



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5538096
Dated/दिनांक : 23-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-11-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-11-2024 18:30:00
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	Labour And Employment Department Gujarat
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Gujarat Skill Development Mission Gandhinagar
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; As mentioned in Tender
Contract Period/अनुबंध अवधि	7 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price/न्यूनतम मूल्य	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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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.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :FINANCIAL BID BREAKUP - [1729680061.xlsx](#)**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा****Scope of work to be uploaded by buyer:**[1729680318.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As mentioned in Tender	100	70	View File

Total Minimum Qualifying Marks for Technical Score: 70

QCBS Weightage(Technical:Financial):70:30

Presentation Venue:Gujarat Skill Development Mission
Dr. Jivraj Mehta Bhavan, Block No. 2,
Third floor, Gandhinagar-382010

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
25-10-2024 12:00:00	Gujarat Skill Development Mission Dr. Jivraj Mehta Bhavan, Block No. 2, Third floor, Gandhinagar-382010

Financial Advisory Services - Onsite; As Mentioned In Tender (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Category of financial advisory service	As mentioned in Tender
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Compliance and Governance Needs , Tax Litigation Strategy , Support for Tax Assessment , Negotiations Support , As mentioned in Tender
Financial Advisory Reports	Yes
Frequency of Progress Report	As mentioned in Tender
Type of Professional/Resources required	As mentioned in Tender
Qualification of Professional/Resources required	As mentioned in Tender
Certification of Professional/Resources required	As mentioned in Tender
Total Experience of Professionals / Resources (In years)	As mentioned in Tender

Specification	Values
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

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	Sagar Patel	382010,GUJARAT SKILL DEVELOPMENT MISSION, BLOCK NO.2, THIRD FLOOR, DR. JIVARAJ MEHTA BHAVAN, OLD SACHIVALAY, GANDHINAGAR	1	N/A

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. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

4. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

5. 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.

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---

Request for Proposal

FOR

**“Appointment of Chartered Accountancy Firm
to record and maintain books of accounts and filling of GST, TDS,
GST TDS, Income Tax and PF returns
of
“Gujarat Skill Development Mission”**

Issued on :



Gujarat Skill Development Mission

Dr. Jivraj Mehta Bhavan, Block 2, 3rd Floor, Gandhinagar – 382010, Gujarat, India

Email: ad-gsdm-gnr@gujarat.gov.in ; to-gsdm-gnr@gujarat.gov.in

About Gujarat Skill Development Mission (GSDM)

Gujarat Skill Development Mission (GSDM) came into existence in Feb 2009, under chairmanship of Hon'ble Chief Minister engaged in value addition and streamlining skill development activities in the state with an objective to create an overarching integrated framework for actions pertaining to skill development and to act as an apex body for monitoring, co-ordination and convergence related to skill development activities in Gujarat.

- Director, Employment and Training acts as Ex-Officio Mission Director of GSDM.
- It aims for Convergence, Co-ordination & Monitoring of all Skilling initiatives in the state.
- Creates strong collaborative linkages with the industry and other stakeholders.
- Enhance employability of youth in the state through sustainable skill development.
- Monitors & evaluate the performance of skill development schemes run by various departments.

The Government of Gujarat has formed "Gujarat Skill Development Mission" [GSDM] for state level strategy and programmes for Skill Development Initiatives and Entrepreneurship leading to Employment in Gujarat. Under Ministry of Skill Development and Entrepreneurship, each state vide its different departments has to co-ordinate with State Skill Development Mission to strengthen Skill Development initiatives, demand & supply of Skilled workforce, building vocational & technical training framework, skill up-gradation, building of new skills in the State.

Gujarat Skill Development Mission has to collect data to have complete picture of skill development programmes / initiatives going on in Gujarat, with proper analysis of skill- wise, area-wise, beneficiary group-wise and tracking of each candidate under various skill building programmes, with respect to employment generation. GSDM, also monitors progresses of various schemes under various departments and submit consolidated reports to Hon. Chief Secretary on time to time basis, to achieve target mandated for Skill India Initiative. Gujarat Skill Development Society (GSDS) is an implementing arm of Gujarat Skill Development Mission (GSDM).

Pre – Bid Qualification Criteria (PBQ)

The bidder should be fulfilling the following conditions and must also submit documentary evidence in support of fulfilment of these conditions while submitting the technical bid. Bids from consortiums are not allowed. Bids without documentary evidence will not be considered for further evaluation.

Sr. No.	Eligibility Criteria	Documentary evidence to be attached
1	C.A. Firm providing accounting services shall be registered in Gujarat at least from past 5 years.	Certificate of Incorporation of the firm/company or ICAI's Firm registration certificate and copy of PAN
2	C.A. Firm providing accounting services must not have been blacklisted by Central/State Government Department/Public Sector Undertaking for any contract executed in the past.	Declaration on the letter head of firm/company in the prescribed format as per Annexure - A
3	C.A. Firm providing accounting services or any agency providing relevant experienced manpower shall be deploying and maintaining minimum 1 resources at all the time to carry out the work as mentioned in the scope of work. C.A. Firm / Consulting Firms providing accounting services or any agency providing relevant experienced manpower should appoint one supervisor above these resource to co-ordinate with the management of the company. Supervisor has to be a chartered accountant with minimum 2 year of experience and he/she may not be present all the time at the place of buyer, but he/she should visit the office of GSDM once in a week or as and when called by management.	Attach degree certificate /marksheet along with CV with work experience details of deputed resource. Also provide Degree and Marksheets of a Supervisor chartered accountant must be attached along with proof of experience of minimum 2 years.
4	C.A. Firm must have minimum average annual turnover of Rs. 15 lacs in each of the last three financial years ending on 31-03-2023 (FY 2020-21, FY 2021-22 & FY 2022-23)	Practicing CA certified (must have UDIN) of turnover/gross receipts should be attached
5	C.A. Firm / Consulting Firms providing accounting services should have completed at least 5 assignments similar to maintaining books of accounts of central/state Govt dept./PSU/Board.	Provide a detailed list of assignments completed as of the bid date, as outlined in Annexure – B . Additionally, attached the work orders and/or completion certificates for these assignments.

***Bidder must submit documentary evidence in order to be eligible in participating in the Bid, failing of which may attract disqualification of the bidder.**

Scope of Work

An indicative list of activities that Service Providers will be required to undertake are as follows, but not limited to:

1. The Gujarat Skill Development Society (GSDS) is currently using Tally ERP 9 software and also implemented a web portal system to record its financial transactions, the service provider will record all transactions in Tally ERP software and also assist GSDS to transition from Tally ERP 9 to the new web portal system.
2. Preparation of final accounts must adhere to the Companies Act and the guidelines set by the Institute of Chartered Accountants of India (ICAI).
3. To ensure accurate accounting, it is essential to thoroughly document and reconcile all transactions, including payments, receipts, miscellaneous expenses, and inventory movements at all levels. This includes matching and reconciling data with the billing software used by various training providers and agencies within the GSDM Society. Proficiency in basic data entry and report generation is also required.
4. Preparation and generation of Management information /reports as when required management.
5. Coordinate with internal and statutory auditors to provide necessary data for audits and address audit queries and observations. This should be done under the guidance of the Managing Director of GSDM.
6. Suggest suitable methods and latest updates on mandatory requirements with regards to Finance and Accounts and Taxation matters under various statute for smooth functioning of Finance and Accounts department.
7. Monitor the overall accounts of the GSDS and recommend corrective actions for any identified discrepancies.
8. The accuracy and quality of accounts and other reports must be certified by a Chartered Accountant or a Chartered Accountant firm.
9. Any other works assigned by the MD, GSDM related to Finance and Accounts.

Detailed Scope of Work

- I. Preparation of final accounts should adhere to the Companies Act and the guidelines set by the Institute of Chartered Accountants of India (ICAI).
- II. Ensuring complete and accurate recording of all transactions, including payments, receipts, miscellaneous expenses, and inventory transactions at all levels. This includes verifying that all expenses, payments, advances, and settlements have proper authorizations, and reconciling invoices with the billing software used at GSDM.
- III. Maintain statutory registers in hard copy according to the specified formats, including the cheque book register, cash book register, fixed asset register, dead stock register, charge register, and any other registers required by GSDS management.
- IV. Preparation of all relevant records and documentation, payment of statutory dues such as Income Tax, GST, TDS, and PF, and filing of periodic returns for GST, TDS, PF, and Income Tax within the stipulated deadlines. It is hereby clarified that service provider shall not only be responsible for preparing and maintaining books of accounts of GSDS for the September 01, 2024 to March 31, 2025 Tally ERP 9 but also responsible for filling of GST, TDS, GST TDS and PF returns etc. for same period.
- V. Preparation and generation of management information reports involves collecting, analysing, and synthesizing data to create detailed reports that inform strategic decision-making and operational efficiency.
- VI. Coordinate with internal and statutory auditors by providing necessary data, addressing audit queries and observations, and ensuring timely completion of audits. This should be done under the guidance of the MD and AD, GSDM focusing on finance and accounts.
- VII. Preparing the company's financial statements for the September 01, 2024 to March 31, 2025, including the Profit & Loss Account, Balance Sheet, Cash Flow Statement, Bank Reconciliation Statement (BRS) and accompanying notes, in accordance with generally accepted accounting principles and all relevant accounting standards, within the specified timeframe.
- VIII. **Although the firm will be responsible for preparing the financial statements for the period from September 1, 2024, to March 31, 2025 but they will also ensure that all work related to the preceding period i.e. from April 1, 2024, to August 31, 2024, is also completed. Any outstanding tasks or issues from that earlier period (April 1, 2024 to August 31, 2024) will fall within the firm's scope of responsibility.**
- IX. The scope of work for the service provider include coordinate with internal, statutory, AG auditor and provide all the details as required by them and consulting with them as needed.
- X. The scope of work for the service provider will include calculating year-end provisions for expenses, determining income tax payable, and entering the necessary provision entries for income tax and deferred tax etc.
- XI. Recommend effective methods and ensure compliance with the latest mandatory requirements related to finance, accounting, and taxation statutes for the smooth operation of the Finance and Accounts department.
- XII. Monitor all accounts and recommend corrective actions whenever discrepancies or lapses are identified.
- XIII. The accuracy and quality of accounts and other reports must be certified by a Chartered Accountant or a Chartered Accountant firm.
- XIV. Ensuring compliance with all queries and providing the necessary information and documents to meet the requirements of the government audit (AG audit) for the relevant financial year, as outlined in the scope of work.

- XV. Enter all reports and documents into the PROOF system according to the audit report for the past five years.
- XVI. The candidate who will appointment by service provider must have basic understanding of Public Financial Management System (PFMS) system of Government of India.
- XVII. Service Provider will be appointed to do accounting and finalization of Books of accounts of GSDM. for the F.Y. 2024-25 (from September 01,2024 to March 31, 2025) and filling of periodic returns such as filling of periodic GST, GST TDS, PF returns for the same period i.e. from September 01, 2024 to March 31, 2025 (subject to point no. VIII of detailed scope of work).Bidder has to submit bifurcation of total financial bids quoted separately for maintaining books of accounts and for filling of GST, GST TDS, PF returns etc. as per **Annexure – C**

General Terms and Conditions

- The service provider should ensure that their resources have hands-on experience with Tally ERP 9. GSDS has implemented a web portal, and the service provider must record all transactions in both Tally and the web portal.
- Daily working hours follow standard office timings, but employees may be required to work beyond these hours in case of urgent work needs.
- In the event that any resource of the firm or service provider is on leave or absent for any reason, a replacement with equivalent qualifications and experience must be provided.
- The firm should not give sub-contract or outsource the above work/service either in full or in part to any other company/firm.
- The Service Provider should have a legal status, whether it's a registered Proprietorship Firm/Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registrations.
- The Service Provider shall ensure that all the relevant licenses / registrations / permissions which may be required for providing the services are valid during the entire period of the contract; failing so shall attract the appropriate penalties. The documents relevant in this regard shall be provided by the Service Provider to the Buyer on demand.
- No medical facilities or reimbursement or any sort of medical claims thereof in respect of employees provided by the Service Provider will be entertained by the Buyer.
- The Buyer will in no way be responsible for the violation of any rules and/or infringement of any other laws from the time being in force, either by the resource deployed by service provider or supervisor nominated by the Service Provider. The employees as well as the Service Provider shall comply with the relevant rules and regulations applicable at present and as may be enforced from time to time, for which the Buyer's department would not be liable or responsible in any manner. The onus of compliance to all the applicable laws/acts/rules shall only rest with the Service Provider.
- The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organisation by whatever name be called without the prior written consent of the Authority.
- The persons deployed by the Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the contract or after expiry of the Agreement.
- The Buyer Department shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.

- The personnel supplied by the Service Provider should not have any Police records/criminal cases against them. The Service Provider should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office.
- The Service Provider is liable to disclose in case he has been banned by any of the organizations under any of the Services rendered by the Service Provider. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.
- The Service Provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
- The personnel deployed by the Service Provider shall be the employees of the Service Provider for all intents and purposes and that the personnel so deployed shall remain under the control and supervision of the Service Provider and in no case, shall a relationship of employer and employee between deployed personnel and the Buyer shall accrue/arise implicitly or explicitly. The Service Provider and the personnel deployed at the Buyer's location shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret in nature.
- The Service Provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The Service Provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The Service Provider shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the officer in-charge upon any matter arising under the clause shall be final and binding on the Service Provider.
- The Service Provider shall provide the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the Service Provider.
- The Buyer may require the Service Provider to dismiss or remove from the site of Service, any person or persons, employed by the Service Provider, who may be incompetent or for his/ her/their misconduct and the Service Provider shall forthwith comply with such requirements. The Service Provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- The transportation, food, medical and other statutory requirements in respect of each personnel of the Service Provider shall be the responsibility of the Service Provider.
- The Service Provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect

of the overlapping period of the substitute shall be the responsibility of the Service Provider.

- The Service Provider shall be contactable at all times and messages sent by phone /e- mail/ fax / special messenger from Buyer shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the Contract from time to time.
- The Service Provider and/ or the personnel deployed at the Buyer location shall be responsible for its belongings and Buyer shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the Service Provider.
- That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the Services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If Buyer suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the Service Provider, then the Service Provider shall be liable to reimburse to the Buyer for the same. This is subject to the limitation of each Contract.

Duration of the Contract :

The service provider will be appointed for an initial period from September 1, 2024 to March 31, 2025 which is 7 months. This appointment may be extended further one year based on their performance and mutual agreement.

Penalty Clause :

If the service provider fails to complete the work within the specified timeframe, GSDM reserves the right to deduct an amount deemed appropriate for the services that were not delivered.

Evaluation Methodology

Sr.No.	Criteria	Max. Marks	Marks
1	Experience in no. of years of a C.A. Firm / Consulting Firms providing Accounting related services.	20	> 5 and ≤ 7 Years : 8 Marks > 7 and ≤ 10 Years : 15 Marks > 10 Years : 20 Marks
2	Experience in completing assignments for Govt. dept/PSU/board related to accounting services.	30	>3 but ≤ 5 Assignment : 10 Marks >5 but ≤ 8 Assignments : 20 Marks More than 8 Assignments : 30 Marks
3	Minimum Average Annual turnover of the last three years ending on 31-03-2023. (FY 2020-21, FY 2021-22 & FY 2022-23)	20	> 15 but ≤ 18 Lacs : 8 Marks > 18 but ≤ 25 Lacs : 12 Marks > 25 Lacs : 20 Marks
4	PPT Presentation based on following points: (A) Methodology of Work (B) Preparation of Budget (C) Tally work and Vouching (D) PFMS (SNA and CAN Model) (E) Overall work plan	30	Marks will be awarded by the committee appointed by GSDM
	Total	100	

Note : Minimum 70 mark will be required for being qualified in the technical bid. Financial bid will be opened only those firms who scored at least 70 mark in technical bid. The scores provided by the Technical Committee, will be considered as final.

Qualification Methodology :

Technical Evaluation

GSDM will during evaluation process of bids, will evaluate bids from CA Firms based on the criteria as defined by GSDM in pre-qualification in this bid document and criteria and requirements as mentioned in pre bid qualification of Technical Bid.

Financial Evaluation

The lowest evaluated financial bid (Fm) will be given the maximum financial score (Sf) of 100 (one hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula – $Sf = 100 \times Fm/F$, in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

Bid Evaluation Committee

The above evaluation shall be done by an Evaluation Committee as decided by the GSDM. The Committee shall determine the approach and methodologies for the issues, which may arise during above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

Bid evaluation will be carried out on 70:30 basis. 70 % weightage for technical score and 30% for financial score.

Formula for cumulative bid score : $\text{Technical score} \times 70\% + \text{financial score} \times 30\%$.

Evaluation shall be carried out based on the selected evaluation parameters and the data and documents provided by the Bidders in support of their claims.

Minimum Audit Fees :

The minimum fee for this tender is Rs. 40,000 per month, totaling of Rs. 2,80,000/- for 7 months (September 01, 2024 to March 31, 2025)inclusive of GST and all expenses. Therefore, all bidders are required to submit a bid equal to or greater than that prescribed minimum fee.

Annexure - A

Format for Self - Declaration certifying that the Entity/Promoter/s / Director/s of Entity / Individual are not blacklisted (On the letter head of the entity)

Non-Blacklisting Declaration

I/We M/s. (Name of the Proposer), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s / director/s are not barred by Government of Gujarat (GoG) / any other entity of GoG or blacklisted by any state government or central government / department/ Local Government / agency in India or from abroad from participating in providing advisory / Advisory Services of any kind, either individually or as member of a Consortium as on the -(Proposal submission Date).

We further confirm that we are aware that our application as service provider would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this Request for Proposal at any stage of the Bidding Process or thereafter during the agreement period. Dated thisDay of , 2024

Name of the Proposer Signature of the Authorized
person Name of the Authorized Person

Annexure - B

List of Assignment for work completed related to maintaining books of accounts for any govt. dept./board/Corporation/Co-Op. Soc. Set up by Gujarat State Govt. or for any private partnership firm or company.

Sr. No.	Type of Service	Contract Period (From to To)	Name of the Client	Work Order Number	Value of Work Order
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Note : All bidders must submit/upload copies of their work orders / completion certificates in the exact order specified in the table above. Please ensure that the documents are organized according to the sequence indicated by them in the Sr. No. column in the above table.

Signature of the Bidder with Seal

Annexure – C

To be uploaded in Financial Bid Section on GeM Portal and not as an attachment in technical document submission menu.

Financial Bid Proposal

Sr. No.	Service	Monthly Quote before GST (in Rs.)	Total Rate with GST (in Rs.)
1	Accounting of all the records, transactions and maintaining books of accounts in Tally ERP 9 & NEW ERP Software and preparing Balance sheet, Profit & Loss Account, Cash flow Statement, Bank Reconciliation Statement and notes forming part of final books of accounts for the period defined in RFP earlier.		
2	For other statutory compliances as mentioned in the Scope of work other than as per Sr. no. 1 mentioned above		
	Grand Total (In Rs.)		

Note : Total of all the line items i.e. 'Grand Total' from above table will be considered for financial evaluation.

Sign & Seal of the bidder