



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5469868  
Dated/दिनांक : 05-10-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-10-2024 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-10-2024 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Industries And Mines Department Gujarat
Organisation Name/संगठन का नाम	Gujarat Rajya Khadi Gramodyog Board Ahmedabad
Office Name/कार्यालय का नाम	Ahmedabad Head Office
Item Category/मद केटेगरी	Financial Advisory Services - Onsite; Book Keeping and Filling of Statutory Returns
Contract Period/अनुबंध अवधि	1 Year(s) 5 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	15 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

<b>Bid Details/बिड विवरण</b>	
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Floor Price/न्यूनतम मूल्य</b>	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	11475

#### **ePBG Detail/ईपीबीजी विवरण**

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

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

#### **Beneficiary/लाभार्थी :**

Gujarat Rajya Khadi Gramodyog Board  
Gujarat Rajya Khadi Gramodyog Board, Juna Wadaj, Ashram Road, Ahmedabad, Gujarat.  
(Gujarat Rajya Khadi Gramodyog Board)

#### **MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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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.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Service Provider's Fees Bifurcation - [1728041819.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of work to be uploaded by buyer:**[1728041837.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per Tender Document	100	60	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):70:30**

**Financial Advisory Services - Onsite; Book Keeping And Filling Of Statutory Returns ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Onsite
Category of financial advisory service	Book Keeping and Filling of Statutory Returns
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Advance Tax Computation , Tax Litigation Strategy , Support for Tax Assessment , Book Keeping and Filling of Statutory Returns
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly

Specification	Values
Type of Professional/Resources required	As mentioned in Tender
Qualification of Professional/Resources required	As mentioned in Tender
Certification of Professional/Resources required	As mentioned in Tender
Total Experience of Professionals / Resources (In years)	As mentioned in Tender
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

#### Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़

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

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Rikenkumar Satishchandra Shah	380013,GRAM NIRMAN BHAVAN, JUNA WADAJ AHMEDABAD	1	N/A

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

##### 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. 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.

##### 3. 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.

#### 4. Forms of EMD and PBG

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

Gujarat Rajya Khadi Gramodyog Board  
payable at  
Ahmedabad

. 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.

#### 5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Gujarat Rajya Khadi Gramodyog Board  
payable at  
Ahmedabad

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

## Disclaimer/अस्वीकरण

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.

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.

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

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./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।

**---Thank You/धन्यवाद---**

Tenders are invited  
by  
Gujarat Rajya Khadi Gramodyog Board

for the engagement of a Chartered Accountants Firm to maintain the books of accounts in accordance with Generally Accepted Accounting Principles (GAAP) and the stipulations of the Bombay Public and Charitable Trust Act. Additionally, the selected firm will be responsible for filing Quarterly TDS Returns, Monthly GST and GST TDS returns, as well as submitting annual returns, Filing of Income Tax Returns and ensuring compliance with pre and statutory audit requirements.

For the period from  
November 1, 2024, to March 31, 2026 (17  
Months)

**Gujarat Rajya Khadi Gramodyog Board**

Gram Nirman Bhavan, Old Wadaj, Ahmedabad  
Ph No. +91 98790 54980, E-mail: [khadiboard@gmail.com](mailto:khadiboard@gmail.com)

GUJARAT RAJYA KHADI GRAMODYOG BOARD invites tenders from eligible, reputed, and experienced Chartered Accountant Firms for the purpose of maintaining and finalizing books of accounts in accordance with the Bombay Public and Charitable Trust Act, 1950. This entails overseeing statutory audits and preparing the books of accounts for the FY 2024-25 & FY 2025-26 for the GUJARAT RAJYA KHADI GRAMODYOG BOARD. Additionally, the selected firm is expected to handle the filing of Quarterly TDS and Monthly GST & GST TDS returns, along with annual return submissions for the period from November 1, 2024, to March 31, 2026, including filling of Income Tax Returns for the FY 2024-25 & FY 2025-26. Furthermore, compliance with pre-audit and statutory audit requirements for the FY 2024-25 & FY 2025-26 is mandated in the scope of work of the service provider CA firm.

**Note: Bookkeeping / accounting for the first seven (7) months of FY 2024-25 (01-04-2024 to 31-10-2024) is being done by another service provider.**

**Pre-bid Qualification Criteria (PBQ)**

Sr. No.	Eligibility Criteria	Documentary Evidence to be attached
1	The bidder/firm must demonstrate a minimum of 5 years of experience in delivering services related to accounting and finalization of books of accounts for entities such as offices of the Gujarat state government department, boards, corporations, or PSUs under the Gujarat State government, or any subordinate offices of the Gujarat state government.	Proof of experience should be provided in the form of copies of work orders and a self-attested list of completed assignments as of the bidding date, in accordance with Annexure-01.
2	The bidder must provide an affidavit on a Rs. 50 non-judicial stamp paper confirming that they have not been blacklisted by any Central or State Government Department or Public Sector Undertaking for any contracts executed in the past."	Affidavit on Rs. 50 Non – Judicial Stamp paper.
3	<p>The bidder is required to deploy and maintain minimum one resource throughout the entire delivery period to fulfil the tasks outlined in the scope of work. Additionally, the bidder must appoint one supervisor, who must be a chartered accountant, to oversee the deployed resource and coordinate with the management of GUJARAT RAJYA KHADI GRAMODYOG BOARD. Although the supervisor may not be always physically present at the buyer's location, they are expected to maintain regular communication and coordination with the GUJARAT RAJYA KHADI GRAMODYOG BOARD's management.</p> <p>One Resource (1) to be deployed must have passed Inter CA Examination (IPCC) with at least 3 years of experience post passing Inter CA Examination (IPCC) in accounting and finalization of books of accounts.</p>	<p>Marksheets, degree and certificates pertaining to the educational qualifications mentioned in the tender document.</p> <p>Certificate of Practice of the Supervisor (chartered accountant) indicating their authorization to practice as a chartered accountant."</p>
4	The CA firm bidding for the project must have a registered office located within the Ahmedabad or Gandhinagar districts. This registered office must have been operational for a minimum of 5 years from the date of the bid closure on GeM.	ICAI's Firm registration certificate.
5	The CA firm bidding for the project must demonstrate an average annual gross receipt of a minimum of Rs. 15 lakhs over the past three fiscal years, namely FY 2021-22, FY 2022-23 & FY 2023-24.	the bidder must submit certificate from other practicing CA attesting to the firm's average annual gross receipts over the specified period."



## Scope of Work

### Introduction

The scope of "Hiring of Professional Services" aims to engage a specified number of professionals with the requisite qualifications and experience to execute designated tasks in accordance with the agreed terms and conditions, thereby achieving the defined objectives. The professionals provided by the CA firm are expected to undertake various activities, as outlined below, with a focus on fulfilling the scope of service:

**An indicative list of activities that resources of Service Providers will be required to undertake are as follows but not limited to:**

1. Prepare final accounts in compliance with the Bombay Public Charitable Trust Act, 1950.
2. Ensure accurate accounting of all transactions, including payments, receipts, sales, purchases, miscellaneous expenses, and computerized entries.
3. Generate management information and reports as required by the management.
4. Coordinate with Pre and Statutory auditors, provide audit data, and address audit queries/observations under the guidance of the Finance branch.
5. Certify the correctness and quality of accounts and other reports as per the requirements by a Chartered Accountant/Firm.

### Detailed Scope of Work

1. Ensure accurate accounting of all transactions, including payments, receipts, sales, purchases, and government grants. Maintain records of each transaction scheme-wise, miscellaneous expenses, and inventory transactions at all levels. Verify that all expenses, payments, advances and settlements etc. have valid authorizations.
2. Prepare all relevant records and documentation and file periodic returns such as GST and TDS within the stipulated time period.
3. Prepare and generate management information and reports as required to provide insights into the financial performance and status of the organization.
4. Coordinate with Pre and Statutory auditors, providing them with necessary data for audit purposes. Address audit queries and observations under the guidance of the Executive Officer and Accounts Officer related to Finance and Accounts.
5. Prepare books of accounts for the board, including Income and Expense Accounts, Balance Sheet, and notes as per generally accepted accounting principles and the format prescribed under the Bombay Public Charitable Trust Act.
6. Ensure meticulous accounting of all aspects of the company's finances, including vouchers, documents, income, purchases, expenses, grants, advances, deposits, interest income, investments, and tax payments. This encompasses TDS, GST TDS, Income Tax, salary payments (including PF, EPF, GPF, professional tax, and NPS), as well as reconciliation of government grants and taxes.
7. Personally contact the office for GST TDS-related works. Ensure timely payment of GST TDS every month and prepare monthly GST TDS returns. Prepare receipts and statements upon filing the return.
8. File Quarterly TDS returns and prepare & issue signed Form 16/16A/16B, Monthly GST & GST TDS returns like GSR-1, GSTR-3B for the period from October 1, 2024 to March 31, 2026, along with annual return submissions like GSTR-9 & GSTR-9C. Address any notices, default orders, or communications received from the Income Tax department or GST department within the specified timeframe. No additional payment will be made separately by the organization for addressing such issues.
9. File Income Tax Returns for the FY 2024-25 & FY 2025-26 and all applicable filling forms along with ITR.
10. Prepare and submit all relevant forms related to GST TDS to the statutory auditor of the organization and the specified authority.
11. Reconcile bank accounts with the bank statements of each account maintained by the Board to ensure accuracy and integrity in financial records.
12. Reconcile various statutory payments such as PF, ESIC, Professional Tax, GST, GST TDS, TDS, Income tax, municipal taxes, advance deposits, and deposits with GSFS. Ensure accurate recording and treatment of accrued interest.
13. Properly account for interest on deposits and investments, provision of gratuity, Income tax, carry forward of losses, prior period items, disallowances, and rectifications. Implement appropriate accounting methods for each.

14. Stay updated of the latest updates on mandatory requirements related to Finance, Accounts, and Taxation matters under various statutes. Suggest suitable methods and ensure compliance to facilitate the smooth functioning of the Finance and Accounts department.
15. Monitor overall accounts regularly and identify any lapses. Suggest and implement remedial measures to address identified issues and maintain financial integrity.
16. Certify the correctness and quality of accounts and other reports as required by the Chartered Accountant/Firm. Ensure accuracy and compliance with relevant regulations.
17. Obtain approval for books of accounts from the Board, ensuring adherence to established accounting standards and statutory requirements.
18. Comply with any queries or requirements from government audit (AG audit). Prepare and provide necessary information and documents to fulfil audit obligations.
19. Enter final audited financial statements, including Balance Sheet, Income & Expenditure statement, and all other relevant reports/documents into the PROOF system for record-keeping and compliance purposes.
20. Ensure that the final books of accounts, including the Balance Sheet, Income & Expenditure statement, and notes on accounts, are signed by chartered accountants authorized by the firm.
21. Since accounts are maintained in Tally ERP 9 software in digital form, ensure that the resource deployed by the CA firm is proficient in Tally ERP 9 and has practical working experience with the software.
22. Whenever a certificate is required concerning the income and expenditure accounts, Balance Sheet, or grants and utilization of GUJARAT RAJYA KHADI GRAMODYOG BOARD, furnish the certificate in the prescribed format. The certificate must bear the signature of a practicing-chartered accountant from the firm. No separate fee will be paid for this service.
23. Maintain computerized records of income and expenditure for all Haats and additional fairs organized by GUJARAT RAJYA KHADI GRAMODYOG BOARD in Tally ERP 9. Keep separate accounts for each project and ensure the maintenance of separate files.
24. Enter cash vouchers, bank vouchers, and general vouchers into Tally ERP 9. Provide necessary computer prints and submit month-end bank reconciliation statements and trial balances. Ensure accuracy and completeness in voucher entry and reconciliation processes.
25. Personally contact Income Tax Offices for tasks related to tax matters. Ensure timely filing of TDS every month and quarterly TDS returns. Prepare Form-16 as required. Additionally, ensure timely payment of employee salary deductions and filing of their returns within the stipulated deadlines.
26. Manage TDS of GUJARAT RAJYA KHADI GRAMODYOG BOARD for any previous year. In case of scrutiny, take necessary mitigating actions within the specified timeframe. No additional payment will be made separately by the organization for addressing such performance-related issues.
27. Represent the firm before the organization's auditor to audit the accounts. Prepare responses under the consultation and guidance of the concerned officer regarding audit paras presented during the audit process.
28. File annual income tax returns of office officials and employees within the deadline. Prepare Form-16 accordingly. If any penalties are incurred due to non-compliance, the firm will be responsible for paying them. No additional fee will be paid separately for this operation.
29. Undertake any other tasks assigned by the Executive Officer and Accounts Officer related to Finance and Accounts. Ensure timely and efficient completion of all assigned duties to support the smooth functioning of the department.
30. Prepare bills/invoices like rent receivables from tenants or any other receipt/receivables and manage all kinds of records related GST.
31. Prepare and maintain all statutory registers and records related to employees provident fund.
32. Approx. voucher entries in Tally for the FY 2023-24 were 2000.

#### **Payment Terms & Conditions**

1. Payment for the specified scope of work will be made monthly.
2. The bill, inclusive of all taxes, will be settled by check.
3. TDS will be deducted as per applicable rules before payment.
4. Payment will be processed only after the final trial balance is presented at the end of the month.
5. The last three months' bills will be settled only after approval of books of accounts by the GUJARAT RAJYA KHADI GRAMODYOG BOARD.

### **Additional Terms & Conditions**

1. Bidder's offer may be rejected if they fail to upload any of the certificates or documents requested in the Bid document, ATC, and Corrigendum, if applicable.
2. Given that GUJARAT RAJYA KHADI GRAMODYOG BOARD operates under the Commissioner of Cottage and Rural Industries, Industries and Mines Department, Government of Gujarat, where documents are primarily in Gujarati, it is mandatory for the bidder to deploy resources and a supervisor proficient in Gujarati language. They should be capable of reading, writing, and speaking Gujarati, Hindi, and English.
3. Bidder shall adhere to all the rules and regulations outlined in the Chartered Accountants Act 1949.
4. GUJARAT RAJYA KHADI GRAMODYOG BOARD's normal working hours are from 10:30 AM to 6:10 PM. The resource deployed by the CA firm must comply with these timings. They should be available to render services during public holidays and any other holidays as required by the office.
5. The attendance of the resource deployed by the CA firm will be recorded by GUJARAT RAJYA KHADI GRAMODYOG BOARD, either in a physical register or through a biometric attendance machine. Any leave requests must be approved by the Executive Officer in advance.
6. If the resource is required to travel outside Ahmedabad for tax matter related work, they will be entitled to class-3 T.A. / D.A. as per prescribed standards.
7. If the performance of the CA firm is deemed unsatisfactory, GUJARAT RAJYA KHADI GRAMODYOG BOARD reserves the right to cancel the contract with one month's notice. Similarly, the firm can terminate the contract by providing one month's notice. Any legal matter regarding this work will be under the jurisdiction of Ahmedabad Court.
8. Any legal matters concerning this work will fall under the jurisdiction of the Ahmedabad Court.
9. Minimum price for this bid is Rs. 3,82,500 including GST and other taxes for 17 months. All bidders are required to quote their financial bid over and above this minimum price.

### **Period of the Contract & Value**

The contract shall be valid for a period of 17 months. However, at the discretion of the management of GUJARAT RAJYA KHADI GRAMODYOG BOARD, it may be extended for up to 25% beyond the last date of the original contract, as per requirements.

(On the letter head of the Firm)

## Proforma for Technical Bid

### For hiring chartered accountancy Firm for preparing Books of Accounts of the Company

1	Name of the tenderer/Agency /Consultant	
2	Name of Partners/Proprietors along with their Membership Number	
3	Address of the Head Office of the tenderer/Agency /Consultant	
4	Address of Branch Offices if any	
5	Firm Registration No. and Date of Registration	
6	Phone No./Fax/e-mail ID	
7	Whether proprietary firm or partnership firm	
8	Previous experience of undertaking in Companies established under Companies Act. (List signed by Authorized signatory may be Partner/Proprietor to be attached) <b>(As per annexure – 1)</b>	
9	PAN No. given by the IT Department (copy to be enclosed) GST No. (copy to be enclosed)	
10	Registration Certificate issued by the Institute of Chartered Accountants of India (copy to be enclosed)	
11	No. of Staff employed by agency/tenderer/consultant	
12	Attested certificate of Annual Gross Receipts of last three years	
13	Qualifications/experience of the resources / Staff to be deployed in the engagement as per scope of work as mentioned earlier (Detailed list to be enclosed)	
14	Experience in areas of work i.e. tenderer / agency / consultant (Detailed list to be enclosed)	

I /We hereby affirm that Gujarat Rajya Khadi Gramodyog Board has the liberty to act against me/us as per the terms and conditions of Tender Documents, if the above said statement proves to be wrong at any point of time.

Place:

Signature of Authorized Person of the

Dated:

firm/proprietor with Seal & Stamp.

Name:

Designation:

Membership No.:

### Annexure – 01

**List of assignments completed evidencing experience in maintaining books of accounts of the Gujarat state government department, boards, corporations, or PSUs under the Gujarat State government, or any subordinate offices of the Gujarat state government.**

Sr. No.	Type of Service	Name of the Client	Contract Date	Work Period (From date to date)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

The information given above is true to the best of my knowledge and belief and nothing has been concealed therein. I/we am/are well aware of the fact that if the above given information is proved false / not true at any point of I/we take responsibility and liability for the same.

Signature of the Bidder with Seal

## Qualification Methodology

### Technical Evaluation:

GUJARAT RAJYA KHADI GRAMODYOG BOARD will during evaluation process of bids, will evaluate bids from bidders based on the criteria as defined by GUJARAT RAJYA KHADI GRAMODYOG BOARD in pre-qualification in this bid document and criteria and requirements as mentioned in proforma for Technical Bid.

### Financial Evaluation:

The lowest evaluated financial bid (Fm) will be given the maximum financial score (Sf) of 100 (one hundred) points. The financial scores (Sf) of the other Financial Proposals will be computed as per the formula –  $Sf = 100 \times Fm/F$ , in which Sf is the financial score, Fm is the lowest financial quote and F is the financial quote under consideration.

### Bid Evaluation Committee:

The above evaluation shall be done by an Evaluation Committee as decided by the GUJARAT RAJYA KHADI GRAMODYOG BOARD. The Committee shall determine the approach and methodologies for the issues, which may arise during above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

Bid evaluation will be carried out on 70:30 basis. 70 % weightage for technical score and 30% for financial score.

Cut off Marks for the technical evaluation shall be 60 marks.

Evaluation shall be carried out based on the selected evaluation parameters and the data and documents provided by the Bidders in support of their claims.

**Technical Evaluation Criteria**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Criteria</b>	<b>Marks</b>
1	No. of experience in delivering services related to accounting and finalization of books of accounts for entities such as offices of the Gujarat state/Central government department, boards, corporations, or PSUs under the Gujarat State government, or any subordinate offices of the Gujarat state/Central government.	40	4 Marks shall be allotted for each one year of experience. (Maximum up to 40 Marks)	
2	Average annual gross receipts over the past three fiscal years, namely FY 2021-22, FY 2022-23 & FY 2023-24.	20	More than 50 lacs	20
			30.01 lacs to 50 lacs	15
			15 lacs to 30 lacs	10
3	Deployment of a Resource as per requirement of this tender document.	20	20 Marks for Inter CA passed candidate.	
4	No. of years of existence of registered office in Ahmedabad or Gandhinagar as on the last date of the bid.	20	More than 5 years and up to 10 years = 10 Marks	
			More than 10 years and up to 15 years = 15 Marks	
			More than 15 years = 20 Marks	

## Financial Bid Format

**To be uploaded in Financial Bid Section on GeM Portal and not as an attachment in technical document submission menu.**

Sr. No.	Service	Monthly Fees before GST (in Rs.)	Total Fees with GST (in Rs.)
1	Accounting of all the records, transactions and maintaining books of accounts in Tally ERP 9 and preparing Balance sheet, Profit & Loss Account, Cash flow Statement and notes forming part of final books of accounts for the FY 2024-25 & FY 2025-26 total for 17 Months ( <b>Note:</b> Bookkeeping / accounting for the first six months of FY 2024-25 i.e. 01-04-2024 to 31-10-2024 is being done by another service provider.) and any other tasks as included in Scope of Work.		
2	File quarterly TDS returns for the 18 months and prepare & issue signed Form 16/16A/16B (01-10-2024 to 31-03-2026)		
3	File Monthly GST & GST TDS returns like GTR-1, GSTR-3B for the 18 months (01-10-2024 to 31-03-2026), annual returns like GSTR-9 & GSTR-9C for the FY 2024-25 & FY 2025-26		
4	File Income Tax returns and filling of applicable forms for the FY 2024-25 & FY 2025-26		
	<b>Grand Total (In Rs.)</b>		

**Note :** Total of all the line items i.e. 'Grand Total' from above table will be considered for financial evaluation.