

GEM/2025/B/5932878/ Dt. 10/02/2025

**Tender Document
For Selection of Chartered Accountant Firms for Tally
Accounting and Preparation of Financial Statements
and Consolidation thereof**



**GUJARAT WATER RESOURCES DEVELOPMENT
CORPORATION LIMITED**

**Near Bij Nigam, Sector-10A,
Gandhinagar-382017, Gujarat
Phone No. 23252058 Fax: 23252060.**

Please visit <https://gwrdc.gujarat.gov.in> for details of
Tender and downloading Tender Document.

EMD: ₹15000 /-

**Tender Document for Tally Accounting and Preparation of Financial
Statements and Consolidation thereof**

Schedule of Tender Events

Sr No	Event	Date and Time
1	Tender Issue Date	Dt. 10/02/2025
2	Last Date and Time for submission of written queries for clarification only by e-mail on saogwrdc@gmail.com	Dt. 13/02/2025 Time 18:00 Hrs.
3	Last Date and Time for reply/ clarification/ corrigendum as case may be by GWRDC in response to the query of bidders.	Dt. 14/02/2025 Time 18:00 Hrs.
4	Last Date and Time for submission of online proposal (Technical and Financial).	Dt.25/02/2025 Time 15:00 Hrs.
5	Last Date and Time for submission of EMD.	Dt.25/02/2025 Time 15:00 Hrs.
6	Date and Time of Opening of Technical Bid	Dt.25/02/2025 Time 15:30 Hrs.
7	Date and Time of Opening of Financial Bid	To be informed to Technically qualify bidders well in advance.
8	Contact person for queries	Mr. Bharat J Dave Financial Advisor Mr. S Z Chaudhary Senior Accounts Officer saogwrdc@gmail.com Mr Sudesh Jaiswal Divisional Accountant
9	Address for communication	Near Bij Nigam, Sector-10A, Gandhinagar-382017, Gujarat.
10	Bid validity	180 Days

Disclaimer

The Tender Documents for Appointment of Tally Accounting and Preparation of Financial Statements and Consolidation thereof from 01/04/25 to 31/03/26 (01 Years) contain brief information about the Project and the Works to be executed and various steps involved in the tendering process. The information contained in the Tender Documents or subsequently provided to Tenderer(s), whether verbally or in documentary or any other form by or on behalf of Gujarat Water Resources Development Limited (hereinafter referred as "GWRDC" or "the Company") or any of its employees or advisors, is provided to Tenderer(s) on the terms and conditions set out in the Tender Documents and such other terms and conditions subject to which such information is provided.

The Tender Documents are not an agreement. It is neither an offer nor invitation by GWRDC to the prospective Tenderers or any other person. The purpose of the Tender Documents is to provide interested parties with information that may be useful to them in making their bids pursuant to the Tender Documents. The Tender Document includes statements, which reflect various assumptions and assessments arrived at by GWRDC in relation to the Project or the work to be executed pursuant to this tendering process. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require. The assumptions, assessments, statements and information contained in the Tender Documents may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in the Tender Documents and obtain independent advice from appropriate sources.

Information provided in the Tender Documents to the Tenderer(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. GWRDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. GWRDC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any tenderer under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the Tender Documents or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender Documents and any assessment, assumption, statement or information contained therein or

deemed to form part of the Tender Documents or arising in any way for participation in this tendering stage.

GWRDC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Tenderer upon the statements/information contained in the Tender Documents. GWRDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in the Tender Documents. GWRDC also reserves the right to change any or all conditions/ information set in the Tender Documents at any time by way of revision, deletion, updation or annulment through issuance of appropriate addendum as GWRDC may deem fit without assigning any reason thereof.

The issue of the Tender Documents does not imply that GWRDC is bound to select a Tenderer or to appoint the selected Tenderer for constructing the work envisaged under the Tender Documents and GWRDC reserves the right to reject all or any of the Tenderers or Tenders without assigning any reason whatsoever. The Tenderer(s) shall bear all its costs associated with or relating to the preparation and submission of its tender including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by GWRDC or any other costs incurred in connection with or relating to its Tender. All such costs and expenses will remain with the Tenderer and GWRDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Tenderer in preparation for submission of the Tender, regardless of the conduct or outcome of the tendering process.

Any alterations in Eligibility Criteria cum Qualification Requirement, and terms of the Tender Document, or any amendment to the Tender Document, etc. shall be uploaded on GWRDC's official website, without any obligation or press notification or other proclamation. Therefore, all interested are advised to the website regularly.

Gujarat Water Resources Development Corporation Limited
Terms of Reference for Appointment for Tally Accounting and Preparation of
Financial Statements and Consolidation thereof

1. Background

Gujarat Water Resources Development Corporation Limited is a Government Company incorporated as per the provisions of Companies Act-2013 (1956) and engaged in the activities of Ground Water Management and construction projects entrusted by Government of Gujarat, from time to time, like construction of Lift Irrigation Schemes, works of Sujalam Sufalam Yojana, Sardar Patel Sahabhagi Jal Sanchay Yojana, maintenance and repairs of various pipe lines & pumping stations constructed under Sujalam Sufalam Project and the work of providing facility of pressurised Irrigation Network System (PINS) on tubewells of GWRDC Ltd. so that the farmers can adopt Micro Irrigation System (MIS) like Drip System in their fields. The sources of funds of the Corporation are State Government subsidy, Grants, Revenue from Sale of water to the Irrigators, Rent of tube wells, Interest on FDR, Centage Charges etc.

Being a Government company, the accounts of the Corporation are maintained strictly as per the provisions of Companies Act., 2013. Main accounting Unit of the Corporation is a division office .At present, there are 09 divisions located at various places in Gujarat State as shown in **Annexure-1.**

**GUJARAT WATER RESOURCES DEVELOPMENT
CORPORATION LIMITED GANDHINAGAR.**

LIST OF DIVISIONS AS ON 01/04/2024

Sr. No.	Name of Circle / Division	Address	Code No / Tele.No.
1	2	3	4
1	Head office, Gandhinagar.	G.W.R.D.C. Ltd, Gandhinagar Sec-10-A, Near-Seed Corporation, Gandhinagar.	23221039 23220402 23220988
2	Executive Engineer-Civil Unit No.1, Kherva.	Data Centre Building, OPP, Ganpat university, kherva,	02762/286181
3	Executive Engineer, (Sujalam Sufalam) Unit-2, Gandhinagar	Stat Water Data Center IInd Floor, Sect.8, Gandhinagar	23236712 23236711
4	Executive Engineer-Mech Unit No.3, Ahmedabad.	Danapith Ahmedabad-380001	079/22114083
5	Executive Engineer (G.W.M.) Unit No.1, Baroda.	E-1, Residential Qtr, Geri-Race Course, Vadodara.	95265/2356335
6	Executive Engineer, (G.W.M.), Unit No.2 Ukai.	Patharda Colony, OPP : Circle Office L.I.Dn.Ukai.	02624233254
7	Geohydrologist Unit No.1 Ahmedabad.	Regional Data Centre Building, Vasna Barrage Campus, Ahmedabad-380007.	079/26604027
8	Geohydrologist Unit No.2 Kherva	Data Centre Building, OPP, Ganpat university, kherva,	(02762) 286016
9	Geohydrologist Unit No.3 Rajkot.	GERI & GWRDC Building, Near Akashwami & Near All India, Opp.Adinath Tower, Rajkot	952744/220136

2. Purpose

The firm appointed for tally accounting and preparation of financial statements and consolidation thereof is responsible for providing an accounting service of the entire project and operational activities, financial or otherwise. It should provide a service to the whole organization, including all the levels of management, division and head office. It is not an extension of, nor a substitute for, good management, although it can have a role in advising management.

Based on above, GWRDC invites tenders from Chartered Accountant Firms for tally accounting and preparation of financial statements and consolidation thereof for the period from 01/04/25 to 31/03/26 which may be extendible on satisfactory performance and mutually agreed terms for further two years.

3. Eligibility Criteria

Firms must qualify in the following minimum criteria:

Sr No	Criteria	Minimum Requirement	Documents to be furnished as Supporting
1	Category of the Firm	The firm should be Category- III or above as per ranking provided by ICAI on the date of tender.	Self-certified Latest Multipurpose Empanelment Form (MEF) issued by ICAI for FY: 2024-25 containing the category of the firm.
2	Audit and Attestation Income	Gross Receipt of the firm should be more than 15 Lakhs during last three financial years.	Copy of Audited Statement of Profit and Loss of FY: 2021-22, 2022-23 and 2023-24 shall be attached with Annexure-A.
3	Existence of the Firm	The firm should be existence for at least 5 years on the date of tender.	Self-attested copy of Firm Registration Certificate issued by ICAI.
4	Number of CA as Partner	Firm should have at least 2 CAs or more and at least 2 CAs should be Partners.	Self-attested copy of latest Firm Card to be attached with Annexure-B.

5	Similar Work	Similar kind of Accounting Assignment i.e Tally Accounting, Preparation of Final accounts, consolidation of final accounts of PSUs/ Authorities/ Government Organisations/ Board/ Nigam etc should be carried out in last 3 years by the firm. (FY: 2021-22, FY: 2022-23, FY: 2023-24).	Work Order/ Contract/ Audit Completion Certificate shall be attached with Annexure-C.
6	Head Office or Branch Office	Registered office of the firm should be in Ahmedabad/ Gandhinagar. If not, 1 full time branch shall be in Ahmedabad/ Gandhinagar for at least 3 years on full time basis.	Self-certified copy of latest Firm Card containing the details of Registered Office or 1 Full time Branch Office to be attached with Annexure-D.

Note: This tender terms & Conditions are above on GeM & Term Conditions. Bidder must meet the above Eligibility Criteria to become technically qualified.

4. Scope of Work

The work of Tally Accounting and Preparation of Financial Statements and Consolidation of financial statements includes the following:

1. Tally Accounting of Gujarat Water Resource Development Corporation Limited for FY 2025-26
2. Preparation of Consolidated Financial Statements of Gujarat Water Resource Development Corporation Limited for FY 2025-26
3. Preparation of Financial Statements of Gujarat Water Resource Development Corporation Limited Gratuity Trust for FY 2024-25
4. Preparation of Financial Statements of Gujarat Water Resource Development Corporation Leave Encashment Trust for FY 2024-25.
5. Preparation of Financial Statements of Gujarat Water Resource Development Corporation CPF Trust for FY 2024-25.

The work of Tally accounting and preparation of consolidated financial statements will be carried out in accordance with the relevant standards of accounting published on time to time by the Institute of Chartered Accountants of India (ICAI), other guidelines, Guidance notes relating to Preparation and Maintenance of Accounts, relevant pronouncements of the ICAI, State Government Directives, ROC requirements, etc.

The scope and responsibilities of Tally Accounting and Preparation of Financial Statements and Consolidation thereof is as follows:

1. Understand all the functions carried by GWRDC like, Purchase, Sales Cycle, Grant receipt, Payment to various contractors and agencies, understanding the coding of all the transactions and handle the routine transactions. Also, advise the necessary changes in these, if any.
2. The main accounting unit of the Corporation is division office. All the accounting transactions are recording thereof are carried out at division office.
3. The Service provider should depute the requisite staff at division office and head office for carrying out transactions and doing the Complete accounting work which shall inter alia include, carry forwarding of Opening balance, entries for purchases, sales, material issued, issue of dispatch instruction, grant receipt, payment to various stakeholder as per norms, terms & conditions after due diligence., J.V., money receipts, etc.
4. Preparation of reconciliation of all bank statements, supplier and debtor reconciliation and calculation of interest, if any.
5. Preparation of reconciliation between Head Office and Division Office.
6. Compliance of all Monthly/Quarterly/Yearly Statutory dues and reporting like, TDS, GST, etc., wherever applicable and if pending to be done by current Advisor.
7. Preparation of quarterly trial balance and balance sheet in Tally of each unit office and Head Office
8. To prepare and pass reversal, routine and year end JV entries.
9. Preparation of Fixed Asset block including depreciation, profit/loss on sale of fixed assets, etc. Closing of the Accounts of GWRDC, including Unit offices for respective Financial Year. Reconciliation of Accounts of Unit offices with HO and closing of books of accounts of the HO for respective financial year.
10. Ledger scrutiny of all unit offices and Head Office
11. Provide Consolidated Trial Balance of all the centres
12. Preparation of cash flow statement and segment accounting.
13. Preparation of Annual Accounts of the GWRDC for respective Financial Year as per revised schedule 3 of Companies Act, 2013 as well as other applicable provisions.
14. To comply with Internal, Statutory & AG Audit, Compliance/rectification of queries of internal, Statutory & AG Auditors at each branch level.
15. Preparation of replies of internal audit for the accounting maintenance related matters Attending internal Audit, Statutory and AG Audit and compliance of their remarks and providing accounting and financial information required to be submitted before various authorities including the Income Tax Authority, banks etc. as and when required.
16. Replies of primary Objection Memo (PMO), draft comments and comments issued by C & AG for any previous Financial Year.
17. Advising, Suggesting,
18. Guiding in formulation of accounting policy, internal control system, important accounting and financial decision, expressing opinion in writing with reference to accounting and financial matter, preparation of brief note, presentation, manual etc. proactively after discussing with the Management.

19. Service provider is also expected to guide & advise GWRDC for better financial management, streamlining of accounting & auditing functions, pricing policies & so on
20. Nature of work is broadly defined. However, during the course of time, if any other related works are required to be done, your team members are required to handle the same.
21. Providing consultancy to the management with respect to any matter related to Companies Act, PF, EPF, ESIC, Income Tax, GST, Accounting Standard, General Accounting principles, Accounting policies and other matters during the course of work or wherever solicited by the management of GWRDC.
22. Translation of Annual Report of GWRDC from English language to Gujarati language for placement of the annual report with the Gujarat Assembly.
23. To answer the para raised during CAG audit, statutory audit and Departmental Audit.
24. Attending Board and AGM Meetings.

6. Period of Tender for Tally Accounting and preparation of financial statements and consolidation thereof

The period of tender for Tally accounting and preparation of financial statements and consolidation thereof will be from 01/04/25 to 31/03/26.

The Contract, initially shall be for the period from 01/04/25 to 31/03/26, which will be further extendable for two years on satisfactory performance and mutually agreed terms and conditions.

7. Duration of undertaking of work and submission of report

1. The service provider shall depute the sufficient number of experienced personnel for this assignment.
2. The service provider shall visit each and every division office and head office for conducting the work of data entry in tally every quarterly.
3. Hence, the service provider is required to submit all the MIS reports of each and every division and head office every quarterly. The MIS reports to be submitted within 1 month from the end of each quarter.
4. Preparation of financial statements and consolidation thereof of GWRDC to be submitted within 4 months from the end of financial year i.e. by 31st July.
5. Preparation of financial statements of GWRDC Gratuity Trust and Leave Encashment Trust and CPF Trust to be undertaken and submitted within 5 months from the end of financial year i.e. by 31st August.

7. RIGHTS OF THE SERVICE PROVIDER

The service provider for Tally accounting and preparation of financial statements and consolidation thereof has rights of access to all GWRDC records, information and assets which considers necessary to fulfil the responsibilities.

8. RESPONSIBILITY

The responsibility of the service provider for tally accounting and preparation of financial statements and consolidation thereof would be:

- Develop a flexible accounting plan using an appropriate methodology, including any accounting concerns identified by management, and submit that plan to the Financial Advisor and Senior Account Officer for approval.
- Implement the accounting plan, as approved, including appropriate special tasks or projects requested by management.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements.
- Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- Issue periodic reports to the management summarizing results of accounting activities, including significant accounting issues and management action plans.
- Keep the management informed of emerging trends and successful practices in accounting.
- Assist in the investigation of significant suspected fraudulent activities within the organization and notify management, the external auditors of the results.

9. REPORTING

The service provider should report to the management any serious weakness, significant fraud or major accounting breakdown discovered during the normal course of accounting through SAO.

10. OTHER TERMS AND CONDITIONS

1. Firms selected by GWRDC shall maintain ethics of faith and the information provided by GWRDC shall be kept 'Strictly Confidential'.
1. The selected audit firm shall deploy minimum 2 resources. One must be a qualified Chartered Accountant having at least 03 Years relevant experience. The audit firm shall deploy such more qualified and experienced Personnel as and when required for accounting work. The firm shall furnish the list of resources to be deployed for GWRDC accounting with details before commencement of the assignment. The list shall be reviewed and approved by GWRDC with or without modification. Except as GWRDC may otherwise agree, no change shall be made in the approved list of personnel. If for any reason beyond the reasonable control of the Firm, it becomes necessary to replace any of the Personnel, the Firm shall forthwith provide a replacement, a person of equivalent or superior qualification with the prior approval of GWRDC.
 2. The service provider shall exercise the checks (apart from regular routine checks) with reference to the provisions for statutory deductions and dues, taxes, etc and arithmetical accuracy, provisions of PWD manual, CPW account code, Gujarat Financial Rules and any other statues, laws, Acts, GR, orders, circulars, instructions of GOVT. or Nigam etc.
 3. In case of any dispute, the decision of MD, GWRDC shall be final and binding.
 4. Assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
 5. All reporting including MIS shall be done on quarterly basis as required by GWRDC from time to time.
 6. GWRDC reserves the right to cancel selected firms, if it considers necessary.
 7. The accounting work being conducted by the firm will be subject to supervision by accounts department of GWRDC as and when required to ensure that the work is progressing as per agreed plan.
 8. In case of non-fulfilment of any instructions issued by GWRDC, GWRDC will be entitled to cancel the accounting work without any obligations.
13. The successful firm shall not be entitled to claim any additional amount for any reason whatsoever for the above accounting work.

14. The GWRDC reserves the right to reject any or all offers received without assigning any reasons.
15. These are only proposed draft terms and conditions and can be modified at any time by the GWRDC at its sole discretion.
16. The service provider shall ensure following aspects which are indicative but not limited while applying accounting function.
 - Proper Documentation to support transaction.
 - Due approvals as per the delegation of power in effect from time to time.
 - Financial terms and conditions of PO (Purchase Order) / WO (Work Order) / Contract etc.
 - Quality and satisfactorily confirmation by concerned HOD.
 - Applicable rules, direction, guideline, GRs etc., of the Government.
 - Arithmetic check of all kinds.
 - Applicability of Statutory compliance.
 - All resources such as laptops, Stationary, Stamps etc. are to be arranged by the Firm.

11. CONTENTS OF THE TENDER PROPOSAL

Tenderer has to submit the offer online on GeM Portal.

(i) **Technical bid** will be opened on due date.

Technical Bid must contain the following:

- c) The Curriculum Vitae (CV) of the staff who will be available for the duration of the work;
- d) An undertaking to ensure continuity of staff on the project;
- e) All the supporting documents as mentioned in clause (3) above to assess the eligibility criteria/technical evaluation may also be furnished as given the formats in Annexure – “A” to Annexure – “D”.
- f) Each page of the Tender documents is required to be signed by the Nodal Partner of the firm. The documents / certificates in support along with the tender shall also be signed by the Nodal Partner.

(ii) **Financial Bid** will Contain Price bid as per Forms Fin 1.

(iii) The documents to be submitted in soft copy on the GEM portal. All the tender applications will be evaluated on the basis of the documents uploaded on the Gem portal. No physical copy of the documents will be required to be submitted.

(iv) The GWRDC may, at its discretion, on giving reasonable notice by fax or any other communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the GWRDC and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

12. TENDER PRICE

The tender price is to be in Indian currency and must include applicable taxes. Firm must complete the price table as in Fin 1 for 1 year. The quoted tender price shall be valid for a period of 180 days from the opening date of Tender. The price will be firm and fixed throughout the agreement period of two year without any escalation.

13. Evaluation Methodology:

Those bids, which are technically complied as per the Minimum Eligibility Criteria will be considered for Financial Opening. Out of all open Financial Offers, the lowest evaluated bid will be considered.

14. REGULATION OF FEES

The payment of Fees as fixed for tally accounting and preparation of financial statements and consolidation thereof will be made only after completion of accounting Work and submission of MIS Report for every quarter on pro rata basis. Completion of accounting work includes completion of accounting entries, submission and discussion of MIS report with GWRDC. GWRDC will not pay any advance to the selected audit firm under any circumstances.

Bill for Fees will be submitted to the Accounts Division of GWRDC along with a certificate indicating that accounting work has been completed as per the agreed terms and conditions.

GWRDC shall make payment to the Firm on quarterly basis upon receipt of the bill along with supporting documents. Tax as applicable will be deducted at source and tax deducted certificate will be issued as per the law in force.

The payment schedule for each Financial Year will be as per below-

Milestone	% of Total Fees
Submission of report (Apr-Jun) and acceptance by GWRDC	20%
Submission of report (Jul-Sept) and acceptance by GWRDC	20%
Submission of report (Oct-Dec) and acceptance by GWRDC	20%
Submission of report (Jan-Mar) and acceptance by GWRDC	
1) Preparation of financial statements of GWRDC, GWRDC Gratuity Trust and GWRDC Leave Encashment Trust	10%
2) Submission of Statutory Audit Report and adoption of same by BOD	10%
3) Acceptance of C&AG Supplementary Audit Report by AGM	20%

15. PENALTY

Maximum Penalty equivalent to 10% of the quarterly billing rate will be recovered for non-deployment of the Professional or replacement of personnel as per the agreed list of personnel till the person is deployed. Replacement penalty shall be levied at 10% of the billing rate for replacement of any approved personnel during the accounting period for each event.

The management of GWRDC reserves the right to levy maximum penalty equivalent to 10% of the total contract value in case if the work is not undertaken as per the terms and conditions of the tender.

The management of GWRDC also reserves the right to forfeit the security deposit for unsatisfactory performance of the work undertaken by the service provider.

16. TERMINATION

GWRDC may terminate the Contract at any time by one month's written notice to the other party.

Upon termination of the contract, or at any time if so requested in writing by GWRDC, the audit firm will return or destroy within thirty (30) days all confidential information of GWRDC and any copies thereof it may hold at such time.

17. DISPUTE RESOLUTION

In case of any dispute, it shall be referred to the Managing Director of GWRDC. The Managing Director shall hear both parties. After considering the point of view of both the parties, the decision of the Managing Director shall be final.

However, the agency may resort to legal remedies against this decision.

The place of Jurisdiction shall be Gandhinagar.

18. Earnest Money Deposit

EMD shall be paid by Bank Guarantee (Annexure-F) or Demand Draft in favour of Gujarat Water Resources Development Corporation Limited payable to Gandhinagar. Tenders without EMD are liable for rejection.

The exemption in payment of EMD will be given to The Micro and Small Scale Industrial Units, registered under Small Scale Industries of Gujarat State and holding subsequent registration with CSPO/NSIC/DGS&D registration certificates for the item under tender will be eligible for exemption from payment of EMD. On submission of attested copies of their SSI & CSPO/NSIC/DGS&D registration certificates in EMD cover.

Note:

In view of Ministry of Micro, Small and medium enterprises, Govt. of India, New Delhi Notification S.O. 2119(E) dtd 26th Jun 2020 and subsequent clarification issued vide O.M no. 2/1 (5)/2019-P&G/Policy (pt. IV) dated 6th august,2020 , only "UDYAM REGISTRATION CERTIFICATE" out of SSI/MSME Part-II/Udhyog Aadhar Memorandum/ Udyam Registration certificate shall remain valid from 1st January, 2022 OR from the date as amended in future by the Ministry of Micro, Small and Medium Enterprises (MSME), Govt. of India.

Forms of Tender

Technical Proposal for Appointment of Firm for Tally Accounting and Preparation of Financial Statements and consolidation thereof for the period 01/04/25 to 31/03/26

Sr No.	Particulars	Response
1	Name of firm (In Capital Letters)	
	Address of Head Office and Branch Office	
	PAN No. and GST No. of Firm	
2	ICAI Registration No.	
	MEF Registration No.	
	Region Name	
	Region Code No.	
3	Empanelment No with C&AG India for major audits	
4	Date of Constitution of Firm	
5	Experience Details	The details of experience of firm should be given as per Annexure-C attached.
6	Profile of Firm	To be attached separately herewith.

We/I declare

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm or partners has not been debarred or cautioned by ICAI during the last five years; (A self-certificate to the effect from the firm will be attached)
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm shown in the RFP is the same as that in the Constitution Certificate issued by the ICAI.
5. That the no partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body / Executive Committee / Board of Directors or the

Project Director/ Managing Director / any Director or any of the senior management (as applicable) of GWRDC. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.

6. That neither the firm nor its Partners or Associates have any interest in the business of GWRDC.

7. The firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

(Sign with stamp & membership no. on each page)

Annexure–“A”
DETAILS OF INCOME OF THE FIRM

Sr No	Type of Income	Year 2021-22	Year 2022-23	Year 2023-24
1.	Total turnover as per Profit-Loss			

Annexure–“B”
LATEST DETAILS OF CHARTERED ACCOUNTANTS IN THE FIRM

Sr No	Name of Member	Membership No.	Qualification	Designation (Partner/ Employee)	Date of Joining of Firm
1	2	3	4	5	6

Please attach duly certified copy of Firm Card issued by ICAI in support of the aforesaid information.

Annexure – “C”
DETAILS OF “SIMILAR WORK” CARRIED OUT BY THE FIRM

Sr No	Name of Entity	Year of Audit	Type of Entity (PSU/ Authorities/ Trust etc.)	Nature of Work	Date of Completion Certificate of Audited Organization
1	2	3	4	5	6

Please attach a certificate of competent authority of organization to the effect that the assignment has been successfully completed on the letterhead of organization in support of the aforesaid information.

Annexure – “D”

Sr No	Registered Office/ Branch Office	Address	State	Year of Establishment	No of Resources in Registered/ Branch Office
1	2	3	4	5	6

Annexure – “E”

Form FIN-1: Financial Proposal Submission Form

Format for Financial Bid

Particulars	Fees (In ₹)
Professional Fee for Tally accounting and preparation of financial statements and consolidation thereof according to Scope of Work mentioned in Tender including all charges and cost (From 01/04/25 to 31/03/26)	
Add: Taxes and duties	
Total	
(Rupees)	

Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.

We have read all the terms and conditions with respect to financial bid as outlined in the RFP and abide ourselves with the terms and conditions.

(Sign with stamp & membership no. on each page)

Annexure- "F"

FORMAT OF EARNEST MONEY DEPOSIT IN FORM OF BANK GUARANTEE

Ref:

Bank Guarantee No.

Date:

To,
Senior Accounts Officer and Financial Advisor
Gujarat Water Resources Development Corporation Limited
Sector 10A , Near Bij Nigam,
Gandhinagar - 382017
Gujarat, India

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: XXXX for RFP for "Selection of Chartered Accountant Firm for Pre cum Internal Auditor" KNOW ALL MEN by these presents that WE -----
----- having our registered office at -----
----- (hereinafter called "the Bank") are bound unto the _____, Gujarat Water Resources Development Corporation Limited in the sum of ----- for which payment well and truly to be made to Gujarat Water Resources Development Corporation Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this -----
--day of -----2024.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:
 - a. if a Bidder withdraws its bid during the period of bid validity
 - b. Does not accept the correction of errors made in the tender document;
 - c. In case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Work Order as mentioned above within the time limit stipulated
or
 - (ii) If the bidder is found to be involved in fraudulent practices.

We undertake to pay to the GWRDC up to the above amount upon receipt of its first written demand, without GWRDC having to substantiate its demand, provided that in its

demand GWRDC will specify that the amount claimed by it is due to it owing to the occurrence of any of the above mentioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid till the issuance of Work Order to Successful Bidder. The Bank undertakes not to revoke this guarantee without previous consent of the GWRDC and further agrees that the guarantee herein contained shall continue to be enforceable till GWRDC discharges this guarantee

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER or any other indulgence shown by the OWNER or by any other matter or things.

The Bank also agree that the OWNER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SERVICE PROVIDER and notwithstanding any security or other guarantee that the OWNER may have in relation to the SERVICE PROVIDER's liabilities.

Dated at _____ on this _____ day of _____ 2024.

Signed and delivered by

For & on Behalf of

Name of the Bank & Branch & Its official Address

Approved Bank: Any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2019/50/DMO dated 01.09.2019 issued by Finance Department or further instruction issued by Finance department time to time.

Annexure- "G"
Undertaking Application for exemption from EMD

Date: GeM Bid No: GEM/_____ dated

To,
Sr. Account Officer and Financial Advisor,
Gujarat Water Resources Development Corporation Ltd.
Sector 10A, Near Bij Nigam,
Gandhinagar.

Subject: Application for the exemption from EMD under GeM Bid No: GEM/_____ dated.

Dear Sir,

We _____are registered MSME (Udyam Registration Number-_____/Startup_____). We have attached herewith the Udyam registration certificate/DIPP certificate for your consideration.

We are going to provide service of Tally Accounting and Preparation of Financial statements and consolidation thereof by ourselves only for the proposed tender.

So kindly provide us the eligible exemption from EMD for the application **GeM Bid No: GEM/_____ dated.**

Regards,

Authorized Signatory & Stamp