



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5589140  
Dated/दिनांक : 08-11-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-11-2024 18:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-11-2024 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	Education Department Gujarat
Organisation Name/संगठन का नाम	Knowledge Consortium Of Gujarat (kcg)
Office Name/कार्यालय का नाम	Gujarat
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Book keeping service Accounting and Preparation of Financial Statement
Contract Period/अनुबंध अवधि	1 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) *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	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
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
Estimated Bid Value/अनुमानित बिड मूल्य	5000000

**Bid Details/बिड विवरण**

<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
EMD Amount/ईएमडी राशि	150000

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(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 कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी 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). 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 :**

Knowledge Consortium Of Gujarat  
Knowledge Consortium of Gujarat Pragna Puram Campus, opposite PRL Between Govt. Girls Polytechnic and L.D College of Engineering, Navrangpura, Ahmedabad, Gujarat 380015  
(Knowledge Consortium Of Gujarat)

**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. 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.

2. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

PRICE BREAKUP - [1731068550.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work to be uploaded by buyer:**[1731068573.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
11-11-2024 11:00:00	Knowledge Consortium of Gujarat Pragna Puram Campus, opposite PRL Between Govt. Girls Polytechnic and L.D College of Engineering, Navrangpura, Ahmedabad, Gujarat 380015

**Financial Advisory Services - Onsite; Book Keeping Service Accounting And Preparation Of Financial Statement ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Book keeping service Accounting and Preparation of Financial Statement
Sub-category of Financial Advisory Services	Bookkeeping Support
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Chartered accountant by ICAI
Total Experience of Professionals / Resources (In years)	More than 10 Years

Specification	Values
<b>Addon(s)/एडऑन</b>	
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	Shah Dipeeka	380015, Knowledge Consortium of Gujarat Pragna Puram Campus, Opposite PRL, Between Govt. Girls Polytechnic and L.D College of Engineering, Navrangpura, Ahmedabad, Gujarat 380015	1	<ul style="list-style-type: none"> <li>Number of months for which Post Advisory support is Required : 12</li> </ul>

#### 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. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Knowledge Consortium of Gujarat  
payable at  
Ahmedabad

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

##### 4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The bidder who avail EMD Exemption must submit NSIC certificate or CSPO certificate if they participate

in the bid as a MSE/ Startup unit. EMD Exemption rule applicable as per GeM & Gujarat Procurement Policy 2024.

2. The contract period of the firm shall be for 1 year from the date of issue of work order. If the services of the firm are found to be satisfactory, the same shall be extended with the approval of the Competent Authority of KCG on mutual consent.

**5. Buyer Added Bid Specific ATC**

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

**6. Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [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---

## **Annexure – A**

### **Details of Projects/Schemes: -**

KCG office invites Bid for its below mentioned Projects/Schemes:

<b>SN</b>	<b>Particular</b>	<b>Brief Description</b>
<b>1</b>	<b>KCG Initiatives</b>	<p>KCG office envisions generating and providing ideas and paradigms for achieving excellence in education, educational management and policy framing for education in general and higher education in particular. Its head office is situated at Ahmedabad. KCG is disbursing grant(s) to various affiliated colleges; universities scattered all over Gujarat and organize different programmes for various initiatives as per the government norms and schemes.</p> <p>In persuasion of achievement of the above vision, KCG has started various initiative which are running at various stages such as:</p> <ol style="list-style-type: none"><li>1. Mukhyamantri Yuva Swavalamban Yojana,</li><li>2. Mukhyamantri Kanya Kelavni Nidhi</li><li>3. Chief Minister Scholarship Scheme</li><li>4. Interest subsidy scheme on education loan</li><li>5. AISHE-All India Survey on Higher Education</li><li>6. RUSA- Rashtriya Uchchatar Shiksha Abhiyan</li><li>7. Finishing School</li><li>8. FDP - Training and Capability Program</li><li>9. Student Startup and Innovation Policy 2.0</li><li>10. SHODH - Scheme of Developing High quality research</li><li>11. Gujrat Gyan Guru Quiz (G3Q)</li><li>12. Digital Education Development Fund (DEDF)</li><li>13. TEERTH - Training for Excellence, Efficiency and Research Towards Higher education</li><li>14. Cogent College Fees</li><li>15. Gujarat Centre for Education Technology (GCET)</li><li>16. Rating Fees Fund</li><li>17. Study in Gujarat</li><li>18. Azadi ka amrut mahotsav par yuva bharat ke shreshth panch prakalp</li><li>19. Bharatnet</li><li>20. Campus Development &amp; maintainance</li><li>21. Innovation Club</li><li>22. New Course</li><li>23. Universal Development of Integrated Employ-Ability Skills through Higher Education Agencies (UDISHA)</li><li>24. State Assessment and Accreditation Center (SAAC)</li><li>25. Saptdhara Activity</li></ol>

		<p>26. State Quality Assurance Cell (SQAC)  27. World Class Universities  28. Digi Locker  29. Digital Library  30. Fire Safety  31. Gujarat Common Admission Service(GCAS)  32. Kawach  33. Learning and exposure cum study tour for Students  34. Research Aid for Faculty and Research Fellowship Scheme  35. Samarthya Sansthan  36. Sarsavati Sanman Yojana  37. Swayam Certificate Scholership  38. Vocationalization Education  39. Campus maintenance matters in government colleges in the state of Gujarat  40. Graduate Intern and apprentice in Higher Education  41. Assistance and Promotes University/Colleges for National Assessment and Accreditation Council (NAAC)  42. Research Fellowship Scheme Promotion of Research and Facilities in Higher Education  43. Assistance for Green Campus initiative in Higher Education  44. Other Initiatives of KCG</p> <p>Grant is the main source of Income for KCG. At present KCG has Funds of approx. Rs.800 Crore and more than 1000 institutions in the state of Gujarat are affiliated with KCG. At presents, KCG maintains its books of account in 'Tally' accounting software on double entry system basis. The final accounts are made on Accrual basis.</p>
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**Scope of Work and other Terms & conditions: -**

**1. Scope of Work**

1. The Appointed Firm/its persons will have to prepare all the Accounting Vouchers indicating all the details along with relevant office orders (i.e. Bank payments) and ensure that proper and sufficient supporting(s) is / are attached.
2. The appointed Firm has to prepare Bank & Cash registers as well as FD registers which should be maintain on day-to-day basis.
3. The Appointed firm has to take custody of all cheque books, Cheque writing and have to maintain weekly report of the Cheque issued and have to submit to the KCG Authority



4. The Cash should be reconciled at the end of the each working day.
5. The Bank Balance should be reconciled on weekly basis & FD on monthly basis.
6. All the Accounting entries must be made in computer system on day to day basis.
7. Appointed firm will have to prepare accounts keeping in mind the applicable Accounting Standards issued and approved by respective authority time to time.
8. Maintaining bank balance as decided by management from time to time in Society's Saving Bank Account(s) on the daily basis.
9. Financial and Tax management which includes advice and guidance on Tax matter (TDS, GST, GSTTDS, etc....) and providing assistance in managing fund flow, cash flow, Budget (for new and current items), receipt and payment of funds, temporary investments, treasury management and advice on routine matter.
10. The firm has to prepare complete books of account as per the applicable Acts including Notes to account, Accounting Policies and other allied papers for the Internal Auditor, Statutory Auditor and Auditor from the Office of the Accountant General, Gujarat and any other Government or local body or agency.
11. The Firm who does not have branch office located in Ahmedabad/Gandhinagar must ensure that the first and second partners of the firm visit the Knowledge Consortium of Gujarat (KCG) office for a minimum of three days each month. During these visits, the partners must actively monitor the assigned tasks and provide regular updates to the Joint CEO (Account & Admin) on the progress and any issues. Compliance with this condition is mandatory to maintain effective oversight and communication for the duration of the contract.
12. Attend all the auditors and prepare the compliance/reply for all the concerned auditors.
13. To pursue the permission of the higher authority regarding the compliance/reply of the Audit Queries.
14. The appointed firm will co-ordinate with all the authorities where accounting information is required.
15. Periodic preparation of data for returns such as TDS Returns, GST TDS Return, GST Returns etc and all other matter related to tax management.
16. Due Date of providing the data for filling of Return:
  - 16.1 For TDS: 15 days before the due date of filling of return
  - 16.2 For GST TDS & GST: 07 days before the due date of filling of return

17. The firm will have to give all the details to the appointed consultant for the income tax matter(s), eTDS matter(s), GST matter(s) or any other matter within stipulated time.
18. Preparation of periodic MIS data and data as and when required by the Management. MIS data should be prepared as per management directions.
19. The firm will have to account for all the provision entries at the end of each accounting year.
20. The appointed firm will have to reconcile all the Grant accounts with all the concerned parties/agencies at regular interval or whenever the need arises.
21. Co-ordinate with the Agency(s) / College(s) / University(s) etc. to which/whom grant(s) is/are given during a period for a particular initiative/scheme/purpose on regular basis.
22. Collection and maintenance of the records of the Utilization Certificate(s) from College(s) / University(s) to which/whom grant(s) is/are given during a period for a particular initiative/scheme/purpose on regular basis. Ensure that the Utilization Certificate(s) are received within time limit, coordinate with the Consultant of KCG or the Institute (if required). The OSD (account & admin) need to be informed in written (if required).
23. The appointed firm must finalize the books of account as per the requirement of Bombay Public Charitable Trust Act, 1950 & the Societies Registration Act, 1860.
24. Maintenance of Fixed Assets Register(s) detailing all the matters as required by the management and/or applicable law(s). The firm will do the physical verification of all the assets once a year. The firm has to provide a certificate to KCG Authority for the same. Management will render all possible assistance in providing details to the concerned consulting firm.
25. The appointed firm has to prepare and provide details for taking insuring fixed assets from the director of insurance.
26. Regularly marking of fixed deposits pertaining to grants of society.
27. The firm has to prepare fixed deposit register and maintain the same on regular basis.
28. The firm has to prepare Dead Stock register and IT Equipment register as well as maintain the same on regular basis.
29. Co-ordination with the financial institution(s) on regular basis.
30. Ensure that the Policies, Norms, Rules, Regulations and procedure relevant to the scheme/ project/ initiatives of the KCG are adhered to while undertaking all accounting matters and transactions.

31. The firm has to prepare all Governing Board related documents and have to allot Company Secretary for the same as on requirement. Firm must provide price bid including this assignment.
32. The files whose payment is of more than Rs. 50,000 need to be pre-audited and the cheque is to be issued only if the files are pre-audited.
33. The firm has to complete the book keeping entries day to day basis and submit certificate of completion of all accounting entries (i.e. cash, bank and other financial transactions) in a prescribed format on daily basis.
34. Assisting society in preparation of various documents such as MOU, Agreements, indemnity bonds, Performance Guarantees, Bank Guarantees, etc. with various party / Government.
35. Co-ordination with Income-Tax consultant to file quarterly and yearly returns (TDS).
36. Co-ordination with Income-Tax consultant to file Annual IT Returns.
37. The firm must do all the correspondence with banks.
38. Scheme wise expenditure booking, and preparation & submission of reimbursement claims under various schemes if necessary.
39. Prepare reply and compilation of details to the letters/matters received from Gujarat finance department/other Gujarat Government departments.
40. The firm must generate GST Invoices and maintain the records for the same as examination fees are with GST.
41. The firm has to update the KCG office about the changes in the government norms on time-to-time basis regarding the accounting matters i.e., direct and indirect taxes, Accounting standards etc.
42. The Firm has to attend Meeting at Gandhinagar as and when required by KCG.
43. The Firm has to attend Department Purchase Committee (DPC), District Level Purchase Committee (DLPC) and Secretary Purchase Committee (SPC) Meetings as and when required.
44. The firm has to verify and certify all bank DBT/NEFT student scholarship return transactions.
45. The Firm has to verify and Certify Scholarship Surrendered by student.
46. The firm has to do any other work which will be assigned by KCG authority on time-to-time basis.

## **2. Supervision & Monitoring Services:**

The appointed firm shall depute Chartered Accountant (as per 3.3) who is conversant with such Assignment(s) to supervise the on-going work for overall supervision monitoring and guidance on the work, who shall remain present full time at KCG during office hours i.e. from 10.15 a.m. to 6.15 p.m.

## **3. Manpower Required:**

SN	Assignment(s)/Project(s)	Person required to be deputed	Designation* (Minimum Qualification and skills are mentioned below)
1	KCG All Initiatives including All India Survey on Higher Education (AISHE)	1	Chartered Accountant
		5	Account Executive
		5	Account Assistant
2	RUSA- Rashtriya Uchcharat Shiksha Abhiyan & PM-USHA	1	Chartered Accountant
		1	Account Assistant

### **\*Minimum Qualification and Desired Skills:**

#### **1. Chartered Accountant: -**

A person must possess a degree of Chartered Accountant issued by ICAI and minimum 4 years of experience in accounting.

#### **2. Account Executive: -**

A Person with a post-graduation qualification in commerce and having minimum experience of 2 years on full time basis exposure in computerized environment for maintenance of complete books of account on double entry principles in 'Tally ERP-9' or any other computer accounting software as deployed at the KCG office(s) to carry out the above listed routine matter and day to day work on regular basis. Proficiency in English and Gujarati language is must. Any persons with cognate additional degree will be preferred. The firm should pay to a Account Executive as per minimum wages rate of Government of Gujarat.

#### **3. Account Assistant:**

A Person with a graduation qualification in commerce and experience of 1 year on full time basis having exposure in computerized environment for maintenance of complete books of account on double entry principles in 'Tally ERP-9' or any other computer accounting software as deployed at the KCG office(s) to carry out the above listed routine matter and day to day work on regular basis. Proficiency in English and Gujarati language is must. Any persons with cognate additional degree will be preferred. The firm should pay to a Account Assistant as per minimum wages rate of Government of Gujarat.

## **4. Other Terms & Conditions:**

### **1. Appointment of Firm:**

For carrying out the said assignments, fees is payable for aggregate KCG's Project / Scheme / initiative assigned to the firm of Chartered Accountant for the whole term of assignment and/or for the renewed period as the case may be. The contract period of the firm shall be for 1 year from the date of issue of work order. If the services of the firm are found to be satisfactory, the

same shall be extended with the approval of the Competent Authority of KCG on mutual consent.

**2. Payment of the Fees:**

For carrying out the said assignments, fees are payable for respective KCG's Project/ Scheme / initiative assigned to the firm of Chartered Accountant(s) for the whole term of assignment and / or for the renewed period as the case may be. The firm has to provide monthly bills for initiatives/ project/Scheme as mentioned in Annexure -A. The firm has to provide two separate bills for KCG and RUSA. Fees will be paid on monthly basis on submission of bills and fulfilment of relevant terms & conditions mentioned in the appointment order. Payment of professional fee shall be made on monthly basis.

Applicable TDS under the income tax act, 1961 and TDS under GST u/s 50, of CGST Act, 2017 will be deducted.

Applicable taxes will be paid extra as per applicable rate from time to time.

**3. Obligation on the Firm:**

The CA / CA firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner what so ever, or any portion to other C.A. /C.A. Firm.

**4. Confidentiality: -**

1. The Appointed Firm's, their sub-consultants, partners or either of them, shall not, of this contract, disclose any proprietary or confidential information relating to any of the project(s) / Scheme(s) / Initiative(s) services, of the contract, or the KCG's operations without prior written consent of the management.

2. All reports and other documents submitted by the firm shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to KCG together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of KCG.

3. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

**5. Other: -**

1. Agencies working in KCG (Knowledge Consortium of Gujarat) or its sister organization for conducting Statutory audit/ Internal Audit are ineligible to take part in this tender.

2. If required, KCG reserves the right to request additional documentation from the firm to meet the pre-qualification criteria

**Penalty: -**

In case the work is not completed by the specified date or any extension thereof, Penalty of 10% of the order value will be deducted. The same will be increased by 2% for each calendar week of delay and the same shall be recovered from the bills. The penalty will be calculated on week basis. In case the penalty exceeds 20%, the order/contract will be liable to be cancelled along with forfeiture of bank guarantee and recovery of liquidated damages. The above provision is not withstanding the right of KCG to get the work executed at the risk and the cost of the Bidder and to avail of the other remedies/provisions laid down in the terms of bid/contract.

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

- (i) Removal from the Bookkeeping and Accounting assignment with immediate effect/from the date specified.
- (ii) Removal from any other assignment with immediate effect/from the date specified given by KCG.
- (iii) Deduction of percentage of fees mentioned in above clause by KCG authority.
- (iv) Ban from accepting the future assignment of KCG for the period as specified.
- (v) Any other legal consequences (if applicable).
- (vi) Any other action deemed appropriate by the KCG authority.

• Leave Penalty:

- For Chartered Accountant: Rs. 2750/- per leave (per day)
- For Account Executive: Rs. 1000/- per leave (per day)
- For Account Assistant: Rs. 750/- per leave (per day)

**Pre-Qualification Criteria: -**

<b>SN</b>	<b>Minimum Eligibility Criteria</b>	<b>Proof to be enclosed</b>
<b>1</b>	The Firm should be empanelled with C & AG for 2023-24	Certificate issued by C & AG for 2023-24 to be enclosed.
<b>2</b>	It should be a partnership firm of C.A. having head office in Gujarat for past 10 years as per ICAI certificate as on 31/03/2024. The Firm should also have branch office in Ahmedabad/Gandhinagar.	<ol style="list-style-type: none"><li>1. Certificate of registration as proprietor or Partnership firm.</li><li>2. The partner's membership fee payment receipt for the Financial Year 2024-25, along with the firm constitution certificate issued by ICAI containing date of joining of all Partners.</li><li>3. If the firm does not have branch office in Ahmedabad/Gandhinagar, it must submit a self-declaration confirming that it will establish a branch office within 30 days of receiving the work order. The agency must provide relevant documents verifying the establishment of this branch office within the stipulated 30-day period. Failure to submit these documents within the given timeframe will result in the forfeiture of the agency's security deposit and cancellation of the work order.</li></ol>
<b>3</b>	The firm should have at least 5 F.C.A. as partner as on 31/03/2024 out of which 1 must be DISA/ISA	Copy of Partnership Deed along with a self-certified copy of registration letter issued by ICAI showing particulars of Partners.
<b>4</b>	The C.A. / C. A. firm should have at least 20-person staff working since one year, having minimum Bachelor's degree in Commerce and minimum monthly salary of Rs. 10000/-	<p>The list of staff along with Qualification details to be provided.</p> <p>Certificate from chartered accountant (containing name of employee latest salary of employee and date of joining) as on 31.05.2024 is required to be provided</p> <p>If required KCG may ask additional documentary evidences like Bank Statement/passbook of the Account from which salary of the staff has been done have to be submitted duly signed and stamped by chartered accountant. KCG will verify the same with other necessary relevant documentary evidences. If KCG may ask to submit such</p>

		other documents, the firm required to submit the same.
<b>5</b>	The firm should have average minimum gross receipts of Rs.100 lacs from maintenance of account assignments in last 3 years ended on 31/03/2024.	<ol style="list-style-type: none"> <li>1. Copy of audited annual accounts along with Audit Report &amp; Tax Audit Reports.</li> <li>2. Original Certificate from Chartered accountant in respect of gross receipt from maintenance of accounts assignment is require to be submitted.</li> </ol>
<b>6</b>	The firm should have in hand or handled at least three Bookkeeping or Accounting assignments of GOG/GOI having turnover/grant of Rs.500cr or more in last Three years as on 31/03/2024.	<p>Appointment Letters along with name of Organization, Nature of work, Location, period of Appointment to be submitted along with Satisfactory Work Completion Certificate from respective Organization.</p> <p>Exposure of working with Government or Semi Government Educational Institution / Society / Agency as Accountant will be given Preference.</p>
<b>7</b>	The firm should have in hand or handled at least Two Bookkeeping or Accounting assignments of GOG/GOI in which the firm have deputed at least 10 employees in a single work order in last Three years as on 31/03/2024.	Certificate from the respective government organisation is require to be submitted
<b>8</b>	The Firm should not have been black listed by any authority at any time and any disciplinary action not initiated by ICAI at any time.	Self-declaration on Company's letter head



**Format for Financial Bid**

**Name of Firm:** \_\_\_\_\_

**Registered Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Details</b>	<b>Yearly Fees (Inc GST)</b>
<b>Fees for Book keeping and other Services mentioned in the scope of work for KCG initiatives</b>	
<b>Fees for Book keeping and other Services mentioned in the scope of work for RUSA &amp; PM-USHA</b>	
<b>Total</b>	

**Date:**

**Signature**

**Seal of Office/partner**

**Name & Designation**