



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5532537

Dated/दिनांक : 22-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-11-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-11-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Narmada Water Resources Water Supply And Kalpsar Department Gujarat
Organisation Name/संगठन का नाम	Gujarat Water Supply & Sewerage Board (gwssb)
Office Name/कार्यालय का नाम	Computer Cell, Head Office
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Audit Verification work , Financial Advisory Services - Onsite; Audit verification work
Contract Period/अनुबंध अवधि	3 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	30 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	850190
Evaluation Method/मूल्यांकन पद्धति	Item wise evaluation/
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	PUNJAB NATIONAL BANK
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 3 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 4 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 5 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 6 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 7 EMD Amount/ईएमडी राशि (In INR)	2000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	PUNJAB NATIONAL BANK
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	9

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Accounts Officer
Computer Cell, Head Office, Narmada Water Resources Water Supply and Kalpsar Department Gujarat, Gujarat
Water Supply & Sewerage Board (GWSSB) ,
(Sonara Dineshbhai)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:Firm must have done at least one audit assignment in last three years ended on 31.3.24, of Category I or II of Annexure 1 to 3, PSUs / Authorities / Societies / Trust mentioned as per Finance Department GR no JNV-10-2018-1143-A dated 16.09.2019 of FD and GR no JNV-10-2018-1143-A dated 8.6.2020.

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:Firm should have at least 3 Chartered Accountants in its Firm and out of which minimum 2 Chartered Accountant must be Full time Partners

Scope of work to be uploaded by buyer:[1729585599.pdf](https://www.example.com/1729585599.pdf)

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Estimated Value	Item/Category	Quantity
Schedule 1	97350	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1
Schedule 2	214170	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1
Schedule 3	136290	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1
Schedule 4	77880	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1
Schedule 5	116820	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1
Schedule 6	136290	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1
Schedule 7	71390	Financial Advisory Services - Onsite; Audit Verification Work	To be set as 1 : 1

Financial Advisory Services - Onsite; Audit Verification Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Audit Verification work
Sub-category of Financial Advisory Services	Audit Verification work
Financial Advisory Reports	Yes
Frequency of Progress Report	As and when
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Airforce Station, Sector 10-A	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 3

Financial Advisory Services - Onsite; Audit Verification Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Audit verification work
Sub-category of Financial Advisory Services	Audit verification work
Financial Advisory Reports	Yes
Frequency of Progress Report	As and when
Type of Professional/Resources required	undefined , Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Airforce Station, Sector 10-A	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 3

Financial Advisory Services - Onsite; Audit Verification Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Audit verification work
Sub-category of Financial Advisory Services	Audit verification work
Financial Advisory Reports	Yes
Frequency of Progress Report	As and when
Type of Professional/Resources required	Chartered accountant , undefined
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Airforce Station, Sector 10-A	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 3

Financial Advisory Services - Onsite; Audit Verification Work (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Audit verification work
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Financial Advisory Reports	Yes
Frequency of Progress Report	As and when
Type of Professional/Resources required	undefined
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Alforce Station, Sector 10-A	1	<ul style="list-style-type: none">Number of months for which Post Advisory support is Required : 3

Financial Advisory Services - Onsite; Audit Verification Work (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	Audit verification work

Specification	Values
Sub-category of Financial Advisory Services	Audit verification work
Financial Advisory Reports	Yes
Frequency of Progress Report	As and when
Type of Professional/Resources required	undefined
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Airforce Station, Sector 10-A	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 3

Financial Advisory Services - Onsite; Audit Verification Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

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Category of financial advisory service	Audit verification work
Sub-category of Financial Advisory Services	Audit verification work
Financial Advisory Reports	Yes
Frequency of Progress Report	As and when
Type of Professional/Resources required	undefined
Qualification of Professional/Resources required	CA

Specification	Values
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Alforce Station, Sector 10-A	1	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 3

Financial Advisory Services - Onsite; Audit Verification Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

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Type of Professional/Resources required	undefined
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified valuer by ICAI
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Sonara Dineshbhai	382010,2nd Floor, Account Cell Jalseva Bhavan, Opp. Alrforce Station, Sector 10-A	1	<ul style="list-style-type: none">Number of months for which Post Advisory support is Required : 3

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Technical Qualification criteria is as per Tender Terms & Condition.
2. Minimum Eligible Criteria is as per Tender Terms & Condition.
3. The bidder has to submitt required documents with the bid proposal.
4. EMD has to upload in GeM on EMD Status button, also bidder has to sent with physical document.
5. Other terms and condition is as per tender document.
6. The bidder has to fill Form-5 format of submission of Financial Proposal (to be filled on line on GEM Porta

4. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Sr. Manager, GWSSB, Gandhinagar

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

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

---Thank You/धन्यवाद---

Gujarat Water Supply & Sewerage Board

**JalSevaBhawan, Sector-10A,
Opp. Air force station,
GANDHINAGAR-382010**

Telephone:- 079-232-22547, 232-29162, 232-26336

**Bid for Appointment of Chartered Accountant firms for
Audit verification of Processes, Procedures and documentation
w.r.t. various stages of capital, O & M and any other work from
awarding of work till its payment of the Divisions/other offices and
H.O. of Board**

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Note:-

In order to obtain any information/clarification w.r.t. the assignment or this bid document (if any, required) Senior Manager (1-2), GWSSB, Sector-10A, Gandhinagar should be contacted on Tele.079-232-22547/232-29162 Fax No. 079-232 25979.

GEM E-Tendering Schedule

Bid Document Downloading Start Date	As pe GeM tender Document.
Bid Document Downloading End Date	As pe GeM tender Document.
Last Date & Time for receipt of on line Bids	As pe GeM tender Document.
Physical Submission at Head office of Board on or before	As pe GeM tender Document.
Address for communication and for physical submission	Financial Controller, Gujarat Water Supply and sewerage Board, JalSevaBhawan, Sector-10A, Opp. Air force station, GANDHINAGAR-382010
Contact person name and Designation with Mobile Number	Dinesh Sonara, Sr. Manager(A/cs) Mob. No.:-9725258480
Email Address	sm12gwssb@gmail.com
Estimated Value of Assignment (Fees for the assignment work mentioned in Annexure-3)	Rs.8,50,190/- [Total amount of fees for all the zone offices plus H.O. and other offices of the Board including out of pocket exp., travelling and other cost and GST@18%]

Notes:-

- 1)** Above mentioned time line schedule is for guidance purpose only. Each bidding firm is conveyed to refer the uploaded tender document in this regard and timing etc. mentioned on GEM portal in order to submit the on line proposal within the prescribed time schedule as per GEM portal details. Notwithstanding, anything contained above, schedule, timing etc. mentioned in GEM bid document will prevail upon the above mentioned details.
- 2)** No request for extension of time line would be entertained in case on line proposal not submitted as per time line/schedule mentioned on GEM portal.
- 3)** Apart from GEM document, also refer this bid documents (including all Annexures and other ancillary details contained in this document) before filling information /submission of bid document and on line submission of price bid.

Invitation for Proposal

Subject:-

Appointment of Chartered Accountant firms for Audit verification of Process, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its payment.

Back ground:-

Gujarat Water Supply and Sewerage Board(GWSSB) was established in 1981 Gujarat Water Supply & Sewerage Board is implementing the centrally as well as State Sponsored "Water Supply & Drinking Water" Projects (Jal Jeevan Mission) in all districts of Gujarat. The main objective of Board is to provide potable drinking water to the people. The Main income of GWSSB is Government Grants, water charges and Charges recovered from Deposit Works. Grant is received from State Government, Central Government, externally funding agencies and others towards various primary programs and the same is applied to the various eligible activates implemented through division offices under this programmed. Presently there are 43 Division offices working under 6 Zone offices under the Board and other offices, located at various places of Gujarat.

Objective:-

In view of decentralized work system and very fact that actual execution of work including various aspects from preparation of work estimates to payment of bill, take place at Division/other office level involving approval at various level of hierarchy of Board, it is deemed appropriate to conduct work of Audit verification of Process, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its payment, to get valuable inputs regarding suggestions for future improvements in the mechanism and standardization and uniformity regarding stages, processes, procedures and documentations in this regard. In view of this, it has been decided to invite proposals from the Chartered Accountant firms as per below mentioned scope of work, terms and conditions and other matters mentioned in this bid document.

GWSSB is inviting Proposals from **eligible*Category- I orII**Chartered Accountant firms for Providing Consultancy work of verification of Process, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its paymentservices of various divisions under the Board & H.O for the forthcoming period of financial year 2024-25 and onwards.

***Eligible Category-IorII firm based on Criteria asprescribed and mentioned in the finance Department GR/JNV/10/2018/1143-Adated 16.9.2019 and 8.6.2020and as mentioned in details at point No.5 and 6.**

1. Submission of documents:-

Following documents are enclosed to facilitate submission of bid Proposal:-

- (a) Terms of Reference (TOR) of the Assignment(**Annexure-1**)
- (b) Supplementary informationw.r.t. technical proposal for the assignment(**Annexure-2**)
- (c) Schedule of estimated fees for the assignment(**Annexture-3**)
- (d) Basic &other details (**Form- No.1 to Form No-4**)
- (e) Format for submission of price bid forthe assignment (**Form-5**)
- (f) Illustrative Form of agreement/appointment letter regarding appointment for the assignment (**Annexture-4**)

(g) Format of Audit verification report(**Annexure-5**)

(h) Self-declaration for debarment, punishment and other matters(**Annexure-6**)

2. Submission of the proposals:-

The proposals shall be submitted in two parts viz., Technical Proposal & Financial Proposal. Technical proposal should be submitted in the prescribed forms mentioned in the supplementary information and **in physical form at official address of Board as well as online on GEM portal. While the financial proposal or price bid is to be submitted online on GEM portal only.**

Technical proposal (physical & online) and Financial Proposal/quotes must be submitted online on GEM portal only matching with the documents uploaded in line with bid document and instructions mentioned there in. Proposals should be strictly submitted as per the time schedule mentioned in this document.

Request for extension of time limit would not be entertained in any case. Bidders are advised to submit/ upload the documents/details/data on GEM portal well in advance considering the schedule mentioned on GEM portal for the said tendering process.

2.1 "Technical" proposals are required to be submitted in the prescribed formats/schedules mentioned in the supplementary information of this bid document. Proposal marked as "**TECHNICAL PROPOSAL**" should include the description of the firm/organization, the firm's general experience in its field of assignment, qualification and competency of the personnel proposed for this assignment and the proposed work plan methodology and approach in response to suggested terms of reference.

2.2 Financial Proposals in Form No-5 (to be submitted online only on GEM portal) should only contain quotation of fees as in commensurate with existing consultancy services fees to be provided by Chartered Accountant Firms, taking in to account the existing fees structure duly mentioned in **Annexure-3**.

2.3 Technical Proposal will include FDR or BG of **Rs.2,000/- (Rs. Two Thousand Only) or 5% of estimated fees for particular zone or segment, whichever is lower for each zone/segment applied**, as Bid Security/EMD of any nationalized or scheduled bank as per the latest GR of DMO Branch, Finance Department in favour of, "Senior Manager Finance- GWSSB, Gandhinagar". In case any bidder is exempt from submission of EMD due to MSME status, bidder will attach valid and current MSME certificate issued by the competent Authority in this regard.

Scan Copy of EMD shall be submitted online on GEM portal while uploading the bid. Non submission of scan copy of EMD or valid and current MSME certificate (in case of exemption from submission of EMD) will render the bidder ineligible from further processing of bid process. Further, original copy of EMD and valid & Current MSME certificate must be furnished along with the technical bid.

Technical proposal along with documentary evidence mentioning qualification criteria will be submitted in physical form as well as online

on GEM portal as pre-tendering schedule. While financial bid will be required to be submitted on line on GEM portal only.

Each bidder is required to submit Technical proposal in physical form mentioning “Technical Proposal for Audit verification work of GWSSB” on the envelope sent. EMD for bid is to be kept in small envelope and sent in the main envelope of technical bid proposal.

2.4 Scrutiny of the bid Proposals:-

Bids will be taken up for further processing after the completion of bid submission period, as per the time and date as decided by the Board. Technical evaluation will be taken up thereafter and results will be communicated/uploaded on GEM portal in respect of each bidder firm accordingly after the completion of the process of Technical evaluation.

3. Minimum Eligibility Criteria:-

GWSSB is category I entity as mentioned in the GR No. GR/JNV/10/2018/1143-A of Finance Department issued on 16.9.2019. Further, as clarified by the Finance Department vide GR No. GR/JNV/10/2018/1143-A of Finance Department issued on 8.6.2020, work of pre audit and internal audit of District level decentralized offices can be entrusted to the one category below of existing category of the entity. In view of this, firms having at least Category II and those having higher category i.e. Category I qualification can participate in this bidding process regarding the work of appointment of Chartered Accountant firm for conducting the Audit verification of Process, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its payment, in respect of Division offices/other offices working under various zone offices.

In view of the above mentioned point, Proposals are invited from the Firms having ranking and registered as Category-1 or Category-2 firms per ICAI Guidelines for the year 2024-25 and having continuation of ranking accordingly for FY 2024-25 **[In case such ranking of category has not been published for FY 2024-25, latest available category ranking of FY 2023-24 will be considered. Further, if ICAI is not assigning any ranking or category, ranking or category issued by RBI for bank audit empanelment will be provided]** and meeting with criteria and conditions mentioned in the Gujarat Government's Finance Dept. GR/JNV/10/2018/1143-A, Schivalay, Gandhingard dated 12.9.2019 and 8.6.2020.

Existing Internal audit and Pre audit Firms of the Board, willing to take part in the bidding process of this proposal, would be required to follow the various points of bid process and submit technical bids and other details as part of bid process.

In other words, those existing Firms associated with the Board as pre auditor Firm/Consultant Firm/ internal auditor Firm/Consultant Firms not applying in this bid process/does not take part in this bid process would not be considered in the new firms approved by this bidding process.

Further, Statutory Auditor Firm/Consultant Firms appointed for conducting the Statutory Audit of the Board and Accounting consultant appointed by the Board for maintaining division wise/office wise

books of Accounts for FY 2023-24 and further appointed for FY 2024-25 and onwards cannot take part in this bidding process and would be considered as ineligible for this bidding process. Existing internal and Pre auditor Firm/Consultant Firms of the Board can also take part in this bid process.

Minimum Eligibility criteria and other requirements w.r.t. the present proposal are mentioned below:-

- a. Firm should be registered as Category-1 or Category-2 as per ICAI Guidelines for the year 2024-25 and also as per Gujarat Government's Finance Dept. GR/JNV/10/2018/1143-A DTED 16.9.2019 and 8.6.2020
- b. Firm must be Practicing Chartered Accountant firm / LLP and should have been registered with ICAI for a period of 10 years as at 31.3.24.
- c.** Firm should have annual average receipt of **Rs.30 Lakh/- (Rs.ThirtyLakh) from the Audit & Attestation Income for** preceding 3 completed and audited years(2020-21, 2021-22, 2022-23).
- d. Firm must have done at least one audit assignment in last three years ended on 31.3.24, of **Category I or II of Annexure 1 to 3**, PSUs / Authorities / Societies / Trust mentioned as per Finance Department GR no JNV-10-2018-1143-A dated 16.09.2019 of FD and GR no JNV-10-2018-1143-A dated 8.6.2020.
- e. Firm should have at least 3 Chartered Accountants in its Firm and out of which minimum 2 Chartered Accountant must be Full time Partners.
- f. Firm must have valid GST registration, PAN No. and LLP Registration No. (in case of LLP).
- g. Firm must be empaneled with the Comptroller & Auditor Firm/Consultant Firm General of India, New Delhi for the last three financial years. (i.e. FY 2021-22, FY 2022-23 and FY 2023-24) and the empanelment is in continuation as on bid date.
- h. The Chartered Accountant Firm's registered office must be located in Gujarat.
- i. In case, registered office of Firm is not located in Gujarat, firm's full-time branch must be located anywhere in Gujarat and in operation since last three years ended on 31.3.24 as evidenced by two Government Proofs proving the existence of the branch in Gujarat for last 3 years ended on 31.3.24.
- j. Firm or any of partners of the firm should not have any disciplinary matters pending with any government and / or any other regulatory body / RBI etc. and they should not have suffered disqualification or debarment.
- q. Firm must not have been issued with the order of blacklisting or debarment or disqualification or termination order once by any government organization or regulatory authority for which proceedings are ongoing or under progress.

Please note that above mentioned minimum eligibility criteria is in respect of category II firm. However, Firm having higher ranking of category I can also apply in the bidding process.

Each bidder firm will refer this bid document carefully and will provide documentary evidence in support of fulfillment of eligibility criteria and other conditions mentioned above as part of submission of technical proposal. No request for change or alteration of data/details/information/documentary evidences will be entertained after wards/ later on once the bid is submitted and

bid submission date is over. However, In the interest of Board and this assignment, if deemed appropriate, Board may call/seek for additional/required details, data/information from any bidder.

Sr No	Criteria	Documents required to be submitted with the bid proposal
1.	Firm should be registered as Category-1 or Category-2 as per ICAI Guidelines for the year 2024-25 and also as per Gujarat Government's Finance Dept. GR/JNV/10/2018/1143-Adated 16.9.2019 and 8.6.2020.	Copy of ICAI registration certificate and latest copy of firm card duly attested (mentioning category). Latest letter issued by RBI mentioning category w.r.t. Bank Audit.
2.	Firm must be Practicing Chartered Accountant firm / LLP and should have been registered with ICAI for period of 10 years as at 31.3.24.	Duly attested Copy of ICAI registration certificate and Copy of latest firm card issued by ICAI.
3.	Firm should have annual average receipt of Rs.30 Lakh/- (Rs. Thirty Lakh) from the Audit & Attestation Income for preceding 3 completed and audited years (2020-21, 2021-22, 2022-23).	Copy of Audited Balance Sheet and Profit & Loss statements along with Income Tax Returns for 3 years i.e., FY 2020-21, 2021-22 and 2022-23. In case separate amount of Audit and attestation is not directly exhibited in the Statement of profit and loss, certificate (mentioning UDIN No.) of practicing Chartered Accountant mentioning year wise [FY 2020-21, 2021-22 and 2022-23] total professional fees and audit-attestation fees will be required to be submitted.
4.	Firm should have at least 3 Chartered Accountants in its Firm and out of which minimum 2 Chartered Accountant must be Full time Partners.	<ol style="list-style-type: none"> 1. Copy of partnership deed. 2. Self-certified copy of registration letter issued by ICAI showing particulars of Partners and Qualified/ Paid Assistants in employment with the firm of latest date 3. List of each individual partner showing the firm(s) in which he/she is engaged as partner or any other capacity must be submitted showing status as on 31.3.24 duly mentioned in relevant date Firm card issued by ICAI.
5.	Firm must have conducted at least one audit assignment in last three years ended on 31.3.24, of PSUs / Authorities / Societies / Trust mentioned as Category I or II of Annexure 1 to 3 as per Finance Department GR no JNV-10-2018-1143-A dated 16.09.2019 of FD and	Self-attested copies of appointment letter and signed copies of Audit report-Audited Annual accounts of particular PSU or entity/Certificate of work completion issued by competent authority of respective PSU or entity as proof of work completion. [Note:-Each appointment order will be treated as separate assignment. Bank audit or audit of insurance Company will not be considered as eligible assignment for this

	GR no JNV-10-2018-1143-A dated 8.6.2020.	purpose]
6.	Firm must be empaneled with the Comptroller & Auditor Firm/Consultant Firm General of India, New Delhi for the last three financial years. (i.e. FY 2021-22, FY 2022-23 and FY 2023-24) and the empanelment is in continuation as on bid date.	Copy of Empanelment Letter issued by C & AG Office for FY 2021-22, FY 2022-23 and FY 2023-24.
7.	The firm / LLP must have valid GST Registration, PAN Registration, LLP Registration (in case of LLP)	<ol style="list-style-type: none"> 1. Copy of GST registration certificate 2. Copy of PAN Card 3. ROC Certificate issued in case of LLP.
8.	The Chartered Accountant Firm's registered office must be located in Gujarat.	Copy of two government proofs which confirm location of registered office in Gujarat and latest firm card issued by ICAI mentioning name and address of registered office.
9.	In case, registered office is not located in Gujarat, firm's full-time branch must be located anywhere in Gujarat and in operation since last three years ended on 31.3.24.	Copy of two government proofs supporting the location of Branch for last 3 years as on 31.3.24 as per latest firm card showing position on 31.3.2024 issued by ICAI mentioning name and address of branch office.
10	Firm or any of partners of the firm should not have any disciplinary matters pending with any government and / or any other regulatory body / RBI etc. and they should not have suffered disqualification or debarment.	Self-declaration duly signed by the Authorized partner of the firm as per annexure as per annexure III on stamp paper as notarized by Notary.
11	Firm must not have been issued order of debarment or disqualification or termination order once by any government organization or regulatory authority for which proceedings are ongoing or under progress.	Self-declaration duly signed by the Authorized partner of the firm as per annexure as per annexure-6 on stamp paper as notarized by Notary.
12	EMD	<p>Rs. 2,000/- or 5% of estimated fees for particular zone or segment, which ever is lower for each zone/segment applied, in the form FDR or bank guarantee, in the name of Sr. Manager, GWSSB, Gandhinagar issued by notified Bank as mentioned in the latest relevant GR of DMO branch, Finance Department, GOG.</p> <p>Those Firms claiming exemption from submission of EMD on the basis of MSME status, would be required to attach copy of</p>

		latest date valid MSME registration certificate.
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Note:-

In case of Merger/demerger/re-constitution of the firm, all relevant details must be fully updated in the Firm Constitution Certificate as on 31.3.24 issued by ICAI. Updation pending/in process or change in status after 31.3.24 will not be considered at all and will be rejected at technical stage itself.

4) Selection of firm for the assignment:-

4.1)For the sake of this assignment, Board has been divided into 7 Zones or Segments. List of the same is mentioned at Point no. **2.1**of Terms of Reference(**Annexture-1**)below.Eligible Firms can apply for more than one zone office. However, physical submission of technical bid is to be done in respect of only one zone office mentioning Number of all the zones applied on the Envelop of technical bid and also in the forwarding letter mentioned as **Form No.-1**.

Firm will be considered and selected zone wise for this assignment on achievement of (a) and (b) mentioned below.

(a) Submission of relevant documents/details as part of technical bid and satisfactory fulfillment of Minimum Eligibility criteria as mentioned in Point No. 5 above.

(b) On the basis of lowest financial Proposal i.e. L1 of above mentioned eligible and qualified firms.

4.2)Board will intimate on GEM portal itself those firms whose proposals do not meet the minimum qualifying criteria or were considered non responsive to this bid proposal in view of incomplete-non supportive documents, details, data, information etc. and not in accordance with the requirements as well as terms and conditions of this bid document.

Board will also simultaneously intimate those successful firms that have submitted proper documents, details, data in response to this bid and secured the minimum qualifying or above than the qualifying marks as stipulated in this bid document.Intimation may be sent through registered letter or E-Mail or to be intimated via GEM portal itself.

4.3)Evaluation committee internally formed by the Board will determine whether the technical proposals are complete i.e. whether they have fulfilled all requirements and minimum eligibility criteria of the corresponding technical proposals and submitted the relevant data/details as specified in the Bid document or not?On the basis of the said evaluation, qualified and unqualified will be shortlisted with due justification and reason.

4.4)As mentioned above, firm can apply for more than one Zone office. Bidder firm will submit the price bid on line on GEM portal accordingly for more than one zone office. Qualified and eligible firms would be taken for the further process of selection on the basis of price bid as mentioned above.

Out of all the eligible and qualified firms, firm with L1 will be selected for the assignment. If single firm qualifies as L1 for more than one zone office, usually said firm will be allotted/selected for one zone office only. While, in

respect of other zone offices, L2 of respective zone offices will be approached and will be asked to provide consent to work at price of L1 for the respective zone office. If L2 denies to do so, L3 Firm will be approached and so on.

However, if it is deemed appropriate in the interest of the assignment and Board, Board may allocate more than one zone offices to particular L1 CA firm considering the relevant factors such as No. of staff available with the firm, past experience and performance of the firm, proximity of one or more zone offices, proximity of the offices under respective zone/zones, Number of offices under one or more zone offices, quantum of work under one or more zone offices, presence of CA firm in particular zone/zone offices, denial by other firms to accept the assignment etc.

4.5) Quoting of fees/price bid on GEM portal:-

Price bids to be quoted in **Form No-5(to be submitted online only on GEM portal)** should contain lump sum fees for the assignment of particular zone considering the estimated/prevaling fees structure duly mentioned in **Annexure-3**. Rates of fees mentioned in the said Annexure are existing and prevailing rate of fees and indicative only. As mentioned above, bidder firm may quote fees for more than one zone office.

Firms will be required to quote fees/submit price bid on line on GEM portal as per **Form No.-5**. Fees quoted on GEM portal must be lump sum amount of fees (inclusive of out of pocket expenses, travelling and other cost and inclusive of GST at prevailing rate), on line on GEM portal as per GEM requirements in respect of each zone/segment applied. Selection of the firm will be made as specified in point No.3 and 4 mentioned above.

4.6) On the evaluation of price bid submitted, if it is found that prices quoted by the bidder/bidders are unreasonably low or unworkable prices w.r.t. particular zone/zones as compared to estimated fees, Board reserves the rights to cancel the said tender process (either wholly or partially) and may further decide to re invite tender accordingly with condition that firm/firms quoting unreasonably low fees or unworkable fees would be prohibited from taking part in such re invited tendering process.

4.7) Bid proposals submitted by the bidder firms will be considered as valid for 180 days from the date of its submission.

5) In case firm voluntarily withdraws from the assignment after allotment of the work/denies performing Audit verification work assignment after its selection without giving appropriate justifications/ reasons, firm will be considered as disqualified; SD/EMD will be forfeited and would not be considered as eligible one from participating any bid floated by the Board for further period, as decided by the Board considering circumstances of each such matter on case to case basis.

6) Successful bidder firm will be required to deposit performance security deposit of **Rs. 10,000/- or 5% of total value of fees of assignment for particular zone, whichever is lower** within 10 days of receipt of intimation regarding the selection of the firm as consultant auditor Firm/Consultant Firm of respective zone/zone offices, in the form of FDR or Bank guarantee payable in favor of, "Senior Manager Finance, GWSSB, Gandhinagar" of any

Nationalized/Scheduled Bank as mentioned in the latest GR of DMO branch, Finance Department. FDR or BG submitted as Performance Security must be valid for 9 months from the date of issuance of the letter of selection as consultant Firm.

Further, apart from above mentioned regular performance security, Board may decide to obtain additional performance security during the tenure of the assignment and same will be binding upon all the firms.

8) In case of delay in submission of work Report, as prescribed in schedule of conducting consultancy work, If deemed appropriate and being convinced about delay attributable at the part of Audit firm, Board may recover penalty at the rate of 0.1% of audit fee payable per week maximum up to 10% of Fee payable.

9) Firms allotted with the assignment will immediately start working of particular office as per the appointment order issued, schedule given and in accordance with scope of work and detailed terms and conditions mentioned in the appointment letter issued and will complete the work as per the terms of appointment letter.

10) TENURE OF WORK:-

This assignment would be time bound assignment to be completed within period of three months from the date of issuance of appointment order. However, Board may increase time limit of the said work/assignment considering the circumstances and practical difficulties faced in execution of the said work/assignment.

If any firm voluntarily willing to discontinue the assignment given, firm will give at least one month notice to the Board mentioning the reasons for proposed discontinuation. Board will decide about such proposal on case to case basis considering the relevant factors and circumstances of each case and will take appropriate actions (including the penal actions, if any required) in this regard, as it deems appropriate.

11) GENERAL REQUIREMENTS:-

GWSSB reserves all rights to alter any or all requirements of the assignment including the scope of work and terms and conditions. Decision of the Board will be final and binding upon all the firms in all the matters and aspects. In case any complain is received from the concerned authority/offices/zone offices/ other offices of GWSSB or any other offices/authorities or third party or defects are noticed by Account wing of the Board itself regarding poor performance of firm, misreporting/non reporting of material facts, gross negligence in the performance, non-co-operation of Firm or any other mala-fide motives/intention, Board may decide the case accordingly and may order in change of firm from the allotted assignment or may take other appropriate actions (including the Penal actions such as debarment, banning from taking part in the future assignments of the Board, termination, withholding/forfeiting security deposit, deduction of fees etc. or any other penal action) as deemed appropriate in this regard.

12) In case selected firm denies/ rejects /not working after the allotment of particular assignment, firm will be required to provide written justification along with proper reasons in writing to the Financial controller for not

accepting/denying/rejecting/not working after allotment in respect of any assignment given. If these reasons are found satisfactory and justifiable, financial controller may decide the case on the basis of merits of the particular case.

If the reasons are not found satisfactory or justifiable and/or of avoiding nature such as overload of staff/ shortage of staff/ Place is not convenient etc., Board may take action of removing the firm from the assignment/all the assignments of the Board, banning the firm from taking part in the future assignments of the Board for period as deemed appropriate w.r.t. events or circumstances, may forfeit the Security Deposit, withheld or recover the fees payable to the firm or may take any other penal actions as deemed appropriate in this regard.

-SD-

**Financial Controller
GWSSB
Sector-10-A, Gandhinagar**

Enclosures:-As above

ANNEXURE – 1

TERMS OF REFERENCE (TOR):-

Auditverification work of verification of Process, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its payment:-

Presently, there are 43 Division offices working under Board executing Rural Water Supply Programme, Jal Jeevan Mission program and Other various other Programmes, deposit works etc.as independent Payment and accounting Centre.Said offices are maintaining accounting and financial records of transactions entered as part of execution of work assigned to them.

As entire work from preparation of Draft Tender papers, tendering process, awarding of work till the payment of work bill involving various processes, procedures and documentation at different stages dealt by the Division offices to zone office to H.O., it is utmost important and crucial to verify whether each process, procedure and documentation w.r.t. Capital and O & M works is appropriate, uniform, standardized and as defined/determined by the Board including the time lag involved in entire cycle. Said study will also be useful in providing useful inputs and suggestions w.r.t. taking corrective measures to further speed up, standardize and smoothen the entire time cycle. In order to verify the said aspects/matter in depth, it has been decided to study and examine the actual data/details of Division offices covering all 6 zone offices plus H.O. and other offices for the period of 6 months in this regard.

C.1) Scope of Consultancy work:-

- 1) Identify the key stages in the payment cycle from tender allotment to final payment to agencies.
- 2) Analyse the time taken at each stage and pinpoint the primary causes of delays.
- 3) Assess the existing procedures and documentation requirements at different levels of the payment process.
- 4) Propose recommendations for optimizing the payment process to reduce the overall cycle time.
- 5) Ensure that the proposed solutions comply with regulatory and budgetary constraints.
- 6) Recommend enhancements to the delegation of powers framework to strengthen oversight and accountability in the payment process.

C.2)Other points:-

1)Above mentioned consultancy work will be carried out in respect of all the Division offices of all the Zone offices for period of last six months covering each claim/bill till the final payment made to the agency during the said period. Presently, there are 43 division offices working under six zone offices.[List of zone wise Division offices is mentioned at **Point No. 2.1** above.

2) For carrying out the said assignments as per scope of work mentioned at **C.1)** above, for the entire Zone office (consisting of Division offices there under) **[as decided by the Board]**, one CA firm, will be appointed.

2.1) List of zone offices (including Division offices there under) for this assignment are as under:-

Sr.NO.	Zone	Name of Division
1	Zone-H.O. and others	Board HO, Gandhinagar
2		GJTI, Gandhiangar
3		P H Mech.Dn, Gandhiangar
4	Zone-1	P H W Dn, Vadodara
5		P H W Dn, Chhotaudepur
6		P H W Dn, Lunawada
7		P H W Dn, Godhara
8		P H W Dn, Dahod
9		P H W Dn, Rajpipla
10		Zone-2
11	P H W Dn, Mehsana	
12	P H W Dn, Palanpur	
13	P H W Dn, Patan	
14	P H W Dn, Radhanpur	
15	P H W Dn, Deesa	
16	P H W Dn, Himatnagar	
17	P H W Dn, Modasa	
18	P H W Dn, Nadiad	
19	P H W Dn, Anand	
20	Zone-3	P H W Dn, Gandhinagar
21		P H W Dn, Rajkot
22		P H W Dn, Jetpur
23		P H W Dn, Surendranagar
24		P H W Dn, Limbdi
25		P H W Dn, Morbi
26		P H W Dn, Jamnagar
27	P H W Dn, Khambhalia	
28	Zone-4	P H W Dn, Bhuj
29		P H W Dn, Bhachau
30		P H W Dn, Nakhatrana
31		P H W Dn, Anjar
32	Zone-5	P H W Dn, Porbandar
33		P H W Dn, Junagadh
34		P H W Dn, Veraval
35		P H W Dn, Bhavnagar
36		P H W Dn, Amreli-1
37		P H W Dn, Botad
38	Zone-6	P H W Dn, Ahwa
39		P H W Dn, Surat
40		P H W Dn, Valsad
41		P H W Dn, Bharuch
42		P H W Dn, Vyara
43		P H W Dn, Navsari

3)Firm appointed for the said assignment will carry out the work visiting the each concerned offices(Divisions, Zone offices and H.O.)accessing, verifying and examining the relevant and basic records, details, documents, ERP software and other details & records covered under and involved at each stage, process and procedure mentioned under scope of work mentioned at above.

4)Firm will prepare detailed data base of due verification carried out by them. Prescribed format of same is mentioned at **Annexure-5**which will be required to be submitted along with their report.

5)After the completion of verification process, firm will carry out detailed analysis studying each stage, process and procedure in detail assessing aspects such as stages of submission, processes and procedural aspects carried out, time lag involved, documents required, documents presented etc. and submit their analytical derivations and recommendations as part of their Report as per **Format**mentioned at **Annexure-5**.

6)Firm assigned with the work of Head office will also prepare consolidated and over all Report of GWSSB as whole covering the reports of all the zone offices(including all the Division offices) on the basis of reports submittedby all the firms for respective zone offices apart from and in addition to work as per scope of work provided for assignment of H.O. and other allied offices.

7)Apart from the construction work, major activity of Board involves operation and maintenance of water supply works. In order to ensure the operation and maintenance activity is carried out in manner and as stipulated in the tender document and to achieve the end results of work with water supply to the beneficiaries as envisaged, detailed inspection check list[**mentioned as C.3 below**] and elaborate guidelines have been prepared by the Board w.r.t. operation and Maintenance work. Concerned consultant firm will also verify the fulfilment of the said guidelines, check list and verify & ensure that proper documentation and records for the same has been maintained for the same or not?

8)Deputy Finance Controller, GWSSB will act as nodal and co-ordinating officer on over all basis for above mentioned assignment. While, Senior Manager(Finance & Accounts) at each zone level will act as nodal and co-ordinating officer for facilitating the timely submission of required data base as well as ensuring explanation of due processes, stages, procedures, documents, records etc. by the respective division offices under zone office as well as those of Zone office itself.

9)Assignment will be required to be completed in time bound manner within period of 3 months from date of receipt of appointment order in this regard.

C.3) Inspection checklist for review of O & M activities in RWSS:-

RWSS name _____

District _____

Date of visit _____

Person contacted on site & designation _____

Contact number _____

RWSS water supply demand (MLD) as on date	
Population (V+C+H) as on date	
WTP nos. & capacity	
Total V+C+H commissioned (no)	
Total V+C+H operational as on date	
Total V+C+H with technical issue as on date	
Part A- Amount (current year)	
Part B- Amount (total contract duration)	
Part C- Amount	
Performance security deposit submitted as per tender document. - Amount - Validity	

O&M Inspection: Checklist

Collect copies of relevant documents and take photographs

Sl. No.	Assessment item	Y/N
1	Completeness of DTP and Contract document (GWSSB point of view)	
a	DTP is comprehensive in nature - Electro-mech& civil work - Scope of work - All annexures are updated	
b	Asset inspection report & baseline provided in DTP (Attachment to Ann-IX)	
c	List of operational/ technical/ voluntary habitations set as baseline. (Ann-I Habitation list) - No. of technical villages covered in Part C - No of technical villages for incentive eligibility	
d	Asset list and their working conditions (Ann-IX)	

Sl. No.	Assessment item	Y/N
e	All clauses, conditions as per new O&M policy (Section III- General Conditions of Contract)	
f	Any modification done in eligibility criteria w/o approval?	
2	Establishment and contractor's equipment	
a	Number of personnel deployed is as per contract. (Ann- III)	
b	Qualification of all deployed manpower (Ann-III)	
c	Utility vehicles as per specifications in contract? (Scope of contractor & Ann-III)	
d	Site personnel in proper uniform and has ID card? (Ann-XIII & XIV)	
e	Provision of IT hardware at H/W for reporting in ERP (6. Scope of work)	
3	Asset condition (current state)	
a	Any visible deterioration of assets and pending minor repairs	
b	Housekeeping (sweeping, toilets, stacking and sorting of items, visible debris etc.)	
c	All components functional? No bypass arrangement shall be active in any of the components. (WTP, panel boards, pumping machinery etc.) Compare with Ann-IX	
d	Painting due but not done?	
e	Cleaning of storage structures (tanks, sumps etc) as per Part B of Sch B	
4	Reports and record keeping (Scope of work> General activities> Record keeping, Ann- V & VIII)	
a	Filter plant operation records (quantity, quality etc) Ann-VIII (1)	
b	Pumping station operation records (Ann-VIII (2))	
c	Chemical stock and dosing records (Ann-VIII (3))	
d	Stores & inventory record (Ann-VIII (4))	
e	Grievance logs (Ann-VIII (5))	
f	Visitors log (Ann-VIII (6))	
g	Preventive and curative maintenance activities (Ann-VII & Ann-VIII (7)) Daily, monthly, quarterly, half yearly, annual, overhaul, painting for each component on schedule dates Daily checklists shall be pasted at asset location and duly filled.	
h	Daily Habitation wise Water Supply Report (Ann- VIII (8))	
i	Leakage records (found and attended) (Ann-VIII (9))	
j	Energy audit	
k	Water audit (Ann V)	
l	Calibration and servicing logs (Ann-VIII (7.1))	
m	Performance tests/ Preparedness activities (Ann-VII) summer - Pre monsoon	
n	ERP reporting on daily basis (Ann-V) [daily/ monthly]	

Sl. No.	Assessment item	Y/N
5	Statutory & Regulatory checks	
a	Compliance with labour laws (General conditions of contract clause 8 onwards)	
b	Insurance of personnel and assets	
c	License for storage and transportation of tonners (if stored more than 5) (Check if GWSSB scope or contractor's scope)	
6	Safety observations	
a	Maintenance fire safety: Extinguishers etc. (working condition)	
b	Neutralisation pond up-keepment	
c	Site personnel wearing PPEs while doing hazardous jobs (esp. chlorine handling)	
7	Review meetings status (Ann-IV)	
a	Daily review meeting (by Maint. Engineer)	
b	Weekly meeting (by AE/ AAE/ JE)	
c	Monthly meeting (by DEE) & Inspection report	
d	Quarterly meeting (by EE)	
8	Payment of O&M fees (procedural) (Ann-VI & Price Bid)	
a	Whether any payment is being deducted for technical villages already in contract baseline?	
b	Whether any penalty levied for villages becoming technical villages during contract?	
c	Bill submitted on time by contractor?	
9	Operational aspects	
a	Items taken under Part C of Price Bid Sch B Including list of technical villages.	
b	Timeline provided for completion of part C items and actual progress (Physical and Financial)	
c	Once in 15 days water supply to Voluntary villages? (as per Scope of work)	
d	Standby infrastructure in working condition?	
e	Review water supply quantity being supplied from RWSS v/s Raw water drawl from offtake/intake	
f	Review electricity bills for a) Power Factor compliance b) Actual usage against contract load c) other penalties levied by DISCOM	
10	Any other observations	

Signature of Inspecting member: _____
Name: _____
Designation: _____
Company name: _____

Signature of GWSSB Representative: _____
Name: _____

Designation: _____
Company name: _____

Signature of authorized representative of O & M Agency: _____
Name: _____
Designation: _____
Company name: _____

-----x-----

Note:-

Apart from the above checklist, detailed and elaborate guidance note including DTP of capital works, O & M work, documentation, data/details required for verification etc. will be provided along with the detailed appointment order issued in this regard.

ANNEXURE – 2

SUPPLEMENTARY INFORMATION w.r.t. Technical Proposal

Technical Proposal will include the following information:-

1. Forwarding letter w.r.t. proposal for Audit verification work](**Form-1**)
2. Brief description of the firm/organization, Name, Address, Phone / Fax Numbers, E-mail ids, establishment date, registration with ICAI Registration Numbers PAN, TAN, Service Tax and partners details, constitution issued by ICAI. [**Form-2(I) and 2(II)**]
3. Details of CA/Non CA Staff (**Form-2-A**)
4. Details of work experience of working on at least 1 Government Auditee entity/organization in preceding 3 years. (**Form-3**)
5. Details of Total fees and Audit and Attestation income of CA Firm with supplementary evidence of Audited Balance Sheet, Income and expenditure Statement and CA certificate(**Form-4**)

Notes:-

- 1) Information/Details submitted along with technical bid or as part of technical bid should be supported by valid and current/updated documentary evidences.
- 2) Audit verification work assignment will be allotted zone wise. Firm can apply for more than one zone office, but only one set of technical bid(including documents, details etc. as mentioned above) is to be submitted physically.
- 3) Technical proposal should be submitted on line on GEM portal as well as in physical form as per prescribed schedule.**Price bid will be required to be submitted online only on GEM portal. Physical submission of price bid by bidder will be liable to be rejection fort worth.**

FORM -1

Forwarding Letter

From:-

.....
.....
.....

Sir,

Sub.:-Submission of Proposal for Appointment for Audit verification work of various offices of the Board, as mentioned in the Invitation for Proposal in respect of zone No.____,____,_____[Mention name and number of each zone office applied]

Ref.:-GEM Tender ID No._____

We have carefully gone through the entire Tender document/document of Invitation of Proposal w.r.t. the above mentioned assignment of Board. Information/details provided by us in response to tender bid/Invitation of Proposal are true and correct and provided after going through and referring the tender/bid document in detail. In case of any incomplete or non-submission of information/details, any action taken by the Board in this regard will be binding upon us. If any discrepancies or incorrect/false/misleading submission of information/details/data are noticed in respect of our Proposal/submission of bid documents/papers later on, any action taken by the Board in this regard will be binding upon us.

Further, we agree with the proposed scope of work, terms and conditions and other matters/points regarding the assignment of Audit verification work(as mentioned in this bid document) and other allied/relevant matters and also undertake to abide/follow/adhere any changes made by Board in this regard in future during the continuation of Audit verification work assignment.

Necessary/relevant documents, details and information are submitted here with as part of application for present bid proposal and same are true and correct to the best of my knowledge and information.

Encl.:-As above

Yours faithfully

Signature

Full name

and address.....

ofCA Firm)

Note:-

This letter should be submitted along with Technical Proposal.

FORM -2(I)

Firms' Name _____

Details of Full-Time Partners of the firm

C.A. Staff (Partner/Director)

Sr. No.	Name	Mention whether he is Full time Partner / Part Time partner/ Others	Membership No.	Whether FCA / ACA	Date of joining the firm (full time)	Date of Becoming FCA	Station & Region Where residing at present	Whether acknowledged of Income Tax Return for the F.Y. 2022-23 attached YES / NO	Whether has ISA (Information system Audit) CISA or any other equivalent qualification (<i>Specify the qualification</i>) *	Details of working experience in Gujarat Region
1	2	3	4	5	6	7	8	9	10	11

Notes:-

- Certificate of constitution issued by ICAI as mentioned in the eligibility criteria must be attached.
- This form should be submitted with Technical Proposal.

Sign & Seal

FORM -2(II)**Other details in support of Technical bid as well as in fulfillment of relevant terms & conditions of bid**

(To be printed on letter head of firm-To be attached/submitted physically as well as on line as supporting to technical eligibility criteria and in fulfillment of relevant terms and conditions of the bid)

Sr No	Particulars	Details/documents required
1	Name of Firm	
2	Date and year of Establishment	
3	Firm Registration Number With ICAI	
4	Constitution (Firm/LLP)	Attach copy of registration certificate in case of LLP and Partnership deed in case of Partnership firm
5	Office Address	
6	Contact Person & Contact Number	
7	Email address	
8	Details of Partners (For point 3 of eligibility criteria)	Separate list containing:- 1. Name 2. Membership Number 3. Year of Registration with ICAI.
9	Details of Staff	Separate list containing details of staff including Chartered accountants in full time employment.
10	Firm Income Tax PAN No	Number as well as document separately attached.
11	Firm GST Number	Number as well as document separately attached.
12	Empanelment No with C & AG office	Number as well as empanelment letters of last three years separately attached for FY 2021-22, 2022-23, 2023-24 and for FY 2024-25, if same has been issued by C&AG office.
13	LLP/Firm Registration No. with ROF (Registrar of firm) or any other competent Authority.	Copy of Registration certificate
14	Registration as MSME (If firm is registered as MSME entity and claiming exemption from submission of EMD)	Copy of latest MSME registration certificate valid as on current date
15	Empanelment of RBI for bank Audit purpose	Category/ranking of firm and empanelment letters of last three years i.e. FY 2021-22, 2022-23, 2023-24 and for FY 2024-25, if same has been issued by RBI.

Note:-

Apart from the above mentioned details, documents/details required for fulfillment of Minimum eligibility criteria, as mentioned at **Point no. 3** should be attached physically as well as to be submitted on line on GEM portal.

FORM-2(A)

CA and Non CA staff

r. o.	Name of the Employee	Qualification	Date of Joining	Total Experience in this work
1	2	3	4	5

Note:-

This form should be submitted with Technical Proposal. In case of CA employee, ACA number must be mentioned in the above table. Further, as per condition no.5.5)of Finance Department GR No.GR no JNV-10-2018-1143-A dated 16.09.2019 in case of CA employee, he or she must be serving with the firm since last one year ending on date of uploading of this tender.

Sign & Seal

FORM - 3

Firms' Name _____

Details of experience of Audit at least one(1) **category I or II** Public Institution, Public Sector undertaking or Public authorities or Government Agency etc. [as mentioned in Annexure-1 to 3 of Finance Department, GOG resolution dated 16.9.2019 and 8.6.2020 and duly mentioning in eligibility criteria] during last 3 years i.e.2021-22, 2022-23& 2023-24.

Sr. No.	Name of the Govt./Govt. Agency	Nature of assignment	Category of Auditee Entity (as per FD GR)	Year for which appointed	Current status of work	Date of signing Audit report	Completion certificate Date if work is completed

Notes:-

- Work order must be submitted with Technical Proposal.
- Attach separately work order / order of appointment and signed copies of Audit report-Audited Annual accounts of particular PSU or entity.
- Attach Certificate of work completion issued by competent authority of respective PSU or entity as proof of work completion in case work is already completed.
- Each appointment order will be treated as separate assignment.
- Any kind of Audit of branch of bank or insurance Company would not be considered as work of listed Company for considering for the eligibility.
- This form should be submitted with Technical Proposal.

Sign & Seal

FORM - 4

Firm Name and address _____

Details of Total professional fees income and Audit&Attestation fees income:-

(Rs. in lakh)

Sr. No	Year	Total Professional fees income	Audit and Attestation fees Income
1	2020-21		
2	2021-22		
3	2022-23		

Note:-

Copy of audited income and expenditure Account covering all required details(as mentioned in the above table)and **Certificate of the Practicing Chartered Accountant(along with UDIN Number) certifying the above details** must be attached as part of submission of technical proposal.

Sign & Seal

FORM - 5

Format for submission of Financial Proposal (to be filled on line on GEM Portal only]

Sr.NO.	Zone	Name of Division	Lump sum fees (Amt. in Rs.) <i>(inclusive of GST at prevailing rate, out of pocket, travelling and other cost)</i>
1	Zone- H.O. and others	Board HO, Gandhinagar	
2		GJTI, Gandhiangar	
3		P H Mech.Dn, Gandhiangar	
4	Zone-1	P H W Dn, Vadodara	
5		P H W Dn, Chhotaudepur	
6		P H W Dn, Lunawada	
7		P H W Dn, Godhara	
8		P H W Dn, Dahod	
9		P H W Dn, Rajpipla	
10	Zone-2	P H W Dn, Ahmedabad	
11		P H W Dn, Mehsana	
12		P H W Dn, Palanpur	
13		P H W Dn, Patan	
14		P H W Dn, Radhanpur	
15		P H W Dn, Deesa	
16		P H W Dn, Himatnagar	
17		P H W Dn, Modasa	
18		P H W Dn, Nadiad	
19		P H W Dn, Anand	
20		P H W Dn, Gandhinagar	
21	Zone-3	P H W Dn, Rajkot	
22		P H W Dn, Jetpur	
23		P H W Dn, Surendranagar	
24		P H W Dn, Limbdi	
25		P H W Dn, Morbi	
26		P H W Dn, Jamnagar	
27		P H W Dn, Khambhalia	
28	Zone-4	P H W Dn, Bhuj	
29		P H W Dn, Bhachau	
30		P H W Dn, Nakhatrana	
31		P H W Dn, Anjar	
32	Zone-5	P H W Dn, Porbandar	
33		P H W Dn, Junagadh	
34		P H W Dn, Veraval	
35		P H W Dn, Bhavnagar	
36		P H W Dn, Amreli-1	
37		P H W Dn, Botad	
38	Zone-6	P H W Dn, Ahwa	
39		P H W Dn, Surat	
40		P H W Dn, Valsad	
41		P H W Dn, Bharuch	
42		P H W Dn, Vyara	
43		P H W Dn, Navsari	

Notes:-

- 1)** Bidder firm can apply for more than one zone/segment. Price bid for each zone applied must be submitted on line on GEM portal as per GEM requirements.
- 2)** Price bid is to be submitted on line only on GEM portal. Physical submission of price bid will be not considered and will render the firm as ineligible for this assignment.
- 3)** Fees quoted must be lump sum fees for the entire assignment inclusive of all out of pocket exp., travelling exp. And other cost and GST at prevailing rate.
- 4)** Fees quoted will be firm during the entire term of assignment and no escalation will be paid during the term of assignment.
- 5)** Bidder may refer to the **Annexure-3** mentioning estimated rate of fees as one of the basis for quoting fees for the present assignment.

ANNEXURE-3**Schedule of estimated fees**

No.	Zone	Name of Zone and Division Office	Amt.(in Rs.)
1	1	P H W DN, VADODARA	97350
2		P H W DN, CHHOTAUDEPUR	
3		P H W DN, GODHARA	
4		P H W DN, LUNAWADA	
5		P H W DN, DAHOD	
6	2	P H W DN, AHMEDABAD	214170
7		P H W DN, MAHESANA	
8		P H W DN, PALANPUR	
9		P H W DN, PATAN	
10		P H W DN, HIMMATNAGAR	
11		P H W DN, MODASA	
12		P H W DN, GANDHINAGAR	
13		P H W DN, NADIAD	
14		P H W DN, ANAND	
15		P H W DN, RADHANPUR	
16		P H W DN, DEESA	
17	3	P H W DN, RAJKOT	136290
18		P H W DN, JETPUR	
19		P H W DN, SURENDRANAGAR	
20		P H W DN, LIMBADI	
21		P H W DN, MORBI	
22		P H W DN, JAMNAGAR	
23		P H W DN, KHAMBHALIYA	
24	4	P H W DN, BHUJ	77880
25		P H W DN, BHACHAU	
26		P H W DN, NAKHATRANA	
27		P H W DN, ANJAR	
28	5	P H W DN, JUNAGADH	116820
29		P H W DN, VERAVAL	
30		P H W DN, PORBANDAR	
31		P H W DN, BHAVNAGAR	
32		P H W DN, AMRELI	
33		P H W DN, BOTAD	
34	6	P H W DN, BHARUCH	136290
35		P H W DN, VYARA	
36		P H W DN, NAVSARI	
37		P H W DN, SURAT	
38		P H W DN, VALSAD	
39		P H W DN, RAJPIPLA	
		P H W DN, AHWA	
40			
41	Zone-	HEAD OFFICE	71390

42	H.O. &	MECH DN G'NAGAR	
43	others	GJTI	
		Grand Total	850190

Note:-

Above table are indicative only mentioning tentative/estimated rate of fees including Travelling cost, out of pocket exp.and GST@18%

Format of agreement for Audit verification Work of Division/zone/office/H.O.

Subject:- Appointment for Audit verification of Process, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its payment of the Divisions/other offices and H.O. of Board.

Name and Address of Firm:-

.....
.....

Name and Address of concerned division/Zone office/H.O.:-

.....
.....

1. Set out below are the terms and conditions under which **M/s**..... has agreed to carry out for GWSSB, Gandhinagar the above mentioned assignment specified its attached Terms of Reference (TOR).
2. For administrative purposes **Mr.**GWSSB, Gandhinagar has been assigned to administer the assignment and to provide **M/s**..... with all relevant information needed to carry out the assignment. The services will be required under for about months, during the period from
3. Financial Controller, GWSSB, Gandhinagar may find it necessary to postpone or cancel the assignment and /or shorten or extend its duration. In such case, all efforts will be made to give you, as early as possible, notice of any changes. Its event of termination, **M/s**. shall be paid for the services rendered for carrying out the assignment to the date of termination, and **M/s**..... will provide the Financial Controller, GWSSB, Gandhinagar with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.
4. The services to be performed, the estimated time to be spent, and the reports to be submitted will be as per Terms of Reference (TOR).
5. This Agreement, its meaning and interpretation and the relation between the parties shall be governed by the laws of Union of India.
6. This agreement will become effective upon confirmation of this letter on behalf of **M/s**. and will terminate on, or such other date as mutually agreed between the Financial Controller, GWSSB, Gandhinagar and **M/s**.
7. Payment for the services will be made as per the Terms of Reference (TOR). The fee of **Rs**..... + Prevailing GST includes all the costs related to carrying out the services and overhead imposed on **M/s**. However if there is upward revision in GST, the difference between prevailing rate & revised rate shall be paid to the Auditor Firm/Consultant Firm. If there is any downward revision in service tax, the difference between prevailing rate & revised rate shall be recovered from the Firm.
8. **M/s**. will be responsible for appropriate insurance coverage. In this regard, **M/s**. shall comply with the

- provisions of compensation, employment liability insurance for their staff on the assignment. The Firm shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of **M/s.**or its staff. **M/s.** shall provide the Financial Controller, GWSSB, Gandhinagar with certification thereof upon request.
9. **M/s.** shall indemnify and hold harmless the Financial Controller, GWSSB, Gandhinagar against any and all claims, demands, and/or judgments of any nature brought against the G.C.E.E., Gandhinagar arising out of the services by **M/s.**under this Agreement. The obligation under this paragraph shall survive the termination of this Agreement.
 10. auditor Firm/Consultant Firm agrees that, during the term of this Contract and after its termination, Auditor Firm/Consultant Firm and any entity affiliated with Pre Auditor Firm/Consultant Firm, shall be disqualified from providing goods materials, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the services.
 11. All reports and other documents or software submitted by **M/s.**its performance of the services shall become and remain property of the Financial Controller, GWSSB, Gandhinagar. The auditor Firm/Consultant Firms may retain a copy of such documents but shall not use them for purposes unrelated to this contract without the prior written approval of the Client.
 12. Firm undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Agreement, will conduct themselves in a manner consistent herewith.
 13. Firm will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.
 14. Terms and Conditions given its Tender will be obeyed by **M/s.**.....
 15. **M/s.** shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the Client shall perform such duties in this regard to the deduction of such tax as may be lawfully imposed.
 16. **M/s.** agree that all knowledge and information not with its public domain which may be acquired during the carrying out of this Agreement, 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 Financial Controller, GWSSB, Gandhinagar written permission.
 17. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.
 18. The firm shall make his own arrangements for engagement of all staff, local or other, and for their payment, housing, feeding and transport as required. During continuation of the agreement, the auditor Firm/Consultant Firm shall abide at all times by all existing labour enactments and rule made there under, regulations, notifications and bye laws of the State or Central

Government or Local Authority and any other labour law (including rules), regulations, bye laws that may be passed or notifications that may be issued under any labour law in future either by the State or the Central Government or the Local Authority as applicable.

19. Firm will be responsible for all type of liabilities that may arise under any act related to workmen Compensation, Minimum wages, injury to staff or damage to any property of employees who are employed by them under this contract and no additional amount will be paid to the auditor Firm/Consultant Firms in this regard under this contract.

Place : Gandhinagar

Date :

(Signature of Authorized Representative on behalf of auditor Firm/Consultant Firm)

In presence of:

.....

(Signature & Name of the Client's Representative)

Note:-

Above is illustrative draft agreement. Instead of above mentioned agreement, Board may issue appointment letter for assignment of consultancy work incorporating various terms and conditions.

Audit verification work Reporting Format

4 A.1) Detailed Report Format:-

[To be issued on the letter head of the CA Firm]

Name of Zone office:-

Name of Division office:-

Period covered:-

No. of bills and Payment vouchers:-

I) Identifying the existing Stages of Payment cycle w.r.t. bill/claims raised and paid during the period [starting from tender allotment to final Payment to agencies]

Mention each stage:-

1)

2)

3)

4)

5)

And so on

II) Time taken at each stage with primary causes of delay in each case:-

Consider each stage mentioned at A) above and show days taken under each stage as well as delay with reasons in respective cases.

III) Assessment of existing procedures and documentation requirements at different levels of the payment process:-

IV) Specific verification of guidelines, checklist and documentation w.r.t. operation and Maintenance work:-

Note:-

Details mentioned in the above format, required to be verified and to be submitted in respect of each Division office under respective Zone office (as per appointment/assignment letter issued) separately and overall summary of data base to be provided w.r.t. particular zone office/offices allotted under Particular zone office.

4-A.2) Summary report Format:-

[To be issued on the letter head of the CA Firm]

1) Name of Zone office:-

2) Names of Division offices under Zone:-

3) Period covered:-

4) Summary table of No. of bills and Payment vouchers covered under verification (mentioning each Division office):-

5) Analytical Points upon verification of various stages & levels till final payment:-

- 6) Points on assessment of existing procedures and documentation requirements at different stages and levels till final payment:-
- 7) Specific points regarding verification of guidelines, checklist and documentation w.r.t. operation and Maintenance work:-
- 8) Recommendations for optimizing the payment process to reduce the overall time cycle:-
- 9) Suggesting solutions to comply with regulatory and budgetary constraints:-
- 10) Recommendation for enhancements to the delegation of powers framework to strengthen oversight and accountability in the payment process:-
- 11) Any other point as suggested/submitted by Firm:-

Encl.:-Detailed **Annexure** of data base
Collected in Prescribed format as mentioned in **4-A.1 and 4-A.2** above.

Note:-Annexure is integral part of this report.

Stamp and Signature of Authorized

Partner/signatory

Name of the Firm
Name of Authorized Signatory or Partner

UDIN No.:-

Date:-

Place:-

Annexure-6

SelfDeclaration regarding Debarment, punishment and other matters

[To be printed provided on the stamp paper of Rs. 300 duly notarized by Notary]

This is to certify that I _____ undersigned fully authorized by (Name of Firm) to submit this bid document in response to the tender of Audit verification work regarding Processes, Procedures and documentation w.r.t. various stages of capital, O & M and any other work from awarding of work till its payment in respect of Divisions/other offices and H.O. of GWSSB.

This is further certified that:-

Our firm or any of its partners have not been debarred /delisted/banned by any government Organization, Department, Government Company, Board, Corporation, society, Governmental authority, Government entity, Trust or any other organization, Public sector undertaking etc. or by any regulatory authority and there is no adverse action taken or proposed to be taken against firms or any of its partners by any regulatory authority.

In case of any adverse/ disciplinary action is initiated against the firm or any of its partners during the process for appointment of CA Firm for this assignment and also after appointment (If selected), the organization (GWSSB) can terminate the appointment without assigning reasons thereof.

Further, this is to certify that the firm or any of its partner has not been issued with any order of disqualification, debarment or termination by Government any government organization, Department, Government Company, Board, Corporation, society, Governmental authority, Government entity, Trust or any other organization, Public sector undertaking etc. or by any regulatory authority in respect of any ongoing proceedings.

We hereby confirm that all the information given in tender document submitted here by is correct.

Date:

Place:

NAME OF THE FIRM WITH STAMP & SIGNATURE
OF Authorized PARTNER/Authorized Signatory

