

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-07-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-07-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Urban Development And Urban Housing Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Bhavnagar Area Development Authority
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework, Internal audit; CA Firm
अनुबंध अवधि /Contract Period	11 Month(s) 4 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes

बिड विवरण/Bid Details

बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	59706
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. 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.
2. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. 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.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1751605215.pdf](https://www.rajasthan.gov.in/1751605215.pdf)

Financial Audit Services - Financial Reporting Framework, Internal Audit; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework , Internal audit
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Bank Transactions , Internal Control over Financial Reporting , Internal control of financial , Deterring , Investigating fraud , Governance of company , Compliance with contracts , Review system & processes

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functio nctions	Purchase & Procurement , Human Resource & Payroll , Operational & Administrative , Owners Capital , Payables , Receivables
Frequency of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Weekly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Bhalgamiya Shailesh Mansukhlal	364001,Bhavnagar Area Development Authority Office Building, 2nd floor, "Mahatma Gandhi Sadan",B/H Motibaug, Town Hall, Bhavnagar-364001	1	N/A

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

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

अस्वीकरण/Disclaimer

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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---



**Tender Inviting Proposal from Chartered Accountant for Appointment of
Internal Auditor**

DECLARATION OF INTENT:

BADA is Urban Development Authority working as per mandate of Govt. of Gujarat, Accordingly the activity undertaken by the authority includes construction of roads, development and maintenance of parks, sewerage system, plantation within the object of **General Public Utility**; BADA intends to appoint Chartered Accountant to conduct Internal Audit, Filing Return in form of 24-Q and 26-Q for Income TDS, Form No.16, GST Consultation and filling of the authority. Proposals are invited from practicing Chartered Accountants Firms fulfilling the following Pre-Qualification Criteria to carry out the said assignment.

PRE QUALIFICATION CRITERIA:

- a. The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India. Registration period of the firm should be at least 10 years.
- b. Head office of the firm should be in Gujarat, if Head Office is not at Gujarat in that case well established branch office of a firm must have working at Gujarat from at least 3 years. Proof of the same shall be submitted with Annexure 2.
- c. Prop. /Partner conducting audit must have experience as mention in Annexure-2.
- d. For the assignment only those CA Firms will be considered which satisfy the minimum criteria prescribed in Annexure 2
- e. The chartered accountant firm should not be debarred / delisted in past by any Government organization/undertakings or by any other institution. It has also to disclose that any disciplinary action has been taken by ICAI against the firm / Partner or any of its Directors. In such cases the firm is not eligible for appointment.
- f. Any Conditional offer shall not be accepted. The firm shall not make any addition or alteration to the prescribed format / terms of the tender (offer document)
- g. Only those Firms which fulfill minimum eligibility criteria as per Annexure 2 should apply and send their technical and financial proposal, scrutiny of the firm will be carried out exactly as per eligibility criteria



Appointment of CA Firm as Internal Auditor of BADA

- h. The financial proposal of only those firms shall be open who qualify in technical bid.
- i. CA Firm will be selected on the basis of L1 in the financial proposals.

IMPORTANT DETAILS OF THE TENDER:

1. Scope of Work:

Selected CA Firm's Chartered accountant or their Executive personally visit the BADA office for the work mentioned below:

- a. Verification of all vouchers related to expenses.
- b. Verification of all receipts of income.
- c. Verification of application of Statutory Provisions like Income Tax, Labour Cess and/or any other duties, taxes, levies by central/state in this respect.
- d. Verification of receipts (Grant received from State Government, Central Government or any board/ Corporation/ Company established by State or Central Government) along with rates, norms and guidelines of BADA).
- e. Verification of Cashbook and Bank reconciliation statements.
- f. Regular report for Compliance of provision under the Income Tax Act as and when required.
- g. Filling TDS, Form No.16, GST Consultation and filling Return in form of 24-Q and 26-Q on Quarterly basis within Time limit.
- h. In Board Meeting and A.G. Audit of Authority selected Firm's Executive must be present as and when required.
- i. Pre Audit of Running bill above 1 Lacs.
- j. All Accounts related matters.
- k. In Board Meeting and A.G. Audit of the Authority selected Firm's Executive must be present as and when required.

No.	Audit Fees (With out GST/Service charge)	Duration
01	Rs.49,000/-	For 01(ONE) Year



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2. Submission of BID:

The intending Bidder should submit

- Interested firms shall submit their Technical Proposal in the format prescribed herewith in Annexure -1 & 2 and quote their Financial Offer in Annexure -3 (Financial Proposal) on or before the last date of submission during office hours.
- The Proposal is to be submitted in two parts and in two different sealed covers duly marked "technical proposal for Internal Auditor" and "Financial Proposal for Internal Auditor" respectively.

Technical proposal shall contain details as mentioned in **Annexure 1** and documents as mentioned in **Annexure 2 for qualifying minimum eligibility criteria**. The Financial proposal for Internal Auditor shall be as per the mentioned Annexure -3, these two envelops (Called as inner envelops) shall be put inside on outer envelope.

The outer envelope of technical proposal should be a super scribed as appointment of CA Firms as Internal Auditor of BADA.

- Mode of submission of proposal must be RPAD/Speed post only. Submission of Proposal shall not be accepted by Hand.
- Success full L-1 Bidder Must have submit Security deposit as per below table
- Agency must have EMD as per rate of 3% of the Total Estimated cost of Tender. EMD & BANK guarantee should be in form of DD submitted in **Favour of "Chief Executive Authority Area Development Authority Bhavnagar"**.

f.

Category of unit	Security deposite	
	Purchase up to Rs.5 lakh	Purchase of more than Rs.5 lakh
Enterprises & organization which are Exempted From paying tender Fees & EMD As Per this Procurement Policy	Exempted	3% of order value
For all other Enterprises	5% of order value	5% of order value

- Mode of submission of proposal must be RPAD/Speed post only. Submission of Proposal shall not be accepted by Hand.



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3. Terms and Conditions:

- a. Any modification in proposal after the opening date will not be considered.
- b. Proposal receive late will not be considered. BADA will not be responsible for any postal delay.
- c. BADA reserve the right to accept or reject any or all proposal without assigning any reason.
- d. Copy of the PAN Card and GST registration (if registered) must be submitted along with the technical proposal.
- e. Proposals should be completed in all respects and should fulfill all requirements of else, it is liable to be rejected without assigning any reason & any communication, in addition the bidder will be disqualified if at any point if it found that the information provided by him is found incorrect.
- f. Submission of proposal in the above state period shall be the responsibility of the proposer, however, the proposals are liable to be rejected outright and shall not be evaluated if bidder fails to meet the deadline.
- g. The CA Firms cannot assign. Outsource /sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any other CA, CA Firms/Individuals.
- h. The CA Firm shall not disclose or pass on to any other , the proprietary of confidential information relating to the projects, their services or BADA's business or operation without prior write consent of the Management.
- i. The CA Firms has to undertake that all knowledge and information not within the public domain which may be acquired during 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 disclose to any person whatsoever, except with the prior written permission from the appointing authority.
- j. The contract can be terminated from either side, at any time after giving a Two month notice to the concern without mentioning any reason.
- k. For any dispute Legal jurisdiction shall be Bhavnagar City Only.
- l. The contract period in this documents is initially for ONE(1) year, on satisfactory performance of CA firm it can be extended for next year as per Chief Executive Authority, Bhavnagar Area Development Authority, Bhavnagar, discretion maximum limit of contract under this tender is THERE (3) years.



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m. All accounts related matters.

4. TERMS FOR PAYMENT OF FEES

- a. The CA Firm shall submit their professional bill Quarterly which is depend upon Annual Fees Approved by Competent Authority.
- b. Any delay in Submission of Statutory report will make chartered accountant firm liable for penalty @1 % per Week and maximum 20% of tender price subject to the decision of the CEA.
- c. Any penalty arising out due to late filing of the Income Tax Return and found to be due to error/ delay on part of the CA firm shall be deducted from the bill of the CA Firm subject to the decision of the CEA.
- d. As per Govt. norms TDS etc / other deducting shall be deducted from the payable bill.



Appointment of CA Firm as Internal Auditor of BADA

ANNEXURE 1

**OFFER FOR APPOINTMENT OF CHARTERD ACCOUNTANT FIRMS AS INTERNAL AUDITOR OF
BADAUPTO TECHNICAL PROPOSAL**

1	Name and address of the Firm	
2	Telephone / Mobiles Email Id	
3	Date of Establishment	
4	Constitution (Partnership/Prop.)	
5	Registration Number (enclosed copy of the latest ICAI certificate)	
6	GST Registration No.(if reg.)	
7	PAN	
8	No. and name of Partner/Prop. -FCA - ACA	

Note: All the above referred documents shall be self-attested along with seal of the firm.



Appointment of CA Firm as Internal Auditor of BADA

Self Declaration :-

I/we _____ Prop./
Designated Partner of M/s _____ do hereby declare that
information provided below is true and fair and binding to me/ us for penalty and cancellation/
termination of contract if anything found wrong later on.

- We further declare & certify that our firm has not been debarred / delisted in past by any Government organization/undertakings or not by any other institution. It is also certify that any disciplinary action has not been taken by ICAI against the firm / Partner.
- We hereby declare that the firm or any of the partner / Prop. do not have any direct or indirect interest in BADA.

Date:

Signature of Prop.

Place:

Mem No. _____

FRN No . _____



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ANNEXURE 2

**DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL PROPOSAL FOR QUALIFYING
MINIMUM ELIGIBILITY CRITERIA:**

Sr. no	Minimum Eligibility	Proof to be Enclosed
1	Name and address of the Head office of a Firm and Branch (if any)	Address proof of the same
2	Practicing Chartered Accountants Firm should be registered in ICAI and registration period of the firm should be at least Twenty (10) years	Latest Certificate of Constitution issued by the ICAI
3	The firm should have an average gross receipts from profession of Rs.10 lakh (Rupees Ten lakh) in the last three years including on	Income Return in Details
4	(1)The Firm should have completed audit work for any (1) department of Govt. of Gujarat. or (2) PSU of Govt. of Gujarat or (3) Authority/Board/Corporation of Government of Gujarat in last 5 years.	Letter from the concerned Entity.

Note: All the above referred documents shall be self-attested along with seal of the firm.



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Annexure -3

FORMAT FOR THE FINANCIAL PROPOSAL

(TO BE SUBMITTED IN SEPARATE SEALED COVER)

<u>1</u>	Name and address of the firm	
<u>2.</u>	<u>Annual Professional Fees for Internal Auditor (Excluding of all Taxes)</u>	<u>Rupees in figure Rupees in word</u>

Official Seal and Signature of Chartered Accountant firm



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ક્રમ	નામ	હોદ્દો	કમિટીમાં હોદ્દો	સહી