



**GSDMA/Bookkeeping and Tax Consultancy/1/2018**

**January 5, 2018**

**Notice inviting Proposal from a firm of Chartered Accountants for the services of  
Maintenance of Accounts and Tax Consultancy**

Sealed tenders are invited for hiring the services of a firm of Chartered Accountants for a period of one year for maintenance of accounts and providing tax consultancy services to Gujarat State Disaster Management Authority.

The Terms of Reference/tender document for hiring the services are available on the GSDMA's website ([www.gsdma.org](http://www.gsdma.org)). For other details and queries contact the undersigned at: 079-23259220 | [piyushgta@gmail.com](mailto:piyushgta@gmail.com)

The pre-bid meeting will be held on January 16, 2018 at 1500 hrs hours at Conference Room, Block No. 11 , 5<sup>th</sup> Floor, Udyog Bhavan , Sector-11 , Gandhinagar - 382011. The technical and financial bids must reach GSDMA on or before Saturday the February 2, 2018 at 1530 hours. Technical bids will be opened on the same day at 1600 hours.

Deputy Director Admin  
Gujarat State Disaster Management Authority  
Gandhinagar, Gujarat

## Table of Contents

Terms of Reference.....	4
Background.....	4
Objective.....	4
Scope of Work .....	5
Other Terms & Conditions.....	7
Bid Procedure.....	8
Commencement, Completion, Modification and Termination of the Contract .....	9
Payment of the Fees: .....	9
Obligation .....	10
Confidentiality .....	10
Penalties .....	10
Annexure-1 .....	12
Annexure - 2 .....	18
Annexure - 3 .....	22
Annexure - 4 .....	24

**Tender Document for hiring services of a  
firm of Chartered Accountants for  
maintenance of accounts and providing tax  
consultancy services to Gujarat State  
Disaster Management Authority**

**January 5, 2018**

## Terms of Reference

### Background

Immediately after the 26th January 2001 earthquake, Gujarat State Disaster Management Authority (GSDMA) was established and registered as a ‘Society’ under the provisions of the Societies Registration Act and the Bombay Public Trust Act on 8 February 2001. GSDMA was initially mandated to implement the gigantic task of rehabilitation and reconstruction programme in the earthquake affected areas of the State and simultaneously act as a nodal agency to plan and implement pre-disaster preparedness and mitigation activities including training and capacity building of all the stakeholders involved in disaster management. After the passage of Gujarat State Disaster Management Act – 2003, the Society constituted earlier as GSDMA was dissolved under Section 49 of the Act, and the Statutory Authority under Sub-Section 1 of the Section (6) came to an existence with effect from 1st September, 2003.

The bidder should qualify as per the terms and conditions of Government Resolution number JNV-101001-1694-A dated July 13, 2001.

### Objective

GSDMA intends to appoint a firm of Chartered Accountants for maintenance of accounts & providing tax consultancy services at Head Office (HO) and preparation of final accounts. Books of accounts are to be maintained as per the General Financial Rules, General Resolution and other relevant notification applicable to Gujarat as well as all the applicable laws for the time being in force.

Firms of Chartered Accountants meeting with the eligible criteria (**See Annexure - 1**) are requested to submit their proposals in physical form containing technical bid and financial bid (in separate sealed cover) in the one cover super scribing as "**PROPOSAL FOR APPOINTMENT**"

**OF FIRM OF CHARTERED ACCOUNTANTS FOR MAINTENANCE OF ACCOUNTS & PROVIDING TAX CONSULTANCY SERVICES"** to Controller of Accounts, Gujarat State Disaster Management Authority (GSDMA), Block No. 11, 5<sup>th</sup> Floor, Udyog Bhavan, Sector - 11, Gandhinagar-382011 on or before **February 2, 2018 by 1530 hours hand delivered/ courier/ RPAD/ Speed Post at GSDMA.** Scope of work, other terms and conditions are mentioned below. The pre-bid meeting will be held on January 16, 2018 at 1500 hours at Conference room, GSDMA, Block No. 11, 5<sup>th</sup> Floor, Udyog Bhavan, Sector - 11, Gandhinagar - 382011.

## Scope of Work

1. Maintaining the continuity of accounting which was hereto followed at GSDMA and also ensure that the Operational Manual is thoroughly followed
2. Filing and maintenance of vouchers and placement of files
3. Collection of accounting data from various departments and other implementing agencies for proper accounting
4. Submission of status of unconfirmed/ outstanding advances, assets and liabilities on monthly basis/ necessary entries to be passed timely
5. Bank Reconciliation Statement (BRS) of HO should be prepared on a daily basis
6. Preparation of MIS report on a monthly basis on or before 5<sup>th</sup> of next month
7. The coordinator/ Senior CA will meet Controller of Accounts, GSDMA once in a month regarding the accounts of line department / implementing agencies
8. Submission of the status of accounts of line department/ implementing agencies before 15<sup>th</sup> of end of every quarter
9. Accounting work of the any new project implemented during the agreement period
10. Any other work assigned by the management.
11. Liasoning with the banks
12. Correspond and follow up with the various departments and other implementing agencies as per the requirement of timely submission of statement of accounts to GSDMA

13. Preparation of monthly MIS for all the payments where TDS has been deducted, deposited and outstanding and filing of TDS Return as per the applicable timelines
14. Preparation of monthly MIS and filing of GST & other returns as per the requirements of law
15. Preparation reply and compilation of details to the notices/ letters received from tax authorities and to attend the hearing at tax departments/ courts against the any notice received from the tax authorities
16. Strengthening the data security and accuracy :
  - a. To take data entry print out
  - b. Password protection at operation level and implementing data entry control and other user controls
  - c. Introducing the cost centers for the all receipts and payments so that MIS will show the correct picture
  - d. Daily back up structure will be introduced
17. To seek to align all the transactions, past and present within the discipline of the existing accounting and operational manual, so as to make the accounts of GSDMA in compliance with the operational manual in all respect
18. Make correspondence for necessary accounting entries may be done in consultation with Controller of Accounts
19. Submission of various Accounting Management Reports as per operational manual of Gujarat State Disaster Management Authority
20. To attend all kinds of Audit of GSDMA
21. To prepare Note/Presentation time to time as required by management
22. Ledger scrutiny of all accounts
23. Scheme wise expenditure booking and preparation & submission of reimbursement claims under various schemes if necessary
24. Any other work provided by the management of GSDMA
25. Compliance of internal Audit reports for accounting related observations:
  - a. One copy each to be handed over to (a) CEO (b) Controller of Accounts (c) Dy. Director - GSDMA (d) Internal Auditor – GSDMA (e) concerned Branch and (f) concerned line department

- b. Compliance should be discussed with the head of the branch and their views/explanations shall be incorporated therein
  - c. Compliance letter shall be sent to the concerned officers within ten (10) days from the date of receipt of report
  - d. The above should be made by Movement of files for the compliance with Controller of Accounts in each month
26. The compliances of the earlier report should be produce while internal audit of next month to Internal Audit if any
27. Any other schemes to be implemented while the contract tenure will be accounted in Tally and other relative works
28. Satisfactory hand over of the works to the newly appointed accountant and tax consultant after completion of assignment

## Other Terms & Conditions

1. Firm will have to deploy sufficient manpower (**not less than three persons**)
2. Out of the 3 persons deploys as mentioned in (1) above, 1 person should be C.A having enough experience in this field of accounting and 2 persons must have thorough working knowledge of bookkeeping and accounting and must have good command in operating Tally accounting software or other computerized accounting software as prescribed by GSDMA from time to time
3. GST and other taxes will be applicable on amount payable as per Government Rules
4. There will be two bid system. Each firm complying with the criteria should send **Technical bid** (See Annexure-2) in sealed envelope and **Financial bid** (See Annexure - 3) on [www.nprocure.com](http://www.nprocure.com) as mentioned above in Objective. Professional fees and other financial terms & conditions are to be mentioned in financial bid only. Minimum eligible criteria is mentioned in Annexure-1. The firms meeting with the minimum criteria only should send their proposals
5. All the firms will accurately monitor and supervise the work carried on and will report to the GSDMA regularly
6. Work done report must be submitted for each month by the 5<sup>th</sup> day of subsequent month

7. Senior partners of the firms will have to visit the office of GSDMA for discussions on being called upon by the higher authorities of the GSDMA
8. Firm cannot outsource/sublet the said assignment or any part of the same to other firm of Chartered Accountants
9. If any firm or partner thereof is found guilty of gross negligence, or any other fault regarding the assignment, Management will have all the remedies such as deduction or withholding of fees, removal from the existing assignment or any other action it may deemed appropriate in the circumstances
10. The above conditions are not exhaustive. GSDMA will have absolute right to revise/abrogate/ include any conditions as per its requirement
11. Periodic review meeting will be held at the Head Office of the GSDMA in which the Senior Partner and staff deployed shall remain present
12. The firm will not be eligible for payment of fee if the stipulations regarding conditions submission of reports are not fulfilled
13. The firm is required to give notice of one month to the GSDMA in case of discontinue of the contract at any point of time
14. GSDMA may add any other scope not mentioned above as may deemed fit.

## **Bid Procedure**

1. GSDMA reserves all the rights to accept or not to accept the RFP
2. The evaluations of the tender will be as per pre-qualification criteria mentioned in Annexure-1
3. The whole process of tendering can be cancelled without giving any prior notice or information by the Controller of Accounts, GSDMA
4. Any undue influence of any type may disqualify the bidder and the bid will be outright rejected
5. Technical Proposal shall be in one envelope and shall be marked **“TECHNICAL BID FOR ACCOUNTANTS & TAX CONSULTANTS”**. The same shall be in the format as per Annexures 1 and 2



- a. The supporting documents for the information mentioned in Annexure - 1 & 2 are to be attached with the Technical Bid for scrutiny of the proposal. The proposal received without necessary documents will be rejected
6. The proposal must reach to office of the Controller of Accounts, Block No. 11, 5<sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar - 382011 **hand delivered/ RPAD/ Speed Post/ Courier to GSDMA**. No bids will be entertained after the prescribed time limit
7. The firms meeting with the eligibility criteria are requested to pay Demand Draft of Rs. 1,500/- as Tender Fees (Non Refundable) in favoring of “Gujarat State Disaster Management Authority – GSDMA” payable at Gandhinagar towards the cost of tender and then can apply for the tender
8. Firms will have to submit Earnest Money Deposit (EMD) of Rs.30,000/- (Non-Interest Bearing) in form of Demand Draft in favoring of “Gujarat State Disaster Management Authority – GSDMA” payable at Gandhinagar
9. The selected firms have to pay Rs.50,000/- as security deposit
10. This tender document shall be signed on each page and submitted back forming part of the Technical Bid

## **Commencement, Completion, Modification and Termination of the Contract**

1. The assignment will be initially of one year. However, the work order may be renewed for the second year at the discretion of the CEO and Controller of Accounts, GSDMA based on the satisfactory performance of the firm
2. Any influence of any type will lead to disqualification of the firm and the bid will be outright rejected
3. The whole process of the tendering can be cancelled/ modified/ altered/redefined without giving any prior notice or information by the CEO or Controller of Accounts, GSDMA
4. The contract can be terminated by GSDMA at any time effective immediately.

## **Payment of the Fees:**

1. The payment of the fees will be made after getting the periodic reports/ MIS

- a. The reports will have to be submitted in the prescribed time period
2. Firm will be paid fees as per the financial proposal submitted and accepted by GSDMA.  
No other claims will be entertained
3. The firm will not be eligible for payment fee if the stipulations regarding conditions submission of reports are not fulfilled.

## Obligation

1. Firm has to depute adequate resources full time at GSDMA based on quantum of work and deadlines
2. Firm cannot assign/outsource/sublet the work entrusted or sub contract in any manner what so ever, or any portion of it to any other firm
  - a. The Senior Partner and the staff deployed shall remain present during the review meetings and make presentations as and when called and no additional fees/ expenditure shall be paid for that.
3. Necessary records, space and infrastructure i.e. computer system, table etc. will be provided by GSDMA
4. GSDMA shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

## Confidentiality

1. The Firm, their partners, staff or either of them shall not disclose any proprietary or confidential information relating project, the services, this contract or the GSDMA's business or operations without prior written consent of the Controller of Accounts, GSDMA
2. All reports and other documents prepared by the firm shall be submitted to GSDMA no later than termination or expiration of this contract
3. The 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 of the Controller of Accounts, GSDMA or Competent Authority

## Penalty

If any member of the firm, team or partner thereof 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 assignment to other parties



without permission of the GSDMA, non-observation of instructions given by the GSDMA, unauthorized retention of records of the GSDMA, violating the terms and conditions of this assignment, unauthorized changes in the records of the GSDMA, including malafied practices or any other cognizable offence or breach, the firm will be punishable with any or all following consequences:

- a) Removal from the assignment with immediate effect/ from the date specified
- b) Removal from any other assignment with immediate effect/ from the date specified by GSDMA
- c) Deduction of percentage of fees as determined by the Controller of Accounts, GSDMA and the Competent Authority
- d) Ban from responding to any tender released by GSDMA till October, 2027
- e) Any other action deemed appropriate by Competent Authority of GSDMA. The decision/ interpretation in all/ any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.

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

**Date:**

**Signature**

**Seal of Office/Firm Partner**

**Name & Designation**

## Annexure-1

### Eligible Criteria (Technical Bid)

No.	Minimum Eligibility Criteria	Proof be enclosed	Ref. Page No.
1	Partnership firm of C.A. having working office in Gandhinagar/ Ahmedabad with Minimum 2 FCA	Firm's registration certificate and copy of Certificate of Practice (CoP) of all the partners CV of all the partners also to be provided	
2	The firm should have experience of at least 10 years (Experience related to only maintenance of accounts and tax consultancy will be considered)	Details of the assignments executed in the format specified below along with the copy of the work orders and completion certificates	
3	The C.A./C.A. firm should have at least 4 full time ACA as on December 31, 2017	Details of the staff along with the CV in the format specified below	
4	The firm should have a staff of at least 10 people (excluding partners)	Details of the staff along with the CV in the format specified below	
5	The firm should have annual minimum turnover of Rs. 1 crore from professional services in the last three financial years (FY 2014-15, 2015-16 and 2016-17)	Statutory audit report, copy of audited financial statements, Tax audit report, copy of Income Tax Returns, Service Tax Returns. Copy of GST returns filed till date shall be enclosed	
6	The C A Firm to be empaneled with C & A G	Certificate (Empaneled) to be submitted for the F. Y. 2016-17. Status of application made for F.Y. 2017-18.	
7	The firm should have handled (completed/ in progress) at least 3 assignments of Government of Gujarat or Government of India in last 3 years (FY 2014-15, 2015-16 and 2016-17)	Details of the assignments executed in the format specified below along with the copy of the work orders	
8	The firm should have handled (completed/ in progress) bookkeeping/ tax consultancy projects of at least 2 construction	Details of the assignments executed in the format specified below along with the copy of the work orders	

	projects in last three years (FY 2014-15, 2015-16 and 2016-17)		
9	Peer review of the firm should have been conducted at least once	Proof of peer reviews conducted	
10	Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And Should not have been barred from appointment by any government and / or semi government entities.	Submit an Certificate as per Annexure-4	

Each The C.A. /C.A. firm has to attach the proof in support of various eligibility criteria along with technical Bid.

Details of the assignments handled (Only Book keeping and tax consultancy) shall be populated as per the format mentioned below:

Sr. No.	
Client name	
Government/ Private client	
Donor funded (bilateral/ multi lateral)	
Year	
Sector	
Status (Ongoing/ completed)	
Value (in INR)	



**Firm has to attach the proof of work undertaken in support of various eligibility criteria along with technical bid.**

Details of the staff shall be populated as per the format mentioned below:

Sr. No.	
Name	
DOB	
Date of Joining	
Qualification	
Year of passing	
Role & responsibility	
Projects (Only Book keeping and tax consultancy)	



**Firm has to attach the certificates of qualification and proof of work undertaken in support of various eligibility criteria along with technical bid.**

**Format of CV**

Position Title and No.	
Name:	
Date of Birth:	
Country of Citizenship/ Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained }

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

Period	
Employing organization and your title/position. Contact information for references	
Country	
Summary of activities performed relevant to the Assignment	

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

**Contact information:** (e-mail..... phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the



assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client and Government of Gujarat.

**Name of Expert**

**Signature**

**Date**



**List of Documents**

1. Demand Draft for Tender Fees of Rs 1,500/- and Earnest Money Deposit of Rs. 30,000/- in favour of “Gujarat State Disaster Management Authority” drawn on any nationalized bank payable at Gandhinagar
2. Security Deposit of Rs 50,000/- in favor of “Gujarat State Disaster Management Authority”
3. A copy of Partnership Deed
4. A copy of letter from ICAI Institute mentioning Registration No. and details of Partners as on date, Firm Status Card copy
5. Copy of audited Financial Statements along with Audit Report & Tax Audit Report and copy of I.T. Return/Service Tax returns should be submitted for FY 2014-15, FY 2015-16 & FY 2016-17
6. GST returns till date
7. Copy of the Assignment of Accounting and/or Tax Consultants of similar institution carried out during last 15 years
8. A detailed profile of the Firm
9. List of the Staff with Name, Qualification & Experience.
10. Copy of GST Number of Firm
11. Copy of PAN number of Firm.

**Date:**  
**Seal of Office/Firm Partner**

**Signature**  
**Name & Designation**

## Annexure - 2

### TECHNICAL BID FOR BOOKKEEPING AND TAX CONSULTANCY

1. Name of Firm : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_  
\_\_\_\_\_
3. Address for Branch Office : \_\_\_\_\_  
(If Any) \_\_\_\_\_
4. ICAI Firm Registration No. : \_\_\_\_\_
5. C & A. G. empanelment No. : \_\_\_\_\_
6. Details of partners and full time employees (CA's only):

Sr. No.	
Name	
DOB	
Date of Joining	
Qualification	
Year of passing	
Role & responsibility	
Projects (Only Bookkeeping and Tax consultancy)	

7. Details of Other staff :

Sr. No.	
Name	
DOB	
Date of Joining	
Qualification	
Year of passing	
Role & responsibility	
Projects (Only Bookkeeping and tax consultancy)	

8. Total Turnover of last 3 (Three) years

Year	Turnover (in Rs.)	Profit after Tax (PAT) (in Rs.)
2014-15		
2015-16		
2016-17		

9. Experience general \_\_\_\_\_ Years (***From Date of Registration***)

10. Experience of book keeping and tax consultancy of Govt. undertaking (Govt. of Gujarat Undertaking and Govt. of India Undertaking)

No. of assignments handled/ ongoing in last 3 (three) years till December 31, 2017

Sr. No.	
Client name	
Government/ Private	
Donor funded (bilateral/ multi lateral)	
Year	
Sector	
Status (Ongoing/ completed)	
Value (in INR)	

(Please attach work orders and completion certificate ate in each case)

Note:

1. Government undertaking includes all government departments, Board, Corporations & Nigams.
2. The above assignments or expenditure included only Bookkeeping and Tax consultancy



**Certificate**

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

Date:  
Seal of Office/Firm Partner

Signature  
Name & Designation



## Annexure - 3

### COMMERCIAL BID

(Firm fulfilling all above mentioned criteria will be considered eligible for opening price bid. Price bid will be submitted on [www.nprocure.com](http://www.nprocure.com) . Price bid will be opened in respect of successful technical bid only and price bid will be in below format only: )

#### COMMERCIAL BID FOR BOOKKEEPING AND TAX CONSULTANCY

1. Name of Firm : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_  
\_\_\_\_\_
3. Address for Branch Office : \_\_\_\_\_  
(if Any) \_\_\_\_\_
4. ICAI Firm Registration No. : \_\_\_\_\_
5. We agreed to work assigned as per the tender form at fee of  
Rs. \_\_\_\_\_ (**Excluding Tax**)

Particular	Amount
Professional Fees for Accounts & Tax Consultancy (for the year - excluding tax)	
(Rupees in Words): _____	

Notes:

1. The above fee is excluding out of pocket expenses and applicable taxes



2. Out of Pocket Expenses will be reimbursed on actual bill basis limited to Rs.15,000/- per month
3. The fees will be paid on monthly basis.

**Date:**  
**Seal of Office/Firm Partner**  
**Designation**

**Signature**  
**Name &**



## Annexure - 4 CERTIFICATE

**(To be submitted on letter head of the firm duly signed by the partner of the firm)**

I undersigned \_\_\_\_\_ on behalf of M/s. \_\_\_\_\_ hereby certify that all the information mentioned above is true and correct.

Further declare that the Firm have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And have not been barred from appointment by any government and / or semi government entities. Further, we declare that firm have not been barred from appointment by any government and / or semi government entities.

Date:  
Seal of Office/firm

Sign:  
Name:  
Designation:  
Membership No.