

TENDER DOCUMENT

For

**FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO ACT AS
PRE AUDITOR**

Through Online E-Tendering Process Only



**Gujarat State Tribal Development Residential
Educational Institutions Society (GSTDREIS)**

3rdFloor, Birsa Munda Bhavan,
Sector10-Gandhinagar382010

Gujarat

Ph :(079)23243749

March - 2020

One time Tender Fee– Rs.1500/-(Rupees One Thousand Five Hundred Only)

Notice Inviting Online Tender

Tender NoticeNo. TD/GSTES/HSB/3218

Department Name/Authority Name	Tribal Development Department, Gandhinagar
Circle	Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS), 3rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar382010, Gujarat
Division	-
IFB No./Tender Notice No.	Tender Notice No. TD/GSTES/HSB/3218
Name of Project	FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO ACT AS PRE AUDITOR For list of schools, refer <u>Annexure-6</u> of this document.
Name of Work	Service Provision for following activities: FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO ACT AS PRE AUDITOR For detailed scope of work, refer Terms of Reference (ToR) in this tender document.
Estimated Contract Value (INR)	Open
Period of Contract	1 Year
Payments Method	Payment on mutual agreement.
Bidding Type	Open
Bid Call (Nos.)	1
Class of Bidder	Not Applicable
Tender Currency Type	Single
Tender Currency Settings	Indian Rupee (INR)
Amount Details	
Bid Document Fee/Tender Fee	Rs.1500/-(Rupees One Thousand Five Hundred only) in form of Demand Draft from Scheduled/ Nationalized Bank

Bid Document Fee Payable to	Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society(GSTDREIS)payable at Gandhinagar
Bid Security /EMD(INR)	Rs.30,000/-(Rupees Thirty thousand only)inform of Demand Draft from any Scheduled / Nationalized Bank
Bid Security/EMD in favor of	Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society(GSTDREIS)payable at Gandhinagar
Tender Dates	
Bid Document Downloading Start Date	7 th March 2020, 12:00 hrs
Bid Document Downloading End Date	30th March 2020, 18:00 Hrs
Last Date &Time for Submission of Technical bids(Only Physical)	30th March 2020, 18:00 Hrs
Last Date &Time for Submission of Price Bids(Only Online)	30th March 2020, 18:00 Hrs
Date of Tender opening	31 st March 2020, 12:00 Hrs
Bid Validity Period	180 days from opening price bid
Physical Submission of Technical Bids	Physical copy of technical bid along with Tender Fees, Bid Security and other documents (except Price Bid upto 26 th March 2020, 18:00 hrs by RPAD /Speed Post in the office of the Authority at Gujarat State Tribal Development Residential Educational Institutions Society(GSTDREIS),3 rd Floor,BirsaMundaBhavan,Sector 10-A, Gandhinagar382010, Gujarat.
Price Bid Submission(ONLINE ONLY)	Bidder shall submit their price offer in electronic Format only on website www.nprocure.com after digitally signing the same. Offers which are not digitally signed will not be accepted. No offer in physical form will be accepted and any such offer if received will be outright rejected. Also any reference of the Price, quotes, etc. in physical submission shall resolution rejection of the Bid of the bidder.
Phone	(079)23243749 Fax-(079)23243748
Officer Inviting Bids	Executive Director, GSTDREIS and Birsa Munda Bhavan, Sector 10A,Gandhinagar382010, Gujarat

Bid Opening Authority	Executive Director, GSTDREIS Executive Director, GSTDREIS , Gujarat, Birsamunda Bhavan, Sector 10- A, Gandhinagar 382010, Gujarat
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General Terms and Conditions:

- 1) Bidders can download the tender document free of cost from the website, but will need to submit the bids along with the DD for Bid Document Fee at the time of physical submission.
- 2) Price Bids will have to be submitted online as per prescribed formats.
- 3) Bidders have to submit Price Bid in electronic form only. Offers in physical form will have to be submitted for technical bid alone. Such submission will have to be accompanied by required forms and documents, and instrument for payment of Bid Document Fee and Bid Security.
- 4) Bid Document Fee and Bid Security shall have to be paid of the amount stated in the Notice Inviting Online Tenders section.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

(n) Code Solutions

A Division of GNFC

301, GNFC Info tower, Bodakdev Ahmedabad –380 054 (India) Tel: +91 26857316/ 17/

18 Fax: +91 79 26857321 E-mail: nprocure@gnvfc.net Website: www.nwr.nprocure.com

Other Terms and Conditions areas per detailed tender documents.

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INVITATION FOR BIDS(IFB)

While formulating the 9th Five Year Plan, Government of India realized that the state and quality of education in the tribal areas need improvement. It was felt that as the tribal children suffer from various location and social disadvantages, they lack self-confidence and exposure and this can only be resolved by providing the best possible quality of education which will increase employment opportunity and performance of Tribal youth. The public schools model was considered to be the best suited for improving the quality of schooling and for raising the confidence level and character of tribal children. Keeping in view these objectives, the Eklavya School Project was launched in the year 1999-2000.

These schools are expected to have the best possible educational and extra-curricular infrastructure. Government of India sanctions non-recurring grant of Rs. 12 crore per school and recurring grant of Rs. 125 lakh per year to each Eklavya Model Residential School (EMRS) run by the Tribal Development Department. These are co-educational residential schools expected to take care of all the requirements of the child without charging any fee and provide education from standards VI till XII.

Tribal Development Department has set up an autonomous Society; the Gujarat State Tribal Development Residential Education Institutions Society (GSTDREIS or the Authority), commonly called Gujarat EMRS Society. The Society manages EMRS schools with the help of government grants and some private support. The society also manages other schools: Model Schools funded by GOG and Girls Residential Schools in Low Literacy Areas (LLGRS) funded by Government of Gujarat in the Tribal Talukas of Gujarat.

The society is currently running three types of schools called Eklavya Model Residential School (EMRS), Low Literacy Girls' Residential School (LLGRS) and Model Schools (MS) across the state. Presently altogether 98 schools are being managed by the society out of which 43 are EMRS, 43 are GLRS and 12 are MS. GSTES invites proposals from C& AG empanelled Chartered Accountants (CA) for financial year 2019-20 for conducting pre audit. The detailed scope of services and various activities is listed in the Terms of Reference in this tender document.

Proposal is to be submitted by the bidders in the form of physical submission of Technical Bids in accordance with the documents/ attachments required as per eligibility criteria set herein in the tender document and online submission of Price Bids.

SCHEDULE FOR INVITATION OF TENDER

Tender Name: Tender Document FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO ACT AS PRE AUDITOR to GSTDREIS – Gandhinagar Office, and schools managed by GSTDREIS under Tribal Development Department in Gujarat State.

Issue of Tender	Date: 7 th March 2020
Bid Due Date	30 th March 2020 by 18:00 hrs
Bid Submission Address:	Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS), 3rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar 382010, Gujarat
Technical Bid Opening Date and Time	31 st March 2020 by 12:00 hrs
Venue	Office of Executive Director, GSTDREIS, Ground floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar – 382010, Gujarat

NOTE:

1. Please address all queries and correspondence to Gujarat State Tribal Development Residential Educational Institutional Society (GSTDREIS), 3rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar 382010, or at email address: emrs.ed@gmail.com
- b) If the Office of Authority happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office at the same time and venue.
- c) Please quote Tender Ref. Number in all your correspondence.

General Instructions

1. Bidders who wish to participate in this selection process will have to register on **<https://www.nprocure.com>**. Further, participating Bidders will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions – a division of GNFC Limited, or from any other agency licensed by Controller of Certifying Authority, Government of India. Bidders who already have a Digital Certificate need not procure a new digital certificate.
2. Technical Bid: Bidders shall submit **physically** their technical bids in sealed envelopes super-scribed with due date, time, project and nature of bid.

PART-I: Bid Security of the amount mentioned in notice Inviting online Tender section and Bid Document Fee of the Tender Document in form of Demand Drafts drawn in favour of “ Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS)” and payable at Gandhinagar. In a separate envelop in at the office of the Authority on or before the due date of submission of technical bids.

PART-II: Original and one copy of Technical Bid complete with all technical and commercial details except the prices. Original printed document shall be considered as authentic. Such copy has to be submitted in physical form at the office of the Authority on or before the due date of submission of technical bids.

Note: Filling up prices in this bid will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

3. **Price Bid:** Bidder shall submit the Price Bid online only.
4. Services offered should be strictly as per specifications mentioned in this Tender Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading “Deviations”.
5. Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/ commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
6. The Price/ rates/ quotes by the Bidder shall be valid for a period of 180 days and shall be applicable for the entire Contract period.
7. The price of one copy of the Tender Document shall be paid by Demand Draft drawn in favour of “Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS)” and payable at Gandhinagar. In online submission, the scanned copy of the drafts shall have to be submitted.

Yours faithfully,

Gujarat State Tribal Development
Residential Educational Institutions
Society (GSTDREIS), **Gandhinagar**

**To Be Pasted On MAIN Outer Envelope Containing Bid Security,
Tender Fees & Technical Bid.**

IMPORTANT DATA

DO NOT OPEN–THIS IS A BID

PROJECT NAME	:	Tender document for selection of a chartered accountant firm to act as pre auditor services to GSTDREIS and schools managed by GSTDREIS under Tribal Development Department of Gujarat State.
Due Date	:	30 th March 2020,
Time	:	18:00 hrs
From,		To,
<Name of Bidder>		Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society(GSTDREIS)
<Address>		3 rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar382010, Gujarat
<Phone no.>	:	(079)23243749
<Fax no.>		(079)23243748

**To Be Pasted On Envelope Containing Bid Security and
Bid Document Fee**

DO NOT OPEN-THIS IS A BID

PROJECT NAME	:	Tender document for selection of a chartered accountant firm to act as pre auditor services to GSTDRIES and schools managed by GSTDREIS under Tribal Development Department of Gujarat State.
Due Date	:	30 th March 2020
Time	:	18:00 hrs
From	:	To
<Name of Bidder>	:	Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society(GSTDREIS)
<Address>	:	3 rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar 382010, Gujarat
<Phone no.>	:	(079)23243749
<Fax no.>	:	(079)23243748

To Be Pasted On Envelope Containing Technical Bid

DO NOT OPEN-THIS IS A BID

Technical Bid- Original Copy

PROJECT NAME	:	Tender document for selection of a chartered accountant firm to act as pre auditor services to GSTDREIS Society and schools managed by GSTDREIS under Tribal Development Department of Gujarat State.
Due Date	:	30 th March 2020
Time	:	18.00 hrs
From		To
<Name of Bidder>		Executive Director, Gujarat State Tribal Development Residential Educational Institutions Society(GSTDREIS)
<Address>		3 rd Floor, Birsa Munda Bhavan, Sector10- A, Gandhinagar382010, Gujarat
<Phone no.>	:	(079)23243749
<Fax no.>	:	(079)23243748

CHAPTER – I

INSTRUCTIONS TO THE BIDDERS

ARTICLE -1: DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) “Agreement” means the document signed by the Authority and the successful bidder that incorporates any final corrections or modification to the tender and is the legal document binding both the parties to all terms and conditions for the award of the Contract.
- 2) “Authority” shall mean the Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS) having its office at 3rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar 382010, Gujarat.
- 3) “Bid” means the complete bidding document submitted by the bidders to the Authority and shall include any corrections, agenda and modifications made therein.
- 4) “Bidder” shall mean any Chartered Accountant firm registered with C & AG of India is eligible to participate in the tendering process and shall include the successful bidder during the currency of the Contract.
- 5) “Contract Period” shall mean entire term of the contract as indicated in the Article 1 of Chapter IV of this tender document.
- 6) “Contract” shall include the Terms of Reference as outlined under Chapter III within time limits indicated under Article 1, Chapter IV for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- 7) “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of bidder selection and Contract execution.
- 8) “Department” shall mean Tribal Development Department of the Government of Gujarat or any other Department or Agency notified by the State for this purpose and may also include the Respective Authorities of the School for which the contract shall be awarded.
- 9) “Government” shall mean the Government of Gujarat and Central Government.
- 10) “Total Accepted Tender Value” means the total value of services and supplies as approved to be provided by the successful bidder.
- 11) “School” shall mean one or more schools located within one premises and affiliated to one education board.

ARTICLE - 2: ELIGIBILITY CRITERIA FOR BIDDERS

The Bidder should be fulfilling the following conditions and must also submit documentary evidence insupport to ffulfillment of these conditions while submitting the technical bid. Bids from consortiums are allowed upto a maximum limit of two members. Bids without documentary evidence will not be considered for further evaluation.

- a) A practicing CA Firm (Partnership Firm/LLP) must have its Head Office/Branch in Gujarat state.
- b) The CA Firm shall be in practice for a period of 10 years or more.
- c) Empanelment with CAG With F.Y.2018-19 / 2019-20 (Copy of acknowledgment letter issued from C & CAG for F.Y. 2018-19or Copy of acknowledgment letter issued from C & CAG for F.Y. 2019-20 and Application letter for Empanelment with CAG for F.Y.2020-21)
- d) The Firm (partnership firm/LLP should have at least 2 C.A. as partners (As per certificate of ICAI as on 01.01.2020)
- e) Turnover of the firm above 50 lakh (Average annual in last three financial yrs. 16-17, 17-18& 18-19)
- f) Minimum No. of 10 audit assignments of Pre-Audit/Internal Audit/Statutory Audit of Government/PSUs entities except Bank Branch Audit having a turnover of not less than Rs. 1.00 Crore for the years which the audit has been done in the last 3 Financial years (F.Y.16-17, 17-18 & 18-19)
- g) The firm must have sufficient staff members having experience of Audit & Assurance.
- h) The firm or any partners of the firm should not have been black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior. Those Firms / partners against whom the FIR/Complaint is lodged also need not apply.
- i) The firm or any partner of the firm should not have carried out Internal Audit, statutory Audit, Tax Audit or pre Audit of GSTES during any year in Last three years (F.Y 16-17, 17-18, 18-19).
- j) The firm should have minimum net average taxable income of Rs,2.50 lacs in last three financial years (F.Y,16-17, 17-18, 18-19).
- k) The firm must have GST Number.
- l) The Firm must submit copy of PAN (Permanent Account Number)
- m) The firm must have paid EMD of Rs. 30,000/- by DD in the name of “GUJARAT STATE TRIBAL EDUCATION SOCIETY (GSTES)”, payable at Gandhinagar.
- n) The firm must have paid tender fees of Rs. 1500/- by DD in the name of “GUJARAT STATE TRIBAL EDUCATION SOCIETY (GSTES)”, payable at Gandhinagar.

CHAPTER –II

GENERAL TERMS AND CONDITIONS

ARTICLE – 1: CHECKLIST OF DOCUMENTS COMPRISING THE BID

1.1 The bid submitted shall have the following documents:

Part-I

Bid Security (EMD) and Bid Document Fee in the form prescribed in the Tender.

Part – II

1. Bid document signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.
2. A Project Proposal is to be submitted by the bidder should clearly contain the following:
 - Outreach of the firm in the Scheduled Areas of Gujarat and past experience of working with the Government and para-statal organizations.
 - Methodology & Work Plan
 - a. Comments or suggestions on the ToR
 - b. Description of the methodology
 - c. Workplan
 - d. Bar charts of activities
 - e. Team composition
 - f. Details of actual services which will be provided by the Firm in view of the ToR
 - Note containing expectations from GSTES.
3. Registration Details:

In case of Firm- Certified copy of the Partnership Deed & ICAI registration certificate as on 01/01/2020. Certified copies of documents submitted, as above, must be signed and carry the seal of the authorized signatory.
4. Documents required as per Eligibility Criteria in Chapter I, Article 2 above duly signed by the authorized representatives of the bidder.
5. List of present Partners of the firm
6. Certified copy (duly signed) of Goods and Service Tax Registration Certificate.
7. General power of attorney/ Board of Directors resolution/ Deed of Authority contract and all correspondences/ documents thereof. Format for General Power of Attorney is given at Annexure-2.
8. Balance sheet and Income statement duly signed by statutory auditors of the Bidder for the year 2016-17, 2017-18 and 2018-19.
9. Clause by clause compliance statement for the whole Tender Document including all Annexure -
10. All deviations and/ or non-compliance clauses shall be listed separately.

11. Details in the formats as given at Annexure. (Kindly check all Annexure)

Part-III

Price Bid as per Annexure – 1 to be submitted on-line. No deviations and/ or non-compliance clauses shall be allowed in the Financial Bid.

ARTICLE – 2: BIDDING DOCUMENT

Bidder is expected to examine all instructions, forms, terms and specifications in bidding documents. Failure to furnish all information required by bidding documents or submitting a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

ARTICLE – 3: CLARIFICATION ON BIDDING DOCUMENTS

- d) Bidders can seek written clarifications before the date of pre-bid meet of the tender, to the email address: emrs.ed@gmail.com The clarification shall be issued by the Authority during the pre-bid meeting and/or will be published on the website www.nprocure.com .

ARTICLE – 4: AMENDMENT OF BIDDING DOCUMENTS

- 4.1 At any time prior to the deadline for submission of bids, Authority for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
- 4.2 All prospective Bidders may be notified of the amendment and such modifications will be binding on them. The same shall also be put up on the website www.nprocure.com
- 4.3 In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their bids, Authority, at its own discretion, may extend the deadline for the submission of bids.

ARTICLE – 5: LANGUAGE OF BID

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

ARTICLE – 6: COST OF BIDDING

Bidder shall bear all costs associated with the preparation and submission of the Bid and Authority will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

ARTICLE - 7: BID FORMS

- 7.1 Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- 7.2 For all other cases, the Bidder shall design a form to hold the required information.
- 7.3 Authority shall not be bound by any printed conditions or provisions in the bidder's bid forms.

ARTICLE - 8: FRAUDULENT & CORRUPT PRACTICE

- 8.1 Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the Authority of the benefits of free and open competition.
- 8.2 Authority shall have the power reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

ARTICLE - 9: LACK OF INFORMATION TO BIDDER

Any lack of information on the part of Bidder shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the Contract. Also Bidder is required to make his own estimates regarding all costs associated with the Project, if required through site visits. The Authority shall not entertain any disputes in this regard after the bids have been submitted. Authority retains the right to ask for any missing information during the evaluation process.

ARTICLE - 10: CONTRACT OBLIGATIONS

If case of a Bidder, so selected of the work does not sign the Agreement or fails to furnish the Performance Guarantee within the time limit prescribed by the Authority, Authority reserves the right to cancel the Contract and apply all remedies available to him under the terms and conditions of this document.

ARTICLE - 11: BID PRICE

- 11.1 The Price bid should indicate the prices in the format/price schedule given at Annexure – 1.

Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.

- a) Any effort by a Bidder or Bidder's agent/consultant or representative howsoever described to influence the Authority in any way concerning scrutiny/ consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

- b) Bidder should indicate a single consolidated rate for Contract Period based on the payment terms specified in the Tender.
- c) Bids should be submitted directly by the Bidder.
- d) Price Bids of only qualified bidders as per eligibility criteria shall be opened.

11.2 Authority reserves the right to seek clarification/ justification from the Bidder on the bid price in case Authority deems it necessary. Based on the justification provided by the Bidder, if Authority feels that the price is unrealistic/ unfeasible in order to execute a project of this nature, Authority reserves the right to reject the said bid. The Bidders shall be governed by the decision of Authority.

ARTICLE - 12: BID CURRENCY

The Bidder shall quote in Indian Rupees. Payment for such services as shall be made in Indian Rupees only.

ARTICLE - 13: BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)

13.1 The Bidder shall furnish, as part of the Bid, a bid security for the amount as stated in Notice Inviting Online Tenders Section by DD in favour of Gujarat State Tribal Development Residential Educational Institutions Society payable at Gandhinagar issued by any Scheduled/ Nationalized Bank in India in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.

13.2 No interest shall be paid on bid security.

13.3 Bid Security of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders. If the Bidder is short-listed then the Bid Security will be refunded within 30 days from the date of signing of the Agreement and submission of performance guarantee.

13.4 The successful bidder's Bid security will be discharged upon the Bidder signing the contract/Agreement, and furnishing the Performance Guarantee.

13.5 The Bid security may be forfeited either in full or in part, at the discretion of Authority, on account of one or more of the following reasons:

- a) Bidder withdraws its Bid during the period of Bid validity as stated in Article 14 below.
- b) Bidder does not respond to requests for clarification of their Bid.
- c) Bidder fails to co-operate in the Bid evaluation process, and
- d) In case of a successful Bidder, the said Bidder fails:
 - 1) to sign the Agreement in time; or
 - 2) to furnish Performance Guarantee

ARTICLE - 14: PERIOD OF VALIDITY OF BIDS

- 14.1 Bids shall remain valid for 180 days after the date of Bid opening prescribed by Authority. A Bid valid for a shorter period shall be rejected as non-responsive.
- 14.2 In exceptional circumstances, the Authority may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

ARTICLE - 15: FORMAT AND SIGNING OF BID

- 15.1 Bidder shall prepare required 2 copies of the technical bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 15.2 The original and copy of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized (as per Annexure 2) to bind the Bidder to the Contract. All pages of the bid shall be initialed by the person or person signing the bid.
- 15.3 The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the Authority or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

ARTICLE - 16: SEALING AND MARKING OF BID

Bidder shall submit their bids in two separate parts in sealed envelopes super-scribed with due date, time, project and nature of bid(Bid Security, Technical).

Part: I Bid Document Fees and Bid Security in a separate sealed envelope superscripted with the Tender Document number.

Part: II Original and 1 copy of TECHNICAL BID complete with all technical and commercial details other than price.

NOTE: Filling up prices in this bid will render the Bidder disqualified.

The envelopes containing Part-I and Part-II of bid should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given in “Schedules for Invitation of Tenders” section) shall be filled and pasted on the envelopes. All pages of the offer must be signed.

The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.

- 16.1 If the outer envelope is not sealed and marked as required, the Authority will assume no

responsibility for the bid's misplacement or premature opening.

ARTICLE - 17: BID DUE DATE

- 17.1 Bid must be received by the Authority at the address specified in the Tender Document not later than the date specified in the bid.
- 17.2 Authority may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the Authority and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

ARTICLE - 18: LATE BID / CONDITIONAL BID

- 18.1 Any bid received by the Authority after the bid due date/ time prescribed in the Tender Document shall be rejected.
- 18.2 Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.

ARTICLE 19: MODIFICATION AND WITHDRAWAL OF BID

- 19.1 The Bidder may modify or withdraw its Bid after the Bid's submission, provided that Written notice of the modification included substitution or withdrawal of the bids, is received by the Authority prior to the deadline prescribed for submission of bids.
- 19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.
- 19.3 No Bid may be modified subsequent to the deadline for submission of bids.
- 19.4 No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security.

ARTICLE - 20: OPENING OF BIDS BY THE AUTHORITY

- 20.1 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2 At the pre-decided time, the Authority contact person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

ARTICLE - 21: CONTACTING THE AUTHORITY

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

ARTICLE - 22: BID EVALUATION

22.1 Financial Evaluation:

The price bids of only technically qualified bidders would be opened for further consideration. The Agency (L1) who has quoted the lowest price will be selected.

22.2 Bid Evaluation Committee

Bid evaluation shall be done by Evaluation Committee appointed by Authority. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

ARTICLE - 23: AUTHORITY' SRIGHT TO VARY SCOPE AT TIME OF AWARD

If any change in Scope of the Contract causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the Authority changed order.

ARTICLE - 24: AUTHORITY' SRIGHT TO ACCEPT AND TO REJECT ANY/ ALL BIDS

Authority reserves the right to reject any Bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without there by incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

ARTICLE - 25: NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- 25.1 Prior to expiry of the period of Bid validity, the Authority will notify the successful Bidder in writing that its Bid has been accepted and send the successful Bidder the Contract Form.
- 25.2 Within 10 days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Authority. If the successful Bidder thus selected fails to sign the contract as stipulated, the Authority reserves the right to offer the contract to the next lowest

Bidder.

ARTICLE - 26: PERFORMANCE GUARANTEE

- 26.1 The contract performance guarantee has to be submitted within TEN days of receipt of contract form. The performance guarantee shall be **5% of the Total Accepted Tender Value**. The performance guarantee can be in the form of bank guarantee, which shall be valid for duration of 90 days beyond the expiry of contract period.
- 26.2 If the successful Bidder fails to remit the performance guarantee within the time stated for the submission of the same by the Authority, the Bid Security remitted by him will be forfeited by the Authority and his bid will be held void.
- 26.3 Upon the successful Bidder's furnishing of performance guarantee and signing of contractual documents, the Authority will promptly notify all short-listed Bidders and will refund their Bid Security.
- 26.4 Format for Performance Guarantee is given at Annexure-3.
- 26.5 The Performance Guarantee of the successful Bidder shall be refunded within two months from the expiry of the contract period and on satisfaction of the Authority for execution of the work/ settlement of disputes, if any.

ARTICLE - 27: PAYMENT TERMS

Payment to the Service Provider shall be made as follows:

- The payment to Service Provider shall be made after compilation work on basis of rate quoted as in the **‘bid against this Tender’** for services mentioned in the head office of GSTDREIS.
- Such a payment shall be made within 20 days of rising of the invoice/ demand for the same.

ARTICLE - 28: PENALTY

Authority will levy penalty in case the Bidder fails to provide the services specified by the Authority in the ToR of this tender document. The amount of penalty shall be commensurate with the nature of the breach/ defect/ deviation/ fault and as decided by Authority. Such an amount payable by the Service Provider shall be final and binding and shall not exceed 10% of the Total Accepted Tender Value of the bidder for the Contract Period. On the Service Provider repeatedly failing to rectify the faults within the time period as stated by the Authority, the Authority is free to cancel / terminate the Contract by giving one month notice.

Also, the Authority may, at its discretion, get the deviations, faults attended/ rectified by any other agency at the risk and cost of the Service Provider and the same will be recovered from the Service Provider.

ARTICLE -29: PATENT RIGHTS

Service Provider shall indemnify the Authority against all third-party claims of infringement of patent, trademark/ copyright arising from the use of services or any part thereof.

ARTICLE -30: AUTHORITY’S RIGHT TO AWARD CONTRACT TO ONE OR MORE

BIDDERS

Authority reserves the right to award the Contract to one or more Service Provider/s and split the order for different schools among different Service Providers.

ARTICLE - 31: BIDDER TO VISIT THE SITE BEFORE QUOTING ITS BID

The bidder has to personally visit the site and take into consideration all the factors before quoting its bid. All aspects of cost shall be deemed to have been covered before bidder has quoted its price in the Price Bid. No disputes shall be entertained regarding any factor that has been neglected or overlooked once the bid has been submitted by the bidder.

CHAPTER– III

TERMS OF REFERENCE (ToR)

ARTICLE – 1: INTRODUCTION

Authority wishes to deploy a well-established, reputed and experienced Chartered Accountant firm registered with C & AG of India for providing pre audit accounting services at head office, grant management, consulting services (only in accounts matter) to schools managed by GTDREIS under Tribal Development Department at Gandhinagar in Gujarat State. Details of the facilities are mentioned here in this ToR.

ARTICLE-2: DETAILS OF SERVICES TO BE PROVIDED

The work to be carried out by the appointed Pre Auditor is as under:

- a. Pre -Audit of the Society is to be carried out at Gandhinagar, while Pre audit of the schools shall be carried out at respective schools. List of schools zone wise run by GSTES & District Project Administrative offices (PAO) are given at Annexure -6 of this Document.
- b. Pre-audit will have to follow the instructions given in Fund Release Frame Work Manual of GSTES.
- c. Requirements of the Documents for fund release of first & subsequent, Installment should be verified as mentioned in Fund Release Frame Work Manual.
- d. Unnecessary delay and uncertainty in release of funds for implementing projects should not occur except any major deficiency of documents.
- e. C.A. audit firm shall conduct proper & thorough check each work bill including for payments of advances, deposits related to works and shall certify the amount of bill actually becomes payable. No payment of any work bill (which is subject to pre audit) to be done by the Head office or specified Schools until same is duly verified and certified by the auditors.
- f. 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 statutes, laws, Acts, GR, orders, circulars, instructions of GOVT. etc. The Auditors shall exercise 100% checking of each & every entry of bill.
- g. Periodical review meeting will be called for at Head Office of GSTES from time to time, which will have to be attended by the appointed auditor, CA firm with all the relevant records and details. Accordingly
- h. Pre-audit of files submitted for all payments to ensure that the procedures followed and approvals obtained stand the scrutiny of the audit in future, including the audit by the Comptroller and Auditor General of India.
- i. To Vouch each and every financial vouchers (i.e. Payment / Receipt) with the supporting evidence before being payment is made. All the payments should also be verified in context of rules and regulations of state government and central government.

- j. Check list points to be audited to replied in yes/No manner for pre audit should be introduced so that before submitting file for pre audit it should be fulfilled by concern staff and it would be easier for auditor too.
- k. To avoid delay in clearing process of cheque payment, system of RTGS fund transfer by GSTES's Account holding Bank should be introduced by obtaining necessary information of Payees Bank in standard format (Name of A/C holder, Branch code, Place, A/C No, Bank's IFS Code, MICR No.etc.) before issuing payment order.
- l. Payment orders are being prepared by dealing staff in their own way in different style which creates delay in finding required information of payment/grants to be transferred in debit vouchers. Some Standard formats of Payment Orders in case grant release, Payment of Bills (purchase of Items), Payment of Bills (services like telephones, data card usage bills) should be introduced by Pre-Auditor

ARTICLE – 3: LOCATION

Location for which the tender is to be awarded is the office of Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS) under the Tribal Development Department located at 3rd floor, Birsa Munda Bhawan, Sector -10 A, Gandhinagar – 382010,

Professional/Staff s deployed at GSTDREIS Office of the Society is at Gandhinagar, hence audit of H.O is to be carried out at Gandhinagar and audit of the schools are to be carried out at respective schools

List of schools run by GSTDREIS are given at **Annexure-6** of this document.

The number of schools shown in the indicate list may also vary at the time of giving work order.

ARTICLE -4:

ESSENTIAL QUALIFICATION OF PERSONNEL/S DEPLOYED BY CA FIRM FOR EXECUTION OF CONTRACTED WORK AND TIME FRAME FOR ACTIVITITES :

- a) Firm shall deploy minimum 1 qualified person (C.A)/ Inter CA having 3 year experience of pre audit and at least 3 days in a Week throughout the year at GSTES Head office.
- b) Firm shall deploy minimum 2 Inter CA at least 3 days in a week in concern zone in concern district at PAO throughout the year.

In case of any pre audit of bill firm must carry out pre audit in 24 hours after telephonic Confirmation.

- 1 . The deployed personnel/s must know Gujarati and English languages.
- 2 . The deployed personnel/s should be well aware of final computerized accounts (excel/ Tally software) and file processing in income tax departments for

3. The deployed personnel/s should have the qualities – a good listener, accuracy, specificity of letter writing, punctual, obedient, proficiency in English and Gujarati language.

ARTICLE -5:
NECESSARY OFFICE EQUIPMENTS, HARDWARE & SOFTWARE

Authority shall provide following office equipment and hardware/ software at head office /School Level for execution of contracted works:-

1. 2 Nos. of Computers at Head Office and 1 No. at each School
2. 1 No. of Printer cum Scanner cum Fax machine at Head Office and 1 No. of Printer cum Scanner at School Level

CHAPTER – IV

SPECIAL TERMS AND CONDITIONS OF CONTRACT

ARTICLE - 1: CONTRACT PERIOD

This service shall commence from the date of signing of the Agreement and shall continue there after for a period of one (1) year and on the basis of the performance the work will be extended.

This service shall be reviewed by Authority every quarter. In case of unsatisfactory performance of the Service Provider, the Contract may be terminated by Authority.

ARTICLE -2: BIDDER'S OBLIGATION

- i) The Chartered Accountant firm shall appoint, an authorized person not lower than C.A./Inter CA for Head Office and for School Level B.Com./Inter C.A. However, if at the School Level B.Com. staff is not available then other graduate with 2 years experience of Tally shall be considered. Entire Assignment shall be monitored by Chartered Accountant Partner or Employee.
- ii) Service Provider shall provide all assistance to the Authority representative/s as they may reasonably require for the performance of their duties and services.
- iii) Service Provider shall appoint, supervise, monitor and control the activities of suppliers under the irrespective agreements as maybe necessary.
- iv) Service Provider shall be responsible for all statutory obligations/ liabilities like Salary, ESI. PF, etc. as per Labour Laws for the manpower employed by kit.

ARTICLE - 3: AUTHORITY'S OBLIGATIONS

- i) Grant in a timely manner all such approvals, permissions and authorizations which the Service Provider may require or is obliged to seek from in connection with implementation of the project and the performance of the Service Provider obligations.
- ii) Authority shall release the funds in a timely manner, after satisfying itself of all the project-related, statutory and accounting aspects, so as to enable the Service Provider to satisfactorily implement the project and perform its obligations.
- iii) Authority shall appoint, an authorized person as 'Coordinator – Authority' to coordinate with the Service Provider in all matters related to Authority for the successful implementation of the project and to be responsible for all necessary exchange of information required.

ARTICLE -4: ACCEPTANCE AND QUALITY CHECK BY THIRD PARTY AGENCY

The Acceptance Tests, which shall involve testing of the entire set up as prescribed by the Authority by a Third Party Agency, shall be conducted by the Service Provider in the presence of a Committee of experts or institution nominated by the Authority. The Acceptance Test must be completed by the Service Provider to the satisfaction of the Committee of experts or institution within a time frame specified by the Authority. Authority reserves the right to evolve a procedure of quality checking to ensure that the services provided by the Service Provider are as per are according to the prescribed terms and conditions in this tender.

ARTICLE - 5: LIQUIDATED DAMAGES

In the event of failure of the Service Provider to secure Acceptance by Authority, before the commencement date as prescribed by the Authority, the Authority reserves the option to recover from the Service Provider as liquidated damages and not by way of penalty, 10% of the Total Accepted Tender Value of the Service to be rendered for the period after the said commencement date, until acceptance without prejudice to other remedies under the contract.

ARTICLE - 6: TERMINATION OF THE CONTRACT

- 6.1 If Authority finds that Service Provider does not provide services in line with tender conditions for Seven (7) days continuously or for Ten (10) days intermittently in a month at a specified output level due to reasons attributable to Service Provider, it may give a Notice rectify the defect/ deviation on an immediate basis. On failure of Service Provider to do so, Authority may at its sole discretion, terminate the Contract after giving adequate notice for termination.
- 6.2 If Authority finds that during the Contract Period, there are substantial deviations from tender specifications and the bidder's Proposal, it shall ask for rectification within a reasonable time frame. On failure of Service Provider to do so, it may terminate the contract after giving adequate Notice.
- 6.3 At any time during the Contract Period, Authority has the right to cancel the Contract after giving a notice of 30 days, if the Service Provider commits breach of any or all conditions of the contract and fails to remedy the breach within the time frame by the Authority. Breach of Contract includes, but not limited to, the following:
 - a) Service Provider stops work and such stoppage has not been authorized by the Authority.
 - b) Service Provider may become bankrupt or goes into liquidation other than for project or amalgamation.
 - c) Authority gives notice to correct a particular defect/ irregularity and the Service Provider fails to correct such defects/ irregularity within a reasonable period of time determined by the Authority.
 - d) Service Provider is found to act in selfish interest and not in interest of the beneficiaries.

e) Serious misconduct/ accident on part of the Service Provider.

6.4 If the contract is terminated by the Government of Gujarat/ the Department unilaterally, the Government will pay to the Service Provider remaining amount, if any, for the payment for service charges for the period for which the service has been rendered and all other claims through mutually agreeable settlement.

ARTICLE - 7: “NO CLAIM” CERTIFICATE

The Service Provider shall not be entitled to make any claim, whatsoever, against the Authority, under or by virtue of or arising out of this Contract, nor shall the Authority entertain or consider any such claim, if made by the Service Provider and the Service Provider shall have signed a “No Claim” Certificate in favour of the Authority in such forms as shall be required by him after the works are finally accepted.

ARTICLE - 8: SUSPENSION

The Authority may, by a written notice of suspension to the Service Provider, suspend the Contract if the Service Provider fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:

- 1) Shall specify the nature of the failure and
- 2) Shall request the Service Provider to make good such failure within a specified period from the date of receipt of such notice of suspension by the Service Provider.

ARTICLE - 9: OWNERSHIP OF DATABASE AND ASSET

The ownership of database as and when created in the course of the execution of the work under this tender during the contract period without any liability will be automatically vested with the Authority. None of the physical facility and manpower created under this tender shall be transferred to Authority at the end of the Contract Period, except the capital expenditure made by the Authority.

ARTICLE - 10: DETAILS TO BE KEPT CONFIDENTIAL

Service Provider shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the Authority. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the Authority whose decision shall be final.

Service Provider or his representative should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the Authority.

ARTICLE - 11: TRANSFER OF RIGHTS

Service Provider shall not transfer the Contract to anybody except with the prior permission of the Authority.

ARTICLE - 12: IMPLEMENTATION SCHEDULE

Service Provider is required to commence operations as per scope of activities from the date of signing of Agreement/ Letter of Acceptance.

ARTICLE - 13: INSPECTION REPORT AND MONITORING

Inspection Reports are to be prepared by the Service Provider and submitted to the Authority within 15 days. These Inspection Reports shall be evaluated by the Authority and at HO level and necessary changes will be suggested that the Service Provider has to incorporate at its own cost. Also, concurrent monitoring and inspection shall be done by the Authority/ GSTDREIS.

CHAPTER –V

ANNEXURES

ANNEXURE -1 - PRICE BID FORMAT

Tender Notice No. :

To:

The Executive Director,
Gujarat State Tribal Development Residential
Educational Institutions Society(GSTDREIS),
3rd Floor, Birsa Munda Bhavan,
Sector 10-A, Gandhinagar 382010,
Gujarat

Dear Madam,

I hereby bid for _____ (name of the project) as per the Terms of Reference given in this Tender Document of the Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS), a wing of the Tribal Development Department, Gandhinagar. within the time specified and in accordance with the specifications and instructions as per Special Terms and Conditions as well as General Terms and Conditions. The rates are quoted in the prescribed format given below:

Name of the Assignment: FOR SELECTION OF A CHARTERED ACCOUNTANT FIRM TO ACT AS PRE AUDITOR

Name of the Firm:

Sr. No	Particulars	Society/Zone	Name of District (No. of School in bracket)	Rate for the 2020-21 (in Rs.)	Rate for the 2021-22 (in Rs.)
1	Pre Audit work	GSTES(Headoffice)	Gandhinagar		
		Zone-1	1.Sabarkantha(5)2.Banaskantha(10)3.Arvalli(2)4.Panchmahal(2)5.Mahisagar(6)		
		Zone-2	1.Dahod(15)2.ChotaUdepur(21) 3.Bharuch(2)4.Junagadh(1)		
		Zone-3	1.Surat(3)2.Tapi(5)3.Valsad(4)4.Dang(7)5.Narmada(5)		

We Further confirm that:-

- a. Above terms are inclusive of all other charges.
- b. GST will be applicable extra as per govt. norms.
- c. The CA Firm will be required to quote the professional fees for Pre Audit to be carried out. The rates invited will be inclusive of Traveling Expenses (Lodging & Boarding), Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment for the Audit of Society at Gandhinagar & at respective schools.

We hereby declare that our bid response is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Date:
Seal of Office/Firm

Sign
Name:
Designation:
Membership No.:

ANNEXURE – 2 – PROFORMA OF GENERAL POWER OF ATTORNEY

(To signed and executed on non-judicial Stamp Paper of Rs. 100/-)

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/ Smt-----S/O-----Residing
at -----

2. Sri/ Smt-----S/O-----Residing
at -----

3. Sri/ Smt-----S/O-----Residing
at -----

I/ We all the Partners/ Directors/ Board members/ trustees/ Executive council members/ Leaders of
M/Shaving its registered office at
.....hereby appoint SriS/O
.....residing at as
my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements
binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out
of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Office of
..... (Authority), Gandhinagar382021 in connection with its tender No.
.....datedFordue for opening
on..... .

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s
_____and I/We hereby agree to confirm and ratify his all and every act
of this or any documents executed by my/ our said Attorney within the scope of the authority hereby
conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/
our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (With address)

Signature of the Partners/Directors/Board
Members Executives/Trustees/ Council members

1)

2)

3)

Signature:

ANNEXURE-3

FORMAT FOR PERFORMANCE GUARANTEE

(On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and to be in the name of the executing Bank

To:

Gujarat State Tribal Development Residential
Educational Institutions Society(GSTDREIS),
3rdFloor, Birsa Munda Bhavan,
Sector10-A, Gandhinagar382010,
Gujarat.

In consideration of the Gujarat State Tribal Development Residential Educational Institutions Society (GSTDREIS), a wing of the Tribal Development Department, Gandhinagar having its registered office at 3rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar 382010 (hereinafter called the "Authority" which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No _____ dated _____ issued by the Authority, 3rd Floor, Birsa Munda Bhavan, Sector 10-A, Gandhinagar 382010 which has been unequivocally accepted by the Vendor (refer NOTE below) work of _____ (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs. _____ (Rupees _____ only) from a Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor's bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract. We _____ the _____ (hereinafter referred to be "the said Bank" and having our registered office at _____ do hereby undertake and agree to indemnify and keep indemnified to the Authority from time to time to the extent of Rs. _____ (Rupees _____ only) against any loss or damage, costs charges and expenses misused to or suffered by or that may be caused to or suffered by the Authority by reason of any breach or breaches by the Vendor and to unconditionally pay the amount claimed by the Authority on demand and without demand to the extent aforesaid. We, _____ Bank, further agree that the Authority shall be the sole judge of and as to whether the said Vendor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Authority on account thereof and the decision of the Authority that the said Vendor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the Authority from time to time shall be final and binding on us.

1) We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the Authority under the said Contract or by virtue of any of the terms and

conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Vendor and accordingly discharges this Guarantee subject, however, that the Authority shall have no claim under the Guarantee after 180 (One Hundred Eighty) days from the date of expiry of the contract period.

2) The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Vendor or to postpone for any time and from time to time any of the powers exercisable by it against the said Vendor and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to Authority and the said Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Vendor or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Vendor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so releasing the Bank from its such liability.

3) It shall not be necessary for the Authority to take legal action against the Vendor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the Authority may have obtained or obtain from the Vendor shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.

4) We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing and agree that any change in the Constitution of the said Vendor or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required periods on receiving instructions from M/s. _____ on whose behalf this guarantee is issued.

For and on behalf of (the bank)

Signature _____

Name & Designation _____

Authorisation No.

Date and Place

Bank Seal

The above guarantee is accepted by the Authority.

NOTES

FOR PARTNERSHIP CONCERNS

M/s. _____ a partnership firm with its office _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

- 1) Shri _____ S/o _____
- 2) Shri _____ S/o _____

FOR COMPANIES

M/s. _____ a company registered under the Companies Act 1956 and having its Registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR TRUST

M/s. _____ a company registered under the Bombay Public Trust Act 1850 and having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

FOR SOCIETIES

M/s. _____ a company registered under the Societies Registration Act, 1860 and Having its registered office in the State of _____ (hereinafter called “the said Vendor” which expression shall unless the context requires otherwise include its administrators, successors and assigns).

ANNEXURE- 4 –FORMAT OF TECHNICAL PROPOSAL AND PROFILE OF THE BIDDER

The bidder should furnish the following details:

A. Particular/ Details of the firm:

S.No.	Particulars	Supporting Documents required to be submitted Along with this Form
1	Name of the Firm	
2	Address of the Firm	
a.	Head Office	Phone No: Fax No: Mobile No of Head Office In-charge:
b.	Branch Office 1,2,3.. (Particulars of each branch to be given)	Phone No: Fax No: Mobile No of Branch Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Registration No. with ICAI	
6	No. of years of Firm existence and date of Establishment of Firm	Copy of Charter document of the Firm
7	Particulars of assignment with Public Sector Undertakings and provided services related to accounts/Internal Audit work: - Detail of the Assignment - Started Completion dates - Brief description of services provided - Team members involved - Fees for the assignment	Copy of the letter of award/contract, documents Subsatiating the scope of work and the fee charged.
8	Details of FCA Partners: Provide following details: - Number of Full Time Fellow Partners associated with the firm not less than 3 years (As per Certificate of ICAI as on 31.03.2018) - Name of each Partner - Date of becoming ACA and FCA - Date of joining the firm - Membership No. - Qualification - Experience - Whether the Partner is engaged fulltime or part-time with the firm.	Attested copy of Certificate of ICAI as on 31.03.2018

B. Details of Qualified Staff(Chartered Accountant)

(Please provide attested copy of Certificate of ICAI as on 01.01.2020 for the qualified staff)

	Name of Staff	Length of Association with the Firm	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience

C. Details of Semi-qualified Staff(including Article Clerks etc.)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
Semi Qualified Staffs:						
1						
2						
..						
Articled Clerks:						
1						
2						
..						
Others:						
1						
2						
..						

Signature of the bidder with seal

ANNEXURE – 5 – TEAM, APPROACH AND METHODOLOGY OF PROJECT PROPOSAL

A. Details of Structure & Composition of Team and Task Assignments - Deployed for Proposed Assignment

Name	Position	Educational Qualifications	Key Responsibilities or Tasks Assigned	Relevant Experience

B. Description of Approach & Work plan for performing the services of GSTDREIS as mentioned in Tender document

1. Technical Approach and methodology

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

2. Work Plan

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations. The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

Signature of the bidder with seal

Annexure-6**Zone – 1**

1. Banaskantha				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Ambaji	Near Hindusatan Fortune Engineering company, At. Jetwas	Danta
2	EMRS	EMRS Jagana	Ashok Lay-Land Showroom, Mehsana Palanpur Highway, Jagana	Palanpur
3	EMRS	EMRS Amirgadh	Ashok Lay-Land Showroom, Mehsana Palanpur Highway, Jagana	Palanpur
4	GLRS	GLRS Sarotra	Behind Mamlatdar office, Amirgadh	Amirgadh
5	GLRS	GLRS Jethi	Behind Mamlatdar office, Amirgadh	Amirgadh
6	GLRS	GLRS Gadhmahudi	Near Hindusatan Fortune Engineering company, At. Jetwas	Danta
7	GLRS	GLRS Ranpuramba	Near Hindusatan Fortune Engineering company, At. Jetwas	Danta
8	GLRS	GLRS Virampur	Behind Mamlatdar Office, Amirgadh	Danta
9	Ms	Ms Danta	Adarshnivasi shala Campus, Danta	Danta
10	Ms	Ms Amirgadh	Behind Mamlatdar Office, Amirgadh	Amirgadh

1. Sabarkantha				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Poshina	At Chinkalai, Vadtol	Khedbrahma
2	GLRS	GLRS Khedbrahma – 1	At Agiya	Khedbrahma
3	GLRS	GLRS Poshina	At Chinkalai, Vadtol	Khedbrahma
4	GLRS	GLRS Khedbrhma-2	At Agiya	Khedbrahma

5	MS	Ms Khedbrahma	At Agiya	Khedbrahma
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1. Arvalli				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Shamlaji	Near Dalmil, Bhiloda	Bhiloda
2	EMRS	EMRS Shamlaji – 2	At Kalika Patiya	Bhiloda

1. Mahisagar				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Kadana	At. Divla Koloni, Kadana	Kadana
2	EMRS	EMRS Santrampur	At. Divla Koloni, Kadana	Santrampur
3	GLRS	GLRS Saliyamuvadi	At. Saliyamuvadi	Kadana
4	GLRS	GLRS Kadana	At. Limbola	Kadana
5	GLRS	GLRS Kherwa	At. Kherva	Santrampur
6	Ms	Ms Santrampur	At. Kherva	Santrampur

1. Panchmahal				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	GLRS	GLRS Ghoghamba	Near GEB Sabstation, Vejalpore	Kalol
2	GLRS	GLRS Narukot	At. Narukot	Jamughoda

Zone - 2

1. Dahod				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Kharedi	Behind Jawahar Vidhyalaya, GIDC Kharedi	Dahod
2	EMRS	EMRS Lukhadiya	At. Lukhadiya	Dhanpur
3	EMRS	EMRS Singvad	Behind ITI Road, Dhanpur Road, Model School Limkheda Campus	Limlheda
4	EMRS	EMRS Garbada	At. Gagarda Medafaliya	Garbada
5	GLRS	GLRS Usarwan	Behind Pandvavan Helped	Dahod
6	GLRS	GLRS Kharedi	Behind Jawahar Vidhyalaya, GIDC Kharedi	Dahod

7	GLRS	GLRS Nani Khajuri	At. Antela, Devgadhi Bariya, Limkheda Road	Devgadhi Bariya
8	GLRS	GLRS Mandor	At. Lukhadiya	Dhanpur
9	GLRS	GLRS Fatepura	At. Bariyaanee hathol, Fatepura	Fatepura
10	GLRS	GLRS Neemach	At. Gagarda Medafaliya	Garbada
11	GLRS	GLRS Garadiya	At Jagdishbhavi House, Near Saibaba Mandir, sanjeli	Sajeli
12	GLRS	GLRS Ninamanivav	Behind ITI Road, Dhanpur Road, Model School Limkheda Campus	Limkheda
13	MS	MS Dahod	Behind Jawahar Vidhyalaya, GIDC Kharedi	Dahod
14	MS	MS Limkheda	Behind ITI Road, Dhanpur Road, Model School Limkheda Campus	Limkheda
15	MS	MS Zalod	At. Meerakhadi Primary School Staff quarter, Zalod	Zalod

1. ChhotaUdepur				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Puniyavant	At. Puniyavant	ChhotaUdepur
2	EMRS	EMRS Waghodiya – 2	At. Puviyavant	ChhotaUdepur
3	EMRS	EMRS Nashwadi	At. Linda Tekari, Nashwadi	Nasvadi
4	EMRS	EMRS Kawant	At. Gojaariya	Kawant
5	GLRS	GLRS Khadakwada	At. Puniyavant	ChhotaUdepur
6	GLRS	GLRS Kidighogadev	At. Puniyavant	ChhotaUdepur
7	GLRS	GLRS Malaja	At. Puviyavant	ChhotaUdepur
8	GLRS	GLRS Chhodwani	At. Gojaariya	Kawant
9	GLRS	GLRS Mogra	At. Gojaariya	Kawant
10	GLRS	GLRS Saidivasan	At. Gojaariya	Kawant
11	GLRS	GLRS Dharsimel	At. Leenda Tekra	Nasvadi
12	GLRS	GLRS Ghutiaamba	At. Leeda Tekra	Nasvadi
13	GLRS	GLRS Pisayata	At. Leenda Tekra	Nasvadi
14	GLRS	Bhikhapura	At. Vadatalav	Bodeli
15	GLRS	Muvada	At. Vadatalav	Bodeli
16	GLRS	Saloj	At. Vadatalav	Bodeli
17	GLRS	Tanakhala	At. Tanakhala	Nasvadi
18	Ms	Ms Pavijetpur	At. Vadatalav	Pavijetpur
19	Ms	Ms chhotaudaipur	At. Puviyavant	ChhotaUdepur
20	MS	MS Kawant	At. Gojaareeya	Kawant
21	Ms	Ms Nashwadi	At. Leenda Tekra	Nashwadi

1. Bharuch				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Waghalkhod	Adarshshalanivashi Shala, Dray Hostel	Netrang
2	EMRS	EMRS Jagadiya	Adarshshalanivashi Shala, Dray Hostel	Netrang

Zone – 3

1. Narmada				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Nandod	At. Gorokoloni	Garudeshwar
2	EMRS	EMRS Sagbara	Adarshshalanivashi Shala, Sagbara Campus, Sagbara	Sagbara
3	EMRS	EMRS Dediypada	Near Kabrastan, Government Rest House, Sagbara Road, Dediypada	Dediypada
4	GLRS	GLRS Dediypada	Rajvat Palace Compund, Opp.Shitala Mata Temple, Rajpipala	Dediypada
5	MS	Ms Dediypada	Near Kabrastan, Government Rest House, Sagbara Road, Dediypada	Dediypada

1. Surat				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Mota	Near G.E.B., At. Mota Bardoli	Bardoli
2	EMRS	EMRS Mandvi	Near G.E.B., At. Mota Bardoli	Bardoli
1. Tapi				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Indu	At. Indu	Vyara
2	EMRS	EMRS Ukai	At. 500 quarter, S.R.P. Pared Ground, Ukai	Songadh
3	GLRS	GLRS Ukai	At. 500 quarter, S.R.P. Pared	Songadh

			Ground, Ukai	
4	GLRS	GLRS Babarghat – 1	At. Babarghat	Uchchal
5	GLRS	GLRS Babarghat -2	At. Babarghat	Uchchal

1. Dang				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Saputara	Opp.Heeltop Hotel, Near B.R.C. Bhavan, Sunrise Point Road, Saputara	Ahwa
2	EMRS	EMRS Chinchali	At. Chinchali	Ahwa
3	EMRS	EMRS Malegam	At. Malegam, Opp. Check Post	Ahwa
4	EMRS	EMRS Garkhadi	At. Garkhadi	Subir
5	EMRS	EMRS Mahal	At. Mahal	Subir
6	EMRS	EMRS Baripada	At. Baripada	Ahwa
7	EMRS	EMRS Saputara	Tribal Haat Building, Vaghabari Road, Saputara	Ahwa

1. Valsad				
Sr. No.	Type of School	Name of School	Address of School	Taluko
1	EMRS	EMRS Dharampur	Swaminarayan School, Dharampur, Bavali Faliya, Dharampur	Dharampur
2	GLRS	GLRS Karchod	Ozarpada, water clenleenesh center, Baroliya Road, Dharampur	Dharampur
3	GLRS	GLRS Sutharpada	Near Emrs kaparada, kajufaliya,vaapi-Nashik Road	Kaprada