



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5822556  
Dated/दिनांक : 16-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-01-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-01-2025 14:30:00
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	Education Department Gujarat
Organisation Name/संगठन का नाम	University Library Veer Narmad South Gujarat University
Office Name/कार्यालय का नाम	Estate
क्रेता ईमेल/Buyer Email	buycon22.ulvnsu.gj@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - As per BID Specification attached; CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	21 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**Bid Details/बिड विवरण**

<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	3 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	525000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	15750

**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(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). 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 :**

Registrar  
Veer Narmad South Gujarat University. Surat  
(Registrar)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन

Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

Price BID for Statutory Audit - [1736928815.xlsx](#)

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

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

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Evaluation of Statutory Audit BID	100	70	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 70**

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

**Financial Audit Services - As Per BID Specification Attached; CAG Empaneled Audit Or CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	

Specification	Values
Scope of Work	As per BID Specification attached
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	As per BID Specification attached
Type of Industries/Functions	As per BID Specification attached
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Not applicable as per BIC Specification
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

#### Additional Specification Documents/अतिरिक्त विशिष्ट दस्तावेज़

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

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Patel Zarnaben	395007,VEER NARMAD SOUTH GUJARAT UNIVERSITY, Udhna Magdalla Road, Surat	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. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

##### 3. Forms of EMD and PBG

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

Registrar Veer Narmad South Gujarat University  
payable at  
Surat

. 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.

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

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

Registrar Veer Narmad South Gujarat University  
payable at  
Surat

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

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

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

#### 6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

#### 7. **Service & Support**

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

#### 8. **Service & Support**

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

#### 9. **Service & Support**

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

#### 10. **Past Project Experience**

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

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

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

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

Buyer Added text based ATC clauses

- a) Bidder must be submit physical (certified copies) all required documents as per attached BID specification.
- b) Whenever conflict the clause of GeM BID conditions and uploaded BID conditions, to abide and follow only uploaded conditions for the eligibility criteria.
- c) to submit certificate and relevant documents as per attached annexure format with certified proof.

## **Disclaimer/अस्वीकरण**

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

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

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

**REQUEST FOR EXPRESSION OF INTEREST  
FOR APPOINTMENT OF STATUTORY  
AUDITOR OF  
VEER NARMAD SOUTH GUJARAT  
UNIVERSITY, SURAT**



University Campus, Udhna-Magdalla Road,  
Surat-395007, Gujarat, India  
Phone: 0261 - 2227141-46, Fax: 0261 - 2227312 e-  
mail : [info@vnsgu.ac.in](mailto:info@vnsgu.ac.in)  
Website: <http://www.vnsgu.ac.in>



# Veer Narmad South Gujarat University

## **Request for Expression of Interest (EOI) for appointment of Statutory Auditors of Veer Narmad South Gujarat University (VNSGU)**

The Veer Narmad South Gujarat University (VNSGU) is established by the legislative assembly of the Government of Gujarat in the year 1965. VNSGU has its Head Office at Udhna-Magdalla Road, Surat-395007

Veer Narmad South Gujarat University (VNSGU) invites Expressions of Interest from reputed firms of Chartered Accountants for appointment as Statutory Auditor for the Financial Year 2025-26 and further extendable for another one year. Extension for another year will be given based on Evaluation of the Performance of the firm at the end of each year. The committee constituted by the Competent Authority of the University will evaluate performance of the appointed firm at the end of year, based on criteria laid down by Committee. Please note that, University does not give assurance for extension of the Contract. University reserves its right to extend, award to another firm, cancel the EOI.

Interested firms are requested to quote the fees payable for the services rendered for the Financial Year 2025-26. Please note that, initially appointment will be given only for the Financial Year 2025-26. For the subsequent Financial Year i.e. 2025-2026 work may be allotted based on work volume and performance as indicated above at the same rates. Any application indicating direct/indirect effect of escalation clause will be summarily rejected.

**To be eligible, the firm must be empanelled with C & AG since at least 5 years and ICAI since at least 10 years & should have experience of Statutory Audit of University / Government Company. Also, it must have Head office in Surat city only as per ICAI records and possess experience of minimum 10 years in carrying out Statutory Audit.**

Preferably, out of total assignments of the firm, one assignment should be of University / Government Company.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Points</b>	<b>Max. Poin</b>
<b>1</b>	Place / Location of the firm		10
	Head office at Surat (As per ICAI records)		
<b>2</b>	Number of Full Time partners associated with the firm in Surat for not less than 5 years. <b>(Date of joining as partner to the applicant firm will be considered)</b>		10
	(a) up to 3 partners	5	
	(b) above 3 partners	10	
<b>3</b>	Audit Firm should have at least 3 Full Time Partners, Experience of minimum 3 Full Time Partners. <b>(Date of joining as partner to the applicant firm will be considered)</b>		10
	(a) from 5 year to 10 years	5	
	(b) More than 10 years	10	
<b>4</b>	Number of qualified Assistants (CA only) employed with the firm having Minimum Experience of 3 years <b>(Date of joining as Assistants to the applicant firm will be considered)</b>		10
	(a) up to 5	5	
	(b) above 5	10	
<b>5</b>	Relevant Experience of the bidding firm		10
	(a) 10 years to 15 years	5	
	(b) above 15 years	10	
<b>6</b>	Experience of carrying out minimum one Statutory Audits / Internal Audits of University / Government Company in last 5 years.		25
	(a) 1 to 5 years	10	
	(b) 5 to 7 years	15	
	(c) 7 to 10 years	20	
	(d) more than 10 years	25	
<b>7</b>	Average Turnover of the firm during the preceding 3 financial years from audit and assurance services (i.e. 2021-22, 2022-23 and 2023-24)		20
	(a) Rs.10-45 lakhs	5	
	(b) Rs.46-80 lakhs	10	
	(c) above Rs.80 lakhs	20	
<b>8</b>	Peer Reviewed Firm (valid certificate as on date)	5	5
	<b>Total Points :</b>		<b>100</b>

The applicant must secure at least 70 points for eligibility. Those firms which secure 70 points or more only that firm will be considered as a technically qualified for opening of Financial Bid.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- i) Made misleading or false representation or deliberately suppressed the information in the forms, statements, Annexure and enclosures required in the pre-qualification document.

- ii) Record of poor Performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

### **3. Financial Bid :**

- i. Financial Bid may comprise of the Professional Fee to be charged from the University.
- ii. Taxes, if applicable, should be specified separately.
- iii. Any vague term mentioned in the Proposal shall make the offer rejected.

### **General Conditions :**

1. Selection of the firm will be done only after detailed scrutiny of the documents submitted by the firm.
2. Firm shall have to qualify for at least 70 points in point table given above.
3. Firms, who will score 70 points or more, will be considered technically qualified and eligible for the Financial Bid opening.
4. **As per the weightage, the firm getting the minimum fees quoted will be considered as L1 and similarly L2, L3, L4, etc..... are selected. The L1 firm is eligible for appointment based on overall marks. However, the decision of Hon. Vice Chancellor of VNSGU will be final & binding to all.**
5. The selected firm will have to start the audit in consultation with Finance and Account Section of the University after the issue of the Letter of Appointment from Veer Narmad South Gujarat University.
6. The Audit of Accounts as per the Scope of Work has to be completed in a time bound manner, audit should be carried out quarterly basis and final report should be submitted within 3 months of financial year end.
7. The Audit party will consist of sufficient number of experienced and qualified professionals.
8. The Chartered firm has to ensure that qualified C.A. and technical staff are deputed for audit work.
9. The selected firm will be required to comply with the instructions, if any, issued by the University.
10. The Audit work is to be undertaken as per Scope of Work as approved by the University.
11. Scope of Work can be modified, if required, at any time by the University at its sole discretion.
12. The selected firm is required to sign Agreement on Non-Judicial Stamp Paper of worth Rs.300/-. **(Annexure-I)**
13. **Submission of Audit Report:** CA Firm will submit 4 copies of Audit Report along with

all the required statements, Financial Statements, with due signatures.

14. Auditor will have to comply with any comment raised by Finance Committee or Board of Management / Executive Council of the Veer Narmad South Gujarat University on the Financial Statement under Audit.
15. **Regulation of Audit fees:** In the Financial Bid, firm has to quote fees for conducting Statutory Audit and fees per certificate separately (Utilization Certificate, provisional Income & Expenditure statement etc.)
16. **For evaluation of the firm as per point 4 above, fees quoted for Statutory Audit only will be taken into consideration. L1 firm will be derived based on the Audit fees only.**
17. **University reserves right to split the work of Statutory Audit and Certification work.**
18. **If fee quoted for certification work is exceptionally high or higher than fees for Statutory Audit, certification work may be given to other firm or shall be negotiable.**
19. There are approximately 10 certificates required by University in the last year. This is approximate number and may vary. Hence, no firm can deny issuing the certificate if number exceeds.
20. The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of Audit Report. However, fees for issuance certificate may be released on submission of bills. The VNNGU will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the Registrar, VNNGU along with a certificate indicating that audit has been conducted as per guidelines framed by the University and the work has been completed as per the agreed terms and conditions.
21. The statutory auditors shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
22. The Statutory auditors shall not be provided with any special transport facility. Hence, fees quoted should also include any out of pocket expense including conveyance.
23. **Confidentiality :**  
The firm shall not disclose the documented management systems to any third party including their internal department. Firm selected by Veer Narmad South Gujarat University, Surat shall have to give an undertaking to follow all ethics of faith and that the information provided by University or received during the work of Audit, shall be kept '**strictly confidential**'. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
24. **EMD :**  
The EMD in respect of unsuccessful bidders shall be released within 30 days after issuance of appointment letter in favour of the successful firm. The EMD of the selected firm shall be kept as security deposit, which shall be released after successful completion of the assignment.

25. **Taxes and Duties :** VNSGU shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Firm under the agreement.
26. **Sub-Contracting :**  
Firm to whom the work awarded shall not sub contract the work to any other parties either in part or full.
27. **Right To Accept / Reject The Proposal :**  
VNSGU reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Firm concerned or any obligation to inform the Firm concerned of the grounds for the institute's action.
28. **Dispute Resolution :**  
In case of any dispute, the decision of the Vice Chancellor, VNSGU shall be final and binding. Jurisdiction for the arbitrary matter shall be court of Surat, Gujarat only.