

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	16-10-2025 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	16-10-2025 18:30:00
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	Science And Technology Department Gujarat
संगठन का नाम / Organisation Name	Gujarat Science City
कार्यालय का नाम / Office Name	Ahmedabad
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Pre-Audit of Bills; 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)	14 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) *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 (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	350000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	24

(a). 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 :

as per bid doc

Gujarat Science City, Science and Technology Department, Ahmedabad, Gujarat
(Gujarat Council Of Science City)

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:as per bid doc

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.:as per bid doc

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:as per bid doc

Number of partners/ qualified professionals in full time employment with DISA/CISA qualificationas per bid doc

Number of XX fulltime CA's required and YY professional audit staffas per bid doc

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/ Pre-Bid Date and Time	प्री-बिड स्थान/ Pre-Bid Venue
03-10-2025 12:00:00	Conf Room, Gujarat Science City, Ahmedabad

Financial Audit Services - Review Of Financial Statements, Pre-Audit Of Bills; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Pre-Audit of Bills
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Compliance with contracts , Review system & processes
Type of Industries/Functions	Government Statutory Body
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 दस्तावेज /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
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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	KUNAL RAJENDRA SHAH	380060,GUJARAT COUNCIL OF SCIENCE CITY, SCIENCE CITY ROAD,	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 Added text based ATC clauses

As per bid doc

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3. 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:-

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- 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)
- 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 कार्यवाई 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---

**Request for Proposal
for
Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization
Certificate for Gujarat Council of Science City, Ahmedabad**



RFP No: GCSC/ACCTS/RFP/2025/365

Date of Issue: 26th September 2025

Address:

Gujarat Council of Science City
Science City Road,
Off S. G. Highway, Ahmedabad - 380 060.
Phone: 079 – 29703122 Fax: 079- 29703121
Website: - <https://sciencecity.gujarat.gov.in>

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DISCLAIMER

The information contained in this Request for Qualification cum Request for Proposal document (hereafter referred as the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidder(s) or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting Bids pursuant to this RFP. This RFP includes Statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and Statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, Statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, Statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP 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 Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, Statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the Statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of work and obligations of the Selected Bidder set forth in this RFP or the Authority's rights to amend, alter, change, supplement or clarify the scope of work or the Project, to be awarded pursuant to this RFP. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Authority. Laws of the Republic of India are applicable to this RFP.

DATA SHEET

1.	Name of the project	Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.
2.	Tender issued by	Gujarat Council of Science City, Ahmedabad
3.	Department Name	Department of Science and Technology
4.	Procurement stages	Single-Stage Two Packet process (Technical + Financial)
5.	Availability of tender Document	<p>The tender can also be downloaded from: From the Authority's website: https://sciencecity.gujarat.gov.in; From the GeM Portal: http://www.gem.gov.in</p>
6.	Site visit and pre-bid meeting	<p>Site visit and Pre-bid meeting is scheduled at 12:00 PM on 03/10/2025.</p> <p>The Pre-Bid meeting would be held at the Conference Room, Administrative Block, Gujarat Science City, Ahmedabad, Gujarat - 380 060.</p> <p>Bidders interested in visiting the Site are required to send an e-mail to tender-gcsc@gujarat.gov.in</p> <p>In the event, a Bidder is unable to join the meeting in person the Bidder shall request the link for joining the Pre-Bid meetings through video conference by sending an email to tender-gcsc@gujarat.gov.in and Authority may share the link at its own discretion.</p>
7.	Last date of receiving Pre-bid queries/clarification	04/10/2025 at 06:00 PM at ed-gcsc@gujarat.gov.in , tender-gcsc@gujarat.gov.in .
8.	Last date and time for submission of Bids (Online Technical Bid)	Last Date for submission of Financial Bid and Technical Bid (Online): 16/10/2025 by 06:00 PM on GEM Portal.

9.	Last date and time for submission of POA as per Clause 2.2.2 (Offline Technical Bid)	For POA (in Hard Copy and in ORIGINAL): 17/10/2025 by 06:00 PM addressed to the Authorized Representative of the GCSC.
10.	Bid Due Date (Online)	16/10/2025 by 06:00 PM
11.	Late Bids	Late bids i.e. bids received after the specified date and time of receipt (Online and Offline) shall not be considered.
12.	Validity of Bids	180 days to the Bid Due Date.
13.	Method of Selection	Lowest Cost Method – L1 Method.
14.	Email for Correspondence	tender-gcsc@gujarat.gov.in
15.	Bank details	Bank: Indian Overseas Bank Bank Account Name: - Gujarat Council of Science City Bank A/C No.: - 044701000007279 IFSC Code: - IOBA0000447 Address: - Sola Science City Road, Ahmedabad 380060, Gujarat, INDIA.
16.	Authorized Representative, Communication address and email for correspondence	The Executive Director, Gujarat Council of Science City, Science City Road, Ahmedabad-380 060 Email: tender-gcsc@gujarat.gov.in Phone: (079)29703122.
17.	Remarks	Bidder shall submit their financial offer only in bid format on the website https://gem.gov.in , after digitally signing the same. Offers, which are not digitally signed, will not be accepted. Bidders are requested not to submit the hard copy of the Financial Bid. In case the hard copy of the financial bid is
<p>***Note:</p> <p>A. The Bidder shall submit their Financial Offer only in electronic format on the GeM Portal. Any submission of the Financial Offer in physical form shall render the Bid liable to rejection.</p> <p>B. The Bidder must strictly comply with the requirements of the Tender Document in order to be considered qualified. Specifically, Annexure 1 (Minimum Eligibility Criteria), Page 26 of the Request for Proposal (RFP), mandates that the Bidder must have a minimum average annual turnover exceeding ₹50 Lakhs in any three (3) of the last five (5) financial years preceding the Bid Due Date.</p> <p>Note: While the GeM Portal (Bid Document) reflects the minimum average annual turnover requirement as ₹14 Lakhs for the past three financial years, the criteria stipulated in the RFP shall prevail.</p> <p>C. In case of any contradiction between the clauses/conditions specified in the RFP and those stipulated in the GeM General Terms and Conditions (GTC), the provisions of the RFP shall override the GeM GTC. For any clarification or further details, the RFP shall be referred to.</p>		

1.INTRODUCTION

1.1. Background

- 1.1.1 The Government of Gujarat has established the Gujarat Council of Science City, a registered society, to achieve the Gujarat Science City mandate. The Gujarat Council of Science City (hereinafter referred to as “**GCSC**” or “**Authority**”) was registered on 10.08.1999 as a wholly owned Government Society under the provisions of the Societies Registration Act, 1860. The GCSC was set up under the aegis of Department of Science & Technology for developing the Science City project at Ahmedabad. The Science City is working for the promotion of science. Popularization of science to create scientific temper in the community is a priority in the emerging environment of knowledge driven economic growth. Gujarat Science City is a bold initiative of the Government of Gujarat to realize this priority. The Government is creating a sprawling Centre at Ahmedabad which aims to provide a perfect blend of education and entertainment. It will showcase contemporary and imaginative exhibits, minds on experiences, working models, virtual reality, activity corners, labs and live demonstrations to provide an understanding of science and technology to the common man.
- 1.1.2 The Gujarat Council of Science City (“**GCSC/Authority**”) hereby invites proposals for the conduct of a Pre-Audit and Corporate Social Responsibility (CSR) Audit, along with the preparation of a Utilization Certificate, for amounts equal to or exceeding INR 25,000/- pertaining to the GCSC's financial transactions and activities. The agency Selected for this engagement shall be expected to demonstrate a high level of expertise and proficiency in identifying potential gaps in financial operations, ensuring adherence to applicable laws, regulations, and policies, and strengthening the internal control mechanisms within the GCSC's financial framework. The scope of this project shall include the preparation of a comprehensive Pre-Audit and CSR Audit Report, which will thoroughly document the agency's findings regarding any risks, discrepancies, or non-compliance with relevant statutes. The agency will be required to identify any compliance gaps, assess areas for improvement, and provide actionable recommendations aimed at enhancing the audit readiness of the GCSC. The report shall also outline any observed risks, along with detailed suggestions to mitigate those risks, thereby fortifying the integrity and transparency of the GCSC's financial practices in accordance with applicable laws and best practices.
- 1.1.3 The Authority shall receive Bids for selection of the Agency pursuant to and in accordance with this the terms set forth in this RFP and other documents to be provided by the Authority, as modified, altered, amended and clarified from time to time by the Authority (collectively the “**Bidding Documents**”). All Bids shall be prepared and submitted on the GeM Portal in accordance with the terms of this RFP on or before the time and date specified in the Data Sheet for submission of Bids. The Offline Technical Bids shall likewise be submitted to the Authorized Representative of the Authority on or before the date specified in the Sr. No. 10 in the Data Sheet (hereinafter referred to as the “**Bid Due Date**”).

1.2 Brief Description of Bidding Process:

- 1.2.1 The Authority has adopted a Single-Stage Two Packet process (the “**Bidding Process**”) for evaluating the Proposals comprising “Technical Bid” and “Financial Bid” to be submitted Online on gem.gov.in (GeM Portal).
- 1.2.2 Before preparing the bid and submitting the same on the GeM portal, the Bidder should read and examine all the eligibility criteria, the scope of work, instructions, checklist, etc. contained in the RFP document. Failure to provide the required information or to comply with the instructions incorporated in this RFP may result in the rejection of bid(s) submitted by Bidders. All Bidders (*The “**Bidder**”, which expression shall, unless repugnant to the context thereof include its/their executors administrators, successors and assigns*) shall simultaneously submit the Technical Bid and Financial Bid Online on the GeM portal.
- 1.2.3 Bidder can download the bid document and further amendments if any, free from <https://gem.gov.in> and also upload same on <https://gem.gov.in> on or before the due date of the Bid. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents.
- For avoidance of doubt, it is clarified that the Bid shall be submitted online as per the instructions on GeM Portal and Offline Technical Bid shall be submitted on or before the Bid Due Date. Non-submission of the Bid in either of the prescribed forms, *i.e., (i) Online Bid Submission on the GeM Portal, and (ii) Offline Bid Submission as stipulated in the Data Sheet*, shall render the Bid non-responsive and shall lead to the rejection of the Bid without any further reference to the Bidder.
- 1.2.4 Prices are to be quoted in the Financial Bid format on the GeM portal only. The financial bid submitted in any other format will be treated as non-responsive. Bidders are requested not to submit the hard copy of the Financial Bid. In case the hard copy of the financial bid is submitted the bid shall be straight away rejected. Also, uploading the financial offer in the technical part of the bid in GeM will also result in the rejection of the bid. Eligibility and qualification of the Bidder will be first examined based on the details submitted under “**Technical Bid**” with respect to eligibility and qualifications criteria prescribed in this RFP. “**Financial Bid**” shall be opened of only those Bidders whose Technical Bids are responsive to eligibility and qualifications requirements as per this RFP.
- In the first step, based on the details submitted, Technical Bid of all Bidders shall be evaluated as to whether they are responsive in terms of Clause 2.9.
 - In the second step, the Technical Bid of the Bidders whose Bid are responsive in terms of Clause 2.9.4 (a) above shall be evaluated to ascertain if they qualify the minimum Eligibility Criteria (which includes Technical and Financial Capacity) as set forth in Annexure 1 of this RFP.
 - In the third step, the Bidders meeting the minimum Eligibility Criteria as set out in Annexure 1 hereof, shall be shortlisted for the opening of their Financial Bid.
 - The Selected Bidder who is awarded the Project and who executes the Contract subject to and in accordance with terms hereof, will be required to provide Pre-Audit and CSR audit Services at GCSC.

2. INSTRUCTIONS TO THE BIDDERS

2.1 General Instructions:

- 2.1.1 Tenders are invited on behalf of the Gujarat Council of Science City, Ahmedabad from interested Bidders for Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.
- 2.1.2 The services are to be provided for **1(one)** year from the date of work order as per the terms of the Contract. However, the same may be extended for **2 (two)** years, if satisfactory work is found, on the same terms and conditions with mutual agreement between GCSC and the Selected Bidder.
- 2.1.3 The Bidders are required to strictly adhere to the following instructions while submitting their Bids electronically through the Government e-Marketplace (GeM) Portal and physically (where specified). For avoidance of doubt, it is clarified that:
- The Bid shall be submitted online on the GeM Portal in accordance with the instructions provided therein ("**Online Technical Bid**"); and
 - The Offline Technical Bid shall be submitted to the Authorized Representative of the Authority on or before the Bid Due Date as specified in the Data Sheet ("**Offline Technical Bid**").

Failure to submit the Bid in either of the prescribed forms, i.e., (i) Online Bid Submission on the GeM Portal, and (ii) Offline Technical Bid Submission as stipulated in the Data Sheet, shall render the Bid non-responsive and shall lead to the rejection of the Bid without any further reference to the Bidder.

A. Technical Bid Submission

1. Bidders shall submit their Technical Bids exclusively through electronic mode via the GeM Portal.
2. The Offline Technical Bid must also be submitted in physical form, duly signed and sealed, on or before the Bid Due Date.
3. All documents required under the Technical Bid section of the RFP, as specified on the GeM Portal and in this RFP, must be duly uploaded along with the necessary supporting documents.
4. Under no circumstances shall price details or any element of the Financial Bid be disclosed or included within the Technical Bid. Any such disclosure shall result in the Bid being treated as non-responsive.
5. All documents must be scanned, clearly legible, properly indexed, and serially numbered. Each page must be initialled by the Bidder's Authorised Representative.
6. Technical Bids shall be opened on the date and time specified in the Data Sheet. Only those Bidders whose Technical Bids are responsive shall be considered for the subsequent stages.

B. Financial Bid Submission

1. Financial Bids shall be submitted only through electronic mode on the GeM Portal in the format prescribed therein.
 2. Submission of Financial Proposals in physical/hard copy format is strictly prohibited. Any such submission shall result in automatic rejection of the Bid.
 3. Uploading the financial offer in the Technical Bid section of the GeM Portal shall also result in rejection of the Bid.
 4. All prices must be quoted in Indian Rupees (INR) only, in the Financial Bid format provided on the GeM Portal.
- 2.1.4 Not more than one Bid shall be submitted by a Bidder. A Bidder bidding individually or as a member of a firm shall not be entitled to submit another bid for the same services either individually or as a member of any other firm, as the case may be. If they do so, all such tenders shall be liable to be rejected. Joint venture/consortium is not allowed.
- 2.1.5 The RFP can be downloaded Online from the website www.gem.gov.in and GCSC website <https://sciencecity.gujarat.gov.in/> by the interested Bidders from 26/09/2025 onwards. The Bidders are required to submit their Technical Bids (along with supporting documents) Online on GeM Portal. The Financial Bid is to be submitted **ONLY** on GeM Portal only as per the format specified therein and it should not be included with the hard copy or soft copy of the Technical Bid. **Submission of the Financial Bid along with the hard copy or soft copy of the Technical Bid will result in disqualification of the Bidder.**
- 2.1.6 This RFP is not transferable.
- 2.1.7 **Site Visit** (If required by Bidder): Bidders are advised to visit the site to have a full knowledge of all the relevant works, site etc. during working hours at Gujarat Council of Science City.
- 2.1.8 **Pre-Bid meeting:** of the Bidders shall be convened at the designated date as mentioned in Data sheet of this RFP and at the time and place as specified by the Authority. A maximum of two representatives of prospective Bidders shall be allowed to participate on production of authority letter from the Bidder.
- 2.1.9 During the course of Pre-Bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process. The Authority may invite Bidders for individual discussions on a one-to-one basis for better appreciation of the project requirements, at its sole discretion.
- 2.1.10 The Authority reserves the right to initiate appropriate action in accordance with the Gujarat Procurement Policy, 2024, the Government e-Marketplace Additional Terms and Conditions (GEM ATC), and any other applicable policies, rules, or laws, without prejudice to any other rights or remedies available to the Authority under the Bidding Documents, the Contract, or otherwise, in the event of the occurrence of any of the following circumstances:
- i) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice;
 - ii) If the Bidder withdraws its bid during the period of Bid Validity;
 - iii) Does not accept the correction of errors made in the Tender Document;
 - iv) In case of a successful Bidder, if the Bidder fails:

- a) To sign the formal Agreement, or commence the assignment within the time limit stipulated by the GCSC; or
- b) To furnish performance security within the time limit stipulated by the GCSC; or
- c) If the Bidder denies to accept the copy of work order. The GCSC also reserves the right to blacklist such Bidder from participating in future tenders if sufficient cause exists.

2.1.11 Performance Guarantee:

- a) The Selected Bidder shall, for the performance of its obligations hereunder during the Term, provide to the Authority the performance guarantee for a sum equivalent to Rs (Rupees ____ only) (5% of the Contract Fee), no later than 15 (fifteen) days from the date of issuance of the Letter of Award (LOA), either in the form of a Demand Draft in favor of Gujarat Council of Science City, payable at Ahmedabad, or as an unconditional, irrevocable bank guarantee issued by any Nationalized Bank or other bank as specified in Government of Gujarat, GR No: FD/MSM/e-file/4/2024/2859/D.M.O dated May 1, 2025 (and as amended from time to time), with a branch located in Ahmedabad, in favor of Gujarat Council of Science City.
- b. The Bidder may also submit the same in the form of an Electronic Bank Guarantee (eBG) issued through the NESL (National E-Governance Services Ltd.) platform, provided the issuing bank is onboarded with NESL and is listed either as a Nationalized Bank or among the banks specified in the aforementioned GR.
Performance Guarantee shall be in a form and manner as may be prescribed by or approved by the Authority and shall be subject to provisions of Clauses 2.1.12.
- c. It shall remain valid for a period of 12 Months beyond the term of the Contract inclusive of the claim period or the completion of the Pre – audit and CSR Audit/issuance of the Utilization Certificate and filing of the IT return for the latest Financial Year as per the Contract, whichever occurs earlier. All costs associated with obtaining, providing and maintaining the relevant Performance Guarantee shall be borne solely by the Selected Bidder. The Selected Bidder shall at least 30 (thirty) days before the expiry of the Performance Security replace the Performance Security with another Performance Security or extend the validity of the existing Performance Security which shall remain valid and in force till the same is released according to the terms provided in Clause 2.1.12 (d). If the Selected Bidder fails to renew or extend the validity of its Performance Security, when required, then the Authority may encash the same in full and hold the proceeds as cash security.
d. Release of Performance Guarantee: The Performance Security shall remain in force and effect for a period of 12 Months beyond the term of the Contract inclusive of the claim period or the completion of the Pre – audit and CSR Audit/issuance of the Utilization Certificate and filing of the IT return for the latest Financial Year as per the Contract, whichever occurs earlier, and shall be released upon provision of a Performance Guarantee in accordance with the provisions of Clause 2.1.12.

2.2 Submission of Bids

- 2.2.1** The Bidder shall, except as otherwise stated herein below, submit the entire bid (Technical and Financial Bid) Online on the GEM Portal on or prior to the Bid Due Date.
- 2.2.2** The Bidder shall mandatorily submit the Power of Attorney for signing of Bid, in the prescribed format (Annexure – 3, Form C), as part of the hard copy bid submission in a sealed envelope (“Offline Technical Bid”) to the Authority at the address specified in the Data Sheet within the bid due date. Non – submission of the Offline Technical Bid shall render the Bid as non – responsive and would lead to the rejection of the Bid. The Bid shall be summarily rejected by the Authority if not accompanied by the above documents or if not in the prescribed format. If any Bid received by the Authority is found not signed as stipulated in the RFP, it may be summarily rejected. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.
- 2.2.3** Submission of a tender by Bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and conditions of contract & other documents etc. including local conditions and other factors bearing on the service provider for the same.
- 2.2.4** The Bidder should quote his commercial/financial bid Online on the GeM Portal, as per the indicative format shown in Annexure-3 pertaining to the Commercial/Financial bid duly signed by the Authorized Representative of the Bidder. The Authority shall open the Financial Bids online on GeM Portal. It shall be quoted both in the words and in figures and in the event of any difference between figures and words, the amount indicated in words shall prevail. The Annexure-3 is for indicative purpose only.
- 2.2.5** The Offline Technical Bids as stated in Clause 2.2.2 must reach the Executive Director, Gujarat Council of Science City, Ahmedabad 380060, complete in all respects, latest by 06:00 PM on or before the Bid Due Date. Bids received after the above-mentioned time and date shall not be accepted. Bids submitted by fax, telex, telegram, or e-mail shall not be entertained and shall be rejected.

2.3 RFP Documents Submission:

- 2.3.1** The Bidder should submit two packet bids separately: Technical Bid and Financial Bid (Online at the GeM Portal) to the *Executive Director, Gujarat Council of Science City, Science City Road, Ahmedabad- 380 060* on or before the Bid Due Date.
- 2.3.2**

Technical Bid: Technical Bid should be submitted ONLINE on the Gem Portal on or prior to the Bid Due Date as per the format provided in the RFP. The Online Technical Bid shall include the scanned copies of:

- a. Letter comprising the Bid (**Annexure – 2 Form A**).
- b. General Information of Bidder and Statement of the Legal Capacity (**Annexure – 2 Form B**)
- c. Power of Attorney for signing of Bid in the prescribed format (**Annexure – 2 Form C**).

- d. Technical Capacity of the Bidder (**Annexure – 2 Form D**).
- e. Financial Capacity of the Bidder (**Annexure – 2 Form E**).
- f. Bid Checklist (**Annexure – 2 Form F**).
- g. Non - Blacklisting Certificate (**Annexure-2 Form G**).
 - h. Certified true copy (attested by a notary) of identity documents or copy of incorporation documents.
 - i. Copies of required income tax return along with audited annual reports for last five financial years preceding the Bid Due Date.

2.3.3 Financial BID SHALL NOT BE PLACED IN ANY OF THE COVERS, AS IT HAS TO BE Submitted ONLINE on the GeM portal ONLY as per the format specified herein. *The Bid shall be summarily rejected by the Authority if not accompanied by the above documents or if not in the prescribed format. If any Bid received by the Authority is found not signed as stipulated in the RFP, it may be summarily rejected.*

2.4 Financial Bid:

2.4.1 The Financial Bid shall be submitted Online on the GeM Portal ONLY. The Authority shall open the Financial Bids online on GeM Portal. It should not be included with the hard copy or soft copy of the Technical Bid. Submission of the Financial Bid along with the hard copy or soft copy of the Technical Bid will result in disqualification of the Bidder

2.5 Contacting Officer:

2.5.1 For seeking any further details/clarifications, if any, the Bidder may reach out to the office of –
The Executive Director,
Gujarat Council of Science City,
Science City Road, Ahmedabad-380 060,
Email: tender-gcsc@gujarat.gov.in
Phone: (079)29703122.

2.6 Important Tender Dates and Place of Submission of Tender Document

Sr. No.	Action	Dates
1	Submission of Technical Bid (Online)	26/09/2025 to 16/10/2025 up to 6:00 pm.
1A	Submission of Power of Attorney (POA) as per Clause 2.2.2 (Offline)	26/09/2025 to 17/10/2025 up to 6:00 pm.

2	Online Submission Date for Financial Bid website www.gem.gov.in	26/09/2025 to 16/10/2025 up to 6:00 pm .
3	Pre-Bid Meeting at GCSC office Tele - 079-29703122	03/10/2025 at 12:00 pm.
4	Authority's response to queries	08/10/2025
<p><i>The Authority shall receive Bids for selection of the Selected Bidder(s) pursuant to and in accordance with the terms set forth in the RFP and other documents to be provided by the Authority pursuant to this RFP, as modified, altered, amended, and clarified from time to time by the Authority (collectively the Bidding Documents). All Bids shall be prepared and submitted in accordance with such terms as on or before the time on the date specified in this RFP for submission of Bids by the Bid Due Date.</i></p> <p><i>The Authority shall endeavor to adhere to the schedule as mentioned in the Data Sheet. However, the Authority may, at its own discretion, revise or extend any of the timelines set out in the schedule.</i></p>		

2.7 Amendments in tender documents

- 2.7.1 At any time, prior to the deadline for the submission of tenders, the GCSC, for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders, may modify the Bidding Documents by amendment, and notify accordingly.
- 2.7.2 All such amendments/corrigenda/modifications shall be binding on the Bidders.
- 2.7.3 In order to allow prospective Bidders, a reasonable time to take the amendment into account in preparing their bids, the GCSC, at its discretion, may extend the deadline for the submission of Tenders.
- While submitting the tender for this work, the Bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the Tender Document.

2.8 Validity of RFP:

- 2.8.1 RFP shall be kept valid, without any change in prices and rates, for acceptance by GCSC for a period of 180 days from the Bid Due Date. GCSC reserves the right to accept or reject any bid without assigning any reasons whatsoever.
- 2.8.2 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.
- 2.8.3 The Bidder must provide all the information asked as per Annexure 2. The Bidder must provide all the certified documents/original documents/notarized declaration asked as in Annexure 2. Failure to provide full and complete information as per Annexure 2 will result in disqualification of the bid.
- 2.8.4 The Authority reserves the right to verify all Statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the

Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and / or reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder. The Authority reserves the right to reject any Bid if, at any time, a material misrepresentation is made or uncovered or the Bidder does not provide, within the time specified by the Authority, supplemental information sought by the Authority for evaluation of the Bid. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Bids have been opened and the First Ranked Bidder gets disqualified / rejected, then the Authority reserves the right to:

- a) to choose the Selected Bidder in accordance with Clause 2.9; or
- b) take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.

2.8.5 In case it is found during the evaluation or at any time after selection of Selected Bidders or before/after signing of the Contract or after its execution and during the period of subsistence thereof, one or more of the Eligibility Criteria have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith, notwithstanding anything to the contrary contained therein or in this RFP, in the Bidding Documents and the Contract (if executed) shall be liable to be terminated, by a communication in writing by the Authority to the Bidder, without the Authority being liable in any manner whatsoever to the Bidder or Selected Bidder, as the case may be. In such an event, the Authority shall have a right to forfeit and appropriate the Performance Security, as compensation and Damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

2.8.6 During evaluation of Bids, the Authority may, at its discretion, ask a Bidder for further clarifications and/or information. Such clarification(s) may without prejudice include clarifications with respect to minor deviations found in the Bid. The Bidder shall have to reply to the clarification within period as specified from the date of receipt of the request, failing which the Bid of such a Bidder may be rejected. In case the Bid is not rejected, the Authority may proceed to evaluate the Bid by construing and interpreting the particulars requiring clarification to the best of its understanding, and the Bidder shall be barred from subsequently questioning such interpretation of the Authority. Any alteration/ modification in the Bid or additional information supplied subsequent to the specified time on the Bid Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded

Important Note: Bidders have to register themselves with GeM portal for the submission of the technical and financial bidding Online only.

2.9 **CRITERIA FOR THE AWARD OF CONTRACT**

- 2.9.1 The Authority has adopted a single-stage two envelope process (the “Bidding Process”) for identification of the Selected Bidder.
- 2.9.2 The evaluation process shall be conducted in two phases as per following:
- 2.9.3 In the **first step, Technical Bid** of all Bidders shall be evaluated to determine as to whether they are responsive in terms of Clause 2.9.4. –
- 2.9.4 **Test of Responsiveness:** As part of the evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive only if:

Sr. No.	Description
1.	Copy of the GST Certificate, duly issued by the GST registering authority.
2.	Copy of Permanent Account Number (PAN) Card.
3.	Copy of the Income Tax return for the three of the last five financial years i.e. FY 2024-25, 2023 – 24, 2022 – 23, 2021 – 22, 2020 - 21.
4.	Copy of the Registration Certificate of Firm from the Registration Authority, valid as on 01.01.2025.
5.	Submission of documents in the format prescribed at Annexure 2 (Forms A to G) , along with all required supporting documents..
6.	Submission of the Power(s) of Attorney in ORIGINAL in the hard copy submission (offline).

- 2.9.5 For the avoidance of doubt, the Technical Bid shall only be considered responsive if the Bidder has submitted and uploaded the soft copy of the Technical Bid on the GeM portal, including all the Annexures. And, the Bidder has duly submitted the Power of Attorney in ORIGINAL to the Authority on or before the Bid Due Date.
- 2.9.6 In the **Second Step**, the Technical Bid of the Bidders whose Bid are responsive in terms of Clause no. 2.9.4. above shall be evaluated to ascertain if they qualify the minimum Eligibility Criteria (which includes Technical and Financial Capacity) as set forth in **Annexure 1 & 2** of this RFP.
- 2.9.7 In the **Third Step**, Only those Bidders meeting the Minimum Eligibility Criteria as set forth in Annexure 1 and Annexure 2 shall be shortlisted for the opening of their **Financial Bids** submitted on the GeM Portal.
- 2.9.8 The project will be awarded to the Bidder with **Lowest Service Fees in amount (Rs) i.e. bid (L1)**, subject to the Bid being compliant with all terms of this RFP.
- 2.9.10 The Selected Bidder who is awarded the Project and who executes the Contract subject to and in accordance with terms hereof, will be required to provide for **Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.**

2.10 Contract Period:

- 2.10.1 The Contract shall be valid for a period of **one (1) year** from the Effective Date, subject to the terms and conditions contained herein. The Contract may, at the discretion of GCSC, be *extended for a further period of up to one (1) additional year* (i.e., a maximum total duration of two (2) years), on the same terms and conditions, provided that the performance of the Selected Bidder is found to be satisfactory and such extension is agreed to by both Parties in writing.

2.11 Payments:

- 2.11.1 The Contractor shall be entitled to payments on the basis of *monthly invoices* submitted for Pre-Audit and CSR Audit/Utilization Certificate Services rendered during the preceding month.
- 2.11.2 All payments shall be made in Indian Rupees (INR) only, in accordance with applicable laws, and shall be subject to deduction of taxes at source or any other statutory deductions as per prevailing laws. Payments shall be released by the Authority within forty-five (45) days from the date of submission of a correct and complete invoice along with all requisite supporting documents to the satisfaction of the Authority.

2.12

Letter of Award and Signing of Contract

- 2.12.1 A Letter of Award (the “LOA”) shall be issued by the Authority to the Selected Bidder (“**Effective Date**”). Within 7 (seven) days of the receipt of the LOA, the Selected Bidder shall, sign and return the duplicate copy of the LOA in acknowledgement thereof and shall simultaneously furnish the performance security in accordance with the RFP.
- 2.12.2 In the event the duplicate copy of the Letter of Acceptance (LOA), duly signed by the Selected Bidder and the Performance Security, are not received within the stipulated date, and unless the Authority, at its discretion, consents to an extension of time for submission thereof, the Authority reserves the right to initiate appropriate action in accordance with the Gujarat Procurement Policy, 2024, the Government e-Marketplace Additional Terms and Conditions (GEM ATC), and any other applicable policies, rules, or laws, including but not limited to blacklisting the Bidder from participating in the tender process for a period of three (3) years. In such a case, the Authority may, at its discretion, consider the next eligible Bidder.
- 2.12.3 Upon receipt of the signed LOA and Performance Security, the Authority and the Selected Bidder shall execute the Contract.
- 2.12.4 The Selected Bidder shall ensure immediate mobilization and deployment of resources required for commencement of services under the Contract.

2.13

Termination of Contract

- 2.13.1 The Contract shall stand terminated at the end of the Contract period as specified, unless
- 2.13.2 extended by GCSC in writing.
- 2.13.3 Either party can terminate the Contract by giving prior written notice of at least 60 days. Notwithstanding the above provision, the Contract is also subject to termination by the GCSC on account of continuation of deficiency of service by the Contractor or any breach of its obligations or any other default of the Contractor.

2.14 Penalty

A. The time limit allowed for carrying out the work as entered in the RFP shall strictly observed by the Service Provider. The period for execution shall be reckoned from the date on which the order to commence the work is issued to the Service Provider in accordance with Clause 2.12 of the RFP.

B. In the event of default, delay, or deficiency in service, the following penalties/damages shall be levied by the Authority:

Sr. No.	Particular	Recovery Rate (in Rs.)
1.	Delay in submission of Performance Security	Up to INR 2,000 per day of delay.
2.	Submission of improper/defective pre-audit reports, CSR audit, Utilization Certificate (including omissions of essential details, findings, or facts as required under rules)	INR 1000 per instance
3.	Replacement of manpower without prior written intimation to GCSC (<i>Except in case of genuine contingencies</i>). In addition, the Contract may be terminated, with penalty equal to the monthly payment for the relevant period.	INR 1,000 per day per instance or 5% of the Monthly bill per instance , whichever is higher.
4.	In case, as mentioned in the scope of work or as directed otherwise in writing, the manpower does not visit for pre-audit/ CSR audit/audit.	INR 1,000 per day per instance or 5% of the Monthly bill per instance , whichever is higher.

- C. If the service provider is penalized for more than Three occasions, GCSC deems fit reserves the-reserves the right to terminate the agreement forthwith and to forfeit the PSD.
- D. The penalty will be invariably deducted from the bills of the Service Provider and no refund or adjustment shall be given unless the competent Authority approves the waiver/reduction in penalty.
- E. Due consideration will be given for waiver/levy of penalty only for the reasons absolutely beyond the Service Provider's control (*viz. Force Majeure conditions as laid down hereunder*) for which documentary evidence will have to be provided.
- F. While considering waiver/reduction of penalty, the Authority shall clearly distinguish delays attributable to GCSC from those attributable to the Service Provider.

- G. No request for waiver/reduction of penalty shall be entertained during the execution of the Contract unless accompanied by documentary justification and approved by the Competent Authority
- H. Any penalty, government notice, or adverse financial liability imposed on GCSC in relation to internal audit/pre-audit/CSR audit services, attributable to the Service Provider's default, shall be recovered from the Service Provider.

2.15 Dispute Resolution Mechanism

2.15.1 Any dispute, difference, controversy or claim of whatever nature regarding the validity, interpretation, O&M or the rights and obligations arising out of, or in relation to, or pursuant to, or howsoever arising under or in connection with this Service Provider between the Parties (the **"Dispute"**), and so notified by either Party to the other Party (the **"Notice of Dispute"**) shall be subject to the dispute resolution procedure set out hereinafter:

a) **Direct Discussion between Parties:**

The Parties agree that any Dispute that may arise between them shall be first submitted for direct discussion between the Parties. For this purpose, the Notice of Dispute sent by one Party to the other Party hereof shall be considered an invitation for direct discussion, and it shall specify a reasonable time and venue for conduct of the negotiation proceedings. In addition, the Notice of Dispute shall specify the basis of the Dispute, and the amount claimed if applicable. In the direct discussion proceedings, each Party shall be represented by officials or employees with sufficient knowledge and authority over the subject matter of the Dispute in order for the discussion to be meaningful. The discussions shall be held in Ahmedabad, or such other place as may be agreed between the Parties. The Parties shall hold the direct discussions in good faith and with a view to arriving at a mutually agreed settlement and bear their respective expenses in this behalf.

b) **Arbitration:**

In the event the Parties are unable to amicably resolve the Dispute through direct discussion hereof within 30 (thirty) days of the receipt of the Notice of Dispute by the Party to which it is addressed, the Party which initiates the matter for direct discussion shall submit the Dispute for arbitration in accordance with the provisions of The Arbitration and Conciliation Act, 1996.

The Arbitration proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.

Any award made pursuant to this sub-clause hereof shall be final and binding on the Parties as from the date on which it is made. The Parties agree to implement such award without delay.

The arbitration proceedings shall be conducted in the English language and the place of arbitration shall be Ahmedabad or such other place as may be agreed between the Parties.

The fees and expenses of the arbitrator/s and all other expenses of the arbitration shall be initially shared and paid by the Parties in equal proportions. The arbitrator/s may provide in the arbitral award for the reimbursement to the prevailing Party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by such Party.

The Parties hereto hereby waive, to the extent permitted by law, any rights to appeal or to review of such award by any court or tribunal. The Parties hereto agree that the arbitral award may be enforced against the Parties to the arbitration proceeding in accordance with the Arbitration and Conciliation Act, 1996.

c) Performance during Dispute:

Pending the submission of the Dispute to resolution under the Dispute Resolution Procedure herein, the Parties shall continue to perform all of their obligations under this Agreement, without prejudice to a final adjustment in accordance with a decision pursuant to the Dispute Resolution Procedure. Further, this Agreement shall remain in subsistence and operation during the pendency of the Dispute and no payment due and payable to either Party shall be withheld.

2.16 Indemnification

The Agency, their Personnel shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Authority's business or operations without the prior written consent of the Authority. Agency remain responsible for security, safety, discipline, any act of omission or commission etc., by its employees and GCSC stands indemnified by Agency against all of the above.

The Service Provider will indemnify, defend, save and hold harmless the Authority and its officers, servants, agents, Authority Instrumentalities and Authority owned and/or controlled entities/enterprises, including the Authority ("the Indemnified Persons") against any and all suits, proceedings, actions, demands and third party claims for any loss, damage, cost and expense of whatever kind and nature arising out of any breach by the Service Provider of any of its obligations under this Contract or any related agreement or on account of any Deficiency in the provision of Services by the Service Provider, except to the extent that any such suits, proceedings, actions, demands and claims have arisen due to any negligent act or omission, or breach of this Contract on the part of the Indemnified Persons.

Without limiting the generality of this clause, the Service Provider shall fully indemnify, hold harmless and defend the Authority and the Indemnified Persons from and against any and all loss and/or damages arising out of or with respect to:

- a) failure of the Service Provider to comply with Applicable Laws and Applicable Permits.

- b) payment of taxes required to be made by the Service Provider in respect of the income or other taxes of the Service Provider's Service providers and representatives; or
- c) non-payment of amounts due as a result of materials or services furnished to the Service Provider or any of its Service Providers which are payable by the Service Provider or any of its Service Providers.

2.17 Risk and Liability

Except as expressly provided in this Document, the Service Provider shall carry out and perform its rights and obligations under this Project and at its own cost and risk. It shall be fully responsible for and shall bear the financial risks in relation to the Project and all its rights and obligations under or pursuant to this Project.

The Authority shall not be liable in any manner whatsoever for the obligations and liabilities incurred by the Service Provider during the Ter. The Service Provider shall be solely liable for any civil or criminal liability arising out of a charge/accusation of negligence in relation to the services provided by Service Provider at the Project Facilities or disputes with customers and/or any other Person.

2.18 Indirect or Consequential Losses

Subject to the provisions of this Project, neither Party under this Project shall be responsible/liable to the other party in tort, warranty, strict liability or any other legal theory for indirect, incidental, punitive, or consequential loss or damage or loss of profit resulting from the performance of obligations or the exercise of rights under or pursuant to the Project.

2.19 Business Risk

Except as expressly provided in this Document, the Service Provider shall carry out and perform its rights and obligations under this Project and the other transaction documents at its own cost and risk. The Service Provider shall be fully responsible for and shall bear the financial, commercial and business risks in relation to the Project and all its rights and obligations under or pursuant to this Project and the other Transaction Documents.

2.20 Force Majeure

If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, civil commotion, sabotage fires, floods, explosion, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as event)", then notice of the happening of any such event is

given by either party to the other within twenty-one days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party shall have any claim for damages against the other in respect of such non-performance or delay in performance, and work under the contract shall be resumed as soon as practicable after such event has come to end or ceased to exist, and the decision of the competent authority of GCSC as to whether the works have been so resumed or not shall be final and conclusive.

It will be Service Provider's responsibility to ensure that work is completed in stipulated time limit. However, if on account of reasons beyond ones control e.g., as laid down in the Force Major Conditions, GCSC may consider extension of contractual period without statutory variations and without price variation.

3. SCOPE OF WORK

PRE- AUDIT WORK

1. To pre-audit all the bills/ invoices/ payment vouchers of suppliers, contractors, projects, Advance/Adjustments, EMD and PSD refunds, Retention money valuing INR 25000/- or more, except salary, electricity, Muni. Tax, Telephone and other statutory dues, as per GCSC office procedure.
2. The bills/claims needs to be audited with respect of provisions of purchase order/work order/agreement, bid documents, measurement books, certification by concerned executing department, certification/comments of independent Agency's, statutory recoveries/recoveries of mobilization advances, interest, penalty, security deposits, liquidate damages, recoveries towards issue of materials/cost of service, delay in completion of the work, compliance to various laws, required approvals/sanctions, supporting documents, tax invoices currency, Fix assets entry/Stock register entry and sufficiency of bank guarantees admissible tax and duties, availing of input tax (ITC) benefits, statutory deductions, GST compliance/filling of returns and arithmetical accuracy etc.,
3. The audit team, at the end of each visit, will have to prepare a list of cleared bills, showing gross admissible amount, deductions and net payable amount, for making the payment. The list with seal and signature shall be submitted to the General Manager.
4. Verification of GST monthly returns such as GSTR1, GSTR3B, GSTR2, GSTITC04 and GST TDS returns. Monthly returns shall be checked with reference to statutory requirements and amounts shall be checked/reconciled with bills, books of accounts and GST registers. This work shall be carried out once in month preferably in the second visit of the month and separate report shall be submitted.
5. Verify all deductions required to be made under various laws, which have been properly made at appropriate Rate of deduction, such as TDS, GST TDS, Labour cess, works contract Tax and other deductions such as Advance payment, Security Deposit, Penalties, Retention Money, Recovery for Inferior quality work before making any payment.
6. The Audit Firm is required to carry out monthly audit of revenue sharing of sales partners of GCSC with the terms & condition of contract and submit the report to GCSC before 10th day of next month.
7. You are responsible for conducting proper & thorough checking of each work bill, invoices, payment vouchers, advances, deposits related to works and shall certify the amount of bill actually becomes payable. No payment above INR 25,000/- (which is subject to pre audit) to be done by the Science city until same is dully verified and certified by you.
8. It will be the responsibility of the Audit Firm to carry out fast, prompt, accurate & correct audit.
9. You are responsible for conducting proper & thorough checking of each work bill with reference to the provisions in the bid documents / contracts / Work Orders, MOUs.
10. Before making Final payment of any contract, you are responsible for verifying all the payments made so far as per terms & conditions of the contract/ work order/ agreement & if there is any discrepancy then give its effect to the final bill accordingly. As far as final bill of the work is concerned, it requires more vigilance, accuracy and cross verifications (Quantities & amounts both) with relevant records, calculations etc. including up to date payments /

deductions etc. made previously.

11. Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of RFP.
12. The pre-audit shall exercise the checks (apart from regular routine checks) with reference to the provisions in the bid documents / contracts, MOU / prevailing provisions for statutory deductions and dues, taxes, etc. and arithmetical accuracy, Gujarat Financial Rules and any other statues, laws, Acts, GR, orders, circulars, instructions of State/Central Government etc. The Auditors shall exercise 100% checking of each & every entry of bill.
13. Verify the IT TDS & GST TDS amount before generating challan & filling the return.
14. If any serious irregularity (financial or unauthorized violation or divergence from the contractual provision etc.) is noticed during the course of pre audit same shall be reported confidentially to the Executive Director (GCSC).
15. The **Authorized staff should be qualified CA** of your audit firm shall certify & sign each bill in token of pre-audit carried out by them.
16. Attendance register will be maintained at GCSC for the work of pre audit. Pre-Auditor (Qualified CA) when attending the office for verification of bills before payments shall have to sign in the said register at the time of visit to such office. Frequency of your visit for Pre-Audit work shall be **thrice a week** during and throughout the office hours and on call whenever needed.
17. The authorized Chartered Accountant of the audit firm shall certify & sign (with name) each bill in token of pre-audit carried out by the Firm. Firm should provide the sample of stamp which will be used for pre-Audit work & also send the specimen signature of Qualified CA which should be authorized by the partner of the firm before starting of the Pre-Audit work.
18. In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the firm.
19. Standards: The audit will be carried out in accordance with Engagement & Quality Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India.
20. Submit daily report to the Authority. The format of the report shall be mutually decided by the Authority and the Auditor.
21. Coordinate with respective department for pre-audit.
22. Any modification in the scope of work shall be discussed mutually and implemented.

CSR AUDIT AND UTILISATION CERTIFICATE:

1. The Agency engaged in this assignment shall be required to certify and provide a CSR Audit Report in full compliance with the applicable norms, standards, and guidelines established by relevant regulatory authorities. Furthermore, the Agency shall be responsible for issuing Utilization Certificates, as mandated by external agencies, in accordance with the applicable provisions and requirements. It is anticipated that the Chartered Accountants will be required to certify and issue the aforementioned CSR Audit Reports and Utilization Certificates for approximately eight (8) to twelve (12) instances, subject to change based on the discretion of the Gujarat Council of Science City ("GCSC"). The number of instances may be either increased or decreased at the sole discretion of the GCSC, depending on the evolving needs and

requirements of the GCSC during the term of the engagement. The Chartered Accountants shall ensure that all certifications and reports are prepared and submitted in a timely, accurate, and compliant manner, adhering to the highest professional standards and in strict conformity with the relevant legal, financial, and regulatory frameworks.

Annexure 1: MINIMUM ELIGIBILITY CRITERIA

Sr. No.	Minimum eligibility criteria	Proof to be enclosed
1.	The Bidder shall have an average annual turnover of not less than Rs.50,00,000/- (Rupees Fifty Lakhs Only) during any of the 3 (three) financial years out of the preceding last 5 (five) financial years immediately prior to the Bid Due Date.	Audited financial statements for any three (3) financial years out of the last five (5) financial years preceding the Bid Due Date (i.e. 2020-21, 2021-22, 2022-23, 2023-24, 2024-25), duly audited and certified by a Chartered Accountant. (Refer to Annexure 2, Form E.)
2.	The firm should have been in continuous existence and duly registered for a minimum period of ten (10) Years prior to 01.01.2025. The Bidder must be a sole entity in the form of Partnership Firm, Limited Liability Partnership (LLP) Firm, or a Company incorporated under the applicable laws of India, with proof of such registration to be submitted with the tender document ("Bidder"). Proprietary firms aren't eligible to participate in this tender process. No Consortium/JV are	Certificate of Constitution as on 01.01.2025 issued by the Institute of Chartered Accountants of India, along with the charter documents such as certificate of incorporation/registration, MOA, AOA etc., as applicable.
3.	The Bidder shall have a minimum of three (3) Chartered Accountants (CAs), out of which at least two (2) shall be Partners in the firm.	Submit copy of Partnership Deed and a copy of Firm certificate issued by ICAI as on 1.1.2025 along with the details of the partners (name and status of partners).
4.	The Bidder shall have at least 2 Chartered Accountants based at its Ahmedabad office, of whom at least one (1) of them shall be a partner.	Submit a copy of the Firm's Certificate issued by ICAI as of 01.01.2025, along with details of the partners based in the Ahmedabad office.
5.	The Bidder shall not have been blacklisted, debarred, or declared ineligible by any agency of the Central Government, or any department of the State Government thereof, or any Public Sector Undertaking, at the time of submission of the Bid.	Declaration in the format prescribed under annexure 2 form G
6.	The Bidder shall have successfully completed or be presently engaged in, at least three (3) assignments of Pre-Audit or Internal Audit or statutory audit or similar audits for any Government or Semi-Government organizations or Public Sector Undertaking (PSU) or public enterprises, in the last seven (7) years preceding the Bid Due Date.	Work Order/Letter of Award (LOA) and/or Successful Work Completion Certificate(s). In the absence of the same, a certificate issued by a Chartered Accountant/Statutory Auditor confirming such assignments may be furnished. (Refer Annexure 2, Form D).
7.	The Bidder's shall have a registered Head office or Branch office within Ahmedabad City as on Bid Due Date.	Proof of registered address of the Head office or Branch office should be produced.

ANNEXURE 2: FORMATS FOR TECHNICAL BID
(Form A to Form G)

Form A: Letter Comprising the Bid
(To be forwarded on the letterhead of the Bidder)

Ref: RFP NO:

Dated:

To

.....

.....

..... Tel:

Sub: Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.

Dear Sir,

1. With reference to your RFP document dated *****, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the Project. The Bid is unconditional and unqualified.
2. I We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the Service Provider for the aforesaid Project, and we certify that all information provided in the Bid and in Annexure 2 (Form A to G) is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This Statement is made for the express purpose of our selection as a Agency for undertaking the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Bid.
5. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last 3 (three) years, I have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
 - a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority.

- b. I/ We do not have any conflict of interest in accordance with the RFP.
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Authority, Central or State; and
 - d. I/ We hereby certify that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the provisions of this RFP.
9. I believe that we satisfy the Net Worth and Turnover criteria and meet(s) all the requirements as specified in this RFP.
10. I/ We certify that in regard to matters other than security and integrity of the country, I have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I further certify that in regard to matters relating to security and integrity of the country, I have not been charge-sheeted by any agency of the government/Authority or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Managers/ employees.
13. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of provisions of this RFP, we shall intimate the Authority of the same immediately.
14. I/We undertake that the Statement of Legal Capacity as per format provided in the RFP document, and duly signed, is enclosed. The Power of Attorney for Signing of Bid is also enclosed.
15. I/ We understand that the Selected Bidder shall be an existing {Company/ Trust/ Society/Firm/.....} incorporated under relevant laws of or from outside India under equivalent law.
16. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the Project and the terms and implementation thereof.
17. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Contract in accordance with the draft that has been provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

18. I/We have studied all the Bidding Documents carefully and also surveyed the sites.
I/ We understand that except to the extent as expressly set forth in the Contract, I/ we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of it.
19. The Contract Fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in this RFP, our own estimates of costs call volumes and after a careful assessment of the Scope of work and all the conditions that may affect the Contract Fee and implementation of the Project.
20. I/We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the Project / service is not awarded to me/us or our Bid is not opened.
21. I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP. Yours faithfully,

Date:

Place:

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized signatory)
Name and seal of Bidder

Form B: General Information of Bidder

(To be forwarded on the letterhead of the Bidder)

1. Details
 - a. Name:
 - b. Country of incorporation:
 - c. Address of the {corporate headquarters and its branch office(s)/ registered office}, if any, in India:
 - d. Date of incorporation and/ or commencement of business:
2. Brief description of the {Company/Trust/ Society} including details of its main lines of business and proposed role and responsibilities in the Project:¹
3. Details of individual(s) who will serve as the point of contact/ communication for the Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the Authorized Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:
 - (f) The following information shall also be provided for Bidder and/or Associate*:

Name of Bidder:

¹ Relevant documents/ chartered documents/ constitutional documents related to incorporation/ partnership/proprietorship nature of the company must be attached along with this Annexure as mentioned in Clause 2.9

No.	Criteria	Yes	No
1.	Has the Bidder been barred by the { Central/State } Authority, or any other government institution in India, from participating in any project.		
2.	If the answer to 1 is yes, does the bar subsist as on the date of Bid?		
3.	Has the Bidder/ its Associate paid liquidated damages of more than 5% (five percent) of the contract value in a contract due to delay or has been penalized due to any other reason in relation to execution of a contract, in the last 5 (five) years?		

Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

5.

Date:

Ref.

To,

Dear Sir,

We have agreed that (insert individual's name) will act as our representative and has been duly authorized to submit the Bid. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf
Of

Form C: Power of Attorney for Signing of Bid

(To be executed on a non – judicial stamp paper of Rs. 300/-)

(Refer Clause 2.3)

Ref: RFP NO:

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./M/s. (Name), son/daughter/wife of and presently residing at, who is {presently employed with us/ the Lead Member of our Consortium and holding the position of _____ as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad., Ahmedabad (“Project”) proposed or being developed by the Gujarat Council of Science City, Department of Science and Technology, Government of Gujarat (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Bidders’ meetings and other conferences and providing information /responses to the Authority, representing us in all matters before the Authority, signing and execution of all documents and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the Project and/or upon award thereof to us and/or till the entering into of this agreement with the Authority or any entity representing the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE- NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20**.

For

.....

.....

(Signature)

Witnesses:

(Name, Title
and Address).

- 1.
- 2.

[Notarized]

Accepted

.....

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The Power of Attorney should be supported by appropriate documentation such as a board resolution, if applicable.*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *Power of Attorney should be executed on a non-judicial stamp paper of Rs. 300/- (if required under Applicable Laws).*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.*

Form D: Technical Capacity of Bidder

(Refer to Clause 2.3, Annexure 1 of the RFP)

Ref: RFP NO:

Form 1: Summary of Experience

The information regarding the relevant experience of the firm should be provided in the format below.

Name of Bidder:

Experience:	
Project Name:	Location of Project:
Project Brief (Narrative description of Project)	Current status of the Project:
Description of actual Contract / services provided:	
Name of Client:	Address of Client:
	Contact phone number and e-mail of Client:
Start date (month/year):	Value of Project:
Completion date (month/year):	Value of Services:

Signature of Bidder

The Project Data Sheets should necessarily be accompanied with notarized certificates from clients for successful completion of Contract, as proof of experience. The proof of the total Project cost, services offered, extent of completion, completion year and description of the services offered must be provided by the Bidder for consideration as a sufficient proof of experience. Projects without proof of experience shall not be considered for evaluation.

Form E: Financial Capacity of Bidder

(to be certified by the statutory auditor/ CA of Bidder)

(Refer to Clause 2.3 & Annexure 1 of the RFP)

Ref: RFP NO:

(In INR lakh)

Bidder Type	Annual Turnover		
	31 st March (Year to be mentioned)	31 st March (Year to be mentioned)	31 st March (Year to be mentioned)
As on			
Single entity Bidder			
Average Annual Turnover (Total)			

Name of the audit firm:

Seal of the audit firm

Date:

UDIN Number:

Instructions:

1. Annual Turnover should be certified by the Chartered Accountant/ Statutory Auditor. In case the annual accounts for the latest financial year are not audited, the same shall be calculated for the financial year preceding the latest financial year for which the Turnover is not being provided. An undertaking by the CA to that extent to be provided.
2. The Bidder shall attach copies of the balance sheets, financial Statements, and Audited Annual Reports, IT return and Statutory auditor's/chartered accountant's certificate in accordance with the RFP. The financial Statements shall:
 - a. reflects the financial situation of the Bidder and its Associates where the Bidder is relying on its Associate's financials.
 - b. be audited by a statutory auditor.
 - c. be complete, including all notes to the financial Statements; and
 - d. corresponds to accounting periods already completed and audited (no Statements for partial periods shall be requested or accepted).

Form F: Bid Checklist

S. No	Item	Checked by Bidder	Checked by Authority
1.	Letter comprising the Bid (Annexure 2 - Form A);		
2.	General Information of Bidder & Statement of the Legal Capacity (Annexure 2 - Form B)		
3.	Power of Attorney for signing of Bid in the prescribed format (Annexure 2 - Form C); (To be Submitted in ORIGINAL in hard copy)		
4.	Technical Capacity of the Bidder (Annexure 2 - Form D);		
5.	Financial Capacity of the Bidder (Annexure 2 - Form E);		
6.	Bid Checklist (Annexure 2 - Form F)		
7.	Non-Blacklisting (Annexure 2 - Form G)		
8.	A copy of the RFP with each page initialled by the person signing the Bid in pursuance of the Power of Attorney		
9.	Copy of the GST Certificate duly issued from the GST registering authority.		
10.	Copy of Permanent Account Number (PAN) Card.		
11.	Copy of the Income Tax return for any three of the last five financial years (2024-25, 2023 – 24, 2022 – 23, 2021 – 22, 2020-21).		
12.	Registration Certificate of Firm from the Registration Authority 01.01.2025.		

Note: The Financial Bid is to be submitted ONLY on GeM Portal only as per the format specified therein and it should not be included with the hard copy or soft copy of the Technical Bid. Submission of the Financial Bid along with the hard copy or soft copy of the Technical Bid will result in disqualification of the Bidder.

(Signature of the Authorized signatory)
(Name and designation of the Authorized signatory)
Name and seal of Bidder

Form G: Non – Blacklisting Affidavit

*(To be executed on a non – judicial stamp paper of Rs. 100/-, notarized and submitted
along with the Technical Bid)*

Date:

To,
The Executive Director
Gujarat Council of Science City,
Science City Road,
Ahmedabad-380 060, Gujarat, India.

**Ref: RFP for Pre-Audit of Bills for and Above INR 25,000/- and CSR audit/ utilization
certificate for Gujarat Council of Science City, Ahmedabad**

Dear Sir,

I/We hereby confirm that,

Our firm has not been banned or blacklisted by any Government Organization/Financial
Institution/Court /Public Sector Unit /Central Government/State Government.

No letter / notice has been issued to our firm for concealing any material information or
making incorrect and misleading Statements or misrepresentation of facts in our Bid for any
other tender by any Government Organization/Financial Institution/Court/Public Sector
Unit/Central Government/State Government in the past 2 (two) years preceding the Bid Due
Date.

Signature of Authorized Signatory
Name
Designation

Place-
Date-

Seal of the Bidder

Annexure – 3: Format for Financial Bid

Financial Proposal

(Refer Clauses 2.4 of this RFP)

(For indicative and illustrative purposes only- The Financial Proposal shall only be submitted ONLINE on the Gem- Portal only) s

Description of services:	Contract Fee as per terms and conditions of the RFP Pre-Audit of Bills for and Above INR 25,000/- and CSR audit/ utilization certificate for Gujarat Council of Science City, Ahmedabad		
S. No.	Duration	Fee (lumpsum amount, in figures) (excluding GST) (INR)	Fee (lumpsum amount, in words) (excluding GST) (INR)
A.	Annual Fee for pre audit		
B.	CSR Audit report/ Utilization certificate per instance		
A+B	Total		

Note:

1. The Contract Fee amount shall be specified in both figures and words as Stated above.
2. The Contract Fee shall be excluding the applicable Goods and Service Tax (GST) and inclusive of all other applicable taxes and duties under the Applicable Laws, which shall be paid in accordance with the Contract.
3. The Above fee includes T.A./D.A./Conveyance and all out-of-pocket expenses to visit GCSC.
4. No physical submission of the financial bid has to be done. A Bidder submitting hard copy of Financial Bid shall be summarily rejected.