



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5344344
Dated/दिनांक : 31-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	17-09-2024 19:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	17-09-2024 19:30:00
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	Narmada Water Resources Water Supply And Kalpsar Department Gujarat
Organisation Name/संगठन का नाम	Sardar Sarovar Narmada Nigam Limited Gandhinagar
Office Name/कार्यालय का नाम	Gmhp Mits Ho
Item Category/मद केटिगरी	Financial Audit Services - Segment 1 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 2 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 3 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 4 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 5 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 6 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 7 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 8 SoW is as per enclosed document; CA Firm , Financial Audit Services - Segment 9 SoW is as per enclosed document; CA Firm
Contract Period/अनुबंध अवधि	1 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),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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No

Bid Details/बिड विवरण	
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
Estimated Bid Value/अनुमानित बिड मूल्य	7722000
Evaluation Method/मूल्यांकन पद्धति	Item wise evaluation/

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 3 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 4 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 5 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 6 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 7 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 8 EMD Amount/ईएमडी राशि (In INR)	26000
Schedule 9 EMD Amount/ईएमडी राशि (In INR)	26000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	HDFC Bank
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	18

(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 है। 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). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). 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 :

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EMD should be in the Name of Sardar Sarovar Narmada Nigam Ltd., Gandhinagar and EMD should be acceptable only through Demand Draft , PBG Should be in the name of Sardar Sarovar Narmada Nigam Ltd., Gandhinagar (--)

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	No
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1. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:As per enclosed Scope of Work. The scope of work is enclosed in ATC

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
05-09-2024 15:00:00	Office of the CGM (Finance), 7th Floor, Block No. 12, SSNNL, New Sachivalay, Gandhinagar

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Estimated Value	Item/Category	Quantity
Schedule 1	858000	Financial Audit Services - Segment 1 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 2	858000	Financial Audit Services - Segment 2 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 3	858000	Financial Audit Services - Segment 3 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1

Schedule 4	858000	Financial Audit Services - Segment 4 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 5	858000	Financial Audit Services - Segment 5 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 6	858000	Financial Audit Services - Segment 6 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 7	858000	Financial Audit Services - Segment 7 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 8	858000	Financial Audit Services - Segment 8 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1
Schedule 9	858000	Financial Audit Services - Segment 9 Sow Is As Per Enclosed Document; Ca Firm	To be set as 1 : 1

Financial Audit Services - Segment 1 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 1 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 2 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 2 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 3 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 3 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 4 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 4 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW

Specification	Values
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 5 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 5 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	

Specification	Values
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 6 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 6 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 7 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 7 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 8 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 8 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	1	N/A

Financial Audit Services - Segment 9 SoW Is As Per Enclosed Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Segment 9 SoW is as per enclosed document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per enclosed SoW
Type of Industries/Functions	As per Enclosed SoW

Specification	Values
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
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	Shabana Bashirbhai Dal	382010,8th Floor Block-12 New Sachivalaya Gandhinagar	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. Forms of EMD and PBG

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

Sardar Sarovar Narmada Nigam Ltd., Gandhinagar
payable at
Gandhinagar

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

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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.

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 कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---



SARDAR SAROVAR NARMADA NIGAM LTD.

(A WHOLLY OWNED GOVERNMENT OF GUJARAT UNDERTAKING)

SARDAR SAROVAR (NARMADA) PROJECT

TENDER TERMS AND CONDITION

FOR 2024-25

**Appointment of Chartered
Accountant firms for Pre-Audit of
Bills of various offices under
SSNNL.**

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SARDAR SAROVAR NARMADA NIGAM LIMITED
(A Wholly Owned Government of Gujarat Undertaking)

Online Tenders for following outsourcing service of Sardar Sarovar Project are publicly invited by **Chief General Manager (Finance) SSNNL, Gandhinagar** for Invitation of Tender for **Appointment of Chartered Accountant firms for Pre-Audit work of SSNNL work bills.**

Name of work	1.Estimated cost 2. EMD 3. Class	1.Time for Providing Service.
Appointment of Chartered Accountant firms for Pre-Audit work of SSNNL work bills.	1) Rs.8,58,000/- Per Segment and Rs. 77,22,000/- For 9 segments for 61 division offices 2) Rs. 26,000/- for each segment. 3) As per Tender Document	1) 12 (Twelve) Months
SCHEDULE OF E-TENDERING.		
1. Pre-bid Query	Bidders are requested to write any Query as a Representation in GeM-Portal.	
2. Downloading of Tender documents.	Please check GeM-Portal.	
3. Online submission of tender document i.e. last date of receipt of tender by SSNNL.	Please check GeM-Portal.	
5. Opening & Online Verification of Tender Fee, EMD & other documents, Technical stage.	We will Inform you in GeM-Portal. &	
7. Opening of price bid(Online)	Please check GeM-Portal.	
The details of above notice and tender documents are available on www.gem.gov.in		

1.0 Preamble: Sardar Sarovar Narmada Project was started in 1988. Sardar Sarovar Narmada Nigam Limited, Gandhinagar office connected with large and wide activities of Sardar Sarovar Narmada Project. Moreover, numbers of other projects are going on at Kevadia. It is prime goal of the State Government to complete all the projects in time-limit.

2.0 Scope of Work:

Pre audit will cover all kinds of works bills,etc. as per the following guiding points

Nature of payment	Format of billing	Remarks
<p>All the works bills (contracted works - Original works/ M&R works / QC works/ O&M works/UGPL works) Technical / QC Consultancy etc.)</p>	<p>Running Accounts Bills Final Bills, F & F bill Firm's bills</p>	<p>Pre auditor has to verify tender process and various approval like technical sanction. Administrative , revised administrative approval, if any required and competency of the same as per prevailing norms of GoG and SSNNL and payment of Running account bills and final bill as per PWD Manual, CPW Manual, Government Resolution and Circulars issued by the Government of Gujarat and SSNNL by time to time. Pre-auditor shall verify each RA bill as per scope of work, shall also verify the figures in line with the work order and tender quantity and carry out physical inspection on sample basis. Pre auditor is required to refer the previous R.A Bill references, as and when it is required.</p>
<p>All kinds of Purchases and contingent bills (each bill exceeding Rs.20,000/-)</p>	<p>Party's bills / F&F Bills</p>	<p>Pre auditor has to verify the purchase procedures as per the Gujarat</p>

(other than wage, salaries & allowance bills)		Contingent Manual, Gujarat Financial Rules, Purchase Policy of Government of Gujarat Resolutions and circulars issued by the Government of Gujarat and SSNNL by time to time and pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.
Advances related to all kind of works (payable to Agency, Railway, GEB, ONGC, GWSSB, GAIL, GCSCL, or any other organizations)	Hand Receipt or any other form if any raised by the concerned department / organization.	pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.
Refund / repayment / adjustment of all kinds of work related Deposits including conversion of SD / release of withheld amounts etc (except EMD, Quarter Deposits or any other small item other than work & born on Deposit Register of Division)	Hand Receipt	pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.
All kinds of Consultancy fees including Advocate fees & all professional fees	Bill raised by the consultant / advocate / party etc.	pre auditor has to verify necessary approvals and its competency as per prevailing norms of GoG and SSNNL.

2.1 E-tender for providing Chartered Accountant firms for Pre-Audit work of SSNNL Bills is publicly invited by the Chief General Manager (Finance) SSNNL, Block No-12, 7th Floor, New Sachivalaya, Gandhinagar from the eligible registered CA firm for providing Chartered Accountant at Sardar Sarovar Narmada Nigam Limited, Gandhinagar and its field offices.

3.0 General Details of Work:

Sr. No.	Name of work	Estimated cost Rs. in lacs	Earnest Money Deposit (EMD) in Rs.	Time Limit for providing pre audit firm
1	Appointment of Chartered Accountant firms for Pre-Audit work of SSNNL Bills.	Rs.8,58,000/- Per Segment and Rs. 77,22,000/- For 9 segments for 61 division offices segment.	Rs. 26,000/- for each segment.	12 Months

4 Tender Documents are only available in Electronic Form. The bidder should submit all the forms electronically.

- a. EMD
- b. Registration Certificate
 - Chartered Accountant – Registration from ICAI

(Note: **Firm registered office should be located in GUJARAT and if registered office is not located in GUJARAT, then at least 2 (Two) full time branches should be functional in State of Gujarat for minimum period of 3 (three) years.**

- d. GST Registration number from GST registering authority.
- e. Income Tax return of last 3 (three) years as well as copy of PAN card.
- f. **Form-B, Annexure – I,II, III, IV, V, & VI and Form-I & II, Form-F.**

- g. The income from audit and attestation assignment of Last (3) three completed financial years duly audited and certified by the another Chartered Accountant/ Chartered Accountant's Turn over Certificate.

Note: - Registered Bidder shall have to submit the following certificates / documents duly notarized.

- (1) Details of Annual Turnover attached.**
- (2) Showing staff details of CA firm with office seal of issuing office, outward number.**
- (3) Details of CA Firm with its partners**
- (4) Details of income from audit and attestation assignment of Last (3) three completed financial years.**

5.0 General Instructions:

- 1.** Segment wise one team of pre auditor consist of one qualified Chartered Accountant and one Audit Assistant having required work contract experience are to be deployed at the Head Quarter for full time. Head quarter will be decided by the SSNNL and may be changed if required. He should be acquainted with the maintenance of records relevant to execution of work, method of recording the measurements from relevant field books / registers etc being adopted in Govt. / SSNNL. He must be having overall knowledge and experience to scrutinize and to ensure for the correctness of quantities billed for on the basis of technical specifications, drawings etc., terms of payments as mentioned in the contract, cement / steel consumption, part rates / reduced rates, etc including all the relevant technical aspects affecting to the payments.
- 2.** Concerned Executive Engineer himself and Divisional Accountant with his staff of account branch of that division, after due verification of bills, shall get bills pre audited at the head quarters as decided by SSNNL from dedicatedly deployed qualified persons for full time by the bidder/ Chartered Accountant firm.
- 3.** The division has to ensure that qualified Chartered Accountant is deputed by the firm for pre-audit work.
- 4.** The pre audit firm shall verify each bill as per scope of work, shall also verify the figures in line with work order and tender quantity and **carry out physical inspection** on sample basis. The pre audit firm shall communicate their comments/objections if any on the presented bills to concerned Executive Engineer. While finalizing the Bill, a compliance / Justification of Auditor's queries furnished by the Executive Engineer could be taken in to

account in accordance with the terms & conditions, item wise terms of payments in the contract, other rules & regulations, laws in force etc. In case of disagreement/dispute between Pre-Audit Firm and Division Office with reference to compliance/justification/reply of any query/remark of pre-audit Firm, Matter will be referred by Executive Engineer Office to concerned office of Chief Engineer, Chief Engineer will be final authority to decide and order for further course of action concluding decision of payment if any, required to be taken in this regard.

5. In case if Chief Engineer office is not able to resolve the issue, matter will be referred by CE Office to CGM (Finance) for further necessary actions. As far as final bill of the work is concerned, it requires more vigilance, accuracy and cross verifications (Quantities & amounts both) with relevant records, calculations etc including up to date payments / deductions etc. made previously.
6. If any serious irregularity (financial or unauthorized violation / divergence from the contractual provision etc.) is noticed during the course of pre audit, same shall be reported confidentially by pre audit firm to the Chief General Manager (Finance) & Chief Engineer of the concerned Division as flash report within 3 days by confirmatory post.
7. The division, while furnishing the bill for Pre-audit, shall ensure that no previous / pending recovery towards present or any other bill is outstanding. If such recovery is outstanding yet, the same should be reflected, reported and shown to the pre audit firm.
8. Pre audit firm shall conduct proper & thorough check each work bill. Land payment including for payments of advances, deposits related to works and shall certify the amount of bill actually becomes payable. No payment of any works Land payment & other bill (which is subject to pre audit) to be done by the division or specified office until same is duly verified and certified by the auditors.
9. Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of tender.
10. The pre-audit shall exercise the checks (apart from regular routine checks) with reference to the provisions in the tender documents / contracts, MOU / prevailing 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. The Auditors shall exercise 100% checking of each & every entry of bill.
11. Appointed Pre audit firm has to provide list of audit representatives and audit in charge (invariably he must be Chartered Accountant in respect of each segment. Identity card of all the audit representatives & audit in

charge will be issued by CGM (Fin.) and audit team will carry the same at the time of visiting the audit offices. Further, specimen signature of concerned audit in charge duly attested by the senior partner of the audit firm will have to be provided before the commencement of audit. Copy of list of audit representatives and specimen signature will be circulated to all the concerned Division/other offices. Bills will be signed by the auditor in charge whose specimen signature has been provided to the Company. Concerned office in charge would be responsible to ensure that only authorized auditor in charge (whose copy of specimen signature has been circulated) has signed the bill on behalf of the audit firm. Any change in the audit team should be communicated to CGM (Finance).

12. Attendance register in prescribed format will be maintained at head quarter office for the pre audit work. All the pre auditors and members of audit team deployed at the head quarter office of the concerned division for verification of bills shall have to sign in the said register. More over while on duty of audit work, representatives of the audit team will keep the identity cards with him issued by internal audit wing of SSNNL and letter of introduction/ audit work with the signature of Sr. partner/proprietor of the pre audit firm.
- 13(a) Bidder is required to deploy one Chartered Accountant and 1 audit assistant at Head Quarter of respective segment. In case of absence of employees as requisition or removal of employee, the Chartered Accountant firm is required to replace the same kind of Chartered Accountant and audit assistant on the same day without any delay for this purpose. Successful bidder is required to get additional identity card as per sub clause no.12 of tender clause 11 "General Condition".
13. The authorized Chartered Accountant of the audit firm shall certify & sign (with name) each bill in taken of pre-audit carried out by the firm **and UDIN Number should be written on pre audited bill**. Before starting the Pre-Audit work, firm should provide the sample of stamp which will be used for pre-Audit work & also send the specimen signature of Qualified CA/Cost A/C which should be authorized by the partner of the firm.
14. Periodical review meeting will be called for at Head Office of SSNNL from time to time, which will have to be attended by the appointed auditor with all the relevant records and details. Accordingly, the unit i.e. concerned office of SSNNL will also attend the Review Meeting.
15. The Nigam reserves the right to accept or to reject any or all the offers without assigning any reason thereof.
16. The Pre audit firm shall not be eligible for the payment of audit fee if the specified stipulations regarding attendance, submission of reports and

other specified conditions of appointment order are not followed or adhered to.

17. The pre audit firm will be required to give one-month notice to the Nigam in case it intends to discontinue the contract at any point of time during the period of contract. Likewise, SSNNL on its discretions may cancel the assignments at any time if required to do so.
18. For the purpose of assignment, activity area of the Nigam has been divided into following 9 segments.

Segment-1

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. NPC Dn.10 Vadodara	404	Ex.Eng. NPC Dn.10 Vadodara (Code No.404)
2	Ex.Eng. NPMC Dn.1 Vadodara	448	
3	Ex.Eng.NPC Dn.17 Kalol	401	
4	Ex.Eng.NPC Dn.-15 Jambusar	409	
5	EX.Eng NPC Dn.-5Miya.gam- karajan.	412	
6	Ex.Eng. P& D Division, Bharuch	406	
7	Asst.Consar.of Forest, Vadodara	71	
8	C E(Ele.&Mech). Vadodara	311	
9	Executive Engineer , N P Drainage & Canal Division No.-1 Bharuch	631	

Segment-2

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. NP Dam Dn.-3K'colony	2	Ex.Eng. NPC Dn.10 Vadodara (Code No.404)
2	Ex.Eng. Development Dn.K'colony	3	
3	Ex. Eng. NPPH Civil Const. Dn.4 K'	304	
4	Ex.Eng.Mechanical Dn. K'colony	308	
5	Dy. Collector & Admini. K'colony	606	
6	Ex.Eng. NPC Dn.4 A, Dabhoi	446	
7	Ex.Eng. NPC Dn.3, Dabhoi	574	

Segment-3

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. NPC Dn.9 Sanand	432	Ex.Eng. NPC Dn.4/3 KADI (Code No.433)
2	Ex.Eng. NPC Dn.4/3 KADI	433	
3	Ex.Eng. SBC Dn.1/3 KADI	453	
4	Ex.Eng. NPC Dn.-3 Kapadwanj	128	
5	Ex.Eng, NPC Dn.8 Dholaka	425	

Segment-4

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. SBCDn.2/2 Morabi	482	Ex.Eng. SBC Dn.-5/1 Dhangradha (Code No.455)
2	Ex.Eng. SBC Dn.-5/1 DHRANGADHRA .	455	
3	Ex.Eng. SBC Dn. 5/2 DHRANGADHRA .	472	
4	Ex.Eng. SBC Dn.2/1 DHRANGADHRA .	454	
5	EX.Eng SBC Dn.-6/1 Morbi	456	
6	Ex.Eng. SBC Dn.3/2 Surendranagar	480	
7	Ex.Eng. SBC Dn.-6/2 Surendranagar	470	
8	EX.Eng. Pumping St.Ele/ Mech Surendranagar	459	

Segment-5

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. KBC Dn.1/1 Radhanpur	501	Ex.Eng. KBC Dn.1/1 Radhanpur (Code No.501)
2	Ex.Eng. KBC Dn.2/5 Radhanpur	515	
3	Ex.Eng. KBC Dn.2/2 Radhanpur	512	
4	Ex.Eng. KBC Dn.1/7 Radhanpur	520	
5	Ex. Eng. NPMC Dn.-24 Radhanpur	147	
6	Ex.Eng. KBC Dn.1/6 Tharad	506	
7	Ex.Eng. KBC Dn.3/1 Tharad	523	
8	Ex.Eng. KBC Dn.3/2 Tharad	525	

Segment-6

N O	Name of Division	Code no.	Head Quarter
1	Ex.Eng.NPC Dn.-20 Patan	143	Ex.Eng.NPMC Dn.-4/4 Mehsana (Code No.434)
2	Ex.Eng.NPMC Dn.-4/4 Mehsana	434	
3	Ex.Eng.NPC Dn.-4/5 Mehsana	435	
4	Ex.Eng.NPMC Dn.-18 Mehsana	141	
5	Ex.Eng.NPMCDn.- 19 Harij	142	
6	Ex.Eng. KBC Dn.1/5 Chanasma	505	
7	Ex.Eng. NPMCC Dn.3 Chanasma	146	

Segment-7

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. KBC Dn.2/3 Adipur-Kutch	513	Ex.Eng. KBCDn.2/3Adipur-Kutchh (Code No.513)
2	Ex.Eng. KBC Dn.2/6 Bhuj-Bhachau	516	
3	Ex.Eng. KBC Dn.2/4 Bhachau	514	
4	Ex.Eng. KBC Dn.2/7 Gandhidham	517	

Segment-8

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. SBCDn.3/1 Botad	466	Ex.Eng. SBCDn.1/3 Limbadi (code no-476)
2	Ex.Eng. SBCDn.1/3 Limbadi	476	
3	Ex.Eng. SBCDn.4/1 Limbadi	465	
4	Ex.Eng. SBC Dn.1/2 Dhandhuka	474	
5	Ex.Eng. SBCDn.4/2 Limbadi	468	

Segment-9

NO	Name of Division	Code no.	Head Quarter
1	Ex.Eng. Mechanical Dn. G'nagar	136	DGM (ADM), Gandhinagar (Code No.058)
2	S.E.ele& mech. Circle,G'nagar	628	
3	Specialist Environment G'nagar	81	
4	Ex.Eng. NPMC Dn.-2 G'nagar	124	
5	Manager Deposit,SSNNL,G'nagar	614	
6	DGM Resources, Gandhinagar	617	
7	DGM (ADM), Gandhinagar	58	
8	Soil Survey officer Ahmedabad	427	

Note:- (1) Above. No. of Division offices, Firm will have to carry out the pre audit work of any newly opened Divisions/other offices in the area of its assignment during the term of appointment without charging additional fees for the same. In the same manner, if any division office under particular Segment is closed\merged with other division offices during the year, fees will not be deducted for the same.

(2) All concerned Executive Engineer for which head quarter of pre auditor is decided as above, are required to make necessary arrangements for sitting of pre auditors for full time and provide them necessary facilities like water, electricity, internet and stationary.

19. Segment wise one team of pre auditor has to communicate queries if any during the audit work of concerned division and have to pre audit of the same bill on resubmission on compliance.
20. In case of operational difficulties the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
21. The Selected Bidder shall be required to maintain a register of all Bills Pre audited by him on monthly basis and a certified copy of the same shall be submitted to CGM(Accounts) on monthly basis separately.
22. **Bidder may apply for any one or more segment maximum upto nine. However bidder is required to pay EMD for each segment for which he is applying.**
23. If any of the bidder quote rate unreasonably very low or high than SSNNL has right to reject tender or bidder only .

6.0 Instruction to Bidders:

- A. Earnest Money Deposit (**EMD**) in the form specified in Tender Document only shall be accepted.
- B. The offer shall be valid for **180 days** from the last date of receipt of Tenders.
- C. The Tenders without Earnest Money Deposit (**EMD**) and Tenders which do not fulfill all or any of the conditions or submitted incomplete in any respect will be rejected.
- D. All the bidders who are meeting with the eligibility criteria, their Price bid will be opened. The bidder has to fill up in the price bid **online – Bidder can also participate in multiple segment.**
- E. The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
- F. **The work shall be allotted to the L1 bidder who has quoted the lowest amount (professional fees) in each segment separately.**

- G. Bidder can fill up Price-bid in one or more segments out of total 9 segments, but if he is L1 bidder in more than 2 (two) segments then he will be eligible to get work for **2 (Two) segments only**.
- H. If a bidder gets qualified as L1 bidder in more than two segments, he will be called up for choice selection of segment whichever he wants to work in, but maximum number of segments to be awarded to him will be **2 (Two) only**.
- I. **Refer Clause No. 1 of Section-1 (Special attention) for detail regarding award of work.**
- J. **All the bidders who has been awarded the respective segment as per their concurrence has to provide Pre-audit firms in the respective Segments (Offices). If they refuse to provide skilled Chartered Accountant. than his Security Deposit will be forfeited.**
- K. Conditional Tender shall not be accepted.
- L. This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the Tender Documents.
- M. SSNNL reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.
- N. All disputes and discrepancies relating to this Tender shall be governed by the law of India and shall be subject to jurisdiction of court at Gandhinagar/Ahmedabad, Gujarat State.
- O. The internet web site address for E-Tender is www.gem.gov.in
- P. Online training available in www.gem.gov.in
- Q. EMD and other documents shall be uploaded in Gem-Portal at time of participation.
- R. The agencies whose contracts were terminated or are debarred on account of non- performance in SSNNL's works will not be eligible for bidding this
- S. **If the bidders will not provide CA Firms as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under SSNNL.**
- T. The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.

**Chief General Manager (Finance)
SSNNL, Gandhinagar**

7.0 Memorandum of work in brief:

1.	Name of work	Appointment of Chartered Accountant firms for Pre-Audit work of SSNNL bills.
2	Name of Employer	Sardar Sarovar Narmada Nigam Limited (SSNNL), Gandhinagar
3	Name of concerned Chief General Manager	Chief General Manager (Finance), Sardar Sarovar Narmada Nigam Limited Gandhinagar
4	Name of concerned General Manager	Not Applicable
5	Name of Officer-In-Charge	Deputy General Manager (Audit) Sardar Sarovar Narmada Nigam Limited Gandhinagar
6	Address of Officer - In - Charge	Block No -12, 7th floor, New Sachivalaya Complex Gandhinagar-382 010
7	Name of Bidder	
8	Address of Bidder	
	(a) Telephone No. (b) Mobile No. (c) Fax No. (d) Telex No. (e) E-mail ID	
9	(f) Estimated Cost put to tender	Rs.8,58,000/- Per Segment and Rs. 77,22,000/- For 9 segments for 61 division offices
10	Time allowed for completion of the service from the date of written order to commence.	The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the SSNNL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.
11	Amount of Earnest Money Deposit (EMD)	Rs.26000/- (its validity shall be 180 days from the date of uploading the document on n-code) In favour Sardar Sarovar Narmada Nigam Limited Gandhinagar
12	Description essential to be written on sealed cover of submission of Tender	
	(a) Name of Work	Appointment of Chartered Accountant firms for Pre-Audit work of SSNNL work bills.

	(b) Name and address of the Bidder	
13	Mode of submission of Tender Documents	Online submission on web site www.gem.gov.in
14	(a) Technical Bid. (b) Price Bid	On line submission on www.gem.gov.in On line submission on www.gem.gov.in
15	Other Documents including Form B, Annexure-II to VI, Form-I & II	As per para 3.0 to 5.0 of Tender notice and corrigendum if any.
16	Physical Submission of Tender Documents (a) Technical Bid Other Documents (EMD and Tender Fee etc.)	As per Para-3.0 to 5.0 of Tender notice and Corrigendum if any.
17	Mode of quoting rate in Schedule –B (Form-C)	Online quoting of offer in figures only. Amount in words will be automatically converted.
18	Validity period of Tender offered.	180 days from the last date of receipt of tender.
20	Amount of Security Deposit: (Please refer Tender Clause of SD)	Successful bidder has to deposit required amount of Security Deposit in form of FD / Bank Guarantee from Nationalized Scheduled Bank as prescribed by Finance Department, Government of Gujarat as mention in Para No.5.0 above.

Signature of Bidder.....

SECTION - I
INFORMATION AND INSTRUCTIONS

1.0 SPECIAL ATTENTION

- 1.1 The Tender Document shall be submitted as per procedure laid down in tender documents for submission of Tender.
- 1.2 Earnest Money Deposit shall be submitted online and after online submission via Demand Draft favour of "Sardar Sarovar Narmada Nigam Ltd. Gandhinagar" .
- 1.3 Scanned copy of E.M.D. along with Account Payee Demand Draft for Tender Fee and its original shall also be submitted in physical form through Speed Post/Courier/RPAD or by hand in person shall reach in the office of the Deputy General Manager(CPC), SSNNL, 7th floor, Block No. 12, New Sachivaly.

- 1.4 Earnest Money Deposit is not received physically on the notified date and time, the Bid shall be rejected.

- 1.5 All Bidders are cautioned that e-tender containing any deviation from the contractual terms and conditions, specifications or requirements shall be rejected as non-responsive.
- 1.6 Conditional offer will be out-rightly rejected. No condition shall be included in this e-tender.
- 1.7 Alternative e-Tenders are not acceptable.
- 1.8 Bidder shall have to declare regarding the number of Tenders submitted in the prescribed format as given in tender documents.
- 1.9 If required, Nigam may negotiate with the lowest evaluated responsive bidder.
- 1.10 The SSNNL reserves the right to qualify/ disqualify any applicant without assigning any reason.
- 1.11 **Applicants shall be disqualified if they have**
 - (i)Made untrue or false representation in the forms, statements and attachments required in the prequalification documents, or**
 - (ii)Record of poor performance either due to technical or financial or any other reasons.**
- 1.12 All disputes and discrepancies relating to this Tender shall be governed by law of India and shall be subject to jurisdiction of court of Gandhinagar / Ahmedabad of Gujarat state.
- 1.13 **The agency whose contracts were terminated on account of poor performance in SSNNL work will not be eligible for this Tender.**
- 1.14 **A Bidder shall be disqualified if Bidder is terminated due to poor performance technically, qualitatively, financially or any other reasons.**

- 1.15 The bidder shall quote the lump sum professional fees in enclosed format for financial Proposal Form-C (Schedule-B) inclusive of all cost, expenses etc. for each segment. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc.
- 1.16 The evaluation of the offers will be as per the pre-decided norms mentioned hereafter.
- 1.17 Proposal of "TECHNICAL BID FOR PRE-AUDIT" shall contain details as mentioned in Form-B (Technical Proposal form), and the documents as mentioned in Annexure-I and also in the evaluation of bid shall also be submitted online with the tender. The Financial bid should be submitted only Online as per format mentioned in Form-C (Schedule-B).
- 1.18 It should mention only the amount chargeable (including all the charges/ out of pocket exp.) for the whole term of one years for each segment separately. Fees quoted shall be exclusive of GST. The quoted fees shall be valid for 120 days from the date of receiving the bid offers. The same validity shall have to be extended further for 120 days by the bidder if required on written intimation of SSNNL.
- 1.19 The technical bid will be opened first and will be evaluated by a committee of officers under the chairmanship of **C.G.M. (Finance) at Nigam, Head office**. The financial bid will be opened of those bidders satisfying minimum eligibility criteria as per technical bid evaluation.
- 1.20 Award of contract will be made to a qualified bidder whose responsive Tender is lowest in an individual segment.
- (i) All the qualified bidders in the respective segment has to work at the lowest quoted price in the segment irrespective of his quoted price (if the segment is awarded to him).**For the lowest price quoted by the bidder, an undertaking has to be submitted by the bidder in the Physical form as well as electronic form also.
(The specimen of undertaking is as per **Annexure-VI**).
- (ii) If more than one Bidder has quoted the same lowest amount in a particular segment, then the position of L1 bidder will be decided on the basis of the highest number of skilled Chartered Accountant with his firm.(or as per Gem terms)**
- (iii) If the bidder is L1 in more than 2 (two) segments, than he will be given the preference to choose the Segments (Maximum 2 segments), then after L2 bidder, L3 bidder will be given chance for the remaining segments. If L2bidder on his written acceptance that he will work at the lowest quoted price in the respective segment irrespective of his quoted price, then the**

segment will be awarded to him. If L2 bidder refuses than the work will be awarded to next lowest bidder if he agrees to work at the lowest quoted price in the respective segment and so on.

- (iv) If no bidder has quoted in one or more segments, then the bidder who has been awarded the segment in which the quoted amount is minimum of all the segments will be given first preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance, then after the bidder of the segment in which the quoted amount is 2nd lowest one will be given preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance and so on..... .
- (v) SSNNL reserves the right to allot more than 2 (two) segments to a qualified bidder after reviewing the capacity of such firm for carrying out the pre audit assignments of more than two segments.

- 1.21 The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the Company.
- 1.22 The documents as per **Annexure - I** are to be attached with the technical bid for scrutiny of the proposal. Each firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected. However, management may call for required details/information if it deems appropriate to do so in the interest of the Company.
- 1.23 **If any qualified bidder deny to work after allotment of work , then he will be debarred for 3 (Three) years to work with SSNNL .**
- 1.24 **technical bid documents must be submitted online**
- 1.25 **Price bid must be submitted online only.**
- 1.26 **Chartered Accountant firms already engaged with the Nigam in the existing assignment of Pre-audit or any other professional work may send the proposals for the assignment of pre audit but they have to attach the letter giving the undertaking that on being selected as pre auditors, they will resign from Internal audit /Cost audit/Cost accounting or other assignment/from their present assignment of SSNNL. Proposal without such letter of undertaking will be considered as ineligible.**
- 1.27 **Those firms which are in continuous assignment of 2 years as on 31.03.2024 as pre auditor and/or internal auditor in SSNNL, will be considered as ineligible for same segment from applying for this assignment.**
- 1.28 **If the legal proceedings are under progress or criminal proceedings are instituted by any department/office of Government are under progress or matter**

regarding disciplinary actions are under progress by the ICAI in respect of any firm or the partners or proprietor or employee thereof, such firm will be considered as ineligible from applying for this assignment.

- 1.29 **Further, firms or partners in respect of whom ICAI has taken penal actions or any department/office of government has initiated legal or criminal proceedings in past are considered ineligible from applying for this assignment.**
- 1.30 For this assignment only those Chartered Accountant/ Partnership firms will be considered which satisfy the minimum criteria mentioned in tender document.
- 1.31 In case of operational difficulties the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
- 1.32 **The management reserves the right of awarding this assignment for one or more or all the segments forthwith at his discretion or it may not award the assignment at all or may postpone the award for a reasonable time with regard to one or more than one segments.**
- 1.33 The contract can be terminated from either side, at any time after giving a one calendar month notice to the concerned without mentioning any reason.
- 1.34 **The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the SSNNL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.**
- 1.35 The pre audit firm cannot assign / outsource / sublet the work entrusted, or sub contract it in any manner what so ever, or any portion of it, to any others Chartered Accountant firms/other individuals.
- 1.36 **On awarding the assignment of particular Segment of Pre-Audit, the pre audit firm has to deposit Security Deposit of Rs. 42,900/- or 5% of pre audit fee whichever is more in form of FD / Bank Guarantee from Nationalized / Schedule bank as prescribed in EMD clause pledged in the name SSNNL, Gandhinagar for each segment within 15 days after issuance of work order.**
- The FD / Bank Guarantee duly issued by the bank (duly notified by Finance Department of Government of Gujarat) having the validity for the whole term of assignment plus six months. If more than one segment is awarded to a bidder, then he will have to deposit separate FD / Bank guarantee as stated above within 15 days after issuance of work order.**
- The said Security Deposit shall be revoked after 6 months on satisfactory completion of given assignment.**
- If the services of the firm is extended further for 1 (one) year, than the SD has to be further extended for one year.**
- 1.37 The senior partner of pre audit firm shall remain present in coordination / review meetings, and make presentations as and when called for and no additional fees/ expenditure shall be paid extra for that.

1.38 If the CA is an employee of the CA firm then he must be associated with the firm as an employee for at least one year.

2.0 INVITATION

(A) Online Tenders are invited publicly by **Chief General Manager (Finance) SSNNL, Block No-12, 7thFloor, New Sachivalaya, Gandhinagar** from the eligible bidders registered from **ICAI** for appointment of pre-audit firms at Sardar Sarovar Narmada Nigam Limited, Corporate Office, Gandhinagar and its field offices.

(B) GENERAL DESCRIPTION OF THE PROJECT

Sardar Sarovar Narmada Project was started in 1988. Sardar Sarovar Narmada Nigam Limited, Gandhinagar office connected with large and wide activities of Sardar Sarovar Narmada Project. Moreover, numbers of other projects are going on at Kevadia. It is prime goal of the State Government to complete all the projects in time-limit.

3.0 BRIEF DESCRIPTION OF THE WORK

As a part of implementation of effective and efficient monitoring system and built mechanism of internal control, Pre-Audit is to be conducted in respect of each office of SSNNL. System of Pre-Audit of the bills pertaining to the works and other expenses of SSNNL. It is a system to verify the bills with all the aspects so as to make sure that the bills are prepared and passed as per the prevailing rules and regulations.

4.0 DOWNLOAD OF TENDER DOCUMENTS

The tender documents are available in www.gem.gov.in

5.0 LANGUAGE OF TENDER

Tender Documents shall be submitted in prescribed form in English only. All literature or correspondence in connection with Tender shall be made in English.

6.0 EARNEST MONEY DEPOSIT (EMD)

Sr.No	Name of work	EMD in Rs.	EMD shallbe in favour of	Validity
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1	Appointment of Chartered Accountant firms for Pre-Audit work of SSNNL work bills.	26,000/-	Sardar Sarovar Narmada Nigam Limited, Gandhinagar	180 days
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- i. EMD is 26,000/- for Each Segment .
- ii. Bids submitted without EMD will be rejected. No interest is payable on EMD.
- iii. In case of the bidder whose offer is accepted, the EMD shall be refunded to the successful bidder only after submission of Performance security.
- iv. Firm having valid MSME certificate as on date of tender shall be eligible for exemption from EMD
- v. The EMD shall be forfeited by SSNNL, on account of one or more the following reasons:
 - a) If bidder withdraws its bid during the period of bid validity.
 - b) If the bidder fails to sign the agreement in accordance with terms and conditions (Only in case of a successful bidder).
 - c) Information given in the proposal is found inaccurate / fraudulent.
- vi. The participant may deposit amount of E.M.D. through any of the modes from the following.
 - a) Demand Draft
 - b) Net Banking.

Note: Cash deposit is not allowed.

6. Performance Security Deposit:

- Successful Bidder is required to deposit Performance Security Deposit for 5 % of contract value.
- Security Deposit can be submitted in any of the mode from the following:
 - (1) Demand Draft
 - (2) RTGS/NEFT/Net Banking.
 - (3) F.D.R
 - (4) ePBG
- Successful Bidder is required to submit Security Deposit within the 15 Days of Purchase Order given.

If the Bidder Submit the ePBG,

 - a. Guarantees issued by following banks will be accepted as Security Deposit on permanent basis.
 - b. Guarantees issued by following banks will be accepted as ePBG/EMD as per G.R. of Finance Department: G.R. No., FD/MSM/e-file/4/ 2023/ 4020/D.M.O. dated: 11/03/2024 for the period up to March 31,2025. The validity cut-off date in the GR is with respect to the date of issue of

bank Guarantee irrespective of the date of termination of Bank Guarantee.

All Nationalized Bank and

1. Axis Bank
 2. AU Small Finance Bank
 3. Bandhan Bank
 4. City Union Bank
 5. CSB Bank
 6. DBS Bank India Limited
 7. DCB Bank
 8. Equitas Small Finance Bank
 9. Federal Bank
 10. HDFC Bank
 11. HSBC Bank
 12. ICICI Bank
 13. IDBI Bank
 14. IDFC First Bank
 15. Indusind Bank
 16. Jana Samll Finance Bank
 17. Karnataka Bank
 18. Karur Vysya Bank
 19. Kotak Mahindra Bank
 20. South Indian Bank
 21. Tamilnadu Mercantile Bank
 22. Utkarsh Small Finance Bank
 23. The Kalupur Commercial Co-op. Bank
 24. Ahmedabad Mercantile Co-op. Bank
 25. Nutan Nagarik Sahakari Bank Ltd.
 26. Rajkot Nagarik Sahakari Bank Ltd.
 27. Saraswat Co-oprative Bank
 28. SVC Co-Operative Bank Ltd.
 29. The Cosmos Co-Op Bank Ltd.
 30. The Gujarat State Co-operative Bank
 31. The Mehsana Urban Co-Op.Bank Ltd
 32. The surat District Co-operative Bank Ltd.
 33. The Surat People's Co-Op. Bank Ltd
 34. Barod Gramin Bank.
 35. Saurashtra Gramin bank.
- If the Security Deposit is in mode of F.D.R. then the same should be in combined name of SSNNL. & Buyer.
 - If the Security Deposit is in the form of Bank Guarantee/ePBG, the

same should be for the period not less than Three months from the date of Purchase Order.

- vii. **No Interest would be paid on S.D./E.M.D.**
- c. ePBG Submitted As per GeM-Portal condition.

Security Deposit will be forfeited in the following cases:

Security Deposit Release:

On Satisfactory performance of the contract, The Security deposit will be released. Service provider must submit the Indemnity Bond on the stamp paper in a proper format. Service provider must have to submit Bills. In the event of breach of the terms and conditions of contract by Service provider, the corporation will forfeit the security deposit.

No interest shall be payable by the corporation on the security deposit.

If he fails to furnish the Security Deposit for performance or to execute the Contract for the work offered to him, his EMD shall be forfeited and the bidder will be disqualified from bidding for further works in SSNNL for a period of 1 (one) year.

7.0 METHOD OF TENDERING

As Per the GeM-Portal.

8.0 ACCOMPANIMENTS TO TENDER

The Tenderer shall have to upload following documents.

- (i) Scanned Copy of the Income Tax Return of last 3 years with copy of permanent account number (PAN CARD).
- (ii) Scanned Copy of GST number certificate from GST registering authority.
- (iii) Notarized Copy of audited annual accounts (Income & expenditure Account and Balance sheet) of last 3 (three) years should be submitted.
- (iv) Certificate of constitution as on 01.01.2024 issued by the Institute of Chartered Accountants of India.
- (v) The list of staff pertaining to Audit and Assurance work along with Appointment letters, nature of work, qualification, latest salary slip.
- (vi) In support of turnover certificate, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.

- (vii) Proof of Two functional branch office in Gujarat for a minimum period of 3 years (As a proof scan copy of firm card or ICAI institute certificate of last 3 (years i.e. 2021-22,2022-23,2023-24)
- (viii) Scan copy of Partnership deed.
- (ix) Pre-audit/Internal audit assignments of GOG or GOI or its undertaking, local bodies as well as one listed company in last 3 years (As a proof scan copy of appointment letter, audit year and audit report of one listed company in last 3 (three) years)
- (x) Scanned copy of Chartered Accountant Registration certificate OR proof of application made for renewal shall be submitted.
- (xi) Scanned copies of a Power of Attorney duly authorized by a notary public, if power is delegated for signing the Bid to other person by the Bidder.

9.0 SUBMISSION OF TENDER

- 9.1 The Tender must be submitted online duly filled in the entire Tender Document(Forms, Schedule, etc.), i.e. Technical bid and Price Bid available on Gem portal
- 9.2 The tenderer shall fill the required details/data/information in the prescribed form of Tender document. The tenderer shall quote the rate of each Segment along with other details in Schedule-B of Tender documents.
- 9.3 Tender in offline mode “sealed envelope” will not be accepted.
- 9.4 If Earnest Money Deposit is not received with the Tender as mentioned in Para No. 6.0, Tender shall be rejected.
- 9.5 The employer at its discretion can extend the last date for submission of Tender by amending the Bid Document in which case all rights and obligations of the employer and Bidder will thereafter be subject to the last date as extended. The Bidder shall be responsible for extending the Validity of Tender Offer accordingly, failing which his Bid shall be rejected as non-responsive.

10.0 OPENING OF TENDERS

All Tenders will be opened online in GeM-Portal.

11.0 STATING OF RATES

The amount of professional fees in each segment (Total 9 segments) in Schedule – B (Form-C) of Section-II must be submitted in figures only on the website. Amount in words will be automatically generated by system. The grand total in

figures and the respective words will be automatically calculated by the Computer and displayed.

12.0 LATE AND DELAYED TENDER

In theory the system will not accept any Tender after the due date and time and hence in case of e-tenders there will be no late tenders. **In any case late Tenders / Delayed Tenders (i.e. Tender received after the specified date and time of receiving), their offers shall not be considered at all.**

13.0 TENDER OFFER VALIDITY PERIOD

- 1.0 The Tender offer for the work shall be valid for a period not less than One hundred eighty **180**) days from the last date of receipt of Tenders. The same may be extended by the Bidder for a further period of One hundred Twenty (120) days, if required by SSNNL. The tenderer shall not be allowed to withdraw or modify the offer on his own during this period. If any tenderer withdraws or make any modification or additions in the terms and conditions and tender validity period of his tender offer is not acceptable to the SSNNL, then the SSNNL shall without prejudice to any right or remedy, be at liberty to forfeit in full, the said Earnest Money Deposit absolutely.
- 2.0 In exceptional circumstances, the employer may solicit the Bidder's consent for an extension of the period of validity of the Tender offer by a period not exceeding **another 180 days or as per the requirement from SSNNL (i.e. beyond 240 days as mentioned in 1.0 above).**
- 3.0 The request and response there to shall be made in writing or by telex or telefax. If a Bidder accepts to extend the period of validity, the validity of Earnest Money Deposit (EMD) shall also be extended according to provision of Clause 6.0 of this Section-I. In case of refusal by Bidder for extension of validity period his Earnest Money Deposit (EMD) shall be returned. Any Bidder granting the request of extension of offer validity period will not be permitted to modify his /their Bid.
- 4.0 **If any Bidder withdraws his offer during validity period / extended validity of Tender, the Tenderer shall be debarred for 3 (Three) years from tendering in Nigam contracts.**

14.0 TENDER LIABLE TO BE INVALID

The Tender is liable to be considered invalid, especially, if the requirements as per instruction of Section - I above are not complied with before submitting the

tender. Please read carefully the General rules and Direction for the guidance of Contractors as per para-20.0 "General Rules and Directions" of this Section – I.

15.0 PAYMENTS

- a) The payment of fees will be made by CGM (Finance), Head office on a quarterly basis only after getting the details of attendance, certification from the concerned offices of particular segment containing facts that "All work bills and other bills presented by the divisions / offices under the respective Pre-Audit Segment-_____ have been pre audited and no bill is left by the pre-auditor pending with him" and on submission of the report in the prescribed format as mentioned in Form-A of Section-II.
- b) Pre audit firm will have to submit the monthly report (with its soft copy) within 10 days of completion of each month. One copy of pre audit report should be submitted to Chief General Manager (Finance) and second copy should be submitted to the respective division/office whose pre audit has been undertaken. The firm shall not be eligible for the payment of audit fee if the specified stipulations regarding attendance, submission of reports and other specified conditions of appointment order are not followed or adhered to.
- c) Firm will be required to carry out pre-audit assignment of any newly open division/other office, if any, during the term of assignment in their respective segment without any additional Fees. Further, lump sum fees agreed upon for particular segment will not be reduced in case of closure/discontinuation of any division/other office during the term of assignment.
- d) GST will be paid by the firm at the first instance as per applicable rates from time to time. Same will be reimbursed by the Company on submission of challans paid. No out of pocket/ T.A./D.A. will be paid for the assignment.
- e) The firm should quote the rates for the whole term of one year. **However, it can be extended at the discretion of the SSNNL on evaluation of satisfactory performance of the pre audit firm for further 1 (one) year at the same price and tender conditions.**
- f) In case of continuation of work for further period, fees for that period will be decided by the management on negotiation with the pre audit firm.
- g) All the applicable taxes will be deducted as TDS from the payments. However, the amount of GST shall be separately paid to the C.A. firm. The GST as applicable will be paid extra. The C.A. firm shall submit the proof of GST paid within the next quarter. No. other taxes shall be paid other than GST unless otherwise specified in the assignment. The pre-auditor and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the fees of assignment.

- h) After due approval of fee, awarding the assignment, furnishing the Performance Deposit as prescribed & after executing the agreement as may be necessary, the concerned Pre-Audit firm shall commence the work of pre-auditing of work bills in accordance with the accepted terms & conditions.
- i) Form – A-1 & A-2 shall be invariably submitted by the firm with the works bill or any other bill submitted for Payment. (Refer Section-II)
- j) Form –A shall be invariably submitted by the firm Monthly. (Refer Section-II)
- k) Form –D “Certificate of Attendance” shall be invariably submitted by the firm
- l) Monthly.
- m) Form –E “Format for Reporting work status on WhatsAap on every Monday”.

16.0 PAGES TO BE DIGITALLY SIGNED BY THE CONTRACTOR

The Chartered Accountant or their authorized representative shall digitally sign all Tender Documents.

17.0 EVALUATION OF TENDER

The work shall be allotted to the technically qualified bidder and who has quoted the lowest price in respective segment.

Evaluation of Technical Bid:

Selection Procedure: -

(A)Minimum eligibility criteria:-

Sr.	Minimum eligibility criteria	Proof to be enclosed
1.	The firm should have average minimum annual Turnover more than Rs. 30 lacs (thirty lacs) or more in last 3 years ended on 31st March 2023.	Last 3(three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant’s Turn Over Certificate for the year 2020-21, 2021-22 & 2022-23 (Average more than Rs. 30 lacs is required of last 3 FY.)
2.	The firm should have been registered for a period of at least 10 Years.	Certificate of constitution as on 01.01. 2024 or subsequent date issued by the Institute of Chartered Accountants of India till the last date of submission of tender shall be submitted.
3.	(i) There must be at least 3 CAs in the firm. Out of which minimum 2 CAs must be the partners of the firm. (ii) If the CA is an employee of the CA	(i) Copy of partnership deed duly notarized. (ii) As a proof appointment letter, Joining letter with

	firm, then he must be associated with the firm as an employee for at least one year.	one year old and latest salary slip shall be provided. OR (i) Certificate of constitution showing necessary details issued by ICAI.
4.	The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 financial years completed on 31.03.2023.(i.e. 2020-21, 2021-22,2022-23) Or The Firm should have handled at least one any type of audit (e.g Internal Audit, pre audit, statutory audit or concurrent audit) during last 3 years of the Public enterprises, Authorities, organization which is mentioned in Annexure I,II,III (category I or II) of the Resolution Finance Department of GOG Dated 16-09-2019 & dated 08/06/2020.	Copy of Appointment letter/copy of audit report with audited year.
5.	The firm should have at least 10 persons staff pertaining to audit and assurance work	The list of staff along with qualification certificate (B.Com, M.com, MBA(Finance),Chartered Accountant, Appointment letters, Joining letters, latest salary slip to be provided.
6.	The Firm should have handled at least 3(Three) pre-audit/Internal audit assignments of GOG or GOI undertaking in last 3 financial years completed on 31.03.2023. .(i.e. 2020-21, 2021-22,2022-23) [Only those GOG or GOI or its undertaking, local bodies having turnover of Rs.30crores and more will be considered.]	Appointment letters, nature of work (i.e. Pre audit/ Internal audit). Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.
7.	Firm's registered office should be located in Gujarat and if registered office is not located in Gujarat then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years.	Two branch office in Gujarat for a minimum period of 3 years(As a proof scan copy of firm card or ICAI institute certificate of last 3 years)

1. Each Chartered Accountants firm who are applying for the said assignments has to attach the proof in support of various eligibility criteria as stated here in above.
2. Each firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected in normal course. However, Nigam may call for required details/information if it deems appropriate to do so in the interest of the Company.
3. **If the certificate as on 01.01.2024 is not possible to be made available, then certificate (bearing the date before the date of issuance of advertisement of this notice) issued by ICAI will be considered along with proof of application made for renewal shall be submitted.**
4. If it is found, at any later stage that Bidder has hidden any material detail or given false details as mentioned above, the Bidder shall be disqualified and his E.M.D. shall be forfeited and he will be debarred from bidding future Tenders of SSNNL for **three (3) years** from the date of receipt of Tender.

PRICE BID EVALUATION

- (a) **Bidders will be Pre-qualified based on the Technical evaluation as per tender documents. A list of pre-qualified Bidders shall be prepared. The PRICE BID of only pre-qualified Bidders in technical stage shall be opened and evaluated.**
- (b) **All the qualified bidders in the respective segment has to work at the lowest quoted price in the segment irrespective of his quoted price (if the segment is awarded to him). For the lowest price quoted by the bidder, an undertaking has to be submitted by the bidder in the Physical form as well as electronic form also.**
(The specimen of undertaking is as per **Annexure-VI**).
- (c) **If the bidder is L1 in more than 2 (two) segments, than he will be given the preference to choose the Segments (Maximum 2 segments), then after L2 bidder, L3 bidder..... will be given chance for the remaining segments. If L2 bidder on his written acceptance that he will work at the lowest quoted price in the respective segment irrespective of his quoted price, then the segment will be awarded to him. If L2 bidder refuses than the work will be awarded to next lowest bidder if he agrees to work at the lowest quoted price in the respective segment and so on.**
- (d) **If no bidder has quoted in one or more segments, then the bidder who has been awarded the segment in which the quoted amount is minimum of all the segments will be given first preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance, then after the bidder of the segment in which the quoted amount is 2nd lowest one will be given preference and will have to work at the lowest quoted price of his from all the segments on his written acceptance and so on..... .**

- (e) **SSNNL reserves the right to allot more than 2 (two) segments to a qualified bidder after reviewing the capacity of such firm for carrying out the pre audit assignments of more than two segments.**
- (g) **All the final qualified firms have to provide Pre-audit firms in the respective Segments (Offices) as per their preference as per the availability. If they refuse to provide skilled Chartered Accountant. than his Security Deposit will be forfeited.**
- (h) **SSNNL reserves the right to allocate the work of one or more segments among one or more qualified firms.**

18.0 SUCCESSFUL BIDDER

A substantially evaluated responsive Tender is one, which confirms to all the terms, conditions and specifications of tender documents without material deviation or reservation. The material deviation or reservation is one,

- (a) Which affects in any substantial way the scope, quality or performance of the works.
- (b) Which limits in any substantial way inconsistent with tender documents, the Employer's 'right' or the Bidder's obligations to the employer.
- (c) Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive tender.

19.0 RIGHT OF REJECTION OF TENDERS

Those Tenders which do not have Digital Signature attached shall be rejected. Tender without Earnest Money Deposit, will be treated as non-responsive and will be out rightly rejected.

The SSNNL reserves the rights to accept or reject any bid or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders on the grounds of the SSNNL's action.

In addition to the above, the Tender will also be liable to be rejected out rightly if, the Bidder does not digitally sign. Also, SSNNL reserves the right to accept or reject any tender without assigning any reason.

20.0 GENERAL RULES AND DIRECTIONS

- (1) No receipt for any payment alleged to have been made by the Agency in regard to any matter relating to this tender or the contract shall be valid and binding on SSNNL unless it is signed by the Office-in-Charge.

- (2) Under no circumstances shall any Agency be entitled to claim enhanced rate for any item covered in this Contract.
- (3) The firm shall not be permitted to tender for the work in which his near relative is working in that Division or its sub-division as an Engineer of any category, Divisional Accountant, Store Keeper, Manager of Atithi /Vishram Gruha and in the Circle Office as a Superintending Engineer Controlling that division as on date when Tender is submitted.
(Note: By the term “near relative” it is meant wife, husband, parent, and grandparent)
- (4) The firm shall compulsorily furnish his latest address(es) including the latest address of his partners and place(s) of filing his/their income tax returns along with the tender (in the annexure form appended hereinafter). Any changes, if occur, in such address, during the tenure of contract, the latest address(es) shall invariably and forthwith be intimated by the Agency to the concerned Engineer-in-Charge.
- (5) Every Blank (fields) in the Tender document (Forms, Schedule, etc.) must be filled up by the Tenderer and shall be submitted online. Tender Forms which are not complete may be accepted online but will not be considered. Use of dash (-) is not permitted. Please write “not applicable” or “nil” as and where required by Tenderer.
- (6) Erasures and corrections:
 - (i) Persons tendering are informed that no erasures or alternations by them in the text of document downloaded form website will be allowed and such erasure and alterations will be disregarded. If there is any error in writing, tenderer can edit the same and correct it. Please refer to the Vendor Training Manual.
 - (ii) No correction, erasures and over writing will be allowed.
- (7) Filling of Tender shall be through on line mode on the website www.gem.gov.in
- (8) The contract will normally be made within 120 days from last date of receipt of Tenders.

21.0 REQUIREMENTS OF A BIDDER

The agencies whose contracts have been terminated on account of non-performance / poor performance in SSNNL work and debarred Agencies will not be eligible for this Tender.

22.0 COMPETENCY OF TENDER

Contract will be awarded to the technically qualified bidder and who has quoted the lowest price in respective segment. Before the award of the contract, any Bidder may be required to show that he has the necessary facilities, experience,

ability and financial resources to perform the services in a satisfactory manner within the time stipulated.

23.0 CONFIDENTIALITY

1. The pre audit firm or their partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the Company's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by C.A. firm shall become and remain the property of the Company and the pre-auditor shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the Company together with a detailed inventory thereof. The pre-auditor 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 the Company.
3. The pre audit firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

24.0 PENALTIES

If any firm or the partner there of is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the audit assignment to other parties without permission of the Company, non-observation of instructions given by the Company, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, un authorized changes in the records of the Company, indulging in mala fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences.:-

- (i) Removal from the assignment of pre audit with immediate effect/ from the date specified.
- (ii) Removal from any other assignment with immediate effect / from the date specified / given by the Company.
- (iii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee.

- (iv) Ban from accepting the future assignment of the Company for the period specified.
- (v) Any other action deemed appropriate by the management.
- (vi) Competent authority may decide suitable penalty to the pre auditing firm if
 - (A) the bill has been audited without approval of time limit / excess / extra items from the competent authority.
 - (B) the bill has been audited without agreement.
 - (C) the release of GST payment is wrongly made.
- (vii) In case of long terms absence of employees as requisition or removal, agency is required to replace same kind of Chartered Accountant within 3 days. If agency fails to replace proper Chartered Accountant within 3 days, then penalty of Rs. 500/- per day will be levied.
- (viii) If pre audit firm does not report to the concern Division office for pre auditing the bills within 1 (one) day after prior intimation, then a penalty of Rs. 500/- per day will be levied.

25.0 SECURITY DEPOSIT (S.D.)

Successful bidder is required to deposit total amount of Security Deposit of **Rs.42,900/-** or 5% of pre audit fee whichever is more for each segment in form of FD/Bank Guarantee from Nationalized/Schedule bank as prescribed in EMD clause. Validity of security deposit must not be less than 18 months and required to be renewed in case of extension of contract. The bidders whose bid is accepted (hereinafter called "Agency" which expression shall unless excluded by or repugnant to the context include his heirs, executors, administrators & assignees) shall pay.

- (a) Within 15 days from the date of issue, of letter accepting his tender, security deposit of **Rs. 42,900/-** or 5% of pre audit fee whichever is more in form of FD/Bank Guarantee from Nationalized/Schedule bank as prescribed in EMD clause pledged in the name SSNNL, Gandhinagar for due performance of contract.
- (b) Earnest money paid will be adjusted against security deposit of successful tenderer.
- (c) Earnest Money/Security Deposit will not bear any interest.
- (d) If the services of the firm is extended further for 1 (one) year, than the SD has to be further extended for one year.

SECTION-II
FORMS & ANNEXURES

1.0 GENERAL

All information requested for in the down loaded forms should be furnished against the respective columns in the forms in electronic formats. If information is nil it should also be mentioned as nil or no such case. If any particular query is not applicable in case of the applicant, it should be stated as not applicable. However, the Tenderers / Bidders are cautioned that not giving complete information called for in the Tender Documents in the form required or not giving it in clear terms or making any change in the prescribed forms may result in the Bidder being summarily disqualified.

- 1.1 The Tenderer's / Bidder's name shall appear on each page of the prescribed proforma.
- 1.2 References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the Bidder shall be signed by that client, in full with his name underneath in block letter and designation in that organization.
- 1.3 No further information will be entertained after submission of Tender Document unless it is called for by the Nigam.
- 1.4 Any effort by a Tenderer / Bidder to influence the SSNNL in the process of examination, clarification, evaluation of Tender and in decision concerning qualification, may result in disqualifying the Bidder.
- 1.5 The successful pre-qualification made in the case of any Bidder for any other work of SSNNL will not be considered valid for the present work. The intending Tenderer / Bidder shall have to apply afresh to get qualified for these works unless otherwise specified in any particular Bid.
- 1.6 The intending Tenderer / Bidder who have already registered i.e., having got his/their Identification Number and register his/their digital signature with nprocure.com.

1.7 The Tenderer/ Bidder should upload the digitally signed scanned copies of supporting certificate, reports relating to all required PQ Criteria as per Section –I, the capability of the applicants in their original language along with certified translation of all relevant portion of the certificates/ reports in English duly attached with their Digital Signature. The Tenderers are required to upload digitally signed scanned copies along with their applications certificates obtained from the concerned authorities / employers towards proof of having executed the works.

1.8 Minimum Qualifying Criteria –

- (a) Preliminary bid: EMD, ICAI Registration Certificate and GST Number Certificate
- (b) Technical bid: as per marking criteria mentioned in Section- I, Clause-17
- (c) Price bid: as per criteria mentioned in Section –I, Clause-17
- (d) The work shall be allotted to the technically qualified bidder and who has quoted the lowest price in respective segment

LETTER FOR SUBMISSION OF TENDER

To,

The DGM(Audit)

SSNNL, Block No -12,

6th floor, New Sachivalaya

Gandhingar-382010

Sub: SUBMISSION OF TENDER APPLICATION FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS FOR PRE-AUDIT WORK OF SSNNL AND ALL DIVISIONS UNDER IT.

Sir,

- 1.0 Having examined the details given in the invitation to Bidder for qualification and brief note, the condition of contract as well as Price bid and Nos of Corrigendum for the execution of above named service, we the undersigned, offer to provide service with the conditions of contract and quoted amount in accordance with the said conditions.
- 2.0 We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- 3.0 We have furnished all information and details necessary for qualification and have no further pertinent information to supply.
- 4.0 We also authorize, Sardar Sarovar Narmada Nigam Limited to approach individuals, employers, firms and Corporation to verify our competency and general reputation.
- 5.0 We hereby apply for qualification of Providing Pre-audit firm Services for Sardar Sarovar Narmada Nigam Limited, Corporate Office, Gandhinagar and its field offices.
- 6.0 We will provide required Pre audit firm as per contract.
- 7.0 We agree to abide for this Tender for a period of **180 days** from the last date of online submission of tender document. It shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 8.0 We enclose here with fixed Deposit receipt / Deposit at call receipt / cross demand draft / Bank Guarantee amounting to **Rs.26,000/-** towards Earnest

Money Deposit which is to be absolutely forfeited by SSNNL if we not Deposit the amount of Security Deposit specified in the clause of EMD.

9.0 Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

10.0 We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following contract.

Sr. No.	Contract	Client / owner
---------	----------	----------------

1.

2.

Enclosures

1.

2.

11.0 We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____(Year)

Signature _____ in the capacity of _____

Duly authorized to sign tender for and on behalf of _____.

(IN BLOCK CAPITALS)

Address

Witness

Address

Witness

Occupation

Encl: Appendix.

Seal of Applicant

Date of submission

Signature of Applicant.

Annexure-I

Tenderer must submit following documents for technical bid it should be uploaded on Gem.

Sr. No.	Description												
1.	EMD in form of (DD/FDR/BG) - Rs.26,000 /- in favor of SSNNL, Gandhinagar												
2.	Registration Certificate of Pre audit firm from the Registration Authority • Chartered Accountant from ICAI (NOTE: Firm's registered office should be located in Gujarat only. If the registered office is not located in Gujarat, then at least Two full time branches should be functional in state of Gujarat for a minimum period of 3 YEARS) (Firm card/Institutional certificate)												
3.	GST number certificate from GST registering authority.												
4.	last 3(three) completed financial years duly audited and certified by another Chartered Accountant's Turn Over Certificate for the year 2020-21,2021-22,2022-23 (Average more than Rs. 30 lacs is required of last 3 years.)												
5.	Copy of permanent account number (PAN) card & Income Tax return of last 3 years.												
6.	If the certificate as on 01.01.2024 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India till the date of submission of tender shall be submitted.												
7.	Details of Proprietor/Partners & Paid CA employees as on 01.01.2024.												
8.	Details of Professional fees receipts. (Last three years) <table border="1" style="width: 100%;"><thead><tr><th style="text-align: center;">Year</th><th style="text-align: center;">Total receipt fees (in Rs.)</th><th style="text-align: center;">Net Profit (in Rs.)</th></tr></thead><tbody><tr><td style="text-align: center;">2020-21</td><td></td><td></td></tr><tr><td style="text-align: center;">2021-22</td><td></td><td></td></tr><tr><td style="text-align: center;">2022-23</td><td></td><td></td></tr></tbody></table>	Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)	2020-21			2021-22			2022-23		
Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)											
2020-21													
2021-22													
2022-23													
9.	EPF & ESIC Registration Proof.												
10.	The firm should have handled at least 3(three) assignments of Pre audit/Internal audit in respect of GOG or GOI or its undertaking, local bodies in last 3 financial years completed on 31.03.23 [Only those GOG or GOI undertaking having turnover of Rs. 30 crores and more will be considered]. The details of Appointment letters along with name of the agency, nature of work, period of appointment to be submitted. Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.												

11.	The firm must have undertaken audit assignment of at least 1 Listed Company in last 3 Years. Or The Firm should have handled one any type of audit (e.g Internal Audit, pre audit, statutory audit or concurrent audit) during last 3 years of the Public enterprises, Authorities, organization which is mentioned in Annexure I,II,III (category I or II) of the Resolution Finance Department of GOG Dated 16-09-2019 & dated 08-06-2020.Appointment letters along with name of the company and its audit report should be submitted.
12.	The list of staff pertaining to Audit and Assurance work (minimum 10 persons) along with Appointment letters, joining letters period of appointment, qualification (B. Com, M.Com, MBA(Finance), Chartered Accountants, and latest salary slip should be submitted.
13.	Annexure – II : Details of Organization structure of the bidder
14.	Annexure – III : Details of ICAI registration & GST number
15.	Annexure – IV : Declaration-I
16.	Annexure – V : Declaration-II
17.	Annexure – V : Undertaking
18.	Scan copy of firm card or ICAI institute certificate of last 3 (years i.e. 2019,2020 & 2021)
19.	Scan copy of Partnership deed or Proprietorship

SIGNATURE OF BIDDER

Annexure - II

DETAILS OF ORGANIZATION STRUCTURE OF THE BIDDER

Tenderer is requested to submit following details with relevant documents without fail to pre-qualify for technical bid.

Sr.No.	Item	Details
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of concerned Person	
04	Whether Proprietorship/Partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr.No.4/Establishment Certificate.	
06	Annual Turnover in Rs.	Year Rs. 2020-21 2021-22 2022-23
07	Pan card No. (Copy to be enclosed)	
08	P.F. Registration No. (Copy to be enclosed)	
09	GST Registration No. (Copy to be enclosed)	
10	Registration with ICAI Membership No.	
11	No. of Chartered Accountant on your pay roll as on today.	
12	Whether the applicant has been blacklisted or debarred by the Central/State government/Public sector/Undertaking/Municipal corporation/local bodies etc.	

Signature of Bidder.....

Annexure - III

DETAILS OF REGISTRATION & GST NUMBER:-

- (1) Firm of Registration :
- (2) Letter No. :
- (3) Date of issue :
- (4) Name of Issuing authority :
- (5) Last date of validity :
- (6) GST number :

Note: Certificate of registration for Chartered Accountant from ICAI should be invariably attached with the tender and scan copy as well as zerox copy of the same should be submitted physically with the tender. It should be valid as on date.

The details filled up are correct and true at my best of knowledge.

SIGNATURE OF BIDDER

Annexure - IV

Declaration-I

Ihereby solemnly declare that I have never been convicted in any criminal offence and I have never been convicted by a competent court for any criminal offence and sentenced to imprisonment. At present there is no criminal proceeding in any court of law against me. Now, secondly we are having good reputation in bank and we have never been black listed and defaulted by any organization or by any bank. We have clean record in police report and banks/ This letter is only for consideration.

Yours faithfully,

()

Chartered Accountant firm

Signature, Stamp, Seal and Membership

No.

Annexure – V

Declaration-II

Name of bidder:

- (i) I/We hereby declare that I/We have gone through the scope of the service to be provided and fully acquainted myself / ourselves with local situations regarding PRE-AUDIT firms and other factors pertaining to the service before submitting this tender.
- (ii) I/We hereby declare that I/We have read the Tender Documents published on Gem portal and accordingly submitted online price Bid for the work of PRE AUDIT of Bills of various offices under SSNNL.
- (iii) I/We hereby declare that I/We have carefully studied the conditions of contract and specifications and other documents of this work and agree to execute the same accordingly.
- (iv) I/We hereby declare that my/our near relatives are not working in this division or in its sub-divisions as an Engineer of any category, Divisional Accountant, Store Keeper, Manager of Atithi / Vishram Gruha and in the Circle Office as a Superintending Engineer as on today.

Place

Date

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

Annexure - VI

UNDERTAKING

- 1.0 I / We undertake that I / We will provide the Pre audit firm a the lowest quoted amount in each segment allotted to me for the subject tender.
- 2.0 Further, I / We undertake that the modality mentioned in the tender for award of the tender is acceptable to me / us.
- 3.0 I / We undersigned hereby certify that all the information mentioned above is true and correct.
- 4.0 Chartered Accountant firms already engaged with the Nigam in the existing assignment of Pre-audit or any other professional work may send the proposals for the assignment of pre audit but they have to attach the letter giving the undertaking that on being selected as pre auditors, they will resign from Internal audit / cost audit / cost accounting or other assignment / from their present assignment of SSNNL. Proposal without such letter of undertaking will be considered as ineligible.
- 5.0 Those firms which are in continuous assignment of 2 years or as on 31.03.2024 as pre auditor and/or internal auditor in SSNNL, will be considered as ineligible for same segment from applying for this assignment.
- 6.0 The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the pre auditor shall be final and binding on pre auditors without demur and any further recourse to any litigation/arbitration.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me / us.

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

DATE:

PLACE:

Form - A
Format of report
(for reference only)
(To be Provided by Pre auditor)

(1) Name of the Pre audit segment: _____

(2) Pre-Audit Month: _____

(3) No. of pre audited bills during the period: - _____

1	2	3	4	5	6	7	8	9	10	11	12
Name of the CE office	Name of Div.	Division Code	Name of the work	Name of the party / Contractor	Bill no.& type of bill	Bill Amt. (Gross)	Remarks, Reasons for recovery	Recovery (if any) as pointed out by the auditors	Recovery made by division (Amount, Vr./ Receipt No. & Dt.)	Details of physical Inspection done on sample basis	Response of Div. office
Total Bill Amount											

(4) Details of bills pre-audited: -

[Remarks may be provided in the form of separate Annexure.]

(5) Provide a detailed report on findings/anomalies noted by pre auditor in reporting period.

[Report should be provided agency wise containing details of works for which bills were audited.]

(6) Any other matter noticed related to the pre audit of bill: -

(Please specifically mention the reference of each bill and the points applicable.)

(7) Pending compliance of previous pre audit report: -

(Please provide the reference of each earlier report and specific details of pending compliance relevant to particular bill or matter.)

NOTE:- This report is to be provided with Executive Summary of work, abstract of recovery, pending bills for compliance etc.

Affix Firm Seal, stamp, Membership No. and Signature of Pre-auditor in each page of pre-audit Report.

Form – A1

Check list to be submitted with R.A Bills

Name of Division :

Code No :

1	Name of work	
2	Work Code No.	
3	Name of Agency	
4	Technical sanction	
(i)	Amount in Rs.	
(ii)	Order No & date	
5	DTP	
(i)	Amount	
(ii)	Order No & date	
6	Tender ID No.	
(i)	Tender Amount	
(ii)	Work order No & date	
(iii)	Agreement No & date	
7	Time limit of work	
8	RA bill No & date	
(i)	Gross Amount in Rs.	
(ii)	If excess/extra involved , approval no & date (Copy to be enclosed)	
(iii)	Deduction in Rs.	
(iv)	Net Amount in Rs.	
9	Amount up to this bill in Rs.	
10	Requirement of Fund in Rs. (Cheque amount + Taxes + Cess)	
11	Checked by Division PB (Date)	
12	Observation of Quality Control/TPI/PMC Complied or not?	
13	Checking of DEE/EE/SE is done as per norms	
14	Pre Audit (Yes/No)	
(i)	Agency	
(ii)	Date	
15	Work executed till this bill is within time limit? Yes/No	
16	If No ... Period of delay	
17	Time limit deposit deducted (Amount Rs.) from this bill	

Above details are checked and found correct

Division Accountant

Executive Engineer

Pre-Auditor

Recommended for payment

Superintending Engineer

Chief Engineer

Form – A2
Certificate for Payment of R.A/Final Bill

Name of work: _____

Name of Agency: _____

Bill No. & Date: _____

It is hereby certify that,

1. Physical work has been actually carried out on site & verified by Deputy Executive Engineer and Executive Engineer as per norms.
2. The fund requirement of the proposed bill for the work under question is in line with the budget provision for the year
3. The remarks raised by the Quality control wing of SSNNL/TPI/PMC are complied with by the field officers.
4. The bill does not include any Excess/Extra item work that is not approved by the Competent authority.
5. Pre-Audit of the bill has been carried out by the Auditor approved by SSNNL.
6. Necessary checklist duly signed by the Accountant, Executive Engineer, Superintending Engineer and Chief Engineer is enclosed with the bill.

DEE

EE

We have verified bill figure in line with work order and tender quantity and carrying out physical inspection on sample basis. Pre-audit of the bill has been carried out and the bill is recommended for Payment

Pre-Auditor

Recommended

Superintending Engineer

Chief Engineer

Director
(To sign on Concerned files)

Form - B

Technical Proposal Form
(to uploaded in Gem portal & to be filled up by the bidder)

1. Name of Chartered Accountant Firm: - _____

2. Registered address of head office: - _____

3. Addresses of Branch Offices (in Gujarat only): -

a.

b.

c.

4. ICAI Firm Registration No. _____

5. Date of registration of the Firm _____

6-A. Details of Chartered Accountants as partners or full time paid employees: -

Sr. No.	Name	Membership No.	Qualification	Designation/Status	Age	Date Of Joining firm

Max 10 rows to be provided in n-code statement

6- B. Details of Audit Staff: -

Sr.No.	Name	Designation	Qualification	Age	Date Of Joining firm

Max 20 rows to be provided Gem statement.

7. Total receipt of fees (as per audited Income & expenditure Account & Balance sheet attached): -

Year	Total audit & attested income (in Rs.)
2020-21	
2021-22	
2022-23	

8. Experience of pre audit/internal audit in Govt. undertaking (GOG or GOI or its undertaking, local bodies) whose turnover is Rs. 30 crore or more: -

No. of assignments on hand or handled in last 3 (three) financial years completed on 31.03.2023.

Name of entity	Location	Period of Appointment	Nature of work	Turnover of Auditee entity

Max 10 rows to be provided in Gem statement

(Please attach appointment letter in each case.)

Notes: -

- (1) GOG or GOI undertaking means all Govt. dept., P.S.E., Boards, Nigam, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.
- (2) Assignments of the organizations w.r.t. Pre audit/Internal audit of GOG or GOI undertaking (point no.8) whose turnover is Rs. 30 crore or more in respect of each completed year ended will be considered.
- (3) Turnover (Point no. 8 above) will be in respect of the completed year of assignment as on 31.03.2023 Turnover of the auditee organization must be evidenced by the photocopies of the relevant pages of audited annual account of the organization.
- (4) Audit assignment means pre audit/Internal assignment only. Same will not include statutory audit or any other audit or investigation, tax audit under the income tax Act and GST audit under GST Act.
- (5) In case of absorbed/merged or converted firm, date of establishment of such firm applying would be date of such absorption/merge/conversion. If the certificate as

on 01.07.2023 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India till the date of submission of tender shall be submitted.

- (6) Articled clerks or Audit clerks will not be considered as staff employed by the Firm.
- (7) Each appointment order will be considered as separate and single assignment. In respect of assignment of independent district level/regional/Field/branch organization e.g. DRDA, turnover of respective district/regional/Field/branch/organization will be considered. Accordingly, copies of the relevant pages of accounts of such district/regional/Field/branch/organization will be required to be attached as evidence of turn over. Alternatively, certificate signed by the competent authority of such office mentioning the turnover will be considered as proof of evidence in respect turnover mentioned at point no. (8) above.

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Chartered Accountant Signature:

Name & Designation:

Membership No.

Seal of office:

Form - C

(Schedule-B)

Financial Proposal form

Sr. No.	Segment No.	Amount of Fees for the period from 1-09-2024 to 31-08-2025 (for one year)	
		Rupees in figures	Rs. In words

1	Segment No. 1		
2	Segment No. 2		
3	Segment No. 3		
4	Segment No. 4		
5	Segment No. 5		
6	Segment No. 6		
7	Segment No. 7		
8	Segment No. 8		
*9	Segment No. 9		
	Total		

Notes: -

- (1) Pre audit Segment - 1 to 9 will be as defined in Point no. 18 of Tender Notice.
- (2) Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
- (3) In case, the assignment period is reduced or extended, the eligible payment shall be computed proportionately on monthly basis.
- (4) Fees quoted above are exclusive of GST. GST will be paid extra applicable rate apply for one or for more than one segment.
- (5) Firm may apply for one or for more than one segment. However, firm has to mention the fees in the above format separately for each segment applied for.
- (6) Firm will be required to carry out pre-audit assignment of any newly open division/other office, if any, during the term of assignment in their respective segment without any additional Fees. Further, lump sum fees agreed upon for particular segment will not be reduced in case of closure/discontinuation of any division/other office during the term of assignment.
- * (7) to carry out Evaluation of Financial aspects of Tenders incited by SSNNL having - estimated Cost more than or equal to Rs 25 crores Also ,the Selected Firm Shall carry out the Calculation of Financial aspects of Tenders Other than about (I.E less than Rs25 crores), as & when required by SSNNL.

* Fees quoted for segment-9, consider with note number. 7 (Estimated Tender quantity-5)

Date:

Chartered Accountant Signature:

Name of firm / Firm Partner/ Proprietor:

Seal of Office:

Membership

Note: - This Schedule-B it is to be submitted online only on Gem-portal.

Note: Every blank (fields) in the tender documents (Forms, schedules, etc.) must be filled by the Tenderer / Bidder and submitted online. Tender forms shall be completed in all respects. On line user of dash (-) is not permitted. Please write "Not applicable" or "Nil" as and where required by Tenderer/ Bidder.

FORM-D

Certificate for Attendance of Pre auditor

It is hereby certify that Mr./Ms. _____ of M/S _____ was remain present at the head quarter for segment no. ___ for the period _____ month and not a single day pre auditor was absent on his duty.

Date:

Place:

Signature

Name of executive Engineer

Seal of Head Quarter office

FORM E

Format for Reporting work status on whatsAap on every Monday

(To be Provided by Pre auditor)

(1) Name of pre auditor: _____

(2) Segment No.: _____

(3) Pre-audit Period: _____

1	2	3	4	5	6	7	8
Sr. No.	Name of division	Name of agency	Amount (in lacs)	Nature of work (contracted works - Original works/ M&R works / QC works/ O&M works/UGPL works) Technical / QC Consultancy etc.)	Type of bill (R.A bill/Final bill)	UDIN	Bill status (approve/ Rejected/ Pending)
Total							

Summary: Total_____ No. of bills presented, out of which _____no. of bills approved, ___no. of bills were rejected and __no. of bills pending with us

FORM -F
Details of EMD

(1) EMD details

Total EMD Amount Rs.

(A) D.D. Details (In favour of SSNNL, Gandhinagar only)

No.	Date	Bank Name	Amount Rs. In lac.

(B) FDR Details (In favour of SSNNL, Gandhinagar only)

FDR No.	Date	Bank Name	Amount Rs. In lac	Validity period

(C) Details of Bank Guarantee (In favour of SSNNL, Gandhinagar only)

Bank Guarantee No.	Date	Bank Name	Amount Rs. In lac	Valid up to

Note: Please see relevant Clause for validity period.

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

FORM –G

Form of Bank Guarantee (Earnest Money Deposit)

Whereas M/s. (hereunder called the Tenderer) is desirous and prepared to tender for work in accordance with terms and conditions of Tender No. / date - And whereas We, Bank, agree to give the Tenderer a Guarantee for the Earnest Money Deposit.

1. Therefore, we here by affirm that we are Guarantors on behalf of the Tenderer up to a total of Rupees (i.e. Rs.) and we undertake to pay the SSNNL, Gandhinagar upon his first written demand and without demur, without delay and without necessity of previous notice of individual or administrative procedure and without necessity to prove the bank the defects or short coming or debit of the contractor any sum within the limit of Rupees
2. We further agree that the guarantee here in contained shall remain in full and effect during the period that would be taken for the acceptance of tender. However, unless a demand or claim under this guarantee is made only in writing on or before the We shall be discharged from all liabilities under the guarantee there after.
3. We undertake not to revoke the guarantee during its currency except with the previous consent of the SSNNL, Gandhinagar in writing.
4. We lastly undertake not to revoke the guarantee for any change in constitution of the Tenderer or the Bank.

Signature and Seal of Guarantor

Date :

Bank :

Address:

FORM –H
Undertaking Application for exemption from EMD

GeM Bid No: GEM/

dated

To,

Chief General Manager (Finance) SSNNL
Block No -12, 7th floor,
New Sachivalaya Complex
Gandhinagar-382 010

**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 Pre cum Internal Auditor 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

Date: