

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	10-10-2025 14:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	10-10-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Social Justice And Empowerment Department Gujarat
संगठन का नाम / Organisation Name	Gujarat Minorities Finance And Development Co Ltd
कार्यालय का नाम / Office Name	Gandhinagar
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
अनुबंध अवधि / Contract Period	1 Year(s) 4 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	7 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
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	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	200600
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).	12

(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 :

Jr Clerk

Block no 11, Ground Floor, Dr. Jeevraj Mehta Bhavan, GANDHINAGAR - 382010, Social Justice and Empowerment Department Gujarat, Gujarat Minorities Finance and Development Co Ltd, (Bhurakabhai Sangada)

## UIN Number NCTGC2415P

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:**3 Years

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**3 Years

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**There must be at least two Chartered Accountants associated with the firm. If any Chartered Accountant is employed as a full-time staff (employee), such employee-CA shall also be counted towards this requirement.

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**There must be at least two Chartered Accountants associated with the firm. If any Chartered Accountant is employed as a full-time staff (employee), such employee-CA shall also be counted towards this

requirement.

**Number of XX fulltime CA's required and YY professional audit staff:** There must be at least two Chartered Accountants associated with the firm. If any Chartered Accountant is employed as a full-time staff (employee), such employee-CA shall also be counted towards this requirement.

## Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequenc y of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequenc y of MIS reporting	Quarterly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Audit Support	Yes

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Bhurakabhai Sangada	382010,Block No. 11, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar-382010	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</li> </ul>

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

##### 1. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

##### 2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

##### 3. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

##### 4. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

##### 5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the

Bid document, ATC and Corrigendum if any.

## 6. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

## 7. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 8. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Gujarat Minority Finance and Development Corporation  
payable at  
Gandhinagar

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

## 9. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Gujarat Minority Finance and Development Corporation  
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

## 10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Gujarat Minority Finance and Development Corporation  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## 11. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## 12. **Buyer Added Bid Specific Scope Of Work(SOW)**

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

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

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

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and

[Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**



## Annexures for GeM Bid – Appointment of Internal Auditor

### ANNEXURE – 1 : PROFILE OF BIDDER (CA Firm)

Sr. No.	Particulars	Details to be filled by Bidder
1	Name & Address of the Bidder (CA Firm)	
2	Telephone No. / Fax No. / Email	
3	Legal Status of Firm (Partnership/Proprietorship/LLP/Company)	
4	ICAI Firm Registration Number and Date	
5	Names of Partners/Directors with ICAI Membership Nos.	
6	Office in Gujarat (Address Proof)	
7	Any other information	

Signature of Bidder with Seal

## ANNEXURE – 2 : FORMAT FOR CA CERTIFICATE

Financial Year	Total Turnover (Rs. Lakh)	Turnover from Audit/CA Services (Rs. Lakh)
2022-23		
2023-24		
2024-25		

Average Turnover (3 years): \_\_\_\_ Lakh

Net Worth as on 31.03.2025: \_\_\_\_ Lakh

UDIN No: \_\_\_\_\_

CA Stamp & Seal

### ANNEXURE – 3 : AFFIDAVIT – NOT BLACKLISTED

Declaration
We hereby declare that our firm _____ is not blacklisted, under liquidation, or penalised by any Central/State Government Department or PSU. We further declare that our firm is solvent and eligible to participate in this bid.

Signature of Bidder with Seal

#### ANNEXURE – 4 : LIST OF EXISTING MANPOWER

Sr. No.	Name of Personnel	Age	Qualification	Experience	Area of Expertise
1					
2					
3					

Signature of Bidder with Seal

## ANNEXURE – 5 : ELIGIBILITY CRITERIA FOR BIDDERS

Sr. No.	Eligibility Criteria	Documentary Evidence to be Attached
1	CA firm registered with ICAI with minimum 3 years continuous practice	ICAI Registration Certificate
2	Minimum average turnover of Rs.7.00 lakh in last 3 FYs from audit/CA consultancy services	CA Turnover Certificate (Annexure 2), Balance Sheet & ITR
3	There must be at least <b>two Chartered Accountants</b> associated with the firm. If any Chartered Accountant is employed as a full-time staff (employee), such employee-CA shall also be counted towards this requirement.	Partnership Deed / Staff Details
4	Minimum 3 Internal/Statutory/PSU Audit assignments in last 3 years	Work Orders / Completion Certificates
5	Registered office in Gujarat	Office Address Proof

## **ANNEXURE – 6 : SCOPE OF WORK FOR INTERNAL AUDITOR**

### **Company Information**

Gujarat Minorities Finance and Development Corporation Ltd. (GMFDCL) – A Government of Gujarat PSU, registered under the Companies Act, 1956 (CIN: U93090GJ1999SGC036629), and presently governed by the Companies Act, 2013.

### **Duration of Audit Work**

The internal audit work shall cover the Financial Years 2024-25 and 2025-26.

### **Objectives of Internal Audit**

- Provide assurance that financial records and statements are accurate and comply with applicable laws and regulations.
- Evaluate and improve the effectiveness of internal controls, risk management, and governance processes.
- Ensure compliance with the terms and conditions of government grants, funds, and subsidies.
- Detect and prevent fraud, misappropriation, and operational inefficiencies.
- Ensure protection and optimal utilisation of assets.
- Review operational efficiency and suggest improvements.

### **Compliance Audit**

- Compliance with the Companies Act, 2013 (including Section 134 – Board's Report, Internal Financial Controls, Directors' Responsibility Statement).
- Compliance with applicable tax laws – GST, TDS, Income Tax – and ensuring timely deposit of statutory dues.
- Compliance with labour laws and service conditions.
- Proper filing of statutory returns and maintenance of statutory registers (including ROC filings, minutes of Board/Committee meetings).

### **Financial Audit**

- Verification of accounting records, vouchers, journals, and ledgers.
- Preparation and review of bank reconciliations for all bank accounts.
- Review of investments, loans, and deposits to ensure proper authorisation.
- Examination of utilisation of grants and funds received from the State/Central Government.
- Provide guidance for preparation of accounts in Tally Accounting Software and Loan Management Software.

## **Operational / Performance Audit**

- Review budgeting processes, fund utilisation, and variance analysis against approved budgets.
- Conduct project/scheme-wise audits to verify utilisation as per prescribed guidelines.
- Assess operational efficiency, including the optimal use of human, physical, financial, and technological resources.

## **Internal Control & Risk Assessment**

- Evaluate adequacy and effectiveness of internal controls.
- Identify high-risk areas and assess adequacy of mitigation measures.
- Review IT system controls, data accuracy, and information security practices.

## **Reporting**

- Submission of an annual internal audit report covering the financial year.
- Special reports as requested by the Board/Audit Committee.
- Follow-up reports on implementation of previous audit recommendations.

## **Authority, Access & Independence**

The Internal Auditor shall have unrestricted access to all books, records, and documents required for the audit.

They shall report functionally to the Audit Committee/Board, ensuring independence and objectivity in their audit functions.

## **Qualifications & Experience**

- The Internal Auditor shall be a Chartered Accountant (CA) / Firm of Chartered Accountants holding valid membership with the Institute of Chartered Accountants of India (ICAI), as per the Chartered Accountants Act, 1949, and eligible to undertake internal audit assignments.
- The CA/CA Firm should have a minimum of three (3) years of post-qualification experience in auditing.
- Preference shall be given to auditors with experience in:
  - Audits of Public Sector Undertakings (PSUs) and Government Companies;
  - Audits of State Government organisations, Boards, Corporations, and Societies;
  - Scheme-based audits, including audits of projects/programmes funded by Government grants, subsidies, or financial institutions.

## **Eligibility Restrictions / Conflict of Interest**

- The Internal Auditor must not be the Statutory Auditor of the Company.
- The Internal Auditor shall not have any direct or indirect business, financial, or managerial relationship with the Company that may impair independence.

- The Firm must comply with all rotation norms, ceiling limits, and independence requirements prescribed by ICAI.

### **Deliverables of Internal Auditor**

- Internal Audit Report summarizing:
  - Major audit observations of the year.
  - Status of compliance with statutory and internal requirements.
  - Evaluation of Internal Financial Controls (IFC) under Section 134.
  - Recommendations for strengthening governance, efficiency, and financial discipline.
- Special Reports on specific transactions, scheme-wise utilization, or IT system audits as required by management.
- Follow-up Reports highlighting action taken on previous audit observations and pending issues.
- Guidance & Advisory Support:
  - Assistance to the Accounts team for proper accounting in Tally Accounting Software and Loan Management Software.
  - Suggestions for process improvements in procurement, contract management, and scheme operations.
- Support in Statutory & AG Audit:
  - Providing necessary records, reconciliations, and explanations.
  - Coordinating with statutory auditors and Accountant General's audit teams.
  - Ensuring timely compliance with audit observations and preparing management replies.



## ANNEXURE – 7: ADDRESS OF OFFICE

Sr. No.	Particulars	Details
1	GMFDCL Office Address	Managing Director, Gujarat Minorities Finance & Development Corporation Ltd. Block No. 11, 2nd Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar – 382010, Gujarat
2	Bidder Office Address	_____

Signature of Bidder with Seal

## **Buyer Added Bid Specific Terms & Conditions (ATC)**

(For Appointment of Internal Auditor – GMFDCL)

### **1. Generic Option Clause**

The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25% of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### **2. Generic – Bidder Financial Standing**

The bidder should not be under liquidation, court receivership, or similar proceedings, and should not be bankrupt. Bidder must upload an undertaking to this effect with the bid.

### **3. Generic – Assignment / Sub-Contracting**

1. The Seller shall not assign the Contract in whole or part to any entity.
2. The Seller shall not sub-contract the Contract in whole or part to any entity.

### **4. Certificates**

Bidder's offer is liable to be rejected if they fail to upload any of the certificates/documents sought in the Bid Document, ATC, or Corrigendum (if any).

### **5. Service & Support – Office of Service Provider**

An office of the Service Provider must be located in the State of Consignee (Gujarat). Documentary evidence must be uploaded with the bid.

### **6. Forms of Performance Security (PBG/FDR)**

Successful Bidder may submit the Performance Security in the form of Fixed Deposit Receipt (FDR), besides Performance Bank Guarantee (PBG) as allowed under GeM GTC.

- The FDR should be pledged in the name of Managing Director, Gujarat Minorities Finance & Development Corporation Ltd.
- The bank must certify that the deposit can be withdrawn only on demand or with sanction of the pledgee.
- For release of Security Deposit, the FDR will be released in favour of bidder after endorsement and covering letter by Buyer.
- Successful Bidder must upload scanned copy of FDR and deliver the original within 15 days of award of contract.

### **7. Buyer Added ATC – GMFDCL Specific Requirements**

- Profile of the bidder as per Annexure – 1.
- Registration details: ICAI Firm Registration Certificate, Certificate of Incorporation / MOA / Deed.
- Eligibility criteria of bidder as per Annexure – 5.

- Details of existing manpower as per Annexure – 4.
- Declaration of bidder for scope of work & manpower as per Annexure – 6.
- Affidavit of not being blacklisted (Annexure – 3, Rs.100 Non-Judicial E-Stamp Paper).
- Proof of office in Gujarat.
- Upload of Buyer Added Scope of Work (SOW) document.

## 8. Service Level Agreement (SLA) Clause

The service contract may be extended up to 6 months beyond the initial contract duration, subject to satisfactory performance and mutual consent.

## 9. EMD Exemption

- Bidders are required to submit **Earnest Money Deposit (EMD) equivalent to 3% of the estimated contract value** at the time of bid submission, as per GeM system.
- For claiming **EMD exemption**, the bidder must submit a **valid NSIC Certificate** clearly indicating monetary limit and services (Chartered Accountant / Audit / Consultancy) **OR** other valid supporting document as per **Gujarat Purchase Policy – 2024**.
- If such proof is not uploaded, the bid will be rejected and the bidder must deposit the full EMD amount (3% of contract value).

## 10. Contract Period

The appointment of Internal Auditor will be for two years (FY 2024-25 and FY 2025-26), extendable up to 6 months subject to performance and mutual consent.

## 11. Penalties

Delay in submission of annual report will attract penalty of 0.5% of contract value per week, subject to maximum 10% of contract value.

## 12. Jurisdiction

Any disputes shall be subject to jurisdiction of Gandhinagar, Gujarat.