

Tender Documents for
“Appointment of Chartered
Accountants firm for Income tax, TDS,
GST compliances and Internal Audit.”



Issued by:

Gujarat Town Planning Consultancy Limited (GTPCL),

Registered Address: Ahmedabad Urban Development Authority,

1st floor, Sardar Vallabhbhai Patel Bhavan, Usmanpura,
Ahmedabad, Gujarat- 380014

Present Address: 3rd Floor, Riverfront House,

Behind H.K Arts College,

Between Gandhi and Nehru Bridge,

Ahmedabad-380009, Gujarat,

Email: gtpclgujarat@gmail.com

Disclaimer:

This Tender document for "Appointment of Chartered Accountants firm for Income tax, TDS, GST compliances and Internal Audit" (hereinafter referred to as the "Tender") contains brief information about the scope of work and qualification process for the selection of agencies. The purpose of the Document is to provide the bidders with information to assist the formulation of their proposals (hereinafter referred to as the "Proposal/s").

This Tender is not an agreement and is neither an offer by Gujarat Town Planning Consultancy Limited (hereinafter referred to as the "GTPCL") to the prospective bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their Bids pursuant to this Tender. While all efforts have been made to ensure the accuracy of information contained in this Tender document, this document does not purport to contain all the information required by the bidders. The bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. The GTPCL or any of its employees or existing Bidders shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the Tender Document. The GTPCL reserves the right to change any or all conditions/information set in this Document by way of revision, deletion, updating or annulment through issuance of appropriate corrigendum and addendum as the Authority may deem fit without assigning any reason thereof.

The GTPCL reserves the right to accept or reject any or all Proposals without giving any reasons thereof. The GTPCL will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the Proposals to be submitted in response to this Document.

Information provided in this Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The GTPCL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

Table of Contents

1	Data Sheet	5
2	Introduction and Background	7
2.1	Introduction of the Company	7
2.2	Background.....	7
2.3	Scope of Services	7
2.3.1	Filing of Income Tax Return:.....	7
2.3.2	Verification of TDS/ TCS:.....	7
2.3.3	Filing of TDS/ TCS Return:.....	7
2.3.4	Filing of GST Return:.....	8
2.3.5	Filing of GST (TDS) return:.....	8
2.3.6	Preparation of Budget:	8
2.3.7	Internal Audit Work:	8
2.3.8	Internal Audit Report:.....	8
2.3.9	Other Accounting Compliances:	8
2.4	Selection of Bidder	9
2.5	Security Deposit:.....	9
2.6	Period of Contract:	9
2.7	Payment Terms	9
2.8	General Terms & Conditions:.....	9
2.9	Confidentiality & Penalty	10
2.10	Settlement of Disputes	11
3	Eligibility Criteria.....	12
3.1	Eligibility Criteria/ Technical Criteria.....	12
4	Instruction to Bidders.....	14
4.1	General Instructions	14
4.1.1	Number of Proposals and respondents	14
4.1.2	Proposal preparation cost.....	14
4.1.3	Right to accept and reject any or all the Proposals	14
4.1.4	Amendment of the Tender	14
4.1.5	Data identification and collection	15
4.2	Preparation and Submission of Proposals.....	15
4.2.1	Language and currency.....	15
4.2.2	Proposal validity period and extension	15
4.2.3	Format and signing of Proposals	15

4.2.4	Submission of e-bid/Proposal.....	16
4.2.5	Deadline for Submission.....	17
4.2.6	Late Submission.....	17
4.2.7	Withdrawal and resubmission of Proposal.....	18
4.2.8	Rejection of the Bidder	18
4.2.9	Proposal opening	18
4.2.10	Confidentiality.....	19
4.2.11	Tests of Responsiveness.....	19
4.2.12	Clarifications sought by Authority.....	19
5	Definitions	20
6	Annexures	21

1 Data Sheet

1.	Name of the Bid	"Tender Documents for "Appointment of Chartered Accountants firm for Income tax, TDS, GST compliances and Internal Audit"
2.	Bid Processing Fee	Non - refundable fees of INR 1,500/- (Indian Rupees Fifteen Thousand Only) plus 18% GST (Demand Draft in favour of Gujarat Town Planning Consultancy Limited)
3.	Earnest Money Deposit (EMD)	Refundable amount of INR. 15,000/- (Indian Rupees Fifteen Thousand only) (Demand Draft in favour of Gujarat Town Planning Consultancy Limited)
4.	Bid	The tender will be two bids system comprising Technical Bid & Financial Bid.
5.	Technical Bid	Technical Bid containing all documents as required under this Tender shall be submitted online on https://tender.nprocure.com Hard copies of the same should be submitted to GTPCL via Registered Post / Courier/ Speed Post.
6.	Financial Bid	The financial bid to be submitted as per prescribed format on https://tender.nprocure.com website only. Hard copies of the Financial bid must not be submitted.
7.	Name of the Client's official for addressing queries and clarifications	Contact Person: Managing Director, Gujarat Town Planning Consultancy Limited E-mail: gtpclgujarat@gmail.com Address: Gujarat Town Planning Consultancy Limited, 3 rd Floor, Riverfront House, Behind H.K Arts College, Between Gandhi and Nehru Bridge, Ahmedabad-380009, Gujarat.
8.	Proposal Validity Period	180 days from Proposal Due Date
9.	Proposal Language	English
10.	Proposal Currency	INR
11.	Schedule of Bidding Process	
	Task	Key Dates
	Bid Upload Date	26-03-2025
	Last date of Receiving Queries	01-04-2025 up to 6 PM IST on gtpclgujarat@gmail.com only. Hard copies of queries will not be accepted. Queries received after due date and time will not be entertained.

	Pre-bid Meeting	03-04-2025 at 4 PM IST
	Response to Queries	07-04-2025
	Bid End Date	16-04-2025, 6 PM IST
	Last Date to physically submit Technical Bids	16-04-2025, 6 PM IST
	Opening of Technical Bids	17-04-2025, 12:00 PM IST
	Opening of Financial Bid	To be communicated later
12.	Consortium allowed (Yes/No)	No
15.	Location, Date and Time of pre-bid meeting	03-04-2025 at 4 PM IST Offline: Gujarat Town Planning Consultancy Limited, 3 rd Floor, Riverfront House, Behind H.K Arts College, Between Gandhi and Nehru Bridge, Ahmedabad-380009, Gujarat. Online: Details for the virtual meeting will be shared with the bidders who will show interest through email

2 Introduction and Background

2.1 Introduction of the Company

Gujarat Town Planning Consultancy Limited, incorporated on 22nd December 2022 under the Companies Act 2013 (CIN No. U74999GJ2022SGC137696), is an initiative of the Government of Gujarat and the Ahmedabad Urban Development Authority (AUDA).

GTPCL is a leading, fast-growing multi-disciplinary consultancy organization based in Gujarat. GTPCL offers services in urban planning and allied areas for government and private sector clients. The services offered represent years of comprehensive project experience in planning, feasibility, detail design, engineering surveys and assessment, quality control and assurance, procurement assistance, supervision, and project management services.

AUDA has been the role model for various successful TP Schemes, Development Plan and Local Area Plans. With comprehensive knowledge and experience in town and country development, GTPCL is steadfast in its commitment to work for urban development and to offer consulting.

2.2 Background

Gujarat Town Planning Consultancy Limited seeks bid for "Appointment of Chartered Accountants firm for Income tax, TDS, GST compliances and Internal Audit".

The fees should be quoted as a lump sum through online tendering on the Nprocure Portal, inclusive of GST and all out-of-pocket expenses. Documents related to eligibility criteria /technical eligibility must be uploaded on the Nprocure Portal.

2.3 Scope of Services

Volume of Work: The following is estimated volume of vouchers of expenses.

Nature	Volume (Numbers)	Value (Rs. In Lacs)
Expenses Voucher	1200	800

"All Finance and Accounts related work " under appointment shall include :

2.3.1 Filing of Income Tax Return:

Filing of Income tax Return of the Company as per provision of Income tax Act and advisory work in this matter.

2.3.2 Verification of TDS/ TCS:

Verification of TDS deducted / TCS collected on various parties for TDS on Contractors, TDS on Consultants, TDS on Rent, TDS on Salary and TCS if any.

2.3.3 Filing of TDS/ TCS Return:

Filing of monthly/quarterly/ yearly TDS/ TCS Return including revise return /correction return of the Company with Income tax Department.

2.3.4 Filing of GST Return:

Filing of all type of GST Returns as per Goods and Service Tax Act and advisory work in this matter.

2.3.5 Filing of GST (TDS) return:

Filing of GST(TDS) Returns as per Goods and Service Tax Act.

2.3.6 Preparation of Budget:

To prepare Budget which will be presented to the Board Meeting.

2.3.7 Internal Audit Work:

Includes:

- i. To carry out internal audit work of all the Vouchers/Bills received for payment of Expenditure incurred for various transactions
- ii. To carry out Verification of various receipts received as Income / Receipts for various transactions.
- iii. Checking of arithmetical accuracy of the documents.
- iv. Auditing that for all supporting documents like certification by concern executing department, Noting for Bill presented for payment and verification of payment process.
- v. All expenditure incurred are as per the approved budget.
- vi. Verification about adequacy of passing accounting entries in the books of account.
- vii. Verify the adequacy of applicable various law, Rules and regulation for various deduction such as TDS, TCS. GST and any other compliances if any.
- viii. Scrutiny of all ledger, registers etc.
- ix. Audit of appropriate TDS is deducted from the payment.

2.3.8 Internal Audit Report:

After carrying out Internal Audit, to issue Quarterly Internal Audit Report to the Board of Director of the Company

2.3.9 Other Accounting Compliances:

- i. Verification and signature of Bank Reconciliation Statement of all the Banks on Month to Month Basis.
- ii. Assist the staff in Finalization of Books of Account at the year end to send for Statutory Auditor the Company.
- iii. To Guide the Staff to make Compliance of Notices or queries received from C AG audit and various Government Department or Authorities.
- iv. To resolve the accounting matters related to issues raised if any in Board Meeting, Audit Committee Meeting, AGM or any other meeting conducted by the Company.
- v. The selected bidder will have to appoint one assistant having sufficient experience of audit and accounting minimum qualification must be B.com/M.com with advance accounting and auditing knowledge of tally accounting system.
- vi. To carry out any other necessary accounting compliance services.

2.4 Selection of Bidder

The L1 bidder firm that meets the technical eligibility criteria will be selected for the assignment. If more than one firm qualifies as L1, the authority reserves the right to make an appropriate decision as it deems fit in such circumstances. The methodology adopted will apply when multiple firms qualify as L1 bidders.

2.5 Security Deposit:

The successful bidder will be required to place Security Deposit @5 % of the contract value by way of Bank guarantee or Fixed Deposit for 1 year period in favour of Gujarat Town Planning Consultancy Limited from any Scheduled/Nationalized bank approved by Finance Department, Gujarat within 10 days from the date of notice of award contract., failing which penalty of Rs.1000/- per day will be imposed till the date of continuation of the delay. The security deposit to be submitted for One year.

2.6 Period of Contract:

The contract period will be for one year from the date of issuance of the work order. Upon satisfactory performance and mutual agreement, the contract may be extended for an additional year, with a maximum limit of two extensions.

2.7 Payment Terms

The fees will be paid 7% monthly of the total quoted cost after the submission of filing of monthly returns. The rest 16% shall be paid after all the returns has been filed. The fees will be paid after deduction of TDS, if any.

2.8 General Terms & Conditions:

- i. The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the authority.
- ii. Both technical bid and financial bid to be submitted online. Bidder to send original EMD and original affidavit as mentioned in sealed envelope at before mentioned address. The envelope should mention " Appointment of Chartered Accountants firms for Income tax, TDS, GST compliances and Internal Audit."
- iii. The EMD of the non- selected bidders shall be returned after the issuance of the Work Order to selected bidder.
- iv. EMD of the selected bidder shall be retained by the Authority till Security Deposit is submitted by the selected bidder.
- v. The bidder has to quote lump sum fees for one year contract period. Fees quoted must be exclusive of GST and inclusive of all out-of-pocket expenses. No reimbursement other than quoted fees will be allowed.
- vi. The financial bid of the firm will not be opened if it doesn't meet eligibility criteria.
- vii. The firm shall not sub contract the audit assignment.
- viii. Concerned chartered accountant will have to visit the office of GTPCL, Ahmedabad, and Gujarat for the discussion when called for.
- ix. No escalation / price rise/ fees increase will be allowed to successful bidder.
- x. In the interest of the assignment and interest of authority, management reserves the right to call for additional documents / information / data from the concerned forms applying for assignment.

- xi. The selected firm shall follow timings and provide services according to the timings and working days of GTPCL.
- xii. The decision of GTPCL will be final and binding on all bidders for any interpretation in technical eligibility criteria / admissibility – inadmissibility of any document or experience for eligibility.
- xiii. The team should have expertise in both Gujarati & English language since work orders / invoices / related documents will be both in Gujarati & English language

2.9 Confidentiality & Penalty

1. The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the authority's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by firm shall become and remain the property of the GTPCL and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the GTCPL together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the authority.
3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.
4. If the firm or the partner or employee 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 or non-performance of duties as per scope, using or giving the details gathered during the assignment to other parties without permission of the Authority, non-observation of instructions given by the Authority, unauthorized retention of records of the Authority, violating the terms and conditions of this assignment, unauthorized changes in the records of the Authority, indulging in mala-fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences:-
 - i. Removal from the assignment with immediate effect/ from the date specified.
 - ii. Removal from any other assignment with immediate effect / from the date specified / given by the Authority.
 - iii. Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee OR imposing penalty.
 - iv. Ban from accepting the future assignment of the Authority for the period specified.
 - v. Any other action deemed appropriate by the management. The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.
 - vi. Penalty of Rs 1,000/- per day / part of the day will be levied on the audit firm if audit document is not done within stipulated time of 2 days from intimation including original two days.
 - vii. If Chartered Accountant firm leaves during the tenure of assignment without any proper procedure or prior intimation, Bank guarantee and outstanding fees may be forfeited. The decision of authority is final in case of additional penalty.

2.10 Settlement of Disputes

1. The decision of the Authority in selection of the C.A. firm will be final.
2. Any dispute w.r.t assignment of work including internal audit of any audit document between the auditor and concerned branch / unit / division will be resolved by the Financial Advisor & Account Officer, GTPCL. The internal auditor dissatisfied with the decision of the Account Officer may approach the director or Managing director and the decision of the Director / Managing Director will be final and binding one.
3. For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the Court at Ahmedabad, Gujarat alone shall have jurisdiction.

3 Eligibility Criteria

3.1 Eligibility Criteria/ Technical Criteria

Bidders meeting the eligibility criteria shall be eligible for financial evaluation.

#	Criteria	Documentary Evidence
A. Entity/ Firm Details		
A1	The firm must be a Chartered Accountant firm /LLP should have been registered for a period of 15 years as on 28-02-2025.	<ol style="list-style-type: none"> 1. Self –certified copy of ICAI registration Certificate and 2. Self-certified copy of Constitution of firm issued by ICAI or Firm card. <p>Both documents as on bid date</p>
A2	The firm /LLP must have valid PAN Registration / GST registration.	Copy PAN/GST registration
A3	<p>A. The Chartered Accountant Firm's Registered in Ahmedabad/Gandhinagar of Gujarat State.</p> <p style="text-align: center;">OR</p> <p>B. The firm must have a fully functional and independent branch offices situated in Ahmedabad/ Gandhinagar of Gujarat State since last 3 years .(As on 31-12-2024)</p>	<p>Copy of Two proof which confirm location of registered head office in Ahmedabad/Gandhinagar.</p> <p style="text-align: center;">OR</p> <p>Copy of two government proofs which confirm location of a fully functional and independent branch office in Ahmedabad/Gandhinagar of Gujarat State. Since last 3 years.</p>
A4	The Chartered Accountant Firm / LLP should have at least 5 Chartered Accountants out of which at least 3 should be partner.	
B. Financial Capacity		
B1	The Chartered Accountant firm/LLP must have annual income from audit and attestation of more than Rs.50 lacs for each of the last 3 Financial Year ended on 31.03.2024.	<p>For 3 years i.e. FY 2021-22, 2022-23 and 2023-24 submit below documents</p> <ol style="list-style-type: none"> 1. Copy of Balance sheet 2. Copy of Income & Expenditure Statements 3. Separate CA certificate indicating audit and attestation fees income more than Rs.50 Lacs.

		4. Self-certified registered copy of latest partnership deed.
C. Technical Capacity		
C1	<p>The Chartered Accountant Firm/LLP must have done at least:</p> <p>i. One assignment of audit for Private or Public Limited Company in last 3 years as on 31.12.2024</p> <p style="text-align: center;">OR</p> <p>ii. Having experience of Internal audit of 3 years in any of Local authority/State/Semi-state or Central Government organization.</p>	<p>Contract Copy/Work order along with Invoices with self-certification by the bidders that service/supplies against invoices have been executed.</p> <p>Or</p> <p>Execution certificate by client.</p>
C2	<p>Should have done assignment of Income tax, GST compliance, TDS related work of at least in:</p> <p>i. One assignment of Private or Public Limited Company</p> <p style="text-align: center;">OR</p> <p>ii. In any of Local authority /State/ Semi-state or Central Government.</p>	
D. Affidavit		
D1	Affidavit and declaration regarding pending disciplinary matters, debarments and disqualification and other matters	Self-declaration duly signed in the letterhead of the firm as per Annexure-II on stamp paper of Rs.300/-
E. EMD and Bid Processing Fee		
E1	The Bid document fee and EMD as specified in the Data Sheet must be submitted.	To be submitted as instructed in this document.

4 Instruction to Bidders

4.1 General Instructions

4.1.1 Number of Proposals and respondents

- i. No bidder shall submit more than one (1) proposal.
- ii. Consortium is not allowed under this Tender.

4.1.2 Proposal preparation cost

- i. The Bidder shall bear all costs associated with the preparation and submission of the Proposal. The Authority will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.
- ii. All papers submitted with the Proposal are neither returnable nor claimable.

4.1.3 Right to accept and reject any or all the Proposals

- i. Notwithstanding anything contained in this Tender, Authority reserves the right to accept or reject any Proposal and to annul the bidding process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- ii. Authority reserves the right to reject any Proposal if:
 - i. At anytime, a material misrepresentation is made or discovered, or
 - ii. The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals, or
 - iii. The bidder/s does not adhere to the formats of Annexures provided in the Annexures to the Tender while furnishing the required information/details.
 - iv. The Bidder/s does not furnish stamped and sealed hardcopy of Proposal on or before the date specified in the data sheet at specified location.

Note: For the evaluation purposes, the proposal submitted on portal <http://tender.nprocure.com> shall be considered.

4.1.4 Amendment of the Tender

- i. At any time prior to the Proposal Due Date (PDD), the Authority, for any reason, whether at its own initiative or in response to a clarification requested by Bidder/s, may modify the Tender by issuance of an addendum. Such amendments shall be uploaded on the website <http://tender.nprocure.com> through a corrigendum and this shall form an integral part of the e-bid/Proposal document. The relevant clauses of the e-bid/Proposal document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective bidder/s to check the above-mentioned websites from time to time for any amendment in the Tender documents. The Authority shall not be responsible for failure to get/download the amendments.
- ii. In order to provide the Bidders a reasonable time to examine the addendum, or for any other reason, the Authority may, at its own discretion, extend the PDD.

4.1.5 Data identification and collection

- i. It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.
- ii. It would be deemed that by submitting the Proposal, the Bidder has:
 - Made a complete and careful examination and accepted the Tender Document in totality.
 - Received all relevant information requested from Authority and:
 - Made a complete and careful examination of the various aspects of the Scope of Work. Authority shall not be liable for any mistake or error on the part of the bidder in respect of the above.

4.2 Preparation and Submission of Proposals

4.2.1 Language and currency

- i. The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.
- ii. The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

4.2.2 Proposal validity period and extension

- i. Proposals shall remain valid for a period of 180 Days from the Proposal Due Date ("Proposal Validity Period") and Authority may solicit the Bidder's consent for extension of the period of validity, if required. Authority reserves the right to reject any Proposal, which does not meet this requirement.
- ii. During this period, Bidders shall ensure the availability of professional staff, if any, nominated in the Proposal and also the financial proposal shall remain unchanged. Authority will make its best effort to complete the selection process within this period. Should the need arise Authority may request the Bidders to extend the validity period of their proposals. Bidders who do not agree, have the right to refuse to extend the validity of their Proposals; under such circumstance Authority shall not consider such proposal for further evaluation.
- iii. In exceptional circumstances, prior to expiry of the original Proposal Validity Period, Authority may request Bidders to extend the validity period for specified additional period. Bidders, who may not extend the validity period, will deem to have withdrawn their Proposal at the expiry of validity period.

4.2.3 Format and signing of Proposals

- i. The Bidders shall prepare electronic copies of the technical and financial e-bid/Proposals separately.
- ii. Bidders should provide all the information as per the Tender and in the specified formats. Authority reserves the right to reject any Proposal that is not in the specified formats.

- iii. In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

4.2.4 Submission of e-bid/Proposal

- a. The bid submission module of website <http://tender.nprocure.com> enables the Bidders to submit the Proposal online in response to this Tender published by GTPCL. Submission can be done till the Proposal Due Date specified in the Tender. Bidders should start the process well in advance so that they can submit their Proposal in time. The Bidder should submit their Proposal considering the server time displayed in the e-procurement website. This server time is the time by which the submission activity will be allowed on the Proposal Due Date indicated in the schedule. Once the submission date and time has passed, the Bidders cannot submit their Proposals. For delay in submission of Proposal due to any reasons, the Bidders shall only be held responsible.
- b. The Bidders are requested to submit a sealed hard copy of t proposal on or before date and time (mentioned in data sheet) at the office (address given in the data sheet). For evaluation purposes, the proposal submitted on Tender Portal (<http://tender.nprocure.com>) shall be considered.
- c. The Bidders have to follow the following instructions for submission:
 - i. For participating through the e-tendering system, it is necessary for the Bidders to be the registered users of the website <http://tender.nprocure.com> The Bidders must obtain a user login ID and password by registering themselves if they have not done so previously.
 - ii. In addition to the normal registration, the Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-bid/Proposal submission activities. Registering the DSC is a one-time activity. Before proceeding to register his/her DSC, the Bidder should first logon to the e-tendering system using the user login option on the homepage with the login ID and password with which he/she has registered.
 - iii. For successful registration of DSC on website <http://tender.nprocure.com> the Bidder must ensure that he/she should possess class-2/class-3 DSC issued by any Certifying Authorities approved by Controller of Certifying Authorities, Government of India, as the website <http://tender.nprocure.com> is presently accepting DSC issued by these authorities only. The Bidder can obtain user login ID and perform DSC registration exercise as above even before e-bid/Proposal submission date starts. The Authority shall not be held responsible if the Bidder fails to submit his/her e-bid/Proposal before the Proposal Due Date due to DSC registration problem.
 - iv. The Bidder can search for active tenders through "search active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-bid submission menu. After selecting the tender, for which the Bidder intends to e-bid/Proposal, from "My tenders" folder, the Bidder can place his/her e-bid/ Proposal by clicking "pay offline" option available at the end of the view tender details form. Before this, the Bidder should download the Tender document including financial format and study them carefully. The Bidder should keep all the documents ready as per

- the requirements of Tender document in the PDF format.
- v. After clicking the 'pay offline' option, the Bidder will be redirected to terms and conditions page. The Bidder should read the terms & condition before proceeding to fill in the Bid Processing Fee offline payment details. After entering and saving the Bid Processing Fee details form so that "Bid document preparation and submission" window appears to upload the documents as per technical and financial schedules/packets given in the tender details. The details of the DD should tally with the details available in the scanned copy and the date entered during e-bid/Proposal submission time otherwise the e-bid/Proposal submitted will not be accepted.
 - vi. Before uploading, the Bidder has to select the relevant DSC. He/she may be prompted to enter the DSC password, if necessary. For uploading, the Bidder should click "browse" button against each document label in technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer.
 - vii. The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-bid/Proposal documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/ locked electronically with the DSC's of the bid openers to ensure that the e-bid/Proposal documents are protected, stored and opened by concerned bid openers only.
 - viii. After successful submission of e-bid/Proposal document, a page giving the summary of e-bid submission will be displayed confirming end of e-bid/Proposal submission process. The Bidder can take a printout of the bid summary using the "print" option available in the window as an acknowledgement for future reference.
 - ix. Authority reserves the right to cancel any or all e-bids/Proposals without assigning any reason.

4.2.5 Deadline for Submission

E-bid/Proposal (technical and financial) must be submitted by the Bidder on <http://tender.nprocure.com> website no later than the time specified on the Proposal Due Date. The Authority may, at its discretion, extend this deadline for submission of Proposal by amending the Tender document, in which case all rights and obligations of the Authority and Bidder previously subject to the deadline will thereafter be subject to the deadline, as extended.

4.2.6 Late Submission

The server time indicated in the bid management window on the website <http://tender.nprocure.com> will be the time by which the e-bid/Proposal submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-bid/Proposal submission date and time is over, the Bidder cannot submit his/her e-bid/Proposal. Bidder has to start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-bid/Proposal is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during the e-bid/Proposal submission process.

4.2.7 Withdrawal and resubmission of Proposal

- i. At any point of time, a Bidder can withdraw his/her Proposal submitted online before the Proposal Due Date. For withdrawing, the Bidder should first log in using his/her login ID and password and subsequently by his/her DSC on the website <http://tender.nprocure.com>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the details of the bid to be withdrawn. After selecting the "bid withdrawal" option, the Bidder has to click "Yes" to the message- "Do you want to withdraw this bid?" displayed in the bid information window for the selected bid. The Bidder also has to enter the bid withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "OK" button before finally withdrawing his/her selected e-bid/Proposal.
- ii. No e-bid/Proposal may be withdrawn in the interval between the Proposal Due Date and the Proposal Validity Period. Withdrawal of an e-bid/Proposal during this interval may result in the Bidder's forfeited of his/her e-bid/Proposal security.
- iii. The Bidder can re-submit his/her e-bid/Proposal as and when required till the e-bid submission end date and time. The e-bid/Proposal submitted earlier will be replaced by the new one. The payment made by the Bidder earlier will be used for revised e-bid and the new e-bid submission summary generated after the successful submission of the revised e-bid will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/her login Id and password and subsequently by his/her digital signature certificate on the website <http://tender.nprocure.com>. The Bidder should then select "My bids" option in the bid submission menu. The page listing all the bids submitted by the Bidder will be displayed. Click "View" to see the detail of the e-bid to be resubmitted. After selecting the "bid resubmission" option, click "Encrypt & upload" to upload the revised e-bids documents.
- iv. The Bidder can submit their revised e-bids/Proposals as many times as possible by uploading their e-bid documents within the scheduled date & time for submission of e-bids/Proposals.
- v. No e-bid can be resubmitted subsequently after the deadline for submission of e-bids.

4.2.8 Rejection of the Bidder

From the time the Proposals are opened to the time the contract is awarded, if any Bidder wishes to contact the Authority, on any matter related to their Proposal it should do so in writing. Any effort by the Bidders to influence any officer or bearer of the GTPCL in the Proposal evaluation or contract award decisions may result in the rejection of the Bidder's Proposal.

4.2.9 Proposal opening

- i. Authority will open all technical e-bids/Proposals, in the presence of Bidder's representatives who choose to attend on the prescribed date of opening at the Authority office.
- ii. The Bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date e-bid/Proposal opening being declared a holiday for the Authority, the e-bids shall be opened at the appointed time and

place on the next working day. The Bidder who is participating in e-bid/Proposal should ensure that the DD (Demand Draft) of Fee mentioned in the Datasheet must be submitted in the prescribed account of Authority within the duration (strictly within opening & closing date and time of individual e-bid/Proposal) of the work as mentioned in Tender, otherwise, in any case, bid shall be rejected.

- iii. The Bidders names and the presence or absence of requisite e-bid/Proposal security and such other details as the Authority at its discretion may consider appropriate, will be announced at the opening. The names of such Bidders not meeting the technical specifications and qualification requirement shall be notified subsequently.

4.2.10 Confidentiality

- i. Information relating to the examination, clarification, evaluation and recommendation for the short- listed Bidder/s shall not be disclosed to any person not officially concerned with the process.
- ii. After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of contract shall be disclosed to Bidders or their representatives, if any. Any effort by the Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

4.2.11 Tests of Responsiveness

- a. Prior to evaluation of the Proposals, Authority will determine whether each Proposal is responsive to the requirements of the Tender. The Proposals shall be considered responsive if:
 - i. It is received or deemed to be received by the due date and time including any extension thereof pursuant to the Data Sheet.
 - ii. It contains all information as desired in this Tender.
 - iii. Information is provided as per the formats specified in the Tender.
 - iv. It mentions the validity period as set out in Data Sheet.
 - v. Bids are accompanied with Bid processing fee (non-refundable) and EMD as specified in the Date Sheet of this Tender.
- b. Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by Authority in respect of such Proposal.

4.2.12 Clarifications sought by Authority

To assist in the process of evaluation of Proposals, Authority may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.

5 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- i. "CA" means Practicing Chartered Accountant
- ii. "ICAI" means as Institute of Chartered Accountants of India
- iii. "GTPCL" or "Authority" means Gujarat Town Planning Consultancy Limited

6 Annexures

Annexure	Details
Annexure I	Bidder's Details
Annexure II	Affidavit
Annexure III	Financial Proposal Submission Form
Annexure IV	Pre-Bid Queries Format

Annexure I: Bidder's Details

(To be submitted on the letterhead of the firm)

Date: _____

Sr No	Particulars	Reply				
1	Name of Firm					
2	Year of Establishment					
3	Firm / LLP Registration Number With ICAI					
4	Constitution (Firm / LLP)					
5	Contact Number & Email					
6	Firm PAN / GST No.	Number as well as documents separately attached.				
7	Details of Bank Account	Copy of Cancelled Cheque				
8	Empanelment number with C & AG	Number as well as documents separately attached.				
9	Office Address	Separate table containing: 1. Name 2. Membership number 3. Year of registration with ICAI.				
10	Details of Staff	Separate table containing number of staff including Chartered Accountant and other staff with supporting documents to full fill eligibility				
11	Details of Partner	Separate table containing: 1. Name 2. Membership number 3. Year of registration with ICAI.				
12	Experience (for Point 3 of Eligibility Criteria)	Separate table below:				
	Sr No.	Name of Organization	Add.of Org.	Year of Assignment	Date of Allotment	Date of Completion
Note : Submit separately work order/order of allotment as well as document supporting completion of audit.						

Signature _____

Full Name _____

Designation _____

Name of the Firm _____

Annexure II: Affidavit

This is to certify that I _____undersigned fully authorized by (Name of Firm) to submit this tender document" Appointment of Chartered Accountants firms for Income tax, TDS, GST compliances and Internal Audit." of Gujarat Town Planning Consultancy Limited, Ahmedabad.

This is further certified that,

A. Our firm / LLP / any of its partners are not debarred / disqualified / penalized by any government organization, department, board, corporation, tribunal or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, or National Financial Reporting Agency, RERA or any court etc.

B. And there is no adverse action taken or proposed against or any matter related to that for which proceedings are ongoing on our firm / LLP or any of its partner / directors by any authority by any of the above.

C. In case of any adverse / disciplinary action is initiated during the procedure for appointment of CA Firm for this assignment and also after appointment (If selected), the organization can terminate the appointment without assigning reasons thereof.

D. The firm / LLP is not issued with any order of disqualification, debarment or termination by any government organization, department, board, corporation, tribunal or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, RERA or National Financial Reporting Agency or any court etc. for which proceedings are ongoing.

E. All the information given in tender document submitted by us is correct.

F. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.

G. We have read entire tender document and agree to carry out scope of work mentioned in document and all terms and conditions mentioned will be acceptable to us.

Date: Sign of Authorized Partner

Place: (With Firm Name, Seal & Stamp)

Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports and a certificate from the statutory auditor of the company.

Annexure III: Financial Proposal Submission Form

THIS FORM IS **NOT** TO BE SUBMITTED AS PART OF THE TECHNICAL PROPOSAL. This form is to be filled up through NPROCURE and to be submitted online in PDF format through NPROCURE on the letterhead of the **Bidder**.

Particulars	Total Annual Fees (Excluding Duties & Taxes and including out of Pocket Exps) (in Rs.)
Gujarat Town Planning Consultancy Limited	

Notes:

- i. Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.
- ii. Fees quoted above must be exclusive of Goods and Service Tax (GST) as applicable
- iii. We have read all the terms and conditions with respect to financial bid as outlined in the tender document and abide ourselves with the terms and conditions.

Signature _____
Full Name _____
Designation _____
Name of the Firm _____
Mobile No _____
E-mail _____

Annexure IV: Format of Pre-Bid Queries

To

[insert name and address of Client]

Sub: Tender Document for Appointment of Chartered Accountants firm for Income tax, TDS, GST compliances and Internal Audit.”

Dear

The following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject Tender.

Sl. No.	Clause No.	Page No.	Tender text	Query
1				
2				
...				

Yours faithfully,

Authorized Signatory

(with Name, Designation, Contact no. and Seal)

Note: On the Letterhead of the Bidder to be submitted through Email and Prebid queries to be submitted in excel format as well.