

FOR OFFICE USE ONLY

CONTRACT NO.



SARDAR SAROVAR NARMADA NIGAM LTD.
(A WHOLLY OWNED GOVERNMENT OF GUJARAT UNDERTAKING)

SARDAR SAROVAR (NARMADA) PROJECT

TENDER DOCUMENTS

FOR

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

**Chief General Manager (Finance)
Sardar Sarovar Narmada Nigam Limited
Block No.12, 7th Floor, New Sachivalaya,
Gandhinagar.**

January-2022

Accompaniment to letter no.ssnl/pre audit/2022-23/ date / /

CONTENTS

Sr. No.	Particulars	Page No.
0.0	Short Tender Notice (Advertisement)	4
	Notice Inviting Tender	
1.0	Preamble	5
2.0	Scope of Work	5
3.0	General Details of Work	7
4.0	Schedule of E-tendering	7
5.0	Details to be furnished along with application	8
6.0	Digital Certificate (n-Code) for online tender submission:	10
7.0	Contacting Officer	11
8.0	Download of Tender Document	11
9.0	Submission of Tender:	11
10.0	Opening of Tender	12
11.0	General Instructions	13
12.0	Instruction to Bidders:	19
13.0	Definitions	21
14.0	Memorandum of Work in brief	22
SECTION-I		
INFORMATION AND INSTRUCTIONS		
1.0	Special Attention	25
2.0	Invitation	29
3.0	Brief Description of the Work	29
4.0	Down Load of Tender Documents	30
5.0	Language of Tender	30
6.0	Earnest Money Deposit	30
7.0	Method of Tendering	33
8.0	Accompaniments with the Tender	33
9.0	Submission of Tender	35
10.0	Opening of Tender	35
11.0	Stating of Rates	36
12.0	Late & delayed tender	36
13.0	Tender offer validity period	37
14.0	Tender liable to be invalid	37
15.0	Payments	37
16.0	Pages to be Digitally Signed by the Contractor	39

Sr. No.	Particulars	Page No.
17.0	Evaluation of Tender	39
18.0	Successful Bidder	45
19.0	Right of Rejection of Tenders	45
20.0	General Rules and Directions	46
21.0	Requirements of a Bidder.	47
22.0	Competency of Tender	47
23.0	Confidentiality	47
24.0	Penalties	47
25.0	Security Deposit (S.D.)	48

SECTION – II		
FORMS & ANNEXURES		
1.0	General	50
2.0	Letter for submission of Tender.	52
3.0	Annexure-I Checklist for technical bid	55
4.0	Annexure – II Details Of Organization Structure Of The Bidder	57
5.0	Annexure – III Details Of Registration & GST Number	58
6.0	Annexure – IV Declaration-I	59
7.0	Annexure – V Declaration-II	60
8.0	Annexure - VI Undertaking	61
9.0	Form -A Format of Report	62
10.0	Form –A1 Check list to be submitted with R.A Bills	63
11.0	Form –A2 Certificate for Payment of R.A/Final Bill	64
12.0	Form – B Technical Proposal Form	65
13.0	Form - C (Schedule-B) Financial Proposal form	68
14.0	Form – I Details of tender fee and EMD	70
15.0	Form-II Form of Bank Guarantee (Earnest Money Deposit)	71



SARDAR SAROVAR NARMADA NIGAM LIMITED
(A Wholly Owned Government of Gujarat Undertaking)

Tender Notice No. 01 of 2022-23

Online Tenders (E-tendering) for following outsourcing service of Sardar Sarovar Project are publicly invited by **Chief General Manager (Finance) SSNNL, Gandhinagar** for Invitation of Tender for **Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of SSNNL work bills.**

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 SSNNL work bills.	1)Rs.30,850/- Per division office and Rs. 19,43,600/-For 10 segments for 63 division offices 2) Rs. 19,500/- 3) As per Tender Document	1) Rs. 900+18% GST=1062/- 2) 12 (Twelve) Months
SCHEDULE OF E-TENDERING.		
1. Pre-bid Query	Bidders are requested to send pre-bid query by e-mail up to Dt.17/01/2022 up to 18.00 hrs.	
2. Downloading of Tender documents.	Up to dt: 31/01/2022 18:00 hrs.	
3. Online submission of tender document i.e. last date of receipt of tender by SSNNL.	Up to dt 31/01/2022 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 Deputy General Manager (CPC), SSNNL, 6 th Floor, Block No. 12, New Sachivalay Gandhinagar on or within 7(Seven) days. (i.e. from date:01/02/2022 to date:07/02/2022 up to 18:00 hrs.	
5. Online Verification of Tender Fee, EMD & other documents	On dt. <u>01/02/2022</u> from 11:00 hrs. in the office of the Deputy General Manager (CPC), SSNNL, Gandhinagar (If Possible)	
6. Opening of Technical Bid (If Applicable (On line)	On dt. <u>01/02/2022</u> 12:00 hrs onwards (if possible) in the office of the Deputy General Manager (CPC), SSNNL, Gandhinagar (If Possible)	
7. Opening of price bid(On line)	On dt. <u>02/02/2021</u> at 12:00 hrs onwards (if possible)	
The details of above notice and tender documents are available on www.ssnl.nprocure.com		

SARDAR SAROVAR NARMADA NIGAM LIMITED

(A wholly owned Government of Gujarat undertaking)

TENDER NOTICE NO. 01 OF 2022-23.

1.0 Preamble: Sardar Sarovar Narmada Project was started in 1988. Sardar Sarovar Narmada Nigam Limited, Gandhinagar office connected with large and wide activities of Sardar Sarovar Narmada Project. Moreover, numbers of other projects are going on at Kevadia. It is prime goal of the State Government to complete all the projects in time-limit.

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
All the works bills (contracted works - Original works/ M&R works / QC works/ O&M works/UGPL works) Technical / QC Consultancy etc.)	Running Accounts Bills Final Bills, F & F bill Firm's 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 SSNNL 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 SSNNL by time to time. Pre-auditor shall verify each RA bill as per scope of work, shall also verify the figures in line with the work order and tender quantity and carry out physical inspection on

		sample basis. Pre auditor is required to refer the previous R.A Bill references, as and when it is required.
All kinds of Purchases and contingent bills (each bill exceeding Rs.20,000/-) (other than wage, salaries & allowance bills)	Party's bills / F&F Bills	Pre auditor has to verify the purchase procedures as per the Gujarat Contingent Manual, Gujarat Financial Rules, Purchase Policy of Government of Gujarat Resolutions and circulars issued by the Government of Gujarat and SSNNL by time to time and pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.
Advances related to all kind of works (payable to Agency, Railway, GEB, ONGC, GWSSB, GAIL, GCSCCL, or any other organizations)	Hand Receipt or any other form if any raised by the concerned department / organization.	pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.
Refund / repayment / adjustment of all kinds of work related Deposits including conversion of SD / release of withheld amounts etc (except EMD, Quarter Deposits or any other small item other than work & born on Deposit Register of Division)	Hand Receipt	pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.
All kinds of Consultancy fees including Advocate fees & all professional fees	Bill raised by the consultant / advocate / party etc.	pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.

2.1 E-tender for providing Chartered Accountant / Cost Accountant firms for Pre-Audit work of SSNNL Bills is publicly invited by the Chief General Manager (Finance) SSNNL, Block No-12, 7th Floor, New Sachivalaya, Gandhinagar from the eligible registered CA firm for providing Chartered Accountant / Cost Accountant at Sardar Sarovar Narmada Nigam Limited, Gandhinagar and its field 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 SSNNL Bills.	Rs.30,850/- Per division office and Rs. 19,43,600/- For 10 segments for 63 division offices	19500	1062/-	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.17/01/2022 up to 18.00 hrs.
2.	Last date downloading of Tender Documents	Upto 31/01/2022 up to 18:00 hrs.
3.	Last date of online submission of Tender Documents i.e. last date of receipt of Tender by SSNNL	Upto <u>31/01/2022</u> 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 Deputy General Manager (CPC), SSNNL, 6th Floor, Block No. 12, New Sachivalay Gandhinagar on or within 7(Seven) days. (i.e. from date: 01/02/2022 to date: 07/ 02/2022 up to 18:00 hrs.
5.	Online verification of Tender Fee, EMD and other documents.	On date <u>01/02/2022</u> at 11:00 hrs onwards.
6.	Online opening of Technical Bid. (Tentative)	On date <u>01/02/2022</u> at 12:00 hrs Onwards. (If Possible)
7.	Online opening of Price Bid of qualified bidders only. (Tentative)	On date <u>02/02/2022</u> at 12:00 hrs (If Possible)

5.0 Details to be furnished along with application: -

Interested Bidders can view these tender documents online but bidders who are interested in bidding in these tenders can download tender document as mentioned in para 3.0 and 4.0 above and bidders who wish to submit their offer shall pay tender fee in form of account payee demand draft payable at Gandhinagar. 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 Deputy General Manager (CPC), SSNNL, 6th Floor, Block No. 12, New Sachivalay Gandhinagar **on or within 7 (Seven) days. (i.e. from date: 01/01/2022 to date: 07/02/2022 up to 18:00 hrs.** drawn on any Nationalized bank or any of following bank or any of the bank decided by the Finance Department Government of Gujarat from time to time in favour of **“Sardar Sarovar Narmada Nigam Ltd., Gandhinagar.”** Guarantee issued by following banks will be accepted as SD/EMD.

- (a) Guarantees issued by following banks will be accepted as SD/EMD on permanent Basis.
1. All Nationalized Banks.
- (b) Guarantees issued by following Banks will be accepted as SD/EMD for the period up to Date: 31/03/2022 as per GR of Finance Department: GR No.EMD/10/2021/7729/DMO dated: 12/4/2021 and corrigendum there on dated

28/06/2021. 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.

1. The Mehsana Urban Co-operative Bank Ltd.
2. The Ahmedabad Mercantile CO-Operative Bank Ltd.
3. Nutan Nagarik Sahakari Bank Ltd.
4. Kalapur Commercial Co-operative Bank Ltd.
5. RBL Bank
6. AXIS Bank
7. ICICI Bank
8. HDFC Bank
9. Kotak Mahindra Bank
10. IndusInd Bank
11. Rajkot Nagrik Shakari Bank Ltd.
12. The Gujarat state Co-Operative Bank
13. Saraswat Bank
14. Saurashtra Gramin Bank
15. DCB Bank
16. Tamilnadu mercantile Bank
17. Ujjivan Small finance Bank
18. A U Small finance Bank
19. Federal Bank
20. Equitas Small finance Bank
21. Bandhan Bank
22. Standard Chartered Bank
23. City union Bank
24. Yes Bank

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

- 5.1** Tender Documents are only available in Electronic Form. Bidders shall download the tender documents after submitting the DD as per details given online, details for Tender fee & Earnest Money Deposit details i.e. D.D. / Fixed Deposit Receipt / Bank Guarantee online. The Demand Draft towards

Tender Document fee can be submitted along with Earnest Money Deposit on or before the due date as specified in Para 4.0 (4). This should be as per details given online & it shall be on or before last date of uploading of tender. The intending bidders have to submit the following documents. The bidder should submit all the forms electronically and physically also.

- a. Tender Fee
 - b. EMD
 - c. Registration Certificate
 - Chartered Accountant – Registration from ICAI
 - 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.**)
- d. GST Registration number from GST registering authority.
 - e. Income Tax return of last 3 (three) years as well as copy of PAN card.
 - f. **Form-B, Annexure – II, III, IV, V, & VI and Form-I & II.**
 - g. The income from audit and attestation assignment of Last (3) three completed financial years 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.

- (1) Details of Annual Turnover as per 5.1 (g) above.**
- (2) Showing staff details of CA firm with office seal of issuing office, outward number.**
- (3) Details of CA Firm with its partners**
- (4) Details of income from audit and attestation assignment of Last (3) three completed financial years.**

6.0 Digital Certificate (n-Code) for online tender submission:

Bidders who wish to participate in this tender will have to register on <https://ssnnl.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.

7.0 Contacting Officer:

Further Details of the work can be available from the office of the **Chief General Manager (Finance) SSNNL, Block No-12, 7th Floor, New Sachivalaya, Gandhinagar.**

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.

Deputy General Manager (Audit), SSNNL
Block No -12, 7th floor,
New Sachivalaya Complex
Gandhinagar-382010
Email: prkharchalia@gmail.com
Phone 079-23252740(O)

8.0 Download of Tender Document:

The Tender Document for this works is available only in Electronic format which Bidder can download as explained in para 4.0 above.

9.0. Submission of Tender:

Bidder shall submit his offer in Electronic format on above mentioned website up to 31/01/2022 up to 18:00 hrs after digitally signing the same. Offer which is not digitally signed will not be accepted. No offer in

physical form will be accepted and any such offer if received by the SSNNL will be out-rightly rejected. Bidder will have to submit separate account payee DD drawn in favour of “**Sardar Sarovar Narmada Nigam Ltd., Gandhinagar**” for **Tender Fee** along with its Xerox copy in separate cover and **EMD** drawn in favour of **Sardar Sarovar Narmada Nigam Ltd., Gandhinagar**” and other documents in another separate sealed cover in physical form in the office of the **Deputy General Manager(CPC), SSNNL, Block No.12, 6th floor, New Sachivalaya Complex, Gandhinagar, Gujarat State** as mentioned in the para 3.0 & 4.0 above so as to reach **on or within 7 (Seven) days. (i.e. from date: 01/02/2022 to date: 07/02/2022 up to 18:00 hrs.**

10.0 Opening of Tender:

10.1 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://ssnnl.nprocure.com> . In Preliminary Stage Tender Fee, EMD, Registration Certificate, GST no. will be evaluated by the Nigam as specified in **Para 3.0 above & for EMD refer Section-I Cl.No.6.0.**

10.2 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://ssnnl.nprocure.com> . The Technical Bid will be evaluated by the Nigam as specified in **Para 17.0 of Section-I.**

10.3 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://ssnnl.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://ssnnl.nprocure.com>. Bidders who wish to remain physically present at SSNNL premises at the time of tender opening can do so. Only one representative of each firm will be allowed to remain present.

11.0 General Instructions:

1. As and when the bills are approved by the concerned Executive Engineer after due verifications, he will have to intimate the pre audit firm providing minimum one-day notice to the auditors for checking (Pre-Audit) of the bills. The officials of pre audit firm shall visit the concerned division offices on intimation.
2. Concerned Executive Engineer himself and Divisional Accountant with his staff in Account Branch of Division shall remain in contact with the designated auditors and shall remain present at the time of pre-auditing for providing requisite records, details, all explanations if required, to get the bills audited. In case of urgency of pre-Audit, pre audit firm shall have to support accordingly.
3. The division has to ensure that qualified Chartered Accountant / Cost Accountant is deputed by the firm for pre-audit work.
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 Executive Engineer. While finalizing the Bill, a compliance / Justification of Auditor's queries furnished by the Executive Engineer 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 Firm and Division Office with reference to compliance/justification/reply of any query/remark of pre-audit Firm, Matter will be referred by Executive Engineer Office to concerned office of Chief Engineer, Chief Engineer 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.
5. In case if Chief Engineer office is not able to resolve the issue, matter will be referred by CE Office to CGM (Finance) 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.
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 Chief General Manager (Finance) & Chief Engineer of the concerned Division as flash report within 3 days by confirmatory post.

7. The division, 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.
8. Pre audit firm shall conduct proper & thorough check each work bill. Land payment including for payments of advances, deposits related to works and shall certify the amount of bill actually becomes payable. No payment of any works Land payment & other bill (which is subject to pre audit) to be done by the division or specified office until same is duly verified and certified by the auditors.
9. Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of tender.
10. 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 PWD manual, CPW account code, Gujarat Financial Rules and any other statues, laws, Acts, GR, orders, circulars, instructions of GOVT. or Nigam etc. The Auditors shall exercise 100% checking of each & every entry of bill.
11. Audit team will consist of minimum 3 members. Out of the same, at least one member must be Chartered Accountant/Cost Accountant having required works contract experience shall be a Member of checking team. He should be acquainted with the maintenance of records relevant to execution of work, method of recording the measurements from relevant field books / registers etc being adopted in Govt. / SSNNL. He must be having overall knowledge and experience to scrutinize and to ensure for the correctness of quantities billed for on the basis of technical specifications, drawings etc., terms of payments as mentioned in the contract, cement / steel consumption, part rates / reduced rates, etc including all the relevant technical aspects affecting to the payments.
12. Appointed Pre audit firm has to provide list of audit representatives and audit in charge (invariably he must be Chartered Accountant/Cost Accountant) in respect of each segment. Identity card of all the audit representatives & audit in charge will be issued by CGM (Fin.) and audit team will carry the same at the time of visiting the audit offices. Further, specimen signature of concerned audit 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 Division/other offices. 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 CGM (Finance).

- 13.** Attendance register in prescribed format will be maintained at each office for the pre audit work. All the pre auditors, members of audit team attending the concerned office for verification of bills shall have to sign in the said register at the time of visit to such office. More over while visiting the audit place, representatives of the audit team will bring the identity cards issued by internal audit wing of SSNNL and letter of introduction/ audit work with the signature of Sr. partner/proprietor of the pre audit firm.
- 14.** The authorized Chartered Accountant/Cost Accountant of the audit firm shall certify & sign (with name) 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.
- 15.** Periodical review meeting will be called for at Head Office of SSNNL 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 SSNNL will also attend the Review Meeting.
- 16.** The Nigam reserves the right to accept or to reject any or all the offers without assigning any reason thereof.
- 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.
- 18.** The pre audit firm will be required to give one-month notice to the Nigam in case it intends to discontinue the contract at any point of time during the period of contract. Likewise, SSNNL on its discretions may cancel the assignments at any time if required to do so.
- 19.** For the purpose of assignment, activity area of the Nigam has been divided into following 10 segments. Division offices and No. of bills for the period of 2019-20 and 2020-21 is shown below.
 1. Segment -1
 2. Segment -2
 3. Segment -3
 4. Segment -4
 5. Segment -5
 6. Segment -6

7. Segment -7
8. Segment -8
9. Segment -9
10. Segment -10

Segment wise Division offices and No. of bills for the period of 2019-20 and 2020-21 is shown below.

Segment - 1 (Amount in
lacs)

No	Name of Division	Code No.	2019-20		2020-21	
			No.of Bill	Amount	No.Of Bills	Amount
1	Ex.Eng. NPC Dn.10 Vadodara	404	307	771.53	470	2644.33
2	Ex.Eng. NPMC Dn.1 Vadodara	448	190	949.91	231	784.7
3	Ex.Eng.NPC Dn.17 Kalol	401	287	1269.88	365	2117.21
4	Ex.Eng.NPC Dn-15 Jambusar	409	217	1762.14	257	661.32
5	EX.Eng NPC Dn.-5Miya.gam- karajan.	412	367	896.12	269	313.82
6	Ex.Eng. NPC P & D Division, Bharuch	406	393	3265.37	370	1446.31
7	Asst. Consar. of Forest, Vadodara	071	134	214.93	208	1470.45
8	C E(Ele.& Mech), NPHP Dn. Vadodara	311	314	12297.15	350	10952.91
9	Exe.Eng NP Drainage & Canal Dn No.1, Bharuch	631	-	-	11	45.32

Segment-2

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex. Eng. NP Dam Dn.-2K'colony	002	65	349.45	58	627.94
2	Ex. Eng Kevadiya Development Dn K' colony	003	109	6897.92	95	3670.26
3	Ex. Eng. NPPH Civil Constr. Dn.4 K' colony	304	103	15717.01	100	12797.75
4	Ex. Eng. NP Toursim Dn, K' Colony	306	316	23720.01	39	12036.01
5	C.E..NP ColonyDn.-3, K' colony	603	135	2135.91	262	17094.72
6	Ex. Eng.NP Mechanical Dn, K'colony	308	113	1458.09	136	1559.25
7	Dy.Collector & Admini. K'colony	606	15	24.82	42	65.17
8	Ex.Eng. NPC Dn.4A,Dabhoi	446	132	2596.14	183	2058.97
9	Ex.Eng. NPC Dn.-3 Dabhoi	574	284	2308.95	260	2219.08

Segment-3

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng. NPC Dn.9 Sanand	432	254	2489.83	378	7883.59
2	Ex.Eng. NPC Dn.4/3 KADI	433	159	815.7	124	723.90
3	Ex.Eng. SBC Dn.1/3 KADI	453	111	2025.62	142	8193.52
4	Ex.Eng. SBC Dn.1/2 Dhandhuka	474	163	13788.77	156	4667.98

Segment - 4

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng. SBCDn.2/2 Morabi	482	74	279.74	92	101.32
2	Ex.Eng. SBC Dn.-5/1 Dhangradha	455	80	385.33	105	356.67
3	Ex.Eng. SBC Dn. 5/2 Dhangradha	472	47	178.7	49	164.09
4	Ex.Eng. SBC Dn.2/1 Dhangradha	454	116	112.4	127	350
5	EX.Eng SBC Dn.-6/1 Morbi	456	84	127.4	50	158.89

Segment -5

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng. KBC Dn.1/1 Radhanpur	501	283	1702.6	171	5447.81
2	Ex.Eng. KBC Dn.2/5 Radhanpur	515	52	1736.02	77	1582.77
3	Ex.Eng. KBC Dn.2/2 Radhanpur	512	40	3582.09	44	901.19
4	Ex.Eng. KBC Dn.1/7 Radhanpur	520	122	3772.16	159	3172.5
5	Ex. Eng. NPMC Dn.-24 Radhanpur	147	50	399	73	927.04
6	Ex.Eng. KBC Dn.1/5 Chanasma	505	89	543.58	119	1586.59
7	Ex.Eng. NPMC Dn.3 Chanasma	146	87	907.53	162	2184.1

Segment -6

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng.NPC Dn-20 Patan	143	83	661.73	92	1677.12
2	Ex.Eng.NPMC Dn-4/4 Mehsana	434	140	2257.79	158	2073.02
3	Ex.Eng.NPMC Dn-4/5 Mehsana	435	145	1360.15	137	1547.77
4	Ex.Eng.NPMC Dn-18 Mehsana	141	128	672.55	88	547.99

5	Ex.Eng.NPMC Dn- 19 Harij	142	60	563.01	70	848.71
---	--------------------------	-----	----	--------	----	--------

Segment -7

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng. KBCDn.1/6 Tharad	506	66	890.66	98	749.88
2	Ex.Eng. KBCDn.3/1 Tharad	523	91	1415.93	98	1180.69
3	Ex.Eng. KBCDn.3/2 Tharad	525	58	856.53	50	233.92
4	Ex.Eng. KBCDn.2/3Adipur-Kutchh	513	118	1864.61	110	3462.17
5	Ex.Eng. KBCDn.2/6 Bhuj -Bhachau	516	83	16037.91	89	14405.05
6	Ex.Eng. KBCDn.2/4 Bhachau	514	78	1933.67	55	3552.97
7	Ex.Eng. KBCDn.2/7 Gandhidham	517	76	6762.91	56	4613.04

Segment -8

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng. SBCDn.3/1 Botad	466	40	198.61	33	56.27
2	Ex.Eng. SBCDn.1/3 Limbadi	476	35	1133.5	59	1436.03
3	Ex.Eng. SBCDn.4/1 Limbadi	465	37	214.7	46	450.69
4	Ex.Eng. SBCDn.4/2 Limbadi	468	88	841.9	61	1202.86
5	Ex.Eng. SBC Dn.3/2 S'nagar	480	43	1493.43	56	582.51
6	Ex.Eng. SBC Dn-6/2 S'nagar	470	96	245.19	67	149.32
7	EX.Eng. Pumping St. Ele/ Mech. S' nagar	459	131	32989.13	152	42859.63

Segment -9

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	Ex.Eng.NP Mechanical Dn.2 G'nagar	136	76	879.01	67	249.45
2	S.E.ele & mech. Circle,G'nagar	628	179	25344.2	112	21127.47
3	Environment Specialist, G'nagar	081	122	266.48	84	196.36
4	Ex.Eng. NPC Dn.-2, G'nagar	124	368	1879.51	243	1072.93
5	Manager Deposit,SSNNL,G'nagar	614	-	-	39	853.29
6	DGM Resources, Gandhinagar	617	-	-	26	9.47

Segment -10

No	Name of Division	Code No.	2019-20		2020-21	
			No. of Bill	Amount	No. of Bill	Amount
1	DGM (ADM), Gandhinagar	058	560	2860.65	399	1417.34
2	Soil Survey officer Ahmedabad	427	90	39.99	94	40.55
3	Ex.Eng. NPC Dn.-3 Kapadwanj	128	318	522.44	290	669.85
4	Ex.Eng, NPC Dn.8 Dholaka	425	200	599.04	263	505.36

Note:- Above figures are indicative only. No. of Division offices, bills and amount may increase or decrease. Firm will have to carry out the pre audit work of any newly opened Divisions/other 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 division office under particular Segment is closed\merged with other division offices during the year, fees will not be deducted for the same.

20. On receiving intimation from the concerned office, pre audit firm shall depute the audit team within 24 hours and queries if any shall be communicated by the pre- auditors during audit to the concerned office.
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.
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 CGM(Accounts) on monthly basis separately.

12.0 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. 17, 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 segment 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 segment separately.**
- I. Bidder can fill up Price-bid in one or more segments out of total 10 segments, but if he is L1 bidder in more than 2 (two) segment then he will be eligible to get work for **2 (Two) segments only.**
- J. If a bidder gets qualified as L1 bidder in more than two segments, he will be called up for choice selection of segment whichever he wants to work in, but maximum number of segments to be awarded to him will be **2 (Two) 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 segment as per their concurrence has to provide Pre-audit firms in the respective Segments (Offices). If they refuse to provide skilled Chartered Accountant / Cost accountant. than his 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. SSNNL 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://ssnnl.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 in SSNNL’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 SSNNL.**
- V. The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.

**Chief General Manager (Finance)
SSNNL, Gandhinagar**

13.0 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), SSNNL, 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 (www.snnl.nprocure.com) 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.

14.0 Memorandum of work in brief:

1.	Name of work	Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of SSNNL bills.
2	Name of Employer	Sardar Sarovar Narmada Nigam Limited (SSNNL), Gandhinagar
3	Name of concerned Chief General Manager	Chief General Manager (Finance), Sardar Sarovar Narmada Nigam Limited Gandhinagar
4	Name of concerned General Manager	Not Applicable
5	Name of Officer-In-Charge	Deputy General Manager (Audit) Sardar Sarovar Narmada Nigam Limited Gandhinagar
6	Address of Officer - In - Charge	Block No -12, 7th floor, New Sachivalaya Complex Gandhinagar-382 010
7	Name of Bidder	
8	Address of Bidder	
	(a) Telephone No. (b) Mobile No. (c) Fax No. (d) Telex No. (e) E-mail ID	
9	(f) Estimated Cost put to tender	Rs.30850/- Per division office and Rs. 1943600/-For 10 segments for 63 division offices
10	Time allowed for completion of the service from the date of written order to commence.	The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the SSNNL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.
11	Amount of Earnest	Rs.19,500 (its validity shall be 180 days from the date of

	Money Deposit (EMD)	uploading the document on n-code) In favour Sardar Sarovar Narmada Nigam Limited Gandhinagar
12	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 SSNNL work bills.
	(b) Name and address of the Bidder	
13	Mode of submission of Tender Documents	Online submission on web site www.ssnnl.nprocure.com
14	(a) Technical Bid. (b) Price Bid	On line submission on www.ssnnl.nprocure.com On line submission on www.ssnnl.nprocure.com
15	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.
16	Physical Submission of Tender Documents (a) Technical Bid Other Documents (EMD and Tender Fee etc.)	As per Para-3.0 to 5.0 of Tender notice and Corrigendum if any.
17	Mode of quoting rate in Schedule –B (Form-C)	Online quoting of offer in figures only. Amount in words will be automatically converted.
18	Validity period of Tender offered.	120 days from the last date of receipt of tender.
19	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.
20	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.5.0 above.

Divisional Accountant

Chief General Manager (Finance)
SSNNL, Gandhinagar

Signature of Contractor

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 Deputy General Manager (CPC), SSNNL,6th Floor, Block No. 12, New Sachivalay Gandhinagar on or within 7(Seven) days. (i.e. from date: / /2021 to date: / /2021 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.
- 1.4 Tender shall be opened as Scheduled in Para No.4.0 of Volume and respective para of Tender Notice.
- 1.5 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.
- 1.6 Conditional offer will be out-rightly rejected. No condition shall be included in this e-tender.
- 1.7 Alternative e-Tenders are not acceptable.
- 1.8 Bidder shall have to declare regarding the number of Tenders submitted in the prescribed format as given in tender documents.
- 1.9 If required, Nigam may negotiate with the lowest evaluated responsive bidder.
- 1.10 The SSNNL reserves the right to qualify/ disqualify any applicant without assigning any reason.
- 1.11 **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.**
- 1.12 Only offline details for Tender Fee and E.M.D. shall not be considered.
- 1.13 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.
- 1.14 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.
- 1.15 **The agency whose contracts were terminated on account of poor performance in SSNNL work will not be eligible for this Tender.**

- 1.16 **A Bidder shall be disqualified if Bidder is terminated due to poor performance technically, qualitatively, financially or any other reasons.**
- 1.17 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 segment. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc.
- 1.18 The evaluation of the offers will be as per the pre-decided norms mentioned hereafter.
- 1.19 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).
- 1.20 It should mention only the amount chargeable (including all the charges/ out of pocket exp.) for the whole term of one years for each segment 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 SSNNL.
- 1.21 The technical bids (covers should be kept in one envelope.) must reach to the Deputy General Manager (CPC), SSNNL,6th Floor, Block No. 12, New Sachivalay Gandhinagar on or within 7(Seven) days. (i.e. from date: 01/02/2022 to date:07/02/2022 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.
- 1.22 The technical bid will be opened first and will be evaluated by a committee of officers under the chairmanship of **C.G.M. (Finance) at Nigam, Head office**. The financial bid will be opened of those bidders satisfying minimum eligibility criteria as per technical bid evaluation.
- 1.23 Award of contract will be made to a qualified bidder whose responsive Tender is lowest in an individual segment.
- (i) **All the qualified bidders in the respective segment has to work at the lowest quoted price in the segment irrespective of his quoted price (if the segment 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 segment, 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 2 (two) segments, then he will be given the preference to choose the Segments (Maximum 2 segments), then after L2 bidder, L3 bidder will be given chance for the remaining segments. If L2 bidder on his written acceptance that he will work at the lowest quoted price in the respective segment irrespective of his quoted price, then the segment will be awarded to him. If L2 bidder refuses then the work will be awarded to next lowest bidder if he agrees to work at the lowest quoted price in the respective segment and so on.
- (iv) If no bidder has quoted in one or more segments, then the bidder who has been awarded the segment in which the quoted amount is minimum of all the segments will be given first preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance, then after the bidder of the segment in which the quoted amount is 2nd lowest one will be given preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance and so on.....
- (v) SSNNL reserves the right to allot more than 2 (two) segments to a qualified bidder after reviewing the capacity of such firm for carrying out the pre audit assignments of more than two segments.

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 SSNNL .**

- 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 Nigam 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 SSNNL. Proposal without such letter of undertaking will be considered as ineligible.**
- 1.30 **Those firms which are in continuous assignment of 4 years as on 31.03.2021 as pre auditor and/or internal auditor in SSNNL, 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 segments 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 segments.**
- 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 SSNNL 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 Segment of Pre-Audit, the pre audit firm has to deposit Security Deposit of Rs. 30,000/- or 10% of pre audit fee whichever is more in form of FD / Bank Guarantee from Nationalized / Schedule bank as prescribed in EMD clause pledged in the name SSNNL, Gandhinagar for each segment 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 segment 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. 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 for one year.**
- 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 INVITATION

(A) Online Tenders are invited publicly by **Chief General Manager (Finance) SSNNL, Block No-12, 7th Floor, New Sachivalaya, Gandhinagar** from the eligible bidders registered from **ICAI or ICWA** for appointment of pre-audit firms at Sardar Sarovar Narmada Nigam Limited, Corporate Office, Gandhinagar and its field offices.

(B) GENERAL DESCRIPTION OF THE PROJECT

Sardar Sarovar Narmada Project was started in 1988. Sardar Sarovar Narmada Nigam Limited, Gandhinagar office connected with large and wide activities of Sardar Sarovar Narmada Project. Moreover, numbers of other projects are going on at Kevadia. It is prime goal of the State Government to complete all the projects in time-limit.

3.0 BRIEF DESCRIPTION OF THE WORK

As a part of implementation of effective and efficient monitoring system and built mechanism of internal control, Pre-Audit is to be conducted in respect of each office of SSNNL. System of Pre-Audit of the bills pertaining to the works and other expenses of SSNNL. It is a system to verify the bills

with all the aspects so as to make sure that the bills are prepared and passed as per the prevailing rules and regulations.

4.0 DOWNLOAD OF TENDER DOCUMENTS

The tender documents are available in electronic form on sale up to Date: 31/01/2022 upto 18:00 hours from the website www.ssnl.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 **31/01/2022** 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 4,5, and 6** 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.

5.0 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.

6.0 EARNEST MONEY DEPOSIT (EMD)

Earnest Money Deposit(EMD) 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 Deputy General Manager (CPC), SSNNL,6th Floor, Block No. 12, New Sachivalay Gandhinagar** on or within 7(Seven) days. (i.e. from date: 01/02/2022 to date: 07/02/2022 up to 1800 hrs. in the office of the in the office the Deputy General Manager (CPC), SSNNL, 6th Floor, Block No. 12, New Sachivalaya Complex, Gandhinagar as specified in the tender notice.

Sr.No	Name of work	EMD in Rs.	EMD shall be in favour of	Validity
1	Appointment of Chartered Accountant / Cost Accountant firms for Pre-Audit work of SSNNL work bills.	19500/-	Sardar Sarovar Narmada Nigam Limited, Gandhinagar	180 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 SSNNL for a period of 1 (one) year.

- (A) The full amount of Earnest Money Deposit shall be in the form of Fixed Deposit Receipt or in form of Demand Draft (Banker's Cheque) or in form of Bank Guarantee from any Nationalized Bank or Bank mentioned below for the work or any of the banks decided by the Finance Department, Government of Gujarat from time to time.
- (a) Guarantees issued by following banks will be accepted as SD/EMD on permanent Basis.
1. All Nationalized Banks.
- (b) Guarantees issued by following Banks will be accepted as SD/EMD for the period up to Date: 31/03/2022 as per GR of Finance Department: GR No.EMD/10/2021/7729/DMO dated: 12/4/2021 and corrigendum there on dated 28/06/2021. 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.
1. The Mehsana Urban Co-operative Bank Ltd.
 2. The Ahmedabad Mercantile CO-Operative Bank Ltd.
 3. Nutan Nagarik Sahakari Bank Ltd.
 4. Kalupur Commercial Co-operative Bank Ltd.
 5. RBL Bank
 6. AXIS Bank
 7. ICICI Bank
 8. HDFC Bank
 9. Kotak Mahindra Bank
 10. IndusInd Bank
 11. Rajkot Nagrik Shakari Bank Ltd.

12. The Gujarat state Co-Operative Bank

13. Saraswat Bank

14. Saurashtra Gramin Bank

15. DCB Bank

16. Tamilnadu mercantile Bank

17. Ujjivan Small finance Bank

18. A U Small finance Bank

19. Federal Bank

20. Equitas Small finance Bank

21. Bandhan Bank

22. Standard Chartered Bank

23. City union Bank

24. Yes Bank

(B) (i) Cheque shall not be accepted.

(ii) The Earnest Money Deposit shall be submitted physically (as stated above)in the office of the **Deputy General Manager (CPC), SSNNL, 6th floor, Block No. 12, New Sachivalaya, Gandhinagar** along with Declaration Form,so as to reach by from Date: 01/ 02/2022 to Date: 07/02/2022 upto 18:00 hrs .

(a) EMD in form of BG.

Validity of 180 days from the date of uploading of BG documents on n-Code.

(b) EMD in form of FDR.

Validity of 180 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 Sardar Sarovar Narmada Nigam Limited, Gandhinagar& shall be valid upto 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 eighty (180) days, if required by SSNNL. **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.

(iii) 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.

(iv) **Within ten(10) days from the date of issuance of work order, the successful bidder shall have to furnish Segment wise Security Deposit of Rs. 30,000/- or**

10% of pre audit fee whichever is more in accordance with the condition of the Contract and attend the office of the DGM (AUDIT), SSNNL, Gandhinagar for execution of the Contract documents.

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 SSNNL for a period of 1 (one) year.

7.0 METHOD OF TENDERING

1. If the Tender is uploaded by an individual, it shall be digitally signed by the individual.
2. If the Tender is uploaded by a proprietary firm, it shall be digitally signed by the proprietor.
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.
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. 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.
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.ssnl.nprocure.com
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.

8.0 ACCOMPANIMENTS TO TENDER

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

- (i) Scanned Copy of the Income Tax Return of last 3 years with copy of permanent account number (PAN CARD).
- (ii) Scanned Copy of GST number certificate from GST registering authority.
- (iii) Notarized Copy of audited annual accounts (Income & expenditure Account and Balance sheet) of last 3 (three) years should be submitted.
- (iv) Certificate of constitution as on 01.01.2022 issued by the Institute of Chartered Accountants of India or Cost Accountants of India.
- (v) The list of staff pertaining to Audit and Assurance work along with Appointment letters, nature of work, qualification, latest salary slip.
- (vi) In support of turnover certificate, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.
- (vii) 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. 2019,2020 & 2021)
- (viii) Scan copy of Partnership deed.
- (ix) 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)
- (x) Scanned copy of Chartered Accountant/Cost Accountant Registration certificate OR proof of application made for renewal shall be submitted.
- (xi) 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.
- (xii) 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 **Deputy General Manager(CPC),SSNNL, 6th floor, Block No. 12, New Sachivalaya, Gandhinagar** from Date 01/02/2022 to Date: 07/02/2022 upto 18:00 hrs.
- (xiii) 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 **Deputy General Manager(CPC), SSNNL, 6th floor, Block No. 12, New Sachivalaya, and Gandhinagar** from Date **01/02/2022 to Date: 07/02/2022 up to 18:00 hrs.**

- (xiv) 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.

9.0 SUBMISSION OF TENDER

- 9.1 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.
- 9.2 The tenderer shall fill the required details/data/information in the prescribed form of Tender document. The tenderer shall quote the rate of each Segment along with other details in Schedule-B of Tender documents.
- 9.3 Tender in offline mode "sealed envelope" will not be accepted.
- 9.4 If Tender Fees and Earnest Money Deposit is not received with the Tender as mentioned in Para No. 5.0, Tender shall be rejected.
- 9.5 The Tender i.e. Technical Bid and Price Bid duly filled in shall be uploaded on www.ssnl.nprocure.com online upto Date 31/01/2022 upto 18:00 hrs.
- 9.6 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.
- 9.7 Telegraphic Tender will not be entertained.
- 9.8 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 **Deputy General Manager(CPC), SSNNL, 6th floor, Block No. 12, New Sachivalaya, and Gandhinagar from Date 01/02/2022 to Date: 07/02/2022 up to 18:00 hrs.**

10.0 OPENING OF TENDERS

The Designated Officer of SSNNL 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://ssnl.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.”

10.1 OPENING OF TECHNICAL BID

The Designated officer of SSNNL 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.

10.2 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 SSNNL 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.

11.0 STATING OF RATES

The amount of professional fees in each segment (Total 10 segments) 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.

12.0 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.**

13.0 TENDER OFFER VALIDITY PERIOD

- 1.0 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 SSNNL. 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 SSNNL, then the SSNNL shall without prejudice to any right or remedy, be at liberty to forfeit in full, the said Earnest Money Deposit absolutely.
- 2.0 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 180 days or as per the requirement from SSNNL (i.e. beyond 240 days as mentioned in 1.0 above)**.
- 3.0 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 6.0 of this 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.
- 4.0 **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 Nigam contracts.**

14.0 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.

15.0 PAYMENTS

- a) The payment of fees will be made by CGM (Finance), Head office on a quarterly basis only after getting the details of attendance, certification from the concerned offices of particular segment containing facts that "All work bills and other bills presented by the divisions / offices under the respective Pre-Audit Segment-____ 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 15 days of completion of each month. One copy of pre audit report should be submitted to Chief General Manager (Finance) and second copy should be submitted to the respective division/office whose pre audit has been undertaken. The 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.
- 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 segment without any additional Fees. Further, lump sum fees agreed upon for particular segment 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. No out of pocket/ T.A./D.A. will be paid for the assignment.
- e) The firm should quote the rates for the whole term of one year. **However, it can be extended at the discretion of the SSNNL 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)

16.0 PAGES TO BE DIGITALLY SIGNED BY THE CONTRACTOR

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

17.0 EVALUATION OF TENDER

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

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 2020.	Last 3(three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant's Turn Over Certificate for the year 2017-18, 2018-19 & 2019-20. (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/CostA/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 31.03.20.(i.e. 2017-18, 2018-19,2019-20) Or The	Copy of Appointment letter/copy of audit report with audited year.

	Firm should have handled at least 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.	
5.	The firm should have at least 25 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 31.03.20. .(i.e. 2017-18, 2018-19,2019-20) [Only those GOG or GOI or its undertaking, local bodies having turnover of Rs.50crores 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)

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. No.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
1	The Chartered	Nos. of years' experience		

Sr. No.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
	Accountant/Cost Accountant firm should have minimum registration of 15 years of continuous practice.	15-17 18-20 Years Above 20 years	10 12 15	15
2	<p>(i) 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>Note: The copy of partnership deed of Registered firm should be duly Notarized otherwise no score will be given.</p> <p>(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.</p> <p>Note: As a proof (i)appointment letter, Joining letter with one year old and latest salary slip shall be provided.</p> <p>OR</p> <p>(ii)Certificate of constitution showing necessary details issued by ICAI.</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.	Nos. of Staff 25 to 30 31 to 40	12 16	

Sr. No.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
	<p>(Articled clerks will not be considered as staff) Along with the staff details, the following documents are mandatory to be submitted, otherwise no score will be given.</p> <p>1. qualification certificate (B.Com, M.Com, MBA(Fin.)or Chartered Accountant, Cost Accountant) 2. Appointment letters Joining letters 3. latest salary slip</p>	41 and above	20	20
4	<p>The Firm should have an average turnover more than Rs. 50 lacs in last 3 years ended on 31st March 2020. 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 2017-18, 2018-19 & 2019-20 in original, otherwise no score will be given.</p>	<p>Average professional receipts for last 3 years</p> <p>Rs.>50 lacs to 100 Lacs.</p> <p>Rs.101 lacs to 150 lacs</p> <p>Rs.151 lacs & above</p>	<p>15</p> <p>20</p> <p>25</p>	25
5	<p>(i)The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 financial years completed on 31.03.20.(i.e. 2017-18, 2018-19,2019-20) Or The Firm should have handled at least one any type of audit (e.g Internal</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. N o.	Minimum Eligibility criteria	Details	Marks	Maximum Marks
	<p>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.</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 31.03.20. (i.e.2017-18,2018-19,2019-20) [Only those GOG or GOI or its undertaking, local bodies having turnover of Rs.50crores and more will be considered.]</p> <p>Proof as stated above in Eligibility criteria 4 & 6 should be attached.</p>	7 & above Assignments	20	

NOTE: It is mandatory to achieve 60% score in each criteria 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, Nigam 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 SSNNL 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 segment has to work at the lowest quoted price in the segment irrespective of his quoted price (if the segment 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 segment, 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 2 (two) segments, than he will be given the preference to choose the Segments (Maximum 2 segments), then after L2 bidder, L3 bidder..... will be given chance for the remaining segments. If L2 bidder on his written acceptance that he will work at the lowest quoted price in the respective segment irrespective of his quoted price, then the segment 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 segment and so on.**

- (f) If no bidder has quoted in one or more segments, then the bidder who has been awarded the segment in which the quoted amount is minimum of all the segments will be given first preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance, then after the bidder of the segment in which the quoted amount is 2nd lowest one will be given preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance and so on..... .
- (g) SSNNL reserves the right to allot more than 2 (two) segments to a qualified bidder after reviewing the capacity of such firm for carrying out the pre audit assignments of more than two segments.
- (h) All the final qualified firms have to provide Pre-audit firms in the respective Segments (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) SSNNL reserves the right to allocate the work of one or more segments among one or more qualified firms.

18.0 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.

19.0 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 SSNNL 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 SSNNL'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, SSNNL reserves the right to accept or reject any tender without assigning any reason.

20.0 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 SSNNL 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 not be permitted to tender for the work in which his near relative is working in that Division or its sub-division as an Engineer of any category, Divisional Accountant, Store Keeper, Manager of Atithi / Vishram Gruha and in the Circle Office as a Superintending Engineer Controlling that division as on date when Tender is submitted.
(Note: By the term “near relative” it is meant wife, husband, parent, and grandparent)
- (4) 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.
- (5) Every Blank (fields) 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.
- (6) 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.
- (7) Filling of Tender shall be through on line mode on the website www.ssnl.nprocure.com.
- (8) The contract will normally be made within 120 days from last date of receipt of Tenders.

21.0 REQUIREMENTS OF A BIDDER

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

22.0 COMPETENCY OF TENDER

Contract will be awarded to the technically qualified bidder and who has quoted the lowest price in respective segment. 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.

23.0 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.

24.0 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, unauthorized 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
 - (A) the bill has been audited without approval of time limit / excess / extra items from the competent authority.
 - (B) the bill has been audited without agreement.
 - (C) the release of GST payment is wrongly made.
- (vii) In case of long terms absence of employees as requisition or removal, agency is required to replace same kind of Chartered Accountant / Cost Accountant within 3 days. If agency fails to replace proper Chartered Accountant / Cost Accountant within 3 days, then penalty of Rs. 500/- per day will be levied.
- (viii) If pre audit firm does not report to the concern Division office for pre auditing the bills within 1 (one) day after prior intimation, then a penalty of Rs. 500/- per day will be levied.

25.0 SECURITY DEPOSIT (S.D.)

Successful bidder is required to deposit total amount of Security Deposit of **Rs.30000/-** or 10% of pre audit fee whichever is more for each segment in form of FD/Bank Guarantee from Nationalized/Schedule bank as prescribed in EMD clause. Validity of security deposit must not be less than 18 months 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 **Rs.30000/-** or 10% of pre audit fee whichever is more in form of

FD/Bank Guarantee from Nationalized/Schedule bank as prescribed in EMD clause pledged in the name SSNNL, 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.

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 Nigam.
- 1.4 Any effort by a Tenderer / Bidder to influence the SSNNL 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 SSNNL 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-17
 - (c) Price bid: as per criteria mentioned in Section –I, Clause-17
 - (d) The work shall be allotted to the technically qualified bidder and who has quoted the lowest price in respective segment.

LETTER FOR SUBMISSION OF TENDER

To,

The DGM(CPC)

SSNNL, Block No -12,

6th floor, New Sachivalaya

Gandhingar-382010

Sub: SUBMISSION OF TENDER APPLICATION FOR APPOINTMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR PRE-AUDIT WORK OF SSNNL 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, Sardar Sarovar Narmada Nigam 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 Sardar Sarovar Narmada Nigam Limited, Corporate Office, Gandhinagar and its field offices.
- 6.0 We will provide required Preaudit 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.19500/-** towards Earnest

Money Deposit which is to be absolutely forfeited by SSNNL if we not Deposit the amount of Security Deposit specified in the clause of EMD.

9.0 We enclose DD no. in favour of SSNNL, Gandhinagar **amounting to Rs. 1062/-** 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.1062/- in favor of SSNNL, Gandhinagar												
2.	EMD in form of (DD/FDR/BG) - Rs.19500/- in favor of SSNNL, Gandhinagar												
3.	Registration Certificate of Pre audit firm from the Registration Authority <ul style="list-style-type: none">• Chartered Accountant from ICAI• Cost Accountant ICWAI (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) (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 Turn Over Certificate for the year 2017-18, 2018-19 & 2019-20. (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%;"><thead><tr><th style="text-align: center;">Year</th><th style="text-align: center;">Total receipt fees (in Rs.)</th><th style="text-align: center;">Net Profit (in Rs.)</th></tr></thead><tbody><tr><td style="text-align: center;">2017-18</td><td></td><td></td></tr><tr><td style="text-align: center;">2018-19</td><td></td><td></td></tr><tr><td style="text-align: center;">2019-20</td><td></td><td></td></tr></tbody></table>	Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)	2017-18			2018-19			2019-20		
Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)											
2017-18													
2018-19													
2019-20													
10.	EPF & ESIC Registration Proof.												
11.	The firm should have handled at least 3(three) assignments of Pre audit/Internal audit in respect of GOG or GOI or its undertaking, local bodies in last 3 financial years completed on 31.03.20[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 & 2021)
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. 2017-18 2018-19 2019-20
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

Ihereby 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.ssnl.nprocure.com. and accordingly submitted online price Bid for the work of _____.
- (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 segment 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 Nigam 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 SSNNL. 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 31.03.2020 as pre auditor and/or internal auditor in SSNNL, 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 segment: _____

(2) Pre-Audit Month: _____

(3) No. of pre audited bills during the period: - _____

1	2	3	4	5	6	7	8	9	10	11	12
Name of the CE office	Name of Div.	Division Code	Name of the work	Name of the party / Contractor	Bill no.& type of bill	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 Div. office
Total Bill Amount											

(4) Details of bills pre-audited: -

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

(5) 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

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

Executive Engineer

Pre-Auditor

Recommended for payment

Superintending Engineer

Chief Engineer

Form – A2
Certificate for Payment of R.A/Final Bill

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 Deputy Executive Engineer and Executive 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 2021-2022.
3. The remarks raised by the Quality control wing of SSNNL/TPI/PMC are complied with by the field 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 SSNNL.
6. Necessary checklist duly signed by the Accountant, Executive Engineer, Superintending Engineer and Chief Engineer is enclosed with the bill.

DEE

EE

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

Superintending Engineer

Chief Engineer

Director
(To sign on Concerned files)

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.)

2017—2018	
2018 – 2019	
2019 - 2020	

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 31.03.2020.

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, Nigam, 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 31.03.20. 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 01.07.2021 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/Field/branch organization e.g. DRDA, turnover of respective district/regional/Field/branch/organization will be considered. Accordingly, copies of the relevant pages of accounts of such district/regional/Field/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.	Segment No.	Amount of Fees for the period from 1-03-2022 to 28-02-2023 (for one year)	
		Rupees in figures	Rs. In words
1	Segment No. 1		
2	Segment No. 2		
3	Segment No. 3		
4	Segment No. 4		
5	Segment No. 5		
6	Segment No. 6		
7	Segment No. 7		
8	Segment No. 8		
9	Segment No. 9		
10	Segment No. 10		
	Total		

Notes: -

- (1) Pre audit Segment - 1 to 10 will be as defined in Point no. 19 of Tender Notice.
- (2) 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.
- (3) In case, the assignment period is reduced or extended, the eligible payment shall be computed proportionately on monthly basis.
- (4) Fees quoted above are exclusive of GST. GST will be paid extra applicable rate apply for one or for more than one segment.
- (5) Firm may apply for one or for more than one segment. However, firm has to mention the fees in the above format separately for each segment applied for.
- (6) 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 segment without any additional Fees. Further, lump sum fees agreed upon for particular segment 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 (fields) 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 – 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 SSNNL, Gandhinagar only)

No.	Date	Bank Name	Amount Rs. In lac.

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

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

(C) Details of Bank Guarantee (In favour of SSNNL, 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 SSNNL, 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 SSNNL, 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: