

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	19-07-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-07-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Revenue Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Gujarat Institute Of Disaster Management
वस्तु श्रेणी /Item Category	Financial Audit Services - Pe Audit , Internal Audit,GST Return, GST/IT Tds Return and their Compliance T TDS Return,Income Tax TDS Return,; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	4 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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,Certificate (Requested in ATC),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

बिड विवरण/Bid Details

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 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
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित बिड मूल्य /Estimated Bid Value	150000
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	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. 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

Number of Years of firm/company's existence as per ICAI certificate 5 years

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions. At least 5 (Five) years' experience of pre audit, internal audit with Govt. /Semi Govt.office, Authority, board corporations, Nigam, Trust, society etc of the Gujarat government

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: The Firm should be partnership firm with minimum 3-4 partners out of Which minimum 2-3 partner should be Fellow Chartered Accountant (FCA).

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: The Firm should be partnership firm with minimum 3-4 partners out of Which minimum 2-3 partner should be Fellow Chartered Accountant (FCA).

Number of XX fulltime CA's required and YY professional audit staff: The Firm should be partnership firm with minimum 3-4 partners out of Which minimum 2-3 partner should be Fellow Chartered Accountant (FCA).

Price Breakup Format for the bidders to upload for providing break-up of overall project cost: [1751611601.pdf](#)

Financial Audit Services - Pe Audit , Internal Audit,GST Return, GST/IT Tds Return And Their Compliance T TDS Return,Income Tax TDS Return,; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Pe Audit , Internal Audit,GST Return, GST/IT Tds Return and their Compliance T TDS Return,Income Tax TDS Return,
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal Control over Financial Reporting , Audit of financial statements , Internal control of financial , Compliance with law & regulations , Review system & processes , Compliance with contracts , Treasury operations , Bank Transactions
Type of Industries/Fu nctions	Operational & Administrative , Payables , Cash and Bank Balance , Receivables , Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Owners Capital , Fixed assets, depreciation and amortisation
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
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
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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	Joshi Rajeshkumar	382007,GIDM CAMPUS, BEHIND PDPU, AT. RAISAN VILLAGE, GANDHINAGAR, GUJARAT - 382007	1	N/A

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

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

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

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---

Terms of References (TOR)

Sub: Proposal for Appointment of Internal Auditors for Gujarat Institute of Disaster Management (GIDM), Raisan Gandhinagar for 1 year (F.Y 2025-26).

Gujarat Institute of Disaster Management (GIDM) has been established under the Society Registration Act 1860 and Bombay Public Trust Act 1950. GIDM wants to appoint the Internal Auditor for 1 year and invite the offer from the reputed C.A. firms of Ahmedabad and Gandhinagar who empaneled with the Controller Auditor General of India (C & A.G) for carry out Pre audit, Internal audit. Approximate **Annual minimum fees of Rs. 1,50,000/- (inclusive of All taxes and Pocket/TA etc)**

The CA firms meeting with the eligibility criteria are requested to download the copy of TOR document from GIDM website <https://gidm.gujarat.gov.in>. and submitted to Director General, Gujarat Institute of Disaster Management, B/h Pundit Dindayal Energy University, Raisan Village, Gandhinagar Koba Road Gandhinagar in sealed envelopes through Registered AD/ Speed Post only on or before **19.07.2025 at 5.00 PM** in the format as given at Annexure-I & II (in the letter head of firm) as per the following terms & conditions.

(A) Terms & conditions

1. The C.A. /C.A. firm must have 5 years' experience of Pre audit, Internal audit of Govt. /Semi Govt. office, Board-corporations, Nigam, Trust, society etc of the Gujarat government. **(Please submit copy of work order)**
2. The Firm of Chartered Accountants must be empaneled with the Controller Auditor General of India (C & A.G) for the year 2024-25. **(Please submit copy of C & AG letter)**
3. The Firm must be partnership firm with total Minimum 3-4 partners out of which at least 2-3 should be Fellow Chartered Accountant (FCA). **(Please submit copy of partnership deed)**
4. The Firm Registered office must be located at Ahmadabad/Gandhinagar. The Firm submitting quotation must have Registration Certificate of the Firm, Certificate of the Membership, PAN Card No., and GST No. **(Please submit Copy)**
5. The C.A. firm will be paid fee is inclusive of all taxes and pocket expenses etc. No other claims will be entertained.
6. The audit party conducting audit whom shall be a qualified C.A. with five (5) years' experience of audit work.
7. The C.A./C.A. firm shall fix one/Two day in week for carry out Pre Audit of all voucher of H.O.
8. The C.A. /C.A. firm shall carry out Internal audit of H.O on quarterly basis. The program set out by CA firm to be submitted in advance to GIDM.
9. The Director (Finance & Administration)/Account Officer, GIDM reserve the right to issue directions of fix method for conducting certain audit and such directions shall be binding on the C.A. /C.A. firm.

10. The Director (Finance & Administration), GIDM or his authorized person shall supervise the audit by surprise and audit party shall explain the audit procedures and finding if asked for during the course of audit or even before and after.
11. Audit report should be prepared in Two copies.
 - (A). One copy each to be handed over to (a) Director General, GIDM (b) Director (Finance & Admin) or Accounts Officer, GIDM.
 - (B) Report should be discussed with the head of the branch and his views/explanations shall be incorporated therein as a part of the report.
 - (C) Audit report shall be sent to the concerned officers within ten (10) days from the date of completion of audit.
 - (D) The audit report shall be framed in simple language, to the point and substantiated with documentary evidences attached with.
12. The compliances of the earlier report should also be verified by the C.A. /C.A. firm.
13. The C.A. /C.A. firm appointed as an internal auditor of the GIDM shall not sub-assign the works of audit to any other C.A. /C.A. firm/Agency.
14. Though this appointment is for one year, further continuance for the second and third year shall depend purely on the yardstick of yearly performance of the C.A. /C.A. firm. The Director (F & A) of the GIDM reserve the right to cancel the assignment without assigning any reason in case it may deem fit.
15. The above conditions are not exhaustive. The GIDM will have absolute right to revise/abrogate/include any conditions as per its best requirement.
16. Periodic review meeting will be held at the Head Office of the GIDM in which the internal auditor will have to attend the said meeting without any extra remuneration.
17. The internal auditor will not be eligible for payment of audit fee if the stipulations regarding conditions submission of reports are not fulfilled.
18. The internal auditor will require to be given notice of one month to the GIDM in case it intends to discontinue the contract at any point of time during the period of contract.

Scope of Work

1. Auditor will conduct Pre audit of all vouchers (Payment, Receipt, Journal Voucher etc) with supporting documents and to certify the amount of bills payable.
2. The Pre-audit checks (apart from regular routine checks) will include the reference to the provision in the tenders, contract, Provision of Statutory deductions and dues, taxes and arithmetical accuracy, Provisions of PWD Manual, CPW account code, GFR and any other Statutory, laws, act, GR, orders, Instructions of Govt. or GIDM etc. the auditor will ensure 100% verification of each entry of bill.
3. Auditor will conduct Pre-audit of each work bill and will have to certify the correctness of bill to be Payable. No payment of any work bill (which is subject to Pre-audit) by pay point until **same is duly verified and certified by the auditor.**
4. The firm has to sign the bill in token of Pre-audit carried out by it.
5. Auditor will prepare and check monthly (TDS) Tax deduction statement / GST / GST TDS Statement, GST Reconciliation, Challan and filling Monthly/Quarterly/Half yearly/yearly Return within time limit prescribed under above provision. Auditors have to prepare details and reply related to the TDS and to attend the hearing regarding TDS /GST related matters at the Income Tax Department/GST Department whenever required.

6. Auditor will guide as and when required for proper maintenance of the books of accounts and also to ensure that the prevailing Accounting policies/rules are strictly followed.
7. Any other related work assigned by this office as per mutual understanding.
8. The Scope of Work of internal Audit include checking of All vouchers (payment, Receipt, journal Voucher, Invoice) Bank Reconciliation, Cash book, Investment, overall scrutiny of posting of General Ledger, Performa and provision entries, Trial Balance and Groupings, Reconciliation of control ledger with General Ledger. etc. and give report to this office quarterly.
9. Internal auditor shall have to check the deduction of income tax from the payment of the various parties as per the provision u/s.194(a) of the Income Tax Act, 1961. Also the internal auditor in addition to Income tax would check and ensure the deduction of GST TDS and any other Taxes and Levies recovery from the dues payable to the various parties.
10. Bank reconciliation statement to be checked with reference to bank book and remittances.
11. Internal auditor shall have to physically verify the stock laying at Head Office.
12. Internal auditor should also verify especially the cases of payment/Advances to the party on account of various expenses/advances with respect to.
 - a) Provision of contract item or amount.
 - b) Quantity, extra item and new works executed with or without the approval of competent authority.
 - c) Payment in conformity with the rates approved.
 - d) The statutory and/or legitimate recoveries from the bills of the parties.
13. Internal auditor would check that Deposit/Advance register is maintained properly and relevant entry from the Cash Book is made and final effect is given to Account.
14. Internal auditor would check E.M.D./Bank Guarantee/Insurance Policy register to ensure that the Bank Guarantee and/or Insurance Policy do not remain to be renewed.

Check list for conduct for internal audit :

1. All check for cash book receipt and payments.
2. Monthly A/cs. i.e. with reference to compilation book and vouchers / Challans and misclassifications
3. Bank reconciliation.
4. Checking of credit to Govt. in respect of GPF/EPF/Income Tax/GST/Professional Tax/ Labor Tax and all advances, Interest of advances and statutory deductions made from the Bills.
5. A/c of cheque books received from various banks and their use.
6. Checking of Pay Bills/ Supplementary Pay Bills/Sales Bills.
7. Verifications and preparation of TDS/GST/GST TDS statements and returns with reference to Income Tax credits and challans.

8. Verification and confirmation of receipt of detailed bills in case where Advances are paid. In case advances paid are not cleared due to non-submission of detailed bills, the same are to be commented upon by internal auditor with reason and remedies, there to besides reporting responsibility of the officer for non-clearance of advance.

General Terms & Conditions

1. The CA / CA firms meeting with the eligibility criteria are requested to download the copy of TOR document from GIDM website <https://gidm.gujarat.gov.in>. This physical TOR document is to be signed on each page and submitted back forming part of the Technical Bid.
2. The offer is required to submit in two separate cover. The first cover (**Annexure-I**) shall contain evidence of eligibility criteria & Experience of Firm marked as “TECHNICAL BID FOR INTERNAL AUDITOR”. The Second Cover (**Annexure-II**) **for the rates and** marked as “COMMERCIAL BID FOR INTERNAL AUDITOR”. Both cover shall be placed in one cover marked as “PROPOSAL FOR INTERNAL AUDITOR–GIDM”.
3. The technical bid will be opened and evaluated by a committee of the officers at the head office of the GIDM.
4. The Financial Bid will be opened for the firms who qualify the eligibility criteria as per Technical Bid
5. The selected CA/CA Firms have to pay 5% of total value as security deposit in form of Demand Draft In favour of Gujarat Institute of Disaster Management.
6. The proposal must reach to office of the Director General, Gujarat institute of Disaster management, B/h Pandit Dindayal Energy University, Raisan Village, Koba-Gandhinagar Road, Gandhinagar by RPAD/Speed Post Only on or before **30.03.2024 at 5.00 PM**. No cover shall be entertained after this prescribed time limit.
7. The supporting documents for the information mentioned in annexure- I is to be attached with the Technical Bid for scrutiny of the proposal. The proposal received without necessary documents will be rejected.
8. Payment shall be made on quarter basis through cheque or NEFT/RTGS within a month after submission of reports and bill.
9. GIDM reserves the right to cancel any or all the TOR even after receipt of quotations without assigning any reasons thereof.

10. Fellow Chartered Accountant of the firms will have to visit the office of GIDM for the discussion audit report, audit-paras and matter to the higher authorities of the GIDM
11. Quotation shall be submitted to Director General as per above address in sealed envelopes superscripting **“Quotation for Appointment of Internal Auditors”** by RPAD/Speed Post Only as to reach on or before **19.07.2025 at 5.00 P.M.**
12. The incomplete TOR and TOR received from the specified last date & time will not be considered in any case.
13. Please submit copy of this TOR with supporting documents/evidence in technical offer each page of this TOR must be stamped & Signed by partner of the CA Firm.
14. Technical bid will be opened on **21.07.2025** at the office of GIDM. The bidder/CA firm's representative may remain present at the time of bid Opening. please call on 079-23275815/812/818/804 for confirmation of time of Bid opening.

Signature
Name of Firm with Stamp & Date
& Membership No.

Annaxure – I

Check List for Eligible Criteria

Criteria	Yes/No	Page No.
The firm should be a Chartered Accountants firm and have at least 5 (Five) years' experience of pre audit, internal audit with Govt. /Semi Govt.office, Authority, board corporations, Nigam, Trust, society etc of the Gujarat government. (Please submit copy of work order)		
The Firm of Chartered Accountants must be empaneled with the Controller Auditor General of India (C & A.G) for the year 2024-25. (Please submit Copy)		
The Firm should be partnership firm with minimum 3-4 partners out of Which minimum 2-3 partner should be Fellow Chartered Accountant (FCA). (Please submit copy of partnership deal)		
The Firm Registered office must be located at Ahmadabad / Gandhinagar. The Firm submitting quotation must have Registration Certificate of the Firm, Certificate of the Membership, PAN Card No, and GST Number. (Please submit Copy)		

General Particular/Details of the Firm

Sr. No.	Particulars	Supporting Details/Docs.
1.	Name of the Firm and Date of Establishment	
2.	Address of the Firms (Ahmedabad/Gandhingar Registered Office)	Phone No.: Email Id.: Mobile No.:
3.	ICAI Firm Registration No.	
4.	Details of Firm, Partner and CA Employees	
5.	Firm Income Tax PAN.	
6.	GST No.	
7.	Empanelment No. with C & A G	
8.	Pre audit, Internal audit Audit Experience of the Firm With of Govt. /Semi Govt. office, Govt Authority, board corporations, Nigam, Trust, society etc of the Government	

Signature

**Name of Firm with Stamp & Date
& Membership No.**

Annexure-II

Format (Should be on Letter Head of the Firm submitting the quotation)

Letter no.

Date:

(PLEASE SUBMIT THIS IN A SAPERATE ENVELOP)

**To,
The Director General
Gujarat Institute of Disaster Management,
B/H pandit Dindayal Petroleum University,
Raisan Village, Gandhingar-Koba Road,
Gandhingar -382007**

Dear Sir,

Please find our Quotation with respect to you're your advertisement published in _____ on dated _____ for appointment of Internal Auditor of GIDM.

Sr. No	Items	Monthly Amount (in Rs.)	Total Annual Amount (in Rs.)
1	Professional Fees for All Scope of Work mentioned in TOR for Appointment of Internal Auditors of GIDM for F.Y 2025-26 is inclusive of all taxes, duties, TADA and pocket expenses etc.		

1. We Accept all the terms & Conditions and Scope of Work as per the TOR for appointment of Internal Auditor of GIDM for 1 Year..
2. We hereby declare that the Information submitted with our TOR is true & nothing has been cancelled or falls.
3. The Technical offer regarding eligible criteria is submitted in a saperate envelop.

**Signature
Name of Firm with Stamp &
Date& Membership No.**