



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5837174
Dated/दिनांक : 18-01-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-02-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-02-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Corporate Affairs
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Registrar Of Companies (roc)
Office Name/कार्यालय का नाम	Gujarat Student Startup And Innovation Hub
क्रेता ईमेल/Buyer Email	procurement-ihub@gujarat.gov.in
Item Category/मद केटेगरी	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
Contract Period/अनुबंध अवधि	2 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
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),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

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price/न्यूनतम मूल्य	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.
Estimated Bid Value/अनुमानित बिड मूल्य	500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	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. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. 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.

5. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
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 , Governance of company , Compliance with law & regulations , Compliance with contracts , Review system & processes , Bank Transactions
Type of Industries/Functions	Purchase & Procurement , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Inventory & Store management , Human Resource & Payroll , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Quarterly

Specification	Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि 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	Joshi Jaykumar	380015,Gujarat Student Startup and Innovation Hub Pragna Puram - KCG Campus, Opp. Physical Research Laboratory Near L.D.College of Engineering, Navarangpura, 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. Buyer Added Bid Specific ATC

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

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

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

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.
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.

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 [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---

**Tender Document for
Appointment
of
Internal Cum Pre-Auditor
At
Gujarat Student Startup and
Innovation Hub**

ThroughOnlineE-TenderingProcessOnly

**Chief Executive Officer
GUJARAT STUDENT STARTUP AND INNOVATION HUB**

**Reg. Office: SSIP I-Hub, Knowledge Consortium of Gujarat, Opp. PRL, Navrangpura,
Ahmedabad 380015**

GUJARAT STUDENT STARTUP AND INNOVATION HUB

Reg. Office: SSIP I-Hub, Knowledge Consortium of Gujarat, Opp. PRL, Navrangpura,
Ahmedabad 380015

Invitation for Bids

Selection of a Chartered Accountant Firm to act as INTERNAL CUM PRE-AUDITOR for GUJARAT STUDENT STARTUP AND INNOVATION HUB a State-Government Company established under the Education Department, Government of Gujarat.

1. Introduction:-

GUJARAT STUDENT STARTUP AND INNOVATION HUB a State-Government Company incorporated under the Companies Act, 2013.

- I-HUB intends to appoint a Firm of Chartered Accountants for handling the Internal cum Pre-Audit assignments for its activities as described in Annexure-1 for the period of two years.
 - General Terms and Conditions of Tender notice and assignments are mentioned in Annexure-2.
 - Details of scope of work, other terms & conditions as per-Annexure-3.
 - Minimum Eligibility/ Qualification criteria are mentioned in Annexure-4. Further, each firm meeting with the Minimum Qualification criteria and submitting the proposal has to submit required supporting evidences/documents as mentioned in Annexure-4.
 - Proposal is to be submitted by the bidders in the form of online submission of Technical Bids and online submission of Price Bids in accordance with the documents/ attachments required as per eligibility criteria set herein in the tender document.
2. The detailed scope of services and various activities is listed in the Terms of Reference of this tender document.
3. It is the responsibility of the bidder to submit the bid within time limits. Delay in receiving the bids due to any reason, I-HUB will not be responsible for the delay and I-HUB will not consider delayed bids in any case.
4. The decision of the Committee of I-HUB regarding evaluation will be final. For Scope of work, other terms and conditions, format of technical bid & financial bid etc. please go through the Annexure 1 to 5 attached with this tender document.

**Invitation of Bid Documents for appointment of a firm of Chartered Accountants as
Internal cum Pre-Auditors**

Tender Notice No.005/2024-25

Name of Department	Education Department
Bid Opening Authority	Chief Executive Officer GUJARAT STUDENT STARTUP AND INNOVATION HUB SSIP I-Hub, Knowledge Consortium of Gujarat, Opp. PRL, Navrangpura, Ahmedabad 380015
Name of Project	Appointment of a firm of Chartered Accountants as Internal cum Pre-Auditors
Period of Contract	For the period of two years. (From the date of appointment)
Bidding Type	Open
Class of Bidder	Not Applicable
Tender Currency Settings	Indian Rupee (INR)
Joint Venture/ Consortium	Not Allowed
Bid Security / Earnest Money Deposit (EMD)	Rs.15,000/- (Rupees Fifteen Thousand only) separately in form of Demand Draft issued by any Nationalized Bank.
Bid Security / Earnest Money Deposit (EMD) in favor of	"Gujarat Student Startup And Innovation Hub" payable at Ahmedabad
Bid Validity Period	30 days from opening of price bid
Estimated Cost	Rs. 5,00,000/-
Physical Submission of Tender Fees & EMD	Physical copy of EMD through Registered AD Post/ Speed Post only up to 18:00 hrs. on /01/2025 in the office of the Chief Executive Officer, Gujarat Student Startup and Innovation Hub, SSIP I-Hub, Knowledge Consortium of Gujarat, Opp. PRL, Navrangpura, Ahmedabad 380015
Technical Bids Submission (Online Only)	Bidder shall submit their technical bids in electronic format only on website https://bidplus.gem.gov.in No offer in physical form will be accepted and any such offer if received will be outright rejected.
Price Bid Submission (Online Only)	Bidder shall submit their price offer in electronic format only on website https://bidplus.gem.gov.in No offer in physical form will be accepted and any such offer if received will be outright rejected. Also any reference of the Price, quotes etc. in physical submission shall Result in rejection of the Bid of the bidder.

Officer Inviting Bids

**Chief Executive Officer,
Gujarat Student Startup and Innovation
Hub**

Annexure-1

Details of Activities of I-HUB

I-HUB invites Technical Bid and Financial Bid for its below mentioned Activities/Projects:

Sr. No.	Particulars	Brief Description
1	I-HUB	<p>I-HUB is incorporated as a section 8 Company In order to provide handholding support to startup ecosystem in the state of Gujarat with the following objectives:</p> <ul style="list-style-type: none">a. To facilitate, support, promote, encourage and fund creativity, innovations, design and startups, allow ample support to ideas for better execution and turn them into viable businesses, make sustainable impact at scale by creating pathways for 'mind to market' by harnessing and handholding projects/ research/ innovations/ ideas of young minds and therefore to develop student/Youth/innovator centric and end-to-end Innovation and start-up ecosystem across the state involving academia and other stakeholders, to create a strong innovation pipeline to support State Innovation & Start-up Ecosystem, to build internal capacity of educational institutes and key stakeholders of ecosystem, create and facilitate regional innovation & start-up efforts in state to develop and bring pedagogical interventions in academic institutions through new academic programs/courses, facilitate co-curricular and community driven innovation and entrepreneurial efforts, to ensure evolution and diffusion of Innovations and Startups for public & private goods and to ensure exponential growth, scalability and sustainability of the organization along with rapid and smooth implementation of the organizational mandate.b. To build institutions and systems catering to the need of various support mechanism across innovation & start-up value chain, Special focus would be given to early stage innovators and start-ups, and to set up world class Innovation & Start-up Support System in the state.
2	Sources of Income	<p>The main source of Income of I-HUB is Grant-in-aid from State Governments, Central Government and other agencies as well as CSR Funds. I-HUB also collects rent as well as training fees from the Startups.</p>

Annexure-2

General Terms & Conditions of the Tender Notice/Assignment:-

1. Firm will have to perform the functions as per the scope of work and other terms and conditions mentioned in Annexure-3.
2. Bidders shall need to submit the DD for EMD in physical submission. Offers in physical form will contain only DD for EMD delivered through Registered AD Post/ Speed Post.
3. Bid Security shall have to be paid of the amount stated in the Notice Inviting Online Tender section.
4. EMD of Rs. 15,000/-. EMD of bidders who are not selected for contract will be returned without Interest. If the Bidder is selected for appointment, then the EMD will be kept as Security Deposit.
5. The evaluation of technical bid will be done only if EMD is submitted. In case bidder fails to submit EMD, the bid will not be processed further and shall be rejected abinitio.
6. Please address all queries and correspondence to Chief Executive Officer, Gujarat Student Startup and Innovation Hub. Gujarat or at email address: ceo@ihubgujarat.in Please quote Tender Ref. Number in all your correspondence.
7. If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
8. The Technical Bid shall include details/documents as per details given in Annexure - 4. The technical Bid shall be submitted ONLINE.
9. The Bidder shall need to submit EMD of Rs. 15,000/- (Rupees Fifteen Thousand only) in form of Demand Drafts drawn in favor of "Gujarat Student Startup and Innovation Hub" payable at Ahmedabad in sealed envelope super scribed with "DDs for Appointment of a firm of Chartered Accountants as Internal cum Pre-Auditors at Gujarat Student Startup and Innovation Hub" followed by the Tender Document number.

Note: Filling up prices in physical submission or in online technical bid will render the Bidder disqualified.
10. The Company may call for Technical bid document of L1 Bidder or any other bidder if Competent Authority/Committee set up by I-HUB may deemed fit to call for such documents.
11. Technical bids submitted by the Firm meeting the eligibility criteria will be evaluated by the Committee. Financial bids of only those Firm whose technical bid criteria are satisfied will be considered for opening of financial bids. The decision of the committee regarding evaluation will be final.

12. The financial bids of technically qualified bidders only will be opened before the Competent Authority/Committee set up by I-HUB.
13. Financial Bid: Bidder shall submit the FINANCIAL BID online only.
14. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid.
15. The Price/ rates/ quotes by the Bidder shall be valid for a period of 60 days and shall be applicable for the entire Contract period. However, price change due to GST rate change is permissible.

16. LANGUAGE OF BID:

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

17. FRAUDULENT & CORRUPT PRACTICE:

- Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the I-HUB of the benefits of free and open competition.
- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Contract execution.
- I-HUB will reject a proposal for award and may forfeit the security deposit if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

18. LACK OF INFORMATION TO BIDDER:

- The Bidder shall be deemed to have carefully examined all Bid documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

19. MODIFICATION AND WITHDRAWAL OF BID:

- No Bid may be modified subsequent to the deadline for submission of bids.
- No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during

this interval may result in the bidder's forfeiture of its Bid security.

20. CONTACTING I-HUB:

- Bidder shall not approach I-HUB officers outside of office hours and/ or outside I-HUB office premises, from the time of the Bid opening to the time the CS assignment is awarded.
- Any effort by a bidder to influence I-HUB officers in the decisions on Bid evaluation, bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GOG, it should do so in writing.

21. REJECTION OF BIDS

- I-HUB reserves the right to reject any Bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

22. Appointment order will be issued to the qualified Firm of Firm of Chartered Accountants having quoted L1 price in Financial Bid of technically qualified bidder.

23. The appointment will be initially for a period of two years and can be renewed for another two years on mutual consent with the Firm/ Company with 10% increase in the fees each year after two years. But total period of assignment, generally, will not exceed Five years.

24. The Whole Process of the Tendering can be cancelled/modified/redefined/Altered by I-HUB without giving any Prior notice or reason.

25. In case of Termination of contract due to dissatisfaction of services, the assignment will be given to the firm at the sole discretion of Management.

26. Any influence of any type may disqualify the bidder Firm of Firm of Chartered Accountants and the bid will be rejected outright.

27. For carrying out the said assignments, Fees will be paid on monthly basis on submission of bill and fulfillment of relevant terms & conditions mentioned in the appointment order. Applicable Tax will be admissible as per applicable rate from time to time.

28. Internal Cum Pre-Audit Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Internal Audit of Government undertakings. Further, Team must consist of sufficient qualified Audit Assistants to complete the assignment within stipulated time frame. Please provide CV of CA proposed to carry out audit assessment.

29. Jurisdiction will be Ahmedabad only.

30. The selected Chartered Accountant firm has to Complete Internal cum Pre-Audit in time bound manner. The firm has to submit final internal audit report within 90 days of completion of financial year.

Annexure-3

Scope of work

1. Broad Scope of work of the selected firm will be as follows:
 - A. Internal Cum Pre-Auditor will have to carry out the assignment as per the requirement of Companies Act, 2013, requirement of Government of Gujarat, Government of India and other funding agencies.
 - B. Quarterly internal audit report will have to be submitted within 15 days of completion of each quarter.
 - C. The selected Chartered Accountant firm should deploy at least two assistants and the work of the same is supervise by the partner of the firm. Thus, Audit unit must visit I-HUB office on alternate working days.
 - D. Pre-audit certificate will have to be issued on all payments and post audit certificate will have to be issued for all other statutory payments like Income Tax, Taxes, License fees etc.
 - E. Cash Verification shall have to be done at least once in a Month.
 - F. Attendance of CA is must once in a week and discussion of all lapses/developments and precaution with CEO/CFO/Designated officer fortnightly along with minutes of his observation and discussion with CEO/CFO/Designated officer.
 - G. He will be responsible for any violation of applicable provisions which includes (a) Income Tax (b) GST (c) Labour Laws (d) TDS (e) Companies act and other all applicable rules/act. He will pay any penalty levied by competent authority for violation of such acts and indemnify for any expenses incurred to defend such violation.
 - H. He will ensure end use of funds and guide for any lapses in evidences to trace unauthorise utilisation of funds.
 - I. He will ensure compliance of all terms of tenders in force for the each financial year.
 - J. He will be paid fees only after all lapses are regularised to safeguard the interest of I-hub and keep I-hub fully legal compliant with error free financial statement to reflect true and fair position of financial data of I-hub.
 - K. Verification of inward/outward register of all items purchased/utilised and match closing stock with actual stock in hand.
 - L. Reporting on maintenance of all register required to be maintained under companies act.
 - M. Reporting on maintenance of fixed assets register along with physical verification at least once in each quarter and reporting on any difference between actual and recorded assets. Further bifurcation of fixed assets and dead stock. I.E. Items not in use to recomond and scrap such items.
2. Internal Audit Report to cover the areas ensuring that
 - A. Transactions are recorded as per Generally Accepted Accounting Principles and are booked to proper Accounting Heads.
 - B. Utilization of Grant is in accordance with the Conditions on which it is sanctioned.
 - C. Incomes/Funds are utilized for purposes for which they are provided.
 - D. Goods and services have been procured in compliance with the

- agreement/ contract/ work order.
 - E. Transactions are duly supported by proper supporting documents.
 - F. Propriety of the transactions to be checked.
 - G. Checking the maintenance of books of accounts and records.
 - H. To carry out the bank reconciliation every month.
 - I. Checking of component wise, category-wise and account head wise expenditures.
 - J. Checking of various taxes/statutory compliance.
 - K. Verification of fixed deposits and checking of interest received.
 - L. Passing of Journal Entry, all transactions of provision as may be required by Statutory Auditors.
 - M. Review of previous audit Paras and compliances.
 - N. To report misappropriation of funds or fraud as a whistle blower.
 - O. Grant utilization and issue of Grant utilization Certificate (if necessary).
 - P. To give executive summary incorporating all points/matters which are of very important nature.
 - Q. Verification of Movable and Immovable assets and verifying the entries in Dead Stock Register.
 - R. To verify Cash or cheques on hand as on the year end.
 - S. Scrutiny of General Ledger and Verification of Provisional Profit and Loss Statement, and Balance sheet and other Schedules.
 - T. Any other, as may be deemed fit.
3. Accounting policy & standard
- A. To review and help the Management in implementing proper Accounting Procedures, Internal Check Controls and Computerized Systems.
 - B. Review of Accounts.
 - C. Check all recorded entries comply with accounting standard.
4. System Improvement:
- The selected firm will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work or unnecessary data noticed will be highlighted separately by a letter to Internal Cum Pre-Auditor, I-HUB.
5. The Chartered Accountant firm so appointed would be required to give:
- A. Audit Certificates and issue any Grant utilization certificate as may be required by the I-HUB from time to time without any additional fee.
6. Co-ordination as Team work:
- A. The selected firm will co-ordinate with the Management at a periodical meeting to review the progress of the work and to ensure requirement be fully met and that team as a whole can complete the work in time.
 - B. Also to suggest measures for improving Management Information System.
 - C. To express professional opinion on the financial position of I-HUB as a whole for the funds received and expenditure.
7. Time Schedule of the Assignment:
- The selected Firm is required to start the Internal Audit assignment as early as possible so that quarterly reports are submitted within 15 days of the end of

quarter.

8. **Outputs that will be required from the Auditor:**
On Completion of audit, selected firms appointed should verify the following:
 - A. Pre-Audit certificate to be signed by partner of the firm only.
 - B. Internal Audit report (Quarterly and Yearly) to be signed by the partner of the firm.
 - C. Grant in aid wise Income and Expenditure statements of I-HUB as per the requirement of the Government.
 - D. Bank Reconciliation Statement account and bank wise.
 - E. Report on all discrepancies noticed in the financial accounts and procurement procedure.
 - F. In addition to the audit reports, the firm will prepare a "Management Letter" separately in which the internal auditor will:-
 - Give comments and observation on the accounting records, systems, and internal controls that were examined during the course of audit;
 - Identify specific deficiencies and areas of weakness in systems and internal controls and make recommendations for their improvements;
 - Report on the degree of compliance of each of the financial covenants of the financing agreement and give comments, if any, on internal and external matters affecting such compliance;
 - Communicate matters that have come to the attention during the audit which might have a significant impact on the working of I-HUB.
9. **Other Terms & Conditions:**
 - A. **Payment of the Fees:**
For carrying out the said assignments, fees is payable for the whole term of assignment. Payment of professional fee shall be made on quarterly basis. Applicable Goods & Services Tax will be admissible as per applicable rate from time to time. The fees of last quarter will be paid after adoption of audited accounts by Board of I-HUB.
 - B. **Obligation on the Firm:**
The CA / CA firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner whatsoever, or any portion to other C.A./C.A. firm. The deputed CA must be as a partner or an employee of the firm only.
10. **Confidentiality:**
 - A. The Appointed Firm, their personnel, partners or employee, shall not, disclose any proprietary or confidential information relating to any of the project(s) / Scheme(s) / Initiative(s) services / contracts or the I-HUB's operations without prior written consent of the management of I-HUB.
 - B. The firm shall deliver all reports and other documents to I-HUB together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of I-

HUB.

- C. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission of I-HUB, the Appointing Authority.

Annexure - 4

Eligibility Criteria

Sr. No.	Qualification Criteria	Specific Requirement	Evidence/ Documents required
1)	Financial Strength	The average income of the Firm should be more than Rs. 50 Lakh during F.Y. 2021-22, F.Y. 2022-23 and F.Y. 2023-24.	Submit CA Certificate along with IT return and Financial Statements duly Certified by an Independent Chartered Accountant. (Not by bidder)
2)	Experience	The firm should have been registered with ICAI for a period of at least 15 years as on the last date of bid submission.	Submit Copy of Firm Card issued by ICAI as on date of submission of Bid.
3)	Peer Review	The bidder's firm should have valid Peer Review Certificate thorough out this assignment.	Submit Certificate of Peer Review with ICAI.
4)	Multipurpose Empanelment Form (MEF)	The Firm must be duly registered with the Institute of Chartered Accountants of India (ICAI) through the Multipurpose Empanelment Form (MEF) and must hold a valid Class 1 category.	the firm needs to upload the valid Class 1 category certificate, along with the MEF details
5)	C&AG Empanelment	The bidder's firm should have C&AG Empanelment for the F.Y. 2024-25.	Submit C&AG Empanelment for the F.Y. 2024-25. Note: The firm should have to submit Empanelment Letter with the office of C&AG. Mere application is not sufficient.
6)	Human Resources with firm	<ol style="list-style-type: none">1. There must be at least five qualified Chartered Accountants in the firm. Three Chartered Accountants out of five must be Partner of the firm.2. If any C.A. is the employee of the firm, then he/ she must be working with the firm for more than One year.	Submit Firm Certificate/ Card as on 31/03/2024 and Profile of the firm showing details of the members/ CA in the firm along with staff member details.

		3. The Firm should have at least ten auditing staff members to carry out Internal Audit at I-HUB.	
7)	Office/ Branch office	Firm's registered office should be in Gujarat. If the Firm's registered Office is not in Gujarat, then it must have at least two fully operating branch offices in Gujarat for last three years i.e. F.Y. 2021-22 and F.Y. 2022-23 and F.Y. 2023-24.	Submit Copy of firm registration with ICAI showing details of the firms' Registered Office and Branch Offices, If any.
8)	Similar Assignment undertaken	The Firm has carried out at least ten Internal Audit / Pre Audit of a Listed Companies/PSU/government/company /government organization in the F.Y. 2021-22 and F.Y. 2022-23 and F.Y. 2023-24.	Submit self-certified copies of work orders. Note: If there is more than one assignment with the same organization with the same organization it will not be aggregated.
9)	GST	The firm must have valid GST Number	Submit GST Certificate
10)	Disqualification	The Firm or CA Partner should not have been black listed or undergoing criminal proceedings by Central/State Government Department/ Public Sector Undertaking /Govt. owned Society/ Trust / Board /Corporation etc. for any work executed in past. Also partner or firm should not be undergoing any disciplinary action by the ICAI or National Financial Reporting Authority (NFRA).	Submit a self-declaration as per draft enclosed as Annexure-5.
11)	Other details	Name of Firm: Registered Office Address: Email Id and Contact Number: Registration Date of the Firm: Pan No of Firm: GST No of Firm: Total Experience in Years:	

On the letterhead of Bidder

Annexure-5

FORMAT OF SELF DECLARATION CUM UNDERTAKING

To,
Chief Executive Officer,
Gujarat Student Startup
and Innovation Hub (I-HUB),
Ahmedabad

We here by undertake that we, M/s_____ having registered Office at_____ and any of our Partners are not blacklisted /De-registered /debarred or undergoing criminal proceedings by Central /State Government Department /Public Sector Undertaking/ Govt. owned Society /Trust /Board /Corporation or any other agency for which we have rendered Services to them. Also our firm or partner or employees are not undergoing any disciplinary action with ICAI or National Financial Reporting Authority (NFRA) or any other statutory authority.

We further confirm that we are aware that our bid for the appointment as Internal cum Pre Auditors would be liable for rejection in case any material misrepresentation is made or discovered with regard to the tender documents.

For,

Authorised Signatory (with Rubber Stamp)

Full Name: FCA/ACA No.

Designation:

Email ID:

Contact No.:

Date:

Place: