

Tender No. /GCSC/Account/Tender/2021-22



E - TENDER FOR

**PRE AUDIT OF BILLS ABOVE Rs1 LAKH, STATUTORY AUDIT AND
FILLING OF INCOME TAX RETURN FOR GUJARAT COUNCIL OF
SCIENCE CITY, AHMEDABAD.**

Address:

**Gujarat Council of Science City
Science City Road,
Post: New High Court, Ahmedabad Pin 380060
Phone: 079 – 29703122 Fax: 079- 29703121
Website: - <https://scity.gujarat.gov.in>.**

GUJARAT COUNCIL OF SCIENCE CITY

ABOUT THE GUJARAT COUNCIL OF SCIENCE CITY (GCSC) The Government of Gujarat has established the Gujarat Council of Science City, a registered society, to achieve the Gujarat Science City mandate. The Gujarat Council of Science City (GCSC) was registered on 10.08.1999 as a wholly owned Government Society under the provisions of the Societies Registration Act, 1860. The GCSC was set up under the aegis of Department of Science & Technology for developing the Science City project at Ahmedabad. The Science City is working for the promotion of Science. Popularization of science to create scientific temper in the community is a priority in the emerging environment of knowledge driven economic growth. Gujarat Science City is a bold initiative of the Government of Gujarat to realize this priority. The Government is creating a sprawling centre at Ahmedabad which aims to provide a perfect blend of education and entertainment. It will showcase contemporary and imaginative exhibits, minds on experiences, working models, virtual reality, activity corners, labs and live demonstrations to provide an understanding of science and technology to the common man.

NOTICE INVITING TENDERS

Name of work:

Pre Audit of bills above Rs1 Lakh, Statutory Audit and filling of Income Tax Return for Gujarat council of science city, Ahmedabad.

Type of tender: Open

Joint venture/Consortium: Not allowed

Tender/bid inviting and opening authority: Executive Director, Gujarat Council of Science City, Ahmedabad

1. Tenders are invited on behalf of the Gujarat Council of Science City, Ahmedabad from eligible CA Firms for the work of providing Pre Audit of bills above 1 Lakh Rs, Statutory Audit and filling of Income Tax Return Services at the Gujarat Council of Science City. The work is estimated for 12 months.
2. The services are to be provided for 12 months as mentioned in the work order. The Contract will be for a period of one year. However, the same may be extended by further Two years, if satisfactory work is found, on the same terms and conditions with mutual agreement between GCSC and the Contractor.
3. Not more than one tender shall be submitted by a sole proprietor or by a firm. No two or more concerns in which an individual is interested as a proprietor and/or a partner shall tender for the execution of the same work. If they do so, all such tenders shall be liable to be rejected. Joint venture/consortium tender is not allowed.
4. Tender document can be downloaded online from the website www.nprocure.com by the interested bidders from **04/09/2021**. Downloaded tender will form part of the Technical bid and tenderer has to submit this downloaded tender document to the Gujarat Council of Science City (hereinafter referred to as GCSC) duly stamped and signed along with the Technical Bid. Tender document can also be procured from the Office of the Science City. The Tender documents are not transferable. Cost of the tender documents is non-refundable. Necessary documents like Tender Fees, EMD, documents supporting to eligibility criteria, experience certificate, PAN card, Professional tax registration, GST registration and other related documents needed to be furnished in physical form with technical bid up to date **24/09/2021** at 06:00 PM at the office of the **Executive Director, Gujarat Council of Science City, Science City Road, Sola, Ahmedabad-380060**.

5. Tender fee/EMD/ by Demand Draft in favour of **“Gujarat Council of Science City” payable at Ahmedabad** of any nationalized/scheduled bank (except co-operative bank) in original – physical form shall be submitted along with technical bid including all other relevant documents required as per qualification form so as to reach on or before date **24/09/2021** at 06:00PM at the office of the bid inviting authority [in physical form only], by RPAD/Courier/In Person By Hand.
6. Tender shall not be accepted if TenderFee/ EMD is not paid as shown in the Bid Document.
7. **Site Visit (If any):** During working hours at Gujarat Council of Science City.
8. **Tender fee:**Rs. 1,500/- (Rupees Fifteen Hundred only), non-refundable.
9. **Earnest money deposit (EMD):**Rs. 21,000/-(Twenty One Thousand Rupees Only) shall be deposited in favour of the Gujarat Council of Science City, Ahmedabad by way of Demand Draft and should be sent along with the sealed tenders in separate envelope specified with name of the work and addressed to The Executive Director, Gujarat Council of Science City, Ahmedabad. The tender of the agency/bidder who does not deposit earnest money in the above said manner shall be summarily rejected. In addition to the EMD, Tenders shall be accompanied by a Tender Fee of Rs.1500/- by DD in favour of the Gujarat Council of Science City, Ahmedabad. The EMD will be refunded to the Successful Bidder after execution of the Contract and submission of Performance Security Deposit (in DD form) valid for a period of 30 days beyond the Contract period; and EMD of unsuccessful bidders will be refunded within one month after the appointment of Contractor.

No exemption from submitting the EMD shall be given to any Bidder.

The EMD will be forfeited on account of one or more of the following reasons:

- (a) If the Bidder/Tenderer withdraws its bid during the period of Bid Validity; or
- (b) Does not accept the correction of errors made in the Tender Document;
- (c) In case of a successful Bidder, if the Bidder fails:
 - (i) To sign the formal Agreement, or commence the assignment within the time limit stipulated by the GCSC; or
 - (ii) To furnish performance security within the time limit stipulated by the GCSC; or
 - (iii) If the Bidder is found to be involved in fraudulent practices; or
 - (iv) If the Bidder denies to accept the copy of work order. The GCSC also reserves the right to blacklist such Bidder from participating in future tenders if sufficient cause exists.
10. **Performance Security Deposit (PSD):** 05% of tender acceptance amount shall be submitted in favour of the Gujarat Council of Science City, Ahmedabad by way of Demand Draft within 15 days of issuance of Letter of Award and prior to the execution of the Contract. The Performance Security Deposit will remain with GCSC towards faithful performance of the contract obligation, and performance of the services during contract period. In case of poor and unsatisfactory field services, the GCSC shall forfeit the PSD.
11. Documents pertaining to tender and signed for the purpose of identification by the Accepting Officer or his accredited representative will be opened for inspection by tenderers at the following office during working hours: **Executive Director, Gujarat Council of Science City, Science city Road, Sola, Ahmedabad-380060.**

12. Tenderers are advised to visit the site to have a full knowledge of all the relevant works, site etc.
13. Submission of a tender by tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and conditions of contract & other documents etc. including local conditions and other factors bearing on the service provider for the same.
14. The bidder should quote his commercial/financial bid online only as per e-tendering system, as shown in Annexure-2 of commercial/financial bid both in words and in figure. Last date of receipt of the same is **24/09/2021** up to 6:00 PM by online only.
15. The sealed tender bids must reach the Executive Director, Gujarat Council of Science City Ahmedabad 380060, complete in all respects, latest by **06:00 PM** on **24/09/2021**. Bids received after the above-mentioned time and date shall not be accepted. The tender will be opened on **27/09/2021** at 3.00 PM at the office of the **Executive Director, Gujarat Council of Science City, Science City Road, Sola, Ahmedabad-380060** in the presence of tenderers or their representatives who may choose to be present. After opening of the technical bids all the documents shall be assessed on the basis of the qualifying criteria by the Bid Scrutiny Committee.
16. **Bid validity period:** 90 days from date of opening of financial bid.
17. **Contacting Officer:** Further details/clarifications, if any, required will be available from the office of Executive Director, Gujarat Council of Science City situated at Science City, Science City Road, Sola, Ahmedabad-380060.

Important Tender Dates and Place of Submission of Tender Document

| Sr. No. | Action | Dates |
|---------|--|--|
| 1 | Submission of Technical Bid in physical form alongwith, EMD and Supporting Documents at the Science City Office by speed post/courier | 04/09/2021 to 24/09/2021 up to 6:00 pm. |
| 2 | Online Submission Date for Price Bid at n-procure office website www.nprocure.com Tele: 079 – 28654511/12/13 | 04/09/2021 to 24/09/2021 up to 6:00 pm. |
| 3 | Pre Bid Meeting at GCSC office Tele - 079-29703122 | 13/09/2021 at 3:00 pm. |
| 4 | Technical Bid Opening at the below mentioned address: The Executive Director Gujarat Council of Science City Science City Road, Ahmedabad - 380060 Tele - 079-29703122 | On 27/09/2021 at 3.00 pm. It there is any change then it will be intimated. |
| 5 | Date for opening of online Price Bid on n-procure at Science City office (for technically qualified bidders only) | Will be intimated later. |

INSTRUCTIONS TO THE BIDDERS

1. Amendment of Bidding Documents:

- At any time, prior to the deadline for the submission of tenders, the GCSC, for any reason, whether at its own initiative or in response to the clarifications requested by prospective Tenderers, may modify the Tender Documents by amendment, and notify accordingly.
- All such amendments/corrigenda/modifications shall be binding on the Tenderers.
- In order to allow prospective Tenderers, a reasonable time to take the amendment into account in preparing their bids, the GCSC, at its discretion, may extend the deadline for the submission of Tenders.

2. While submitting the tender for this work, the Tenderers shall be **deemed to have read, understood and accepted** all the terms and conditions stated in the Tender Document.

3. **Non-transferability:** This tender is non-transferable.

4. **Validity of tender:** Tender shall be kept valid, without any change in prices and rates, for acceptance by GCSC for a period of 90 days after the tender opening date. GCSC reserves the right to accept or reject any bid without assigning any reasons whatsoever.

5. Joint venture/consortium is not allowed to participate in the tender process.

6. The bidder must provide all the information asked as per Annexure 1. The bidder must provide all the certified documents/original documents/notarized declaration asked as in Annexure 1. Failure to provide full and complete information as per Annexure 1 will result in disqualification of the bid.

7. If any information furnished by a bidder is found to be false with a malafide intention of getting qualified, then, such act of the bidder will be treated seriously and his EMD is likely to be forfeited and he will be blacklisted for not giving any work in future.

8. The bidder must not be black listed and/or have any inquiries/ cases pending against him by the Government of India, the Government of Gujarat or any state board/universities/corporation since its inception.

Important Note: Tenderers are requested to note that they have to send their Technical Bids to GCSC in physical form only, and have to register themselves with (n)Procure for the submission of the financial bidding (online only) at the following addresses:

Place of submission of Tender Documents:

| For Technical Bid | For Financial Bid |
|--|---|
| To Executive Director Gujarat Council of Science City Science City Road, Ahmedabad - 380060 Tele: 079-29703122 | Online on www.nprocure.com For any inquiry, contact the following numbers: Tele: 079 - 26857316-17-18 (Ext: 512,516,525,501) |

Annexure 1

MINIMUM ELIGIBILITY CRITERIA

| Sr. | Minimum eligibility criteria | Proof to be enclosed |
|------------|---|--|
| 1. | The firm should have average audit & attestation income more than Rs.25 Lacks (Twenty Five Lacs) in last 3 years ended on 31st March 2020 | Last 3(three) financial years duly audited and certified by another Chartered Accountant for the Audit and Attestation services. Certificate for the year 2017-18 & 2018-19, 2019-20 (average more than Rs. 25 lakhs is required of last 3 FY.) |
| 2. | The firm should have been registered for a period of at least 10 Years. | Certificate of constitution as on 01.01. 2021 issued by the Institute of Chartered Accountants of India. |
| 3. | There must be at least 2 CAs in the firm. | Proof of the same should be produced. |
| 4. | The Firm should have handled at least 1 Assignment of Pre Audit / Statutory Audit in any of the Public enterprises, Authorities, organization mentioned in Annexure I, II,II.(Category I or II or III) of the Resolution Finance Department of GOG dated 16/9/2019 during the last 3 financial years. | Work Order with successful Work completion Certificate. |
| 5. | Firm's registered office should be located in Ahmedabad or Gandhinagar only. | Proof of Registered Office should be produced. |
| 6. | If the CA is an employee of the CA firmFirm, then he must be associated with the firm as an employee for at least one year. | As a proof appointment letter with latest salary slip should be provided. |

METHOD OF SUBMISSION OF TENDER DOCUMENTS

- **Tender Documents Submission:**

The applicant should submit two bids: Technical and Financial (Online Bid) to the Executive Director, Gujarat Council of Science City, Science City Road, Ahmedabad-380 060 before the last date specified in the tender.

1. **Technical Bid:** Technical Bid should be submitted in a sealed cover clearly marked (Technical Bid) which must contain the following:
 - a. Necessary documents to meet the minimum eligibility criteria as specified in Annexure-1 and other supportive documents as mentioned in the tender.
 - b. EMD (Earnest Money Deposit), Tender Fee.

PRICE BID SHALL NOT BE PLACED IN ANY OF THE COVERS, AS IT HAS TO BE FILLED ONLINE AS PER THE WEBSITE AND FORMAT OF (n)-Procure.

2. **Financial Bid:** The other offer will be financial Bid **submitted only online through website:** <http://www.nprocure.com>.

CRITERIA FOR THE AWARD OF CONTRACT

The evaluation process shall be conducted in two phases as per following.

1. One part of evaluation i.e. Technical evaluation of bid is based on eligibility criteria (Only for eligibility).
2. The bidders shall be considered to be qualified for financial bid only if the bidder fulfills the eligibility criteria. Thus bidder has to qualify for Technical Criteria, which are only for eligible in nature.
3. The second part of evaluation i.e. financial evaluation of bid is based on financial bid given by the bidder on (n)-Procure.
4. The project will be awarded to the bidder with lowest service fees in amount (Rs) i.e. bid (L1).

Contract Period: The Contract will be for a period of one year. However, the same maybe extended for further 2 years period, on the same terms and conditions with mutual agreement between GCSC and the Contractor, if the work founds satisfactory.

Payments: The Contractor shall be paid on the basis of his monthly submitted bills for Pre Audit services and for Statutory Audit and filling of Income Tax return, payment will be made after the completion of the work.

Penalty: The violation of any of the terms will invoke penalty as decided by the GCSC.

| Sr.No. | Particular | No. | Recovery Rate per person per day (in Rs.) |
|--------|-------------|-----|---|
| 1 | Pre Auditor | 01 | 1000 |

Termination of Contract

- (i) The Contract shall stand terminated at the end of the Contract period as specified, unless extended by GCSC in writing.
- (ii) Either party can terminate the Contract by giving prior written notice of at least 30 days.
- (iii) Notwithstanding the above provision, the Contract is also subject to termination by the GCSC on account of continuation of deficiency of service by the Contractor or any other default of the Contractor.

Scope of work

PRE AUDIT WORK:-

1. Pre-audit of all bills for payment as per terms and conditions of the work order/Contract for the services rendered where the payment thereof exceed Rs 1,00,000/- and above except salary, electricity, Muni. Tax, Telephone and other statutory dues.
2. Verify the bills certified by the concerned department put for payment with reference to the main terms of Contract and as per the Tender documents and with reference to the work order issued to the Contractors.
3. Verify the all deductions required to be made under various laws, which have been properly made at appropriate Rate of deduction, such as TDS, GST TDS, Labourcess, works contract Tax and other deductions such as Advance payment, Security Deposit, Penalties, Retention Money, Recovery for Inferior quality workbefore making any payment.
4. You are also responsible for verifying EMD & PSD amounting to Rs. 100000/- & above.
5. The Audit Firm should be well conversant with all the Guidelines/ GRs/ Circulars/ Orders issued from time to time by State /Central Government.
6. You are responsible for conducting proper & thorough checking of each work bill, advances, deposits related to works and shall certify the amount of bill actually becomes payable. No paymentof any bill above Rs. 1 Lakh (which is subject to pre audit) to be done by the Science city until same is dully verified and certified by you.
7. It will be the responsibility of the Audit Firm to carry out fast, prompt, accurate & correct audit.

8. You are responsible for conducting proper & thorough checking of each work bill with reference to the provisions in the tender documents / contracts / Work Orders, MOUs, Prevailing Labour Laws like Minimum Wages, EPF& ESIC Rules, prevailing provisions for statutory deductions and dues, taxes etc.
9. Before making Final payment of any contract, you are responsible for verifying all the payments made so far as per terms & conditions of the contract/ work order/ agreement & if there is any discrepancy then give its effect to the final bill accordingly. As far as final bill of the work is concerned, it requires more vigilance, accuracy and cross verifications (Quantities & amounts both) with relevant records, calculations etc including up to date payments / deductions etc. made previously.
10. Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of tender.
11. 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, Gujarat Financial Rules and any other statutes, laws, Acts, GR, orders, circulars, instructions of State/Central Government etc. The Auditors shall exercise 100% checking of each & every entry of bill.
12. Verify the IT TDS & GST TDS amount before generating challan& filling the return.
13. If any serious irregularity (financial or unauthorized violation or divergence from the contractual provision etc.) is noticed during the course of pre audit same shall be reported confidentially to the Executive Director (GCSC).
14. The **Authorised staff (Qualified C.A.)** of your audit firm shall certify & sign each bill in token of pre-audit carried out by them.
15. Attendance register will be maintained at GCSC for the work of pre audit. Pre Auditor (Qualified CA) when attending the office for verification of bills before payments shall have to sign in the said register at the time of visit to such office. Frequency of your visit for Pre-Audit work shall be **twice a week** and on call whenever needed.
16. The authorized Chartered Accountant of the audit firm shall certify & sign (with name) each bill in token of pre-audit carried out by the Firm. Firm should provide the sample of stamp which will be used for pre-Audit work & also send the specimen signature of Qualified CA which should be authorized by the partner of the firm before starting of the Pre-Audit work.

17. In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the firm.
18. Any modification in the scope of work shall be discussed mutually and implemented.

**STATUTORY AUDIT AND FILLING OF INCOME TAX RETURN
WORK:-**

You are responsible for carried out Statutory Audit in accordance with international standards of auditing, other regulations and standards of audit may be applicable and will include such tests and controls as the auditors consider necessary under the circumstances. The tax matter will include filing of annual return for the financial year 2020-21 and tax audit report if required.

Annexure '2'

Date: _____

To,
The Executive Director
Gujarat Council of Science City
Science City Road,
Sola, Ahmedabad-380060.

Dear Sir,

With reference to your advertisement in newspaper Dated
..... we submit our Financial Offer, along with Technical offer with documents.

Financial Offer

| Sr.No. | Designation | Amount in Rs. |
|---------------|---|--|
| 1 | Pre Audit of Bills Rs 1,00,000/- and above | Rate Per Month |
| 2 | Statutory Audit, filling of IT return, Tax audit(if needed) | Rate per work. (Single Payment) |

The above fee does not include GST.

The Above fee includes T.A/Conveyance to visit GCSC.

As per ICAI notification, the minimum fees for Statutory Audit, filling of IT return & Tax Audit is Rs. 60,000/- + GST.

I have read the Content of the bid & have understood scope of work and accordingly I submit my offer as above

Thanking you,

Signature
Along with stamp