available. Those Tenderer who wish to have the hard copy (Print Version) can download the tender document and take the print out of the same. The cost of the document will not be refunded under any circumstances.

## **3.0 LANGUAGE OF TENDER**

Tender Documents shall be submitted in prescribed form in English only. All literature or correspondence in connection with Tender shall be made in English.

#### 4.0 EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit(EMD) along with Declaration forms for the work as mentioned below must reach through **Speed Post/Courier/ RPAD or by hand in person so as to reach in the office of the General Manager (Finance), GSCSCL, Secter-10-A,"CH"Road,Near-New Sachivalaya, Gandhinagar** on or before 03/03/2023 up to 18:00 hrs.

Sr.No	Name of work	EMD in Rs.	EMD shall be in favor of	Validity
1	Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of GSCSCL work bills.	Rs. 22000/- for each District and Rs. 30,000/- for Head Office	Gujarat State Civil Supplies Corporation Ltd.	120 days

**Tender without submission of Earnest Money Deposit shall be rejected as non-responsive. If during tender validity period, if the bidder withdraws his bid, the Earnest Money Deposit shall be forfeited and the bidder will be disqualified from bidding for further works in GSCSCL for a period of 1 (one) year.**

#### 4A SECURITY DEPOSIT (SD)

Successful bidder is required to deposit total amount of Security Deposit of **10% of Contract Value** for each District and for Head office in form of FD/Bank Guarantee from Nationalized/Schedule bank as prescribed in EMD clause. Validity of security deposit must not be less than 180 days and required to be renewed in case of extension of contract. The bidders whose bid is accepted (hereinafter called "Agency" which expression shall unless excluded by or repugnant to the context include his heirs, executors, administrators & assignees) shall pay.

- (a) Within 10 days from the date of issue, of letter accepting his tender, Security Deposit of **10% of Contract Value** for each District and for Head office in form of FD/Bank Guarantee from Nationalized/Schedule bank as prescribed in EMD clause pledged in the name GSCSCL, Gandhinagar for due performance of contract.
- (b) Earnest money paid will be adjusted against security deposit of successful tenderer.
- (c) Earnest Money/Security Deposit will not bear any interest.
- (d) If the services of the firm is extended further for 1 (one) year, than the SD has to be further extended for one year.

(e) **If he fails to furnish the Security Deposit for performance or to execute the Contract for the work offered to him, his EMD shall be forfeited and the bidder will be disqualified from bidding for further works in GSCSCL for a period of 1 (one) year.**

4.1 Guarantees issued by All Nationalized Banks will be accepted as SD/EMD on permanent Basis.

4.2 Guarantees issued by following Banks will be accepted as SD/EMD for the period up to Date: 31.03.2023 as per GR of Finance Department: GR No. EMD/4/2022/729/DMO dated: 28.06.2021 and corrigendum there on dated 20.05.2022. The validity cutoff date in GR is with respect to date of issue of bank guarantee irrespective of the date of termination of the bank guarantee.

- A U Small Finance Bank
- Ahmedabad Mercantile Co-Operative Bank Limited
- Axis Bank
- City Union Bank
- DBS Bank India Limited
- DCB Bank
- Equitas Small Finance Bank
- Federal Bank
- HDFC Bank
- ICICI Bank
- Indusind Bank
- Kalapur Commercial Co-Operative Bank Limited
- Kotak Mahindra Bank
- Nutan Nagrik Sahakari Bank Limited
- Rajkot Nagarik Sahakari Bank Limited
- RBLBank
- Saraswat Co-operative Bank
- Saurashtra Gramin Bank
- Standard Chartered Bank
- Tamilnadu Mercantile Bank
- The Gujarat State Co-Operative Bank
- The Mehsana Urban Co-operative bank Limited
- The Surat District Co-operative Bank



- The Surat Peoples Co-Operative Bank
- Ujjivan Small Finance Bank

**Note:** After submission of tender online, if bidder does not submit it physically, the bidder will be debarred for Participating in tenders of GSCSCL for 1 (One) year.

**(a) EMD in form of BG.**

Validity of 120 days from the date of uploading of BG documents on n-Code.

**(b) EMD in form of FDR.**

Validity of 120 days from the date of uploading of FDR documents on n-Code.

**(c) EMD in form of DD.**

**DD shall be payable in the name of Gujarat State Civil Supply Corporation LTD, Gandhinagar& shall be valid up to maximum no of days as per Respective Bank Practice from the date of uploading of DD document on n-Code.**

The same may be extended by the tenderer for a further period of one hundred twenty (120) days, if required by GSCSCL. **Tenders without submission of Earnest Money Deposit shall be rejected as non-responsive.**

If during Tender validity period, the tenderer withdraws his Tender, the Earnest Money Deposit shall be forfeited and the tenderer may be disqualified from tendering for further works.

4.3 The Earnest Money Deposit will be returned promptly to the unsuccessful tenderers except first three lowest tenderers. The Earnest Money Deposit will be returned to the first three lowest tenderers after first lowest tenderer furnishes Security Deposit for performance and duly enters into the contract.

## **5.0 METHOD OF TENDERING**

- 5.1 If the Tender is uploaded by an individual, it shall be digitally signed by the individual.
- 5.2 If the Tender is uploaded by a proprietary firm, it shall be digitally signed by the proprietor.
- 5.3 If the Tender is uploaded by a limited company or a corporation, it shall be digitally signed by a duly authorized person holding the Power of Attorney for signing the Tender in which case a certified copy of the Power of Attorney shall accompany the Tender. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the Contract is awarded. They shall also furnish Articles of Association and Memorandum of Association.

- 5.4 If the Firm submitting the Bid is a Member of a Group of Companies (with a common name), necessary evidence as admissible as per Law shall be furnished at the time of online submission of Bid.
- 5.5 Each Bidder shall submit only one bid for the particular work. A Bidder who submits more than one bid in the particular work will be disqualified.
- 5.6 All witnesses and sureties shall be person of status and probity their full names, occupations and addresses when they fill the vendor Registration Form provided in the website [www.GSCSCL.nprocure.com](http://www.GSCSCL.nprocure.com)
- 5.7 In case at time of Tender uploading, if any of the above information has changed then the tenderer shall correct the same by making the modification in his personal profile.

## **6.0 ACCOMPANIMENTS TO TENDER**

The Tenderer shall have to upload following documents which are digitally signed by Tenderer's Digital Certificate with his tender.

- a. Tender Fee
- b. EMD (Separately for each District/segment apply for)
- c. Registration Certificate
- d. Chartered Accountant – Registration from ICAI
- e. Cost Accountant- Registration from ICWAI

**(Note: Firm registered office should be located in GUJARAT and if registered office is not located in GUJARAT then at least 2 (Two) full time branches should be functional in State of Gujarat for minimum period of 3 (three) years.**

- f. GST Registration number from GST registering authority.
- g. Income Tax return of last 3 (three) years (2019-20,2022-21 & 2021-22) as well as copy of PAN card.
- h. **Form-B, Annexure – II, III, IV, V, & VI and Form-I & II.**
- i. Scanned Copy of the Income Tax Return of last 3 years with copy of permanent account number (PAN CARD).
- j. Scanned Copy of GST number certificate from GST registering authority.
- k. Notarized Copy of audited annual accounts (Income & expenditure Account and Balance sheet) of last 3 (three) years should be submitted.

- l. Certificate of constitution as on 01.01.2022 issued by the Institute of Chartered Accountants of India or Cost Accountants of India.
- m. The list of staff pertaining to Audit and Assurance work along with Appointment letters, nature of work, qualification, latest salary slip.
- n. The income from audit and attestation assignment of Last (3) three completed financial years (2019-20-21-22) duly audited and certified by the another Chartered Accountant/ Chartered Accountant's Turn over Certificate.

**Note: - Registered Bidder shall have to submit the following certificates / documents duly notarized.**

- o. **Details of Annual Turnover.**
- p. **Showing staff details of CA firm with office seal of issuing office, outward number.**
- q. **Details of CA Firm with its partners**
- r. **Details of income from audit and attestation assignment of Last (3) three completed financial years (2019-2020,2020-2021, & 2021-2022).**
- s. Proof of Two functional branch office in Gujarat for a minimum period of 3 years (As a proof scan copy of firm card or ICAI/ICWAI institute certificate of last 3 (years i.e. 2019-20,2020-21 & 2021-22)
- t. Scan copy of Partnership deed.
- u. Pre-audit/Internal audit assignments of GOG or GOI or its undertaking, local bodies as well as one listed company in last 3 years (As a proof scan copy of appointment letter, audit year and audit report of one listed company in last 3 (three) years)
- v. Scanned copy of Chartered Accountant/Cost Accountant Registration certificate OR proof of application made for renewal shall be submitted.
- w. Scanned copies of a Power of Attorney duly authorized by a notary public, if power is delegated for signing the Bid to other person by the Bidder.
- x. Scanned copy of E.M.D. (in accordance with Clause No. 6.0) along with Account Payee Demand Draft for Tender Fee and its original shall also be submitted in physical form through Speed Post/Courier/RPAD or by hand in person shall reach in the office of the **General Manager (Finance), GSCSCL, Sector 10-A Ch**

**Road Near new Sachivalaya, Gandhinagar on or before 03/03/2023 up to 18:00 hrs.**

- y. Scanned copy of Form-B, Form-I & II, Annexure - II,III, IV, V& VI and in physical form also in separate sealed cover through Speed Post / Courier / RPAD or by hand in person shall reach in the office of the **General Manager (Finance), GSCSCL, Sector 10-A Ch Road Near new Sachivalaya, Gandhinagar on or before 03/03/2023 up to 18:00 hrs.**
- z. Scanned copy of the notarized last 3 (three) completed financial years duly audited and certified by the Chartered Accountant or Chartered Accountant's Turn over Certificate.

## **7.0 SUBMISSION OF TENDER**

- 7.1 The Tender must be submitted online duly filled in the entire Tender Document (Forms, Schedule, etc.), i.e. Technical bid and Price Bid available on website.
- 7.2 The tenderer shall fill the required details/data/information in the prescribed form of Tender document. The tenderer shall quote the rate of each District along with other details in Schedule-B of Tender documents.
- 7.3 Tender in offline mode "sealed envelope" will not be accepted.
- 7.4 If Tender Fees and Earnest Money Deposit is not received with the Tender as mentioned in Para No. 5.0, Tender shall be rejected.
- 7.5 The Tender i.e. Technical Bid and Price Bid duly filled in shall be uploaded on **www.GSCSCL.nprocure.com** online up to Date 27/02/2023 upto 18:00 hrs.
- 7.6 The employer at its discretion can extend the last date for submission of Tender by amending the Bid Document in which case all rights and obligations of the employer and Bidder will thereafter be subject to the last date as extended. The Bidder shall be responsible for extending the Validity of Tender Offer accordingly, failing which his Bid shall be rejected as non-responsive.
- 7.7 Telegraphic Tender will not be entertained.
- 7.8 Bidders will have to submit original F.D.R. /D.D./ (Banker's cheque)/ Bank Guarantee for Earnest Money Deposit and Tender Fee along with its Xerox copy in separate sealed envelope and other documents and Demand Draft in another envelop through Speed Post / Courier / RPAD or by hand in the office of the **General Manager (Finance), GSCSCL, Sector 10-A Ch Road Near new Sachivalaya, Gandhinagar on or before 03/03/2023 up to 18:00 hrs.**

## 8.0 OPENING OF TENDERS

The Designated Officer of GSCSCL will open the E-tender on the date and time mentioned in the tender or on extended date in his office at the address specified in tender notice. The intending bidders, if they wish may participate in online tender opening process and view the result on <https://GSCSCL.nprocure.com> To participate in online tender opening, bidder will have to log in with his user ID and password and click on “mark my attendance button” to view tender result. For more details, please refer “Vendor Training Manual.”

### 8.1 PRELIMINARY STAGE

The Preliminary Stage of the prospective Bidders will be opened on **date and time as mentioned in Para 4.0(5) above** on website <https://GSCSCL.nprocure.com> . In Preliminary Stage Tender Fee, EMD, Registration Certificate, GST no. will be evaluated by the GSCSC as specified in **Para 3.0 above & for EMD refer Section-I Cl.No.4.0.**

### 8.2 TECHNICAL BID

The Technical Bid of the prospective Bidders will be opened on **date and time as mentioned in Para 4.0 above** on website <https://GSCSCL.nprocure.com> . The Technical Bid will be evaluated by the GSCSC as specified in **Para 17.0 of Section-I.**

### 8.3 PRICE BID

The Price Bid of only Technically Qualified Bidders will be opened online on **date and time as mentioned in Para 4.0 above.** Intending Bidders or their representative who are interested in participating in online Tender opening can log on to <https://GSCSCL.nprocure.com> on the due date and time, mark their presence or participate in online tender opening. For more details Bidders are requested to refer “Vendor Training Manual”, available on the website <https://GSCSCL.nprocure.com>. Bidders who wish to remain physically present at GSCSCL premises at the time of tender opening can do so. Only one representative of each firm will be allowed to remain present.

### 8.4 OPENING OF TECHNICAL BID

The Designated officer of GSCSCL will open Technical Bid of the qualified bidders in preliminary stage at the address specified in the Tender Notice. The evaluation of Technical Bid will be done as per tender documents.

## 8.5 OPENING OF PRICE BID

The Price Bid of ONLY qualified bidders in **technical bid** shall be opened as decided here after.

- (i) **The Designated Officer of GSCSCL will open Price Bid on the date and time mentioned in the Tender or on extended date and take print out of total amount quoted in the Tender along with rate quoted for each part of Bid Schedule and the conditions if any put forth by the Bidder. The Bidder can see his Price Bid as well as other Bidders' entire Price Bid who have participated in the E-Tender. The Schedule-B will be accessible up to 24 hours from the date and time of Tender opening for security reasons. For future reference, Bidders are requested to save or take print out of the same data.**
- (ii) All Tenders will be opened online, irrespective of the presence of the Bidder.

## 9.0 STATING OF RATES

The amount of professional fees in each District (Total 34 Districts) in Schedule – B (Form-C) of Section-II must be submitted in figures only on the website. Amount in words will be automatically generated by system. The grand total in figures and the respective words will be automatically calculated by the Computer and displayed.

## 10.0 LATE AND DELAYED TENDER

In theory the system will not accept any Tender after the due date and time and hence in case of e-tenders there will be no late tenders. **In any case late Tenders / Delayed Tenders (i.e. Tender received after the specified date and time of receiving), their offers shall not be considered at all.**

## 11.0 TENDER OFFER VALIDITY PERIOD

- 11.1 The Tender offer for the work shall be valid for a period not less than One hundred Twenty (**120**) days from the last date of receipt of Tenders. The same may be extended by the Bidder for a further period of One Hundred Twenty (120) days, if required by GSCSCL. The tenderer shall not be allowed to withdraw or modify the offer on his own during this period. If any tenderer withdraws or make any modification or additions in the terms and conditions and tender validity period of his tender offer is not acceptable to the GSCSCL, then the GSCSCL shall without prejudice to any right or remedy, be at liberty to forfeit in full, the said Earnest Money Deposit absolutely.

11.2 In exceptional circumstances, the employer may solicit the Bidder's consent for an extension of the period of validity of the Tender offer by a period not exceeding **another 120 days or as per the requirement from GSCSCL (i.e. beyond 240 days as mentioned in 1.0 above).**

11.3 The request and response there to shall be made in writing or by telex or telefax. If a Bidder accepts to extend the period of validity, the validity of Earnest Money Deposit (EMD) shall also be extended according to provision of Clause 4.0 of Section-I. In case of refusal by Bidder for extension of validity period his Earnest Money Deposit (EMD) shall be returned. Any Bidder granting the request of extension of offer validity period will not be permitted to modify his /their Bid.

**11.4 If any Bidder withdraws his offer during validity period / extended validity of Tender, the Tenderer shall be debarred for 3 (Three) years from tendering in GSCSC contracts.**

## **12 TENDER LIABLE TO BE INVALID**

The Tender is liable to be considered invalid, especially, if the requirements as per instruction of Section - I above are not complied with before submitting the tender. Please read carefully the General rules and Direction for the guidance of Contractors as per para-20.0 "General Rules and Directions" of this Section – I.

## **13 PAYMENTS**

a) Payment of fees will be made by GENERAL MANAGER(Finance) at Head Office GSCSCL on monthly basis in 12 equal instalment and GST will be paid on presenting of paid challan and confirmation of GST payment only after getting certificate of attendance from the concerned Head Quarter of respective District.

Head office has to certify that concerned pre auditor was remain present at the head quarter for District no.\_\_\_\_ for the period \_\_\_\_ month and not a single day pre auditor was absent on his duty.

Concerned Head Quarter office has to sign above said certificate with signature, name, date, seal and provide original copy to pre auditor to claim fees/payment and pre auditor is required to submit the same original certificate with pre audit fee bill at the GENERAL MANAGER(Finance) H.O. GSCSCL .

For payment of fee pre auditor is required to get certificate from concerned each division that "All work bills and other bills presented by the divisions / offices under the respective Pre-Audit District-\_\_\_\_ have been pre audited and no bill is left by the pre-auditor pending with him" and on submission of the report in the prescribed format as mentioned in Form-A of Section-II.

- b) Pre audit firm will have to submit the monthly report (with its soft copy) within **5 days** of completion of each month. One copy of pre audit report should be submitted to General Manager (Finance) and Concerned division of the District in prescribed format. Moreover pre auditor is required to post status in prescribe format of pre audit on every Monday in a WhatsApp group created for this purpose.
- c) Firm will be required to carry out pre-audit assignment of any newly open division/other office, if any, during the term of assignment in their respective District without any additional Fees. Further, lump sum fees agreed upon for particular District will not be reduced in case of closure/discontinuation of any division/other office during the term of assignment.
- d) GST will be paid by the firm at the first instance as per applicable rates from time to time. Same will be reimbursed by the Company on submission of challans paid. T.A/D.A/lodging/boarding or any kind of expenditure of accommodation will not be paid.
- e) The firm should quote the rates for the whole term of one year. **However, it can be extended at the discretion of the GSCSCL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.**
- f) In case of continuation of work for further period, fees for that period will be decided by the management on negotiation with the pre audit firm.
- g) All the applicable taxes will be deducted as TDS from the payments. However, the amount of GST shall be separately paid to the C.A. firm. The GST as applicable will be paid extra. The C.A. firm shall submit the proof of GST paid within the next quarter. No. other taxes shall be paid other than GST unless otherwise specified in the assignment. The pre-auditor 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 fees of assignment.
- h) After due approval of fee, awarding the assignment, furnishing the Performance Deposit as prescribed & after executing the agreement as may be necessary, the concerned Pre-Audit firm shall commence the work of pre-auditing of work bills in accordance with the accepted terms & conditions.
- i) Form – A-1 & A-2 shall be invariably submitted by the firm with the works bill or any other bill submitted for Payment. (Refer Section-II)
- j) Form –A shall be invariably submitted by the firm Monthly. (Refer Section-II)
- k) Form –D “Certificate of Attendance” shall be invariably submitted by the firm Monthly.
- l) Form –E“Format for Reporting work status on whatsAap on every Monday”.



## 14 PAGES TO BE DIGITALLY SIGNED BY THE CONTRACTOR

The Chartered Accountant or their authorized representative shall digitally sign all Tender Documents.

## 15.0 EVALUATION OF TENDER

The work shall be allotted to the technically qualified bidder and who has quoted the lowest price in respective District.

### Evaluation of Technical Bid: Selection Procedure: -

(A) Minimum eligibility criteria:-

Sr.	Minimum eligibility criteria	Proof to be enclosed
1.	The firm should have average minimum annual Turnover more than Rs. 50 lacs (Fifty lacs) or more in last 3 years ended on 31st March 2022.	Last 3(three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant's <b>Turn Over Certificate for the year 2019-20, 2020-21 &amp; 2021-22.</b> (Average more than Rs. 50 lacs is required of last 3 FY.)
2.	The firm should have been registered for a period of at least 15 Years.	Certificate of constitution as on 01.01.2022 or subsequent date issued by the Institute of Chartered Accountants of India or Cost Accountants of India till the last date of submission of tender shall be submitted.
3.	(i) There must be at least 5 CAs/CostA/C in the firm. Out of which minimum 3 CAs/Cost A/C must be the partners of the firm. (ii) If the CA / Cost Accountant is an employee of the CA firm/Cost Accountant Firm, then he must be associated with the firm as an employee for at least one year.	(i) Copy of partnership deed duly notarized.  (ii) As a proof appointment letter, Joining letter with one year old and latest salary slip shall be provided.  OR (iii) Certificate of constitution showing necessary details issued by ICAI.
4.	The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 financial years completed on 31.03.2022.(i.e. 2019-20, 2020-21,2021-22) <b>Or The Firm should have handled at least one any type of audit (e.g Internal Audit,</b>	Copy of Appointment letter/copy of audit report with audited year.

	<b>pre audit, statutory audit or concurrent audit) during last 3 years of the Public enterprises, Authorities, organization which is mentioned in Annexure I,II,III (category I or II) of the Resolution Finance Department of GOG Dated 16-09-2019 &amp; dated 08/06/2020.</b>	
5.	The firm should have at least 5 persons staff pertaining to audit and assurance work	The list of staff along with qualification certificate (B.Com, M.com, MBA(Finance),Chartered Accountant, Cost Accountant), Appointment letters, Joining letters, latest salary slip to be provided.
6.	The Firm should have handled at least 3(Three) pre-audit/Internal audit assignments of GOG or GOI undertaking in last 3 financial years completed on 31.03.2022(i.e. 2019-20, 2020-21,2021-22) [Only those GOG or GOI or its undertaking, local bodies having turnover of Rs.50 crores and more will be considered.]	Appointment letters, nature of work (i.e. Pre audit/Internal audit). Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.
7.	Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years.	Two branch office in Gujarat for a minimum period of 3 years(As a proof scan copy of firm card or ICAI/ICWAI institute certificate of last 3 years)

**(B) CONDITIONS-(MARKING CRITERIA):**

The only firm which fulfill the above minimum eligibility criteria at Sr.No.1 to 7 above should apply and send bids with the relevant documents mentioned in the Sr.No. 1 to 7. Scrutiny of the firms will be carried out exactly mentioned above and on the basis of points as per details given below for various qualification criteria:-

Sr.N o.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
1	The Chartered Accountant/Cost Accountant firm should have minimum registration of 15 years of continuous	Nos. of years' experience 15-17 18-20 Years Above 20 years	10 12 15	15

Sr.N o.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
	practice.			
2	<p><b>(i)</b> The firm should have at least 5 Chartered Accountants/ Cost Accountants in the firm out of which 3 Chartered Accountants/ cost Accountants must be partners of the firm as on 01.07.2021</p> <p><b>Note: The copy of partnership deed of Registered firm should be duly Notarized otherwise no score will be given.</b></p> <p><b>(ii)</b> If the CA / Cost Accountant is an employee of the CA firm/Cost Accountant Firm, then he must be associated with the firm as an employee for at least one year.</p> <p><b>Note: As a proof</b></p> <p><b>(i)appointment letter, Joining letter with one year old and latest salary slip shall be provided.</b></p> <p><b>OR</b></p> <p><b>(ii)Certificate of constitution showing necessary details issued by ICAI.</b></p>	<p>Nos. of C.A. 5 CA/Cost Accounts With 3 partner.</p> <p>6 to 7 CA/Cost Accounts with 3 partners</p> <p>8 and above CA/ Cost Accounts with 3 partners and above</p>	<p>12</p> <p>16</p> <p>20</p>	20
3	The firm should have at least 25 persons staff pertaining to Audit and Assurance work. <b>(Articled clerks will not be</b>	<p>Nos. of Staff</p> <p>25 to 30</p> <p>31 to 40</p> <p>41and above</p>	<p>12</p> <p>16</p> <p>20</p>	20

Sr.No.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
	<p>considered as staff)  <b>Along with the staff details, the following documents are mandatory to be submitted, otherwise no score will be given.</b></p> <p><b>1. qualification certificate (B.Com, M.Com, MBA(Fin.)or Chartered Accountant, Cost Accountant)</b></p> <p><b>2. Appointment letters</b></p> <p><b>Joining letters</b></p> <p><b>3. latest salary slip</b></p>			
4	<p>The Firm should have an average turnover more than Rs. 50 lacs in last 3 years ended on 31st March 2022.  <b>Note: Copy of last 3(three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant's Turn Over Certificate for the year 2019-20, 2020-21 &amp; 2021-22 in original, otherwise no score will be given.</b></p>	<p>Average professional receipts for last 3 years</p> <p>Rs.&gt;50 lacs to 100 Lacs.</p> <p>Rs.101 lacs to 150 lacs</p> <p>Rs.151 lacs &amp; above</p>	<p>15</p> <p>20</p> <p>25</p>	25
5	<p><b>(i)The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 financial years completed on 31.03.2022.(i.e. 2019-20, 2020-21 &amp; 2021-22) Or The Firm should have handled at least one any type of audit (e.g Internal Audit,</b></p>	<p>No. of assignments</p> <p>Up to 3 Assignments</p> <p>4 to 6 Assignments</p>	<p>12</p> <p>16</p>	20

Sr.No.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
	<p>pre audit, statutory audit or concurrent audit) during last 3 years of the Public enterprises, Authorities, organization which is mentioned in Annexure I,II,III (category I or II) of the Resolution Finance Department of GOG Dated 16-09-2019 &amp; dated 08/06/2020.</p> <p>(ii) The Firm should have handled at least 3(Three) pre-audit/Internal audit assignments of GOG or GOI undertaking in last 3 financial years completed on 31.03.2022 .(i.e. 2019-20, 2020-21 &amp; 2021-22) [Only those GOG or GOI or its undertaking, local bodies having turnover of Rs.50crores and more will be considered.]</p> <p><b>Proof as stated above in Eligibility criteria 4 &amp; 6 should be attached.</b></p>	7 & above Assignments	20	

**NOTE: It is mandatory to achieve 60% score in each criterion listed at 1 to 5 above for his technical qualification otherwise he will be not technically qualified and his price bid will not be opened.**

1. Each Chartered Accountants firm who are applying for the said assignments has to attach the proof in support of various eligibility criteria as stated here in above.
2. **Price bid of only those bidders satisfying all the above mentioned minimum eligibility criteria and scoring minimum 60 marks out of 100 as per the point system given above will be opened. Tender of the bidder/firm scoring less than 60 marks will be considered as non-responsive and will be rejected.**

- 3 Each firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected in normal course. However, GSCSC may call for required details/information if it deems appropriate to do so in the interest of the Company.
4. **If the certificate as on 01.01.2022 is not possible to be made available, then certificate (bearing the date before the date of issuance of advertisement of this notice) issued by ICAI or ICWAI will be considered along with proof of application made for renewal shall be submitted.**
5. If it is found, at any later stage that Bidder has hidden any material detail or given false details as mentioned above, the Bidder shall be disqualified and his E.M.D. shall be forfeited and he will be debarred from bidding future Tenders of GSCSCL for **three (3) years** from the date of receipt of Tender.

#### **PRICE BID EVALUATION**

- (a) **Bidders will be Pre-qualified based on the Technical evaluation as per tender documents. A list of pre-qualified Bidders shall be prepared. The PRICE BID of only pre-qualified Bidders in technical stage shall be opened and evaluated.**
- (b) **All the bidders who has scored 60 and more marks in technical stage will be declared as qualified bidders & will be eligible for opening of their price bid.**
- (c) **All the qualified bidders in the respective District has to work at the lowest quoted price in the District irrespective of his quoted price (if the District is awarded to him).** For the lowest price quoted by the bidder, an undertaking has to be submitted by the bidder in the Physical form as well as electronic form also.  
(The specimen of undertaking is as per **Annexure-VI**).
- (d) **If more than one Bidder has quoted the same lowest amount in a particular District, then the position of L1 bidder will be decided on the basis of highest Technical Score out of 100. And if the technical score happens to be same for 2 to 3 bidders, then the position of bidder will be decided considering the highest number of skilled Chartered Accountant / Cost accountant with his firm.**
- (e) **If the bidder is L1 in more than 5 (Five) Districts including Head Office, than he will be given the preference to choose the Districts (Maximum 5 Districts), then after L2 bidder, L3 bidder..... will be given chance for the remaining Districts. If L2 bidder on his written acceptance that he will work at the lowest quoted price in the respective District irrespective of his quoted price, then the District will be awarded to him. If L2 bidder refuses than the work will be awarded to next lowest bidder if he agrees to work at the lowest quoted price in the respective District and so on.**

- (f) If no bidder has quoted in one or more Districts, then the bidder who has been awarded the District in which the quoted amount is minimum of all the Districts will be given first preference and will have to work at the lowest quoted price of his from all the Districts on his written acceptance, then after the bidder of the District in which the quoted amount is 2<sup>nd</sup> lowest one will be given preference and will have to work at the lowest quoted price of his from all the Districts on his written acceptance and so on..... .
- (g) GSCSCL reserves the right to allot more than 5 (Five) Districts to a qualified bidder after reviewing the capacity of such firm for carrying out the pre audit assignments of more than five Districts.
- (h) All the final qualified firms have to provide Pre-audit firms in the respective Districts (Offices) as per their preference as per the availability. If they refuse to provide skilled Chartered Accountant / Cost accountant. than his Security Deposit will be forfeited.
- (i) GSCSCL reserves the right to allocate the work of one or more Districts among one or more qualified firms.

## **16.0 SUCCESSFUL BIDDER**

A substantially evaluated responsive Tender is one, which confirms to all the terms, conditions and specifications of tender documents without material deviation or reservation. The material deviation or reservation is one,

- (a) Which affects in any substantial way the scope, quality or performance of the works.
- (b) Which limits in any substantial way inconsistent with tender documents, the Employer's 'right' or the Bidder's obligations to the employer.
- (c) Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive tender.

## **17.0 RIGHT OF REJECTION OF TENDERS**

Those Tenders which do not have Digital Signature attached shall be rejected. Tender without Earnest Money Deposit, will be treated as non-responsive and will be out rightly rejected. The GSCSCL reserves the rights to accept or reject any bid or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or

Bidders or any obligation to inform the affected Bidder or Bidders on the grounds of the GSCSCL's action.

In addition to the above, the Tender will also be liable to be rejected out rightly if, the Bidder does not digitally sign. Also, GSCSCL reserves the right to accept or reject any tender without assigning any reason.

## **18.0 GENERAL RULES AND DIRECTIONS**

- (1) No receipt for any payment alleged to have been made by the Agency in regard to any matter relating to this tender or the contract shall be valid and binding on GSCSCL unless it is signed by the Office-in-Charge.
- (2) Under no circumstances shall any Agency be entitled to claim enhanced rate for any item covered in this Contract.
- (3) The firm shall compulsorily furnish his latest address(es) including the latest address of his partners and place(s) of filing his/their income tax returns along with the tender (in the annexure form appended hereinafter). Any changes, if occur, in such address, during the tenure of contract, the latest address(es) shall invariably and forthwith be intimated by the Agency to the concerned Engineer-in-Charge.
- (4) Every Blank (Districts) in the Tender document (Forms, Schedule, etc.) must be filled up by the Tenderer and shall be submitted online. Tender Forms which are not complete may be accepted online but will not be considered. Use of dash (-) is not permitted. Please write "not applicable" or "nil" as and where required by Tenderer.
- (5) Erasures and corrections:
  - (i) Persons tendering are informed that no erasures or alternations by them in the text of document downloaded form website will be allowed and such erasure and alterations will be disregarded. If there is any error in writing, tenderer can edit the same and correct it. Please refer to the Vendor Training Manual.
  - (ii) No correction, erasures and over writing will be allowed.
- (6) Filling of Tender shall be through on line mode on the website [www.GSCSCL.nprocure.com](http://www.GSCSCL.nprocure.com).
- (7) The contract will normally be made within 120 days from last date of receipt of Tenders.

## **19.0 REQUIREMENTS OF A BIDDER**

The agencies whose contracts have been terminated on account of non-performance / poor performance in GSCSCL work and debarred Agencies will not be eligible for this Tender.



## **20.0 COMPETENCY OF TENDER**

Contract will be awarded to the technically qualified bidder and who has quoted the lowest price in respective District. Before the award of the contract, any Bidder may be required to show that he has the necessary facilities, experience, ability and financial resources to perform the services in a satisfactory manner within the time stipulated.

## **21.0 CONFIDENTIALITY**

1. The pre audit firm or their partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the Company's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by C.A. firm shall become and remain the property of the Company and the pre-auditor shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Company together 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 Company.
3. The pre audit firm has to undertake 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.

## **22.0 PENALTIES**

If any firm or the partner there of is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the audit assignment to other parties without permission of the Company, non-observation of instructions given by the Company, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, un authorized changes in the records of the Company, indulging in mala fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences.:-

- (i) Removal from the assignment of pre audit with immediate effect/ from the date specified.

- (ii) Removal from any other assignment with immediate effect / from the date specified / given by the Company.
- (iii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee.
- (iv) Ban from accepting the future assignment of the Company for the period specified.
- (v) Any other action deemed appropriate by the management.
- (vi) Competent authority may decide suitable penalty to the pre auditing firm if the bill has been audited without approval of time limit / excess / extra items from the competent authority.
- (vii) the bill has been audited without agreement.
  - a.the release of GST payment is wrongly made.
- (viii) In case of absence of employees as requisition or removal, agency is required to replace same kind of Chartered Accountant / Cost Accountant **on the same day**. If agency fails to replace proper Chartered Accountant / Cost Accountant within 3 days, then penalty of **Rs. 5000/-** per day will be levied.

## SECTION-II

### **FORMS & ANNEXURES**

#### **1.0 GENERAL**

All information requested for in the down loaded forms should be furnished against the respective columns in the forms in electronic formats. If information is nil it should also be mentioned as nil or no such case. If any particular query is not applicable in case of the applicant, it should be stated as not applicable. However, the Tenderers / Bidders are cautioned that not giving complete information called for in the Tender Documents in the form required or not giving it in clear terms or making any change in the prescribed forms may result in the Bidder being summarily disqualified.

- 1.1 The Tenderer's / Bidder's name shall appear on each page of the prescribed proforma.
- 1.2 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the Bidder shall be signed by that client, in full with his name underneath in block letter and designation in that organization.
- 1.3 No further information will be entertained after submission of Tender Document unless it is called for by the GSCSC.

- 1.4 Any effort by a Tenderer / Bidder to influence the GSCSCL in the process of examination, clarification, evaluation of Tender and in decision concerning qualification, may result in disqualifying the Bidder.
- 1.5 The successful pre-qualification made in the case of any Bidder for any other work of GSCSCL will not be considered valid for the present work. The intending Tenderer / Bidder shall have to apply afresh to get qualified for these works unless otherwise specified in any particular Bid.
- 1.6 The intending Tenderer / Bidder who have already registered i.e., having got his/their Identification Number and register his/their digital signature with nprocure.com.
- 1.7 The Tenderer/ Bidder should upload the digitally signed scanned copies of supporting certificate, reports relating to all required PQ Criteria as per Section –I, the capability of the applicants in their original language along with certified translation of all relevant portion of the certificates/ reports in English duly attached with their Digital Signature. The Tenderers are required to upload digitally signed scanned copies along with their applications certificates obtained from the concerned authorities / employers towards proof of having executed the works.
- 1.8 Minimum Qualifying Criteria –
  - (a) Preliminary bid: Tender Fee, EMD, ICAI/ICWAI Registration Certificate and GST Number Certificate
  - (b) Technical bid: as per marking criteria mentioned in Section- I, Clause-15
  - (c) Price bid: as per criteria mentioned in Section –I, Clause-15
  - (d) The work shall be allotted to the technically qualified bidder and who has quoted the lowest price in respective District.

LETTER FOR SUBMISSION OF TENDER

To,

The General Manager (Finance)

GSCSCL, Sector 10-A, Ch-Road

Near New Sachivalaya

Gandhingar-382010

Sub: SUBMISSION OF TENDER APPLICATION FOR APPOINTMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR PRE-AUDIT WORK OF GSCSCL AND ALL DIVISIONS UNDER IT.

Sir,

- 1.0 Having examined the details given in the invitation to Bidder for qualification and brief note, the condition of contract as well as Price bid and Nos of Corrigendum for the execution of above named service, we the undersigned, offer to provide service with the conditions of contract and quoted amount in accordance with the said conditions.
- 2.0 We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- 3.0 We have furnished all information and details necessary for qualification and have no further pertinent information to supply.
- 4.0 We also authorize, GSCSC Limited to approach individuals, employers, firms and Corporation to verify our competency and general reputation.
- 5.0 We hereby apply for qualification of Providing Pre-audit firm Services for GSCSC Limited, Corporate Office, Gandhinagar and its District offices.
- 6.0 We will provide required Pre-audit firm as per contract.
- 7.0 We agree to abide for this Tender for a period of **120 days** from the last date of online submission of tender document. It shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 8.0 We enclose here with fixed Deposit receipt / Deposit at call receipt / cross demand draft / Bank Guarantee amounting to Rs.22,000/- for each District and Rs 30,000/- for Head Office (if applied) towards Earnest Money Deposit which is to be

absolutely forfeited by GSCSCL if we not Deposit the amount of Security Deposit specified in the clause of EMD.

9.0 We enclose DD no. .... in favour of GSCSCL, Gandhinagar **amounting to Rs. 4248/-** towards tender fees.

10.0 Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

11.0 We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following contract.

Sr. No.	Contract	Client / owner
---------	----------	----------------

1.

2.

Enclosures

1.

2.

13.0 We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ (Year)

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

Duly authorized to sign tender for and on behalf of \_\_\_\_\_.

(IN BLOCK CAPITALS)

Address

\_\_\_\_\_

\_\_\_\_\_

Witness \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Witness \_\_\_\_\_

Occupation \_\_\_\_\_

Encl: Appendix.

Seal of Applicant

Date of submission

Signature of Applicant.

## Annexure-I

**Tenderer must submit following documents along with technical bid part without fail in physical as well as it should be uploaded also.**

Sr. No.	Description												
1.	Tender fee (DD) - Rs.4248/- in favor of GSCSCL, Gandhinagar												
2.	EMD in form of (DD/FDR/BG) - Rs.22,000/- for each District and Rs 30,000/- for Head Office in favor of GSCSCL, Gandhinagar												
3.	Registration Certificate of Pre audit firm from the Registration Authority <ul style="list-style-type: none"> <li>• Chartered Accountant from ICAI</li> <li>• Cost Accountant ICWAI</li> </ul> <b>(NOTE: Firm's registered office should be located in Gujarat only. If the registered office is not located in Gujarat, then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 YEARS)</b> (Firm card/Institutional certificate)												
4.	GST number certificate from GST registering authority.												
5.	last 3(three) completed financial years duly audited and certified by another Chartered Accountant or Cost Accountant's <b>Turn Over Certificate for the year 2019-20, 2020-21 &amp; 2021-22.</b> (Average more than Rs. 50 lacs is required of last 3 years.)												
6.	Copy of permanent account number (PAN) card & Income Tax return of last 3 years.												
7.	If the certificate as on 01.01.2022 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India or Cost Accountants of India till the date of submission of tender shall be submitted.												
8.	Details of Proprietor/Partners & Paid CA employees as on 01.01.2022.												
9.	Details of Professional fees receipts. (Last three years) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Year</th> <th style="width: 40%;">Total receipt fees (in Rs.)</th> <th style="width: 45%;">Net Profit (in Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2019-20</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2020-21</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2021-22</td> <td></td> <td></td> </tr> </tbody> </table>	Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)	2019-20			2020-21			2021-22		
Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)											
2019-20													
2020-21													
2021-22													
10.	EPF & ESIC Registration Proof.												
11.	The firm should have handled at least 3(three) assignments of <b>Pre audit/Internal audit</b> in respect of GOG or GOI or its undertaking, local bodies in last 3 financial years completed on 31.03.22 [Only those GOG or GOI undertaking having turnover of Rs. 50 crores and more will be												

	considered]. The details of Appointment letters along with name of the agency, nature of work, period of appointment to be submitted. Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.
12.	The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 Years. Or The Firm should have handled one any type of audit (e.g Internal Audit, pre audit, statutory audit or concurrent audit) during last 3 years of the Public enterprises, Authorities, organization which is mentioned in Annexure I,II,III (category I or II) of the Resolution Finance Department of GOG Dated 16-09-2019 & dated 08-06-2020.Appointment letters along with name of the company and its audit report should be submitted.
13.	The list of staff pertaining to Audit and Assurance work (minimum 25 persons) along with Appointment letters, joining letters period of appointment, qualification (B. Com, M.Com, MBA(Finance), Chartered Accountant, Cost Accountant) and latest salary slip should be submitted.
14.	Annexure – II : Details of Organization structure of the bidder
15.	Annexure – III : Details of ICAI/ICWAI registration & GST number
16.	Annexure – IV : Declaration-I
17.	Annexure – V : Declaration-II
18.	Annexure – V : Undertaking
19.	Scan copy of firm card or ICAI/ICWAI institute certificate of last 3 (years i.e. 2019-2020,2020-2021 & 2021- 2022)
20.	Scan copy of Partnership deed or Proprietorship

SIGNATURE OF BIDDER



## Annexure - II

### DETAILS OF ORGANIZATION STRUCTURE OF THE BIDDER

Tenderer is requested to submit following details with relevant documents without fail to pre-qualify for technical bid.

Sr.No.	Item	Details
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of concerned Person	
04	Whether Proprietorship/Partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr.No.4/Establishment Certificate.	
06	Annual Turnover in Rs.	Year            Rs. 2019-2020 2020-2021 2021-2022
07	Pan card No. (Copy to be enclosed)	
08	P.F. Registration No. (Copy to be enclosed)	
09	GST Registration No. (Copy to be enclosed)	
10	Registration with ICAI & ICWAI/ Membership No.	
11	No. of Chartered Accountant/ Cost Accountant on your pay roll as on today.	
12	Whether the applicant has been blacklisted or debarred by the Central/State government/Public sector/Undertaking/Municipal corporation/local bodies etc.	

**Signature of Bidder.....**

## **Annexure - III**

### **DETAILS OF REGISTRATION & GST NUMBER:-**

- (1) Firm of Registration :
- (2) Letter No. :
- (3) Date of issue :
- (4) Name of Issuing authority :
- (5) Last date of validity :
- (6) GST number :

**Note: Certificate of registration for Chartered Accountant / Cost Accountant from ICAI OR ICWAI should be invariably attached with the tender and scan copy as well as zerox copy of the same should be submitted physically with the tender. It should be valid as on date.**

**The details filled up are correct and true at my best of knowledge.**

SIGNATURE OF BIDDER

## **Annexure - IV**

### **Declaration-I**

I .....hereby solemnly declare that I have never been convicted in any criminal offence and I have never been convicted by a competent court for any criminal offence and sentenced to imprisonment. At present there is no criminal proceeding in any court of law against me. Now, secondly we are having good reputation in bank and we have never been black listed and defaulted by any organization or by any bank. We have clean record in police report and banks/ This letter is only for consideration.

Yours faithfully,

(                    )

Chartered Accountant/Cost Accountant firm

Signature, Stamp, Seal and Membership No.

## **Annexure – V**

### **Declaration-II**

**Name of bidder:**

- (i) I/We hereby declare that I/We have gone through the scope of the service to be provided and fully acquainted myself / ourselves with local situations regarding PRE-AUDIT firms and other factors pertaining to the service before submitting this tender.
- (ii) I/We hereby declare that I/We have read the Tender Documents published on website [www.GSCSCL.nprocure.com](http://www.GSCSCL.nprocure.com). and accordingly submitted online price Bid for the work of PRE AUDIT of Bills of various offices under GSCSCL.
- (iii) I/We hereby declare that I/We have carefully studied the conditions of contract and specifications and other documents of this work and agree to execute the same accordingly.
- (iv) I/We hereby declare that my/our near relatives are not working in this division or in its sub-divisions as an Engineer of any category, Divisional Accountant, Store Keeper, Manager of Atithi / Vishram Gruha and in the Circle Office as a Superintending Engineer as on today.

Place

Date

Chartered Accountant/Cost Accountant firm

Signature, Stamp, Seal and Membership No.

## Annexure - VI

### UNDERTAKING

- 1.0 I / We undertake that I / We will provide the Pre audit firm a the lowest quoted amount in each District allotted to me for the subject tender.
- 2.0 Further, I / We undertake that the modality mentioned in the tender for award of the tender is acceptable to me / us.
- 3.0 I / We undersigned hereby certify that all the information mentioned above is true and correct.
- 4.0 Chartered Accountant / Cost Accountant firms already engaged with the GSCSC in the existing assignment of Pre-audit or any other professional work may send the proposals for the assignment of pre audit but they have to attach the letter giving the undertaking that on being selected as pre auditors, they will resign from Internal audit / cost audit / cost accounting or other assignment / from their present assignment of GSCSCL. Proposal without such letter of undertaking will be considered as ineligible.
- 5.0 Those firms which are in continuous assignment of 4 years or as on 31.03.2022 as pre auditor and/or internal auditor in GSCSCL, will be considered as ineligible from applying for this assignment.
- 6.0 The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the pre auditor shall be final and binding on pre auditors without demur and any further recourse to any litigation/arbitration.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me / us.

Chartered Accountant/Cost Accountant firm

Signature, Stamp, Seal and Membership No.

**DATE:**

**PLACE:**

**Form - A**  
**Format of report**  
**(for reference only)**  
**(To be Provided by Pre auditor)**

**(1) Name of the Pre audit District:** \_\_\_\_\_

**(2) Pre-Audit Month:** \_\_\_\_\_

**(3) No. of pre audited bills during the period: -** \_\_\_\_\_

1	2	3	4	5	6	7	8	9
Name of District/Head Office	Name of the work	Name of the party / Contractor	Bill Amt. (Gross)	Remarks, Reasons for recovery	Recovery (if any) as pointed out by the auditors	Recovery made by division (Amount, Vr./ Receipt No. & Dt.)	Details of physical Inspection done on sample basis	Response of District office

**(4) Details of bills pre-audited: -**

[Remarks may be provided in the form of separate Annexure.]

**(1) Provide a detailed report on findings/anomalies noted by pre auditor in reporting period.**

[Report should be provided agency wise containing details of works for which bills were audited.]

**(6) Any other matter noticed related to the pre audit of bill: -**

(Please specifically mention the reference of each bill and the points applicable.)

**(7) Pending compliance of previous pre audit report: -**

(Please provide the reference of each earlier report and specific details of pending compliance relevant to particular bill or matter.)

NOTE:- This report is to be provided with Executive Summary of work, abstract of recovery, pending bills for compliance etc.

**Affix Firm Seal, stamp, Membership No. and Signature of Pre-auditor in each page of pre-audit Report.**

## **Form – A1**

Check list to be submitted with R.A Bills (For Construction Work)

Name of Division :

Code No :

1	Name of work	
2	Work Code No.	
3	Name of Agency	
4	Technical sanction	
(i)	Amount in Rs.	
(ii)	Order No & date	
5	DTP	
(i)	Amount	
(ii)	Order No & date	
6	Tender ID No.	
(i)	Tender Amount	
(ii)	Work order No & date	
(iii)	Agreement No & date	
7	Time limit of work	
8	RA bill No & date	
(i)	Gross Amount in Rs.	
(ii)	If excess/extra involved , approval no & date (Copy to be enclosed)	
(iii)	Deduction in Rs.	
(iv)	Net Amount in Rs.	
9	Amount up to this bill in Rs.	
10	Requirement of Fund in Rs. (Cheque amount + Taxes + Cess)	
11	Checked by Division PB (Date)	
12	Observation of Quality Control/TPI/PMC Complied or not?	
13	Checking of DEE/EE/SE is done as per norms	
14	Pre Audit (Yes/No)	
(i)	Agency	
(ii)	Date	
15	Work executed till this bill is within time limit? Yes/No	
16	If No ... Period of delay	
17	Time limit deposit deducted (Amount Rs.) from this bill	

Above details are checked and found correct

Division Accountant

Junior Engineer/Asst Engineer

Pre-Auditor

**Recommended for payment**

Deputy District Manager Gr II

District Manager Gr I

**Form – A2**

**Certificate for Payment of R.A/Final Bill (For Construction work Only)**

Name of work: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Bill No. & Date: \_\_\_\_\_

It is hereby certify that,

1. Physical work has been actually carried out on site & verified by Assistant Engineer as per norms.
2. The fund requirement of the proposed bill for the work under question is in line with the budget provision for the year 2023-2024.
3. The remarks raised by the Quality control wing of GSCSCL/TPI/PMC are complied with by the District officers.
4. The bill does not include any Excess/Extra item work that is not approved by the Competent authority.
5. Pre-Audit of the bill has been carried out by the Auditor approved by GSCSCL.
6. Necessary checklist duly signed by the Accountant, Executive Engineer, Superintending Engineer and Chief Engineer is enclosed with the bill.

\_\_\_\_\_  
Assistant Engineer

We have verified bill figure in line with work order and tender quantity and carrying out physical inspection on sample basis. Pre-audit of the bill has been carried out and the bill is recommended for Payment

\_\_\_\_\_  
Pre-Auditor

Recommended

\_\_\_\_\_  
Deputy Manager Gr II

\_\_\_\_\_  
District Manager Gr I



**Form - B**  
**Technical Proposal Form**  
**(to uploaded in n-code & to be filled up by the bidder)**

1. Name of Chartered Accountant/Cost Accountant Firm: - \_\_\_\_\_

2. Registered address of head office: - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Addresses of Branch Offices (in Gujarat only): -

a.

b.

c.

4. ICAI/ICWAI Firm Registration No. \_\_\_\_\_

5. Date of registration of the Firm \_\_\_\_\_

6-A. Details of Chartered Accountants/Cost Accountants as partners or full time paid employees: -

Sr. No.	Name	Membership No.	Qualification	Designation/Status	Age	Date Of Joining firm

Max 20 rows to be provided in n-code statement

6- B. Details of Audit Staff: -

Sr.No.	Name	Designation	Qualification	Age	Date Of Joining firm

Max 50 rows to be provided in n-code statement.

7. Total receipt of fees (as per audited Income & expenditure Account & Balance sheet attached): -

Year	Total audit & attested income (in Rs.)
2019—2020	
2020 – 2021	
2021 - 2022	

8. Experience of pre audit/internal audit in Govt. undertaking (GOG or GOI or its undertaking, local bodies) whose turnover is Rs. 50 crore or more: -

No. of assignments on hand or handled in last 3 (three) financial years completed on 31.03.2022.

Name of entity	Location	Period of Appointment	Nature of work	Turnover of Auditee entity

Max 10 rows to be provided in n-code statement

(Please attach appointment letter in each case.)

Notes: -

- (1) GOG or GOI undertaking means all Govt. dept., P.S.E., Boards, GSCSC, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.
- (2) Assignments of the organizations w.r.t. Pre audit/Internal audit of GOG or GOI undertaking (point no.8) whose turnover is Rs. 50 crore or more in respect of each completed year ended will be considered.
- (3) Turnover (Point no. 8 above) will be in respect of the completed year of assignment as on 31.03.2022. Turnover of the auditee organization must be evidenced by the photocopies of the relevant pages of audited annual account of the organization.
- (4) Audit assignment means pre audit/Internal assignment only. Same will not include statutory audit or any other audit or investigation, tax audit under the income tax Act and GST audit under GST Act.
- (5) In case of absorbed/merged or converted firm, date of establishment of such firm applying would be date of such absorption/merge/conversion. If the certificate as on 01.01.2022 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India or cost accountants of India till the date of submission of tender shall be submitted.

- (6) Articled clerks or Audit clerks will not be considered as staff employed by the Firm.
- (7) Each appointment order will be considered as separate and single assignment. In respect of assignment of independent district level/regional/District/branch organization e.g. DRDA, turnover of respective district/regional/District/branch/organization will be considered. Accordingly, copies of the relevant pages of accounts of such district/regional/District/branch/organization will be required to be attached as evidence of turn over. Alternatively, certificate signed by the competent authority of such office mentioning the turnover will be considered as proof of evidence in respect turnover mentioned at point no. (8) above.

**Certificate**

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

Date:

Chartered Accountant/Cost Accountant Signature:

Name & Designation:

Membership No.

Seal of office:

**Form - C**  
**(Schedule-B)**

**Financial Proposal form**

Sr. No.	Head Office/District Name	Amount of Fees for the period from for one year (12 month)	
		Rupees in figures	Rs. In words
1	Head Office - Gandhinagar		
2	Ahmedabad City		
3	Ahmedabad District		
4	Bhavnagar		
5	Botad		
6	Chhotaudepur		
7	Dang		
8	Gandhinagar		
9	Junagadh		
10	Jamnagar		
11	Gir Somnath		
12	Dev boomi Dwarka		
13	Rajkot		
14	Morbi		
15	Kutch		
16	Banaskantha		
17	Mehsana		
18	Patan		
19	Sabarkatha		
20	Arvalli		
21	Kheda		
22	Anand		
23	Vadodara		
24	Surat		
25	Tapi		
26	Navsari		
27	Valsad		
28	Dang-Ahwa		
29	Bharuch		
30	Narmada		
31	Amreli		
32	Surendranagar		

33	Mahisagar		
34	Dahod		
Total			

Notes: -

- (1) Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
- (2) In case, the assignment period is reduced or extended, the eligible payment shall be computed proportionately on monthly basis.
- (3) Fees quoted above are exclusive of GST. GST will be paid extra applicable rate apply for one or for more than one District.
- (4) Firm may apply for one or for more than one District. However, firm has to mention the fees in the above format separately for each District applied for.
- (5) Firm will be required to carry out pre-audit assignment of any newly open division/other office, if any, during the term of assignment in their respective District without any additional Fees. Further, lump sum fees agreed upon for particular District will not be reduced in case of closure/discontinuation of any division/other office during the term of assignment.

Date:

Chartered Accountant /Cost Accountant Signature:

Name of firm / Firm Partner/ Proprietor:

Seal of Office:

Membership No.

**Note: - This Schedule-B it is to be submitted online only on n-code.**

Note: Every blank (Districts) in the tender documents (Forms, schedules, etc.,) must be filled by the Tenderer / Bidder and submitted online. Tender forms shall be completed in all respects. On line user of dash (-) is not permitted. Please write "Not applicable" or "Nil" as and where required by Tenderer/ Bidder.

**FORM-D**

**Certificate for Attendance of Pre auditor**

It is hereby certifying that Mr./Ms. \_\_\_\_\_ of M/S \_\_\_\_\_ was remain present at the head quarter for District no. \_\_\_ for the period \_\_\_\_\_ month and not a single day pre auditor was absent on his duty.

**Date:**

**Place:**

**Signature**

**Deputy District Manager Gr-II**

**District Manager Gr-I**

**FORM E**

**Format for Reporting work status on whats app on every Monday**

**(To be Provided by Pre auditor)**

**(1) Name of pre auditor: \_\_\_\_\_**

**(2) District No.: \_\_\_\_\_**

**(3) Pre-audit Period: \_\_\_\_\_**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Sr. No.</b>	<b>Name of division</b>	<b>Name of agency</b>	<b>Amount (in lacs)</b>	<b>Nature of work (contracted works - Original works/ M&amp;R works / QC works/ O&amp;M works/UGPL works) Technical / QC Consultancy etc.)</b>	<b>Type of bill (R.A bill/Final bill)</b>	<b>Bill status (approve/ Rejected/ Pending)</b>
<b>Total</b>						

**Summary: Total \_\_\_\_\_ No. of bills presented, out of which \_\_\_\_\_no. of bills approved, \_\_\_no. of bills were rejected and \_\_no. of bills pending with us.**

**FORM – I**

**Details of tender fee and EMD**

(1) Details of Tender Fee

(i) D / D No. :

(ii) Date :

(iii) Name of Bank :

(2) EMD details

Total EMD Amount Rs.

(A) D.D. Details (In favour of GSCSCL, Gandhinagar only)

No.	Date	Bank Name	Amount Rs. In lac.

(B) FDR Details (In favour of GSCSCL, Gandhinagar only)

FDR No.	Date	Bank Name	Amount Rs. In lac	Validity period

(C) Details of Bank Guarantee (In favour of GSCSCL, Gandhinagar only)

Bank Guarantee No.	Date	Bank Name	Amount Rs. In lac	Valid up to

Note: Please see relevant Clause for validity period.

Chartered Accountant/Cost Accountant firm

Signature, Stamp, Seal and Membership No.



**Form-II**

**Form of Bank Guarantee (Earnest Money Deposit)**

Whereas M/s. .... (hereunder called the Tenderer) is desirous and prepared to tender for work in accordance with terms and conditions of Tender No. / ..... date - ..... And whereas We, ..... Bank, agree to give the Tenderer a Guarantee for the Earnest Money Deposit.

1. Therefore, we here by affirm that we are Guarantors on behalf of the Tenderer up to a total of Rupees ..... (i.e. Rs. .... ) and we undertake to pay the GSCSCL, Gandhinagar upon his first written demand and without demur, without delay and without necessity of previous notice of individual or administrative procedure and without necessity to prove the bank the defects or short coming or debit of the contractor any sum within the limit of Rupees .....
2. We further agree that the guarantee here in contained shall remain in full and effect during the period that would be taken for the acceptance of tender. However, unless a demand or claim under this guarantee is made only in writing on or before the ..... We shall be discharged from all liabilities under the guarantee there after.
3. We undertake not to revoke the guarantee during its currency except with the previous consent of the GSCSCL, Gandhinagar in writing.
4. We lastly undertake not to revoke the guarantee for any change in constitution of the Tenderer or the Bank.

Signature and Seal of Guarantor

Date :

Bank :

Address:

Calculation of Pre-audit Tender Cost

<b>Particulars</b>	<b>Head Office</b>	<b>District Office</b>
Once CA salary per month	40,000.00	40,000.00
Two Semi-qualified audit assistant at Head Office and One audit assistant at District Rs. 20,000/- each per month	40,000.00 (20,000 * 2)	20,000.00
Total Per month	80,000.00	60,000.00
Per year	9,60,000/- plus taxes	7,20,000.00 plus taxes
<b>Yearly fees HO &amp; District</b>	<b>9,60,000/- plus taxes</b>	<b>2,44,80,000/- plus taxes</b>