

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	08-08-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	08-08-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	100 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Home Department Gujarat
संगठन का नाम / Organisation Name	Panchmahal District Police Office
कार्यालय का नाम / Office Name	S P Office
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report, GST PAN ETC; 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)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	1 Year (s)
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) *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 दस्तावेज़ों 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?	No

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	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
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
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	6000

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

S P PANCHMAHAL
S P OFFICE, Home Department Gujarat, Panchmahal District Police Office,
(S P Panchmahal)

विभाजन/Splitting

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

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. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1753352899.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1753352899.pdf)

Financial Audit Services - Audit Report, GST PAN ETC; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , GST PAN ETC
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal Control over Financial Reporting , Treasury operations , Bank Transactions
Type of Industries/Functions	Payables , GST TDS , Purchase & Procurement , Sales, Services and Revenue

विवरण/ Specification	मूल्य/ Values
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Varshaben Shailendrasinh Solanki	389001,Civil Lines, Godhra	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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---

સી.એ. નિમણુક સારૂ વાર્ષિક કોન્ટ્રાક્ટ આપવા ટેન્ડર માટેની શરતોની આંતરીક કમીટી-૦૧

કામગીરીની વિગત.

અ.નં.	શાખાનું નામ	કામગીરીની વિગત
૧	વેલ્ફર ટેબલ	વેલ્ફરમાં કરવામાં આવેલ ખર્ચ બાબતે GST/TDS રીટર્ન કરવાની કામગીરી.
૨	સીબી-૦૧	(૧) TDS/GST કપાત કરેલ. (૨) રીપેરીંગ ગ્રાન્ટનું રીટર્ન.
૩	સુરક્ષાસેતુ	વર્ષ દરમિયાન ઇન્કમેટેક્સ વિભાગને લગત તમામ કામગીરી/ કરવામાં આવેલ ખર્ચ અંગેની GST/TDS રીટર્ન કરવાની કામગીરી તથા વાર્ષિક ઓડિટ કરાવવાની કામગીરી.
૪	હિસાબી શાખા/વહિવટીશાખા	(૧) તમામ અધિકારી/કર્મચારીઓના ઇન્કમેટેક્સ રીટર્ન ફાઇલ કરાવવાની કામગીરી. (૨) ઓન પેમેન્ટના નાંણા તથા કન્ટ્રીબીલ અંગેના GST/TDS રીટર્ન કપાતની કામગીરી. (૩) માર્ગ સુરક્ષા નિધિમાં કરેલ ખર્ચના GST/TDS રીટર્ન. (૪) વાર્ષિક ઓડિટ કરવાની કામગીરી.

:- કરારની શરતો :-

૧	આ ટેન્ડરનો સમયગાળો ૧ વર્ષ માટે માન્ય ગણશે.
૨	સદર ટેન્ડરમાં ભાગ લેનાર ચાર્ટડ એકાઉન્ટન્ટ/પેઢી સરકારશ્રીના ધારા ધોરણ પુર્ણ કરતી હોવાની બાહેધરી આપવાની રહેશે. તેમજ ચાર્ટડ એકાઉન્ટન્ટ એસોસિયેશન સભ્ય તરીકે નોંધાયેલ હોવા જોઈએ.
૩	ચાર્ટડ એકાઉન્ટન્ટ એસોસિયેશનના નોંધણી નંબર/વર્ષ ટેન્ડરમાં દર્શાવવાના રહેશે.
૪	એજેન્સીએ નોંધણીના પુરાવા જેમ કે, નોંધણીનો દાખલો, વર્ષ ૨૦૨૫-૨૬ માટે C&AGનો દાખલો. GST નંબર, પાનકાર્ડ નંબર, અગાઉ સરકારી ખાતામાં કામગીરી કરેલનો હુકમની નકલ (છેલ્લા ત્રણ વર્ષની) વિગેરે ઓનલાઈન બીડમાં રજુ કરવાના રહેશે.
૫	સરકારશ્રીના નિયમોનુસાર સુરક્ષાસેતુ સોસાયટીનું ઓડિટ C & AG પેનલના માન્ય CA દ્વારા ઓડિટની કામગીરી કરવાની રહેશે
૬	ઓડિટ/ઇન્કમેટેક્સ રીટર્ન/ GST -TDS અને પોલીસ અધિક્ષકશ્રી દ્વારા સોંપવામાં આવે તે નાણાંકિય કાર્યવાહી પુર્ણ કરવાની રહેશે એજન્સી/સંસ્થા જાતે દર સપ્તાહ/માસ દરમિયાન પોલીસ અધિક્ષકશ્રીની કચેરીએથી વિગતો મેળવી રહેતી કામગીરી પુર્ણકરવાની રહેશે.
૭	TDS/GST રીટર્નની કામગીરી દરમિયાન કચેરી માંથી માહિતી પુરી પાડ્યા બાદ કોઈ સંજોગોમાં વિલંબ થશે અને તેના કારણે સરકારશ્રીને કોઈ પણ દંડ કે નુકશાન ભોગવવાનો આવશે. તો તે માટે સી.એ.ની જવાબદારી રહેશે.
૮	સર્વિસ કોન્ટ્રાક્ટના બીલ દર માસે રજુ કરવાના રહેશે. એડવાન્સ પેમેન્ટની શરત અસ્વીકાર્ય રહેશે.

૯	સદરહું ઈજારા માટે ઉપરોક્ત દર્શાવેલ શરતો તેમજ ટેન્ડર ફોર્મમાં દર્શાવેલ શરતોનો ભંગ થયેથી તેમજ કચેરી સાથે સંકલન મુજબ કામગીરી યોગ્ય રીતે નહીં કરવામાં આવે અથવા કોઈપણ અનિયમિતતા કે ગેરરીતી ધ્યાન ઉપર મળશે. તો સદરહું ઈજારાનો કોઈ પણ સમયે વગર નોટીસે અંત લાવવાની સત્તા પોલીસ અધિક્ષકશ્રી, પંચમહાલ ગોધરાનાઓની રહેશે. તેમજ કોર્ટમાં પડકારી શકાશે નહીં.
૧૦	ટેન્ડરની શરતો મુજબ કામગીરી યોગ્ય રીતે કરવામાં નહીં આવે અને તે કારણે કોન્ટ્રાક્ટ રદ કરવામાં આવતો ડિપોઝીટની રકમ સરકારશ્રીમાં જપ્ત કરવામાં આવશે.
૧૧	સદરહું ટેન્ડર બાબતે કોઈ વાંધો ઉપસ્થિત થશે તેમજ કામગીરી સંતોષકારક જણાશે. નહીં તો પોલીસ અધિક્ષકશ્રી, પંચમહાલ-ગોધરાનાઓનો નિર્ણય આખરી ગણાશે. અને તેમાં કોઈ બાંધછોડ ચાલશે નહિ
૧૨	સંસ્થાની બેદરકારી/નિષ્કાળજીના કારણે કોઈ પ્રશ્ન ઉપસ્થિત થશે તો તેની તમામ જવાબદારી સંસ્થાની રહેશે.