

**Request for Proposal
for
Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization
Certificate for Gujarat Council of Science City, Ahmedabad**



RFP No. GCSC/ACCTS/RFP/2025/24

Date of Issue: 11th April 2025

Address:

Gujarat Council of Science City
Science City Road,
Off S. G. Highway, Ahmedabad - 380 060.
Phone: 079 – 29703122 Fax: 079- 29703121
Website: - <https://sciencecity.gujarat.gov.in>

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DISCLAIMER

The information contained in this Request for Qualification cum Request for Proposal document (hereafter referred as the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidder(s) or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in submitting Bids pursuant to this RFP. This RFP includes Statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and Statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, Statements and information contained in the Bidding Documents may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, Statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative Statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, Statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the Statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

The Statements and explanations contained in this RFP are intended to provide a better understanding to the Bidders about the subject matter of this RFP and should not be construed or interpreted as limiting in any way or manner the scope of work and obligations of the Selected Bidder set forth in this RFP or the Authority's rights to amend, alter, change, supplement or clarify the scope of work or the Project, to be awarded pursuant to this RFP. Consequently, any omissions, conflicts or contradictions in the Bidding Documents including this RFP are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by the Authority. Laws of the Republic of India are applicable to this RFP.

DATA SHEET

1.	Name of the project	Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.
2.	Tender issued by	Gujarat Council of Science City, Ahmedabad
3.	Department Name	Department of Science and Technology
4.	Procurement stages	Single-Stage Two Packet process (Technical + Financial)
5.	EMD (INR) (Scanned Copy Online)	INR 12,000/- (Rupees Twelve Thousand Only) in the form of Pay order or Demand Draft or Bank Guarantee in favor of Gujarat Council of Science City payable at Ahmedabad. <i>In favor of Gujarat Council of Science City, payable at Ahmedabad.</i>
6.	Availability of tender Document	The tender can also be downloaded from: From the Authority's website: https://sciencecity.gujarat.gov.in ; From the GeM Portal: http://www.gem.gov.in
7.	Site visit and pre-bid meeting	Site visit to the location at Ahmedabad, Gujarat is scheduled at 03:00 PM on 19/04/2025 which will be followed by pre-bid meeting at 04:00 PM on 19/04/2025. The Pre-Bid meeting would be held at the Conference Room, Administrative Block, Gujarat Science City, Ahmedabad, Gujarat - 380 060. Bidders interested in visiting the Site are required to send an e-mail to tender-gcsc@gujarat.gov.in . In the event, a Bidder is unable to join the meeting in person, the Bidder shall request the link for joining the Pre-Bid meetings through video conference by sending an email to tender-gcsc@gujarat.gov.in and Authority may share the link, at its own discretion.
8.	Last date of receiving Pre-bid queries/clarification	21/04/2025 at 06:00 PM at ed-gcsc@gujarat.gov.in , tender-gcsc@gujarat.gov.in .
9.	Last date and time for submission of Bids	Last Date for submission Financial Bid and Technical Bid (Online): 05/05/2025 Online by 06:00 PM on GEM Portal.

9A.	Last date and time for submission of EMD and POA as per Clause 2.2.2	For EMD and POA (in hard copy in ORIGINAL): 07/05/2025 by 06:00 PM addressed to the Authorized Representative of the GCSC.
10.	Late Bids	Late bids i.e. bids received after the specified date and time of receipt will not be considered.
11.	Validity of Bids	180 days to the Bid Due Date.
12.	Method of Selection	Lowest Cost Method – L1 Method.
13.	Email for Correspondence	tender-gcsc@gujarat.gov.in
14.	Bank details	Bank: Indian Overseas Bank Bank Account Name: - Gujarat Council of Science City Bank A/C No.: - 044701000007279 IFSC Code: - IOBA0000447 Address: - Sola Science City Road, Ahmedabad 380060, Gujarat, INDIA.
15.	Authorized Representative, Communication address and email for correspondence	The Executive Director, Gujarat Council of Science City, Science City Road, Ahmedabad-380 060 Email: tender-gcsc@gujarat.gov.in Phone: (079)29703122.
16.	Remarks	Bidder shall submit their financial offer only in bid format on the website https://gem.gov.in , after digitally signing the same. Offers, which are not digitally signed, will not be accepted. Bidders are requested not to submit the hard copy of the Financial Bid. In case the hard copy of the financial bid is submitted the bid shall be straight away rejected.
	<p>***Note:</p> <p>A. Bidder shall submit their financial offer only in electronic format on the GeM Portal. Any submission of the financial offer in physical form shall make such Bid liable to be rejected.</p> <p>B. In case of any conditions/clause specified in RFP is contradicted by conditions/clause stipulated in the GeM General Terms and Conditions (GTC), then RFP shall override the clauses/conditions mentioned on GeM GTC. For any clarification or details, kindly follow the RFP.</p>	

1.INTRODUCTION

1.1. Background

- 1.1.1 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.
- 1.1.2 The Gujarat Council of Science City (“GCSC”) hereby invites proposals for the conduct of a Pre-Audit and Corporate Social Responsibility (CSR) Audit, along with the preparation of a Utilization Certificate, for amounts equal to or exceeding INR 25,000/- pertaining to the GCSC's financial transactions and activities. The agency Selected for this engagement shall be expected to demonstrate a high level of expertise and proficiency in identifying potential gaps in financial operations, ensuring adherence to applicable laws, regulations, and policies, and strengthening the internal control mechanisms within the GCSC's financial framework. The scope of this project shall include the preparation of a comprehensive Pre-Audit and CSR Audit Report, which will thoroughly document the agency's findings regarding any risks, discrepancies, or non-compliance with relevant statutes. The agency will be required to identify any compliance gaps, assess areas for improvement, and provide actionable recommendations aimed at enhancing the audit readiness of the GCSC. The report shall also outline any observed risks, along with detailed suggestions to mitigate those risks, thereby fortifying the integrity and transparency of the GCSC's financial practices in accordance with applicable laws and best practices.
- 1.1.3 The Authority shall receive Bids for selection of the Agency pursuant to and in accordance with this the terms set forth in this RFP and other documents to be provided by the Authority, as modified, altered, amended and clarified from time to time by the Authority (collectively the “**Bidding Documents**”). All Bids shall be prepared and submitted on the GeM portal in accordance with such terms on or before the time on the date specified in Data sheet for submission of Bids (the “**Bid Due Date**”).

1.2 Brief Description of Bidding Process:

- 1.2.1 The Authority has adopted a Single-Stage Two Packet process (the “Bidding Process”) for evaluating the Proposals comprising “Technical Bid” and “Financial Bid” to be submitted Online on gem.gov.in (GeM Portal).
- 1.2.2 Before preparing the bid and submitting the same on the GeM portal, the Bidder should read and examine all the eligibility criteria, the scope of work, instructions, checklist, etc. contained in the RFP document. Failure to provide the required information or to comply with the instructions incorporated in this RFP may result in the rejection of bid(s) submitted by Bidders. All Bidders (*The “Bidder”, which expression shall, unless repugnant to the context thereof include its/their executors administrators, successors and assigns*) shall simultaneously submit the Technical Bid and Financial Bid Online on the GeM portal.
- 1.2.3 Bidder can download the bid document and further amendments if any, free from <https://gem.gov.in> and also upload same on <https://gem.gov.in> on or before the due date of the Bid. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents.
For avoidance of doubt, it is clarified that the Bid shall be submitted online as per the instructions on GeM Portal on or before the Bid Due Date.
Prices are to be quoted in the Financial Bid format on the GeM portal only. The financial bid submitted in any other format will be treated as non-responsive. Bidders are requested not to submit the hard copy of the Financial Bid. In case the hard copy of the financial bid is submitted the bid shall be straight away rejected. Also, **uploading the financial offer in the technical part of the bid in GeM will also result in the rejection of the bid.**
- 1.2.4 Eligibility and qualification of the Bidder will be first examined based on the details submitted under Technical Bid with respect to eligibility and qualifications criteria prescribed in this RFP. Financial Bid shall be opened of only those Bidders whose Technical Bids are responsive to eligibility and qualifications requirements as per this RFP.
- In the first step, based on the details submitted, Technical Bid of all Bidders shall be evaluated as to whether they are responsive in terms of Clause 2.9.
 - In the second step, the Technical Bid of the Bidders whose Bid are responsive in terms of Clause 1.2.4 (a) above shall be evaluated to ascertain if they qualify the minimum Eligibility Criteria (which includes Technical and Financial Capacity) as set forth in Annexure 1 of this RFP.
 - In the third step, the Bidders meeting the minimum Eligibility Criteria as set out in Annexure 1 hereof, shall be shortlisted for the opening of their Financial Bid.
 - The Selected Bidder who is awarded the Project and who executes the Contract subject to and in accordance with terms hereof, will be required to provide Pre-Audit and CSR audit Services at GCSC.

2. INSTRUCTIONS TO THE BIDDERS

2.1 General Instructions:

- 2.1.1 Tenders are invited on behalf of the Gujarat Council of Science City, Ahmedabad from interested Bidders for Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.
- 2.1.2 The services are to be provided for **1(one)** year from the date of work order as per the terms of the Contract. However, the same may be extended for **2 (two)** years, if satisfactory work is found, on the same terms and conditions with mutual agreement between GCSC and the Selected Bidder.
- 2.1.3 Not more than one Bid shall be submitted by a Bidder. A Bidder bidding individually or as a member of a firm shall not be entitled to submit another bid for the same services either individually or as a member of any other firm, as the case may be. If they do so, all such tenders shall be liable to be rejected. Joint venture/consortium is not allowed.
- 2.1.4 The RFP can be downloaded Online from the website www.gem.gov.in and GCSC website <https://sciencecity.gujarat.gov.in/> by the interested Bidders from 11/04/2025 onwards.
- The Bidders are required to submit their Technical Bids (along with supporting documents) Online on GeM Portal. The Financial Bid is to be submitted only on GeM Portal only as per the format specified therein and it is not to be submitted with the hard copy (physical submission). **If Financial Bid is submitted along with the hardcopy of Technical Bid, it will lead to disqualification of the Bidder.**
- 2.1.5 This RFP is not transferable.
- 2.1.6 Bid shall not be accepted if it is not accompanied by appropriate EMD as per the terms of this RFP.
- 2.1.7 **Site Visit** (If required by Bidder): Bidders are advised to visit the site to have a full knowledge of all the relevant works, site etc. during working hours at Gujarat Council of Science City.
- 2.1.8 **Pre-Bid meeting:** of the Bidders shall be convened at the designated date as mentioned in Data sheet of this RFP and at the time and place as specified by the Authority. A maximum of two representatives of prospective Bidders shall be allowed to participate on production of authority letter from the Bidder.
- 2.1.9 During the course of Pre-Bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of the Authority. The Authority shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.
- 2.1.10 The Authority may invite Bidders for individual discussions on a one-to-one basis for better appreciation of the project requirements, at its sole discretion.
- EMD:** Each Bidder shall submit the scanned copy of the Earnest Money Deposit (EMD) of **Rs. 12,000/- (Twelve Thousand Rupees Only)** in the form of a Pay

Order/Bank Guarantee/Demand Draft favoring “Gujarat Council of Science City” payable at Ahmedabad, issued by any Nationalized Bank or other bank as specified in the Government of Gujarat GR No: FD/MSM/e-file/4/2023/4020/D.M.O dated March 11, 2024 (and as amended from time to time), with a branch located in Ahmedabad, as per the format set forth in this RFP. The physical original copy of the same 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 Bid of the agency/Bidder who does not deposit EMD on the Gem portal and submit its ORIGINAL copy to the Authority in the above said manner before the Bid Due Date shall be summarily rejected.

The Bidders are eligible to claim exemption from submission of EMD under Gujarat Procurement Policy, 2024. Eligibility for exemption from EMD will be as per Annexure 9, Gujarat State Procurement Policy 2024: Clause 4, same is mentioned as follows: - *“Micro & Small-scale enterprises what participate directly in the tendering process for the product which they are manufacturing/service which they are providing and have Udyam registration for items/services under procurement and having registration with CSPO or National Small Industries Corporation”.*

2.1.11 The Earnest Money Deposit (EMD) shall be refunded to the Successful Bidder following the execution of the Contract and the submission of the Performance Security Deposit (*in the form of Pay Order, Demand Draft, or Bank Guarantee*). The EMD of unsuccessful Bidders shall be returned within one month following the appointment of the Agency.

The Authority reserves the right to forfeit and appropriate the EMD as liquidated damages, without prejudice to any other rights or remedies available to the Authority under the Bidding Documents, the Contract, or otherwise, in the event of any of the following circumstances:

- i) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice;
- ii) If the Bidder withdraws its bid during the period of Bid Validity;
- iii) Does not accept the correction of errors made in the Tender Document;
- iv) In case of a successful Bidder, if the Bidder fails:
 - a) To sign the formal Agreement, or commence the assignment within the time limit stipulated by the GCSC; or
 - b) To furnish performance security within the time limit stipulated by the GCSC; or
 - c) 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.

The EMD of Bidders whose Bid is rejected on account of not meeting the Eligibility Criteria will be returned within a period of 60 (sixty) days from the date of intimating the rejection of the proposal by Authority to the Bidder.

2.1.12 Performance Guarantee:

- a. The Selected Bidder shall, for the performance of its obligations hereunder during the Term, provide to the Authority, no later than 15 (fifteen) days from the date of issuance of the Letter of Award (LOA), an irrevocable and unconditional guarantee from a Bank for a sum equivalent to Rs (Rupees ____ only) (5% of the Contract Fee) by way of Demand Draft/Bank Guarantee in favor of Gujarat Council of Science City (GCSC). The validity period of this Performance Guarantee will be for a period of 12 months beyond the term of the Contract including the claim period.
- b. Until such time the Performance Guarantee is provided by the Selected Bidder pursuant hereto and the same comes into effect, the EMD shall remain in force and effect, and upon such provision of the Performance Security pursuant hereto, the Authority shall release the EMD to the Selected Bidder.
- c. Performance Guarantee shall be in a form and manner as may be prescribed by or approved by the Authority and shall be subject to provisions of Clauses 2.1.12. It shall remain valid for a period of 12 Months beyond the term of the Contract inclusive of the claim period or the completion of the Pre – audit and CSR Audit/issuance of the Utilization Certificate and filing of the IT return for the latest Financial Year as per the Contract, whichever occurs earlier. All costs associated with obtaining, providing and maintaining the relevant Performance Guarantee shall be borne solely by the Selected Bidder. The Selected Bidder shall at least 30 (thirty) days before the expiry of the Performance Security replace the Performance Security with another Performance Security or extend the validity of the existing Performance Security which shall remain valid and in force till the same is released according to the terms provided in Clause 2.1.12 (d). If the Selected Bidder fails to renew or extend the validity of its Performance Security, when required, then the Authority may encash the same in full and hold the proceeds as cash security.
- d. **Release of Performance Guarantee:** The Performance Security shall remain in force and effect for a period of 12 Months beyond the term of the Contract inclusive of the claim period or the completion of the Pre – audit and CSR Audit/issuance of the Utilization Certificate and filing of the IT return for the latest Financial Year as per the Contract, whichever occurs earlier, and shall be released upon provision of a Performance Guarantee in accordance with the provisions of Clause 2.1.12.

2.2 Submission of Bids

- 2.2.1 The Bidder shall, except as otherwise stated herein below, submit the entire bid (Technical and Financial Bid) Online on the GEM Portal on or prior to the Bid Due Date.
- 2.2.2 The Bidder shall mandatorily submit the following original documents as a part of hard copy submission of the bid (“**Offline Technical Bid**”) to the Authority at the address as envisaged in the Data Sheet:
 - a) EMD in form of pay order/ Bank Guarantee/Demand Draft favoring “Gujarat Council of Science City” payable at Ahmedabad; and
 - b) Power of Attorney for signing of Bid in the prescribed format (**Annexure – 3 Form C**).

The Bid shall be summarily rejected by the Authority if not accompanied by the above documents or if not in the prescribed format. If any Bid received by the Authority is found not signed as stipulated in the RFP, it may be summarily rejected.

Each page of the documents shall be initialed by the Authorized Representative of the Bidder as per the terms of the RFP. In case the Bid is submitted on the document downloaded from Official Website (GeM), the Bidder shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded RFP document.

In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

- 2.2.3 Documents pertaining to tender as uploaded on the Gem Portal and signed for the purpose of identification by the Accepting Officer or his accredited representative along with the Offline Technical Bid submission will be opened at the office of **Executive Director, Gujarat Council of Science City, Science city Road, Sola, Ahmeabad-380060** during working hours in the presence of Bidders 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.
- 2.2.4 Submission of a tender by Bidder 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.
- 2.2.5 The Bidder should quote his commercial/financial bid Online on the GeM Portal, as per the indicative format shown in Annexure-3 pertaining to the Commercial/Financial bid duly signed by the Authorized Representative of the Bidder. The Authority shall open the Financial Bids online on GeM Portal. It shall be quoted both in the words and in figures and in the event of any difference between figures and words, the amount indicated in words shall prevail. The Annexure-3 is for indicative purpose only.
- 2.2.6 The Offline Technical Bids as stated in Clause 2.2.2 must reach the Executive Director, Gujarat Council of Science City, Ahmedabad 380060, complete in all respects, latest by 06:00 PM on or before the Bid Due Date. Bids received after the above-mentioned time and date shall not be accepted. Bids submitted by fax, telex, telegram, or e-mail shall not be entertained and shall be rejected.

2.3 RFP Documents Submission:

- 2.3.1 The Bidder should submit two packet bids: Technical Bid and Financial Bid (Online at the GeM Portal) to the *Executive Director, Gujarat Council of Science City, Science City Road, Ahmedabad- 380 060* on or before the Bid Due Date.
- 2.3.2 **Technical Bid:** Technical Bid should be submitted ONLINE on the Gem Portal on or prior to the Bid Due Date as per the format provided in the RFP. The Online Technical Bid shall include the scanned copies of:
- a. Letter comprising the Bid (**Annexure – 2 Form A**).

- b. General Information of Bidder and Statement of the Legal Capacity (**Annexure – 2 Form B**)
- c. Power of Attorney for signing of Bid in the prescribed format (**Annexure – 3 Form C**).
- d. Technical Capacity of the Bidder (**Annexure – 2 Form D**).
- e. Financial Capacity of the Bidder (**Annexure – 2 Form E**).
- f. Bid Checklist (**Annexure – 2 Form F**).
- g. Non - Blacklisting Certificate (**Annexure-2 Form G**).
- h. EMD in form of pay order/ Bank Guarantee/Demand Draft \ favoring “Gujarat Council of Science City” payable at Ahmedabad.

2.3.3 Financial BID SHALL NOT BE PLACED IN ANY OF THE COVERS, AS IT HAS TO BE Submitted ONLINE on the GeM portal ONLY as per the format specified herein.

2.4 Financial Bid:

2.4.1 The Financial Bid shall be submitted Online on the GeM Portal ONLY. The Authority shall open the Financial Bids online on GeM Portal. There shall be no physical hard copy submission of the Financial Proposal under any circumstance. Any submission of the Financial Proposal in hard copy shall lead to the Proposal being rejected in its entirety and declared as non-responsive.

2.5 Contacting Officer:

2.5.1 For seeking any further details/clarifications, if any, the Bidder may reach out to the office of –
The Executive Director,
Gujarat Council of Science City,
Science City Road, Ahmedabad-380 060,
Email: tender-gcsc@gujarat.gov.in
Phone: (079)29703122.

2.6 Important Tender Dates and Place of Submission of Tender Document

Sr. No.	Action	Dates
1	Submission of Technical Bid (Online)	11/04/2025 to 05/05/2025 up to 6:00 pm.
1A	Submission of EMD and POA as per Clause 2.2.2 (Offline)	11/04/2025 to 07/05/2025 up to 6:00 pm.

2	Online Submission Date for Financial Bid website www.gem.gov.in	11/04/2025 to 05/05/2025 up to 6:00 pm.
3	Pre-Bid Meeting at GCSC office Tele - 079-29703122	19/04/2025 at 04:00 pm.
4	Authority's response to queries	24/04/2025
<p><i>The Authority shall receive Bids for selection of the Selected Bidder(s) pursuant to and in accordance with the terms set forth in the RFP and other documents to be provided by the Authority pursuant to this RFP, as modified, altered, amended, and clarified from time to time by the Authority (collectively the Bidding Documents). All Bids shall be prepared and submitted in accordance with such terms as on or before the time on the date specified in this RFP for submission of Bids by the Bid Due Date.</i></p> <p><i>The Authority shall endeavor to adhere to the schedule as mentioned in the Data Sheet. However, the Authority may, at its own discretion, revise or extend any of the timelines set out in the schedule.</i></p>		

2.7 Amendments in tender documents

- 2.7.1 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 Bidders, may modify the Bidding Documents by amendment, and notify accordingly.
- 2.7.2 All such amendments/corrigenda/modifications shall be binding on the Bidders.
- 2.7.3 In order to allow prospective Bidders, 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.
- While submitting the tender for this work, the Bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the Tender Document.

2.8 Validity of RFP:

- 2.8.1 RFP shall be kept valid, without any change in prices and rates, for acceptance by GCSC for a period of 180 days from the Bid Due Date. GCSC reserves the right to accept or reject any bid without assigning any reasons whatsoever.
- 2.8.2 The Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.
- 2.8.3 The Bidder must provide all the information asked as per Annexure 2. The Bidder must provide all the certified documents/original documents/notarized declaration asked as in Annexure 2. Failure to provide full and complete information as per Annexure 2 will result in disqualification of the bid.
- 2.8.4 The Authority reserves the right to verify all Statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the

Bidder shall, when so required by the Authority, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by the Authority shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder. Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Bid and to annul the Bidding Process and / or reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. In the event that the Authority rejects or annuls all the Bids, it may, in its discretion, invite all eligible Bidders to submit fresh Bids hereunder. The Authority reserves the right to reject any Bid and appropriate the Bid Security if, at any time, a material misrepresentation is made or uncovered or the Bidder does not provide, within the time specified by the Authority, supplemental information sought by the Authority for evaluation of the Bid. Such misrepresentation/ improper response shall lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Bids have been opened and the First Ranked Bidder gets disqualified / rejected, then the Authority reserves the right to:

- a) to choose the Selected Bidder in accordance with Clause 2.9; or
- b) take any such measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Bidding Process.

2.8.5 In case it is found during the evaluation or at any time after selection of Selected Bidders or before/after signing of the Contract or after its execution and during the period of subsistence thereof, one or more of the Eligibility Criteria have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith, notwithstanding anything to the contrary contained therein or in this RFP, in the Bidding Documents and the Contract (if executed) shall be liable to be terminated, by a communication in writing by the Authority to the Bidder, without the Authority being liable in any manner whatsoever to the Bidder or Selected Bidder, as the case may be. In such an event, the Authority shall have a right to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as compensation and Damages payable to the Authority for, inter alia, time, cost and effort of the Authority, without prejudice to any other right or remedy that may be available to the Authority.

2.8.6 **Important Note:** Bidders have to register themselves with GeM portal for the submission of the technical and financial bidding Online only.

2.9 CRITERIA FOR THE AWARD OF CONTRACT

2.9.1 The Authority has adopted a single-stage two envelope process (the “Bidding Process”) for identification of the Selected Bidder.

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

- 2.9.3 In the **first step, Technical Bid** of all Bidders shall be evaluated to determine as to whether they are responsive in terms of Clause 2.9.4. –
- 2.9.4 **Test of Responsiveness:** As part of the evaluation of Technical Bids, the Authority shall determine whether each Bid is responsive to the requirements of the RFP. A Bid shall be considered responsive only if:

Sr. No.	Description
1.	It is accompanied by the Scanned Copy of the EMD ONLINE and it is submitted in ORIGINAL in the hard copy submission of: INR 12,000/- in the form of Pay order or Demand Draft or Bank Guarantee in favor of Gujarat Council of Science City payable at Ahmedabad.
2.	Copy of the GST Certificate duly issued from the GST registering authority.
3.	Copy of Permanent Account Number (PAN) Card.
4.	Copy of the Income Tax return for the last three financial years (2023 – 24, 2022 – 23, 2021 – 22).
5.	Registration Certificate of Pre-Audit Firm from the Registration Authority 01.01.2025.
6.	It is received as per the format at Annexure 2 (Form A to G) with the supporting documents.
7.	it is accompanied by the Power(s) of Attorney in ORIGINAL in hard copy submission.

- 2.9.5 For the avoidance of doubt, the Technical Bid shall only be considered responsive if the Bidder has submitted and uploaded the soft copy of the Technical Bid on the GeM portal, including all the Annexures, & Scanned copy of the EMD. And, the Bidder has duly submitted the EMD and Power of Attorney in ORIGINAL to the Authority on or before the Bid Due Date.
- 2.9.6 The Bidders shall be considered to be qualified for financial bid only if the Bidder fulfills the eligibility criteria.
- 2.9.7 In the **Second Step**, the Technical Bid of the Bidders whose Bid are responsive in terms of Clause no. 2.9.4. above shall be evaluated to ascertain if they qualify the minimum Eligibility Criteria (which includes Technical and Financial Capacity) as set forth in **Annexure 1 & 2** of this RFP.
- 2.9.8 In the **Third Step**, the Bidders meeting the minimum Eligibility Criteria as set out in Annexure 1 & 2 hereof, shall be shortlisted for the opening of their Financial Bid submitted by the Bidder on GeM Portal.
- 2.9.9 The project will be awarded to the Bidder with **Lowest Service Fees in amount (Rs) i.e. bid (L1)**.
- 2.9.10 The Selected Bidder who is awarded the Project and who executes the Contract subject to and in accordance with terms hereof, will be required to provide for **Pre-Audit of**

Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.

2.10 Contract Period:

- 2.10.1 The Contract will be for a period of **1(one)** year, subject to the terms of the Contract. However, the same may be extended to **2 (two)** years, if satisfactory work is found, on the same terms and conditions with mutual agreement between GCSC and the Selected Bidder.

2.11 Payments:

- 2.11.1 The Contractor shall be paid on the basis of his monthly submitted bills for Pre-Audit and CSR audit/Utilization services.
- 2.11.2 All payments shall be made in Indian Rupees and shall be subjected to applicable Indian laws withholding taxes, if any, and shall be made within 45 days from the submission corrected invoice with all required supporting documents to the Authority.

2.12 Letter of Award and Signing of Contract

- 2.12.1 A Letter of Award (the “LOA”) shall be issued by the Authority to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof with performance security
- 2.12.2 In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, may forfeit his EMD and/or blacklist the Bidder from participating in tender process for next 3 years, and the next Bidder may be considered.
- 2.12.3 After receiving the acknowledgement of Letter of Award, the Authority and Bidder shall sign the Contract.
- 2.12.4 It is envisaged that the Selected Bidder shall deploy the resources for the project on immediate basis.

2.13 Termination of Contract

- 2.13.1 The Contract shall stand terminated at the end of the Contract period as specified, unless extended by GCSC in writing.
- 2.13.2 Either party can terminate the Contract by giving prior written notice of at least 60 days.
- 2.13.3 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.

2.14 Penalty

The time limit allowed for carrying out the work as entered in the RFP shall strictly observed by the Service Provider and shall be reckoned from the date on which the order to commence the work is given to the Service Provider.

Following damages shall be levied by the Authorities on account of default by the Service Provider:

Sr. No.	Particular	Recovery Rate (in Rs.)
1.	Delay in submission of Performance Security	up to INR 2,000 per day.
2.	Improper and defective pre-audits/ reports/CSR audit/Utilization Certificate (not mentioning/highlighting the essential details, findings and facts required as per rules), the service provider will be responsible	INR 1000 per instance.
3.	In case of replacement of manpower without prior written intimation to GCSC only in contingencies, and contract may also be terminated with penalty for the monthly payment of that durations.	INR 1,000 per day or 5% of the Monthly bill per instance will be levied, whichever is highest.
4.	In case, as mentioned in the scope of work or as directed otherwise in writing, the manpower does not visit for pre-audit/ CSR audit/audit. If the service provider is penalized for more than Three occasions, GCSC deems fit reserves the- reserves the right to terminate the agreement forthwith and to forfeit the PSD.	INR 1,000 per day or 5% of the Monthly bill per instance will be levied, whichever is highest.

The penalty will be invariably deducted from the bills of the Service Provider and no refund will be given unless the competent Authority approves the waiver/reduction in penalty.

Due consideration will be given for waiver/levy of penalty only for the reasons absolutely beyond the Service Provider's control (*viz. Force Majeure conditions as laid down hereunder*) for which documentary evidence will have to be provided. The reasons for delay attributable to GCSC as well as to party will be brought out clearly while putting the proposal for

waiver/reduction in penalty. No reasons for waiver/levy of penalty will be entertained/reviewed during the execution of the order.

2.15 Dispute Resolution Mechanism

2.15.1 Any dispute, difference, controversy or claim of whatever nature regarding the validity, interpretation, O&M or the rights and obligations arising out of, or in relation to, or pursuant to, or howsoever arising under or in connection with this Service Provider between the Parties (the “**Dispute**”), and so notified by either Party to the other Party (the “**Notice of Dispute**”) shall be subject to the dispute resolution procedure set out hereinafter:

a) **Direct Discussion between Parties:**

The Parties agree that any Dispute that may arise between them shall be first submitted for direct discussion between the Parties. For this purpose, the Notice of Dispute sent by one Party to the other Party hereof shall be considered an invitation for direct discussion, and it shall specify a reasonable time and venue for conduct of the negotiation proceedings. In addition, the Notice of Dispute shall specify the basis of the Dispute, and the amount claimed if applicable. In the direct discussion proceedings, each Party shall be represented by officials or employees with sufficient knowledge and authority over the subject matter of the Dispute in order for the discussion to be meaningful. The discussions shall be held in Ahmedabad, or such other place as may be agreed between the Parties. The Parties shall hold the direct discussions in good faith and with a view to arriving at a mutually agreed settlement and bear their respective expenses in this behalf.

b) **Arbitration:**

In the event the Parties are unable to amicably resolve the Dispute through direct discussion hereof within 30 (thirty) days of the receipt of the Notice of Dispute by the Party to which it is addressed, the Party which initiates the matter for direct discussion shall submit the Dispute for arbitration in accordance with the provisions of The Arbitration and Conciliation Act, 1996.

The Arbitration proceedings shall be conducted in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.

Any award made pursuant to this sub-clause hereof shall be final and binding on the Parties as from the date on which it is made. The Parties agree to implement such award without delay.

The arbitration proceedings shall be conducted in the English language and the place of arbitration shall be Ahmedabad or such other place as may be agreed between the Parties.

The fees and expenses of the arbitrator/s and all other expenses of the arbitration shall be initially shared and paid by the Parties in equal proportions. The arbitrator/s may provide in the arbitral award for the reimbursement to the prevailing Party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by such Party.

The Parties hereto hereby waive, to the extent permitted by law, any rights to appeal or to review of such award by any court or tribunal. The Parties hereto agree that the arbitral award may be enforced against the Parties to the arbitration proceeding in accordance with the Arbitration and Conciliation Act, 1996.

c) Performance during Dispute:

Pending the submission of the Dispute to resolution under the Dispute Resolution Procedure herein, the Parties shall continue to perform all of their obligations under this Agreement, without prejudice to a final adjustment in accordance with a decision pursuant to the Dispute Resolution Procedure. Further, this Agreement shall remain in subsistence and operation during the pendency of the Dispute and no payment due and payable to either Party shall be withheld.

2.16 Indemnification

The Agency, their Personnel shall not, either during the term or after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract or the Authority's business or operations without the prior written consent of the Authority. Agency remain responsible for security, safety, discipline, any act of omission or commission etc., by its employees and GCSC stands indemnified by Agency against all of the above.

The Service Provider will indemnify, defend, save and hold harmless the Authority and its officers, servants, agents, Authority Instrumentalities and Authority owned and/or controlled entities/enterprises, including the Authority ("the Indemnified Persons") against any and all suits, proceedings, actions, demands and third party claims for any loss, damage, cost and expense of whatever kind and nature arising out of any breach by the Service Provider of any of its obligations under this Contract or any related agreement or on account of any Deficiency in the provision of Services by the Service Provider, except to the extent that any such suits, proceedings, actions, demands and claims have arisen due to any negligent act or omission, or breach of this Contract on the part of the Indemnified Persons.

Without limiting the generality of this clause, the Service Provider shall fully indemnify, hold harmless and defend the Authority and the Indemnified Persons from and against any and all loss and/or damages arising out of or with respect to:

- a) failure of the Service Provider to comply with Applicable Laws and Applicable Permits.

- b) payment of taxes required to be made by the Service Provider in respect of the income or other taxes of the Service Provider's Service providers and representatives; or
- c) non-payment of amounts due as a result of materials or services furnished to the Service Provider or any of its Service Providers which are payable by the Service Provider or any of its Service Providers.

2.17 Risk and Liability

Except as expressly provided in this Document, the Service Provider shall carry out and perform its rights and obligations under this Project and at its own cost and risk. It shall be fully responsible for and shall bear the financial risks in relation to the Project and all its rights and obligations under or pursuant to this Project.

The Authority shall not be liable in any manner whatsoever for the obligations and liabilities incurred by the Service Provider during the Ter. The Service Provider shall be solely liable for any civil or criminal liability arising out of a charge/accusation of negligence in relation to the services provided by Service Provider at the Project Facilities or disputes with customers and/or any other Person.

2.18 Indirect or Consequential Losses

Subject to the provisions of this Project, neither Party under this Project shall be responsible/liable to the other party in tort, warranty, strict liability or any other legal theory for indirect, incidental, punitive, or consequential loss or damage or loss of profit resulting from the performance of obligations or the exercise of rights under or pursuant to the Project.

2.19 Business Risk

Except as expressly provided in this Document, the Service Provider shall carry out and perform its rights and obligations under this Project and the other transaction documents at its own cost and risk. The Service Provider shall be fully responsible for and shall bear the financial, commercial and business risks in relation to the Project and all its rights and obligations under or pursuant to this Project and the other Transaction Documents.

2.20 Force Majeure

If, at any time during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, civil commotion, sabotage fires, floods, explosion, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as event)", then notice of the happening of any such event is

given by either party to the other within twenty-one days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party shall have any claim for damages against the other in respect of such non-performance or delay in performance, and work under the contract shall be resumed as soon as practicable after such event has come to end or ceased to exist, and the decision of the competent authority of GCSC as to whether the works have been so resumed or not shall be final and conclusive.

It will be Service Provider's responsibility to ensure that work is completed in stipulated time limit. However, if on account of reasons beyond ones control e.g., as laid down in the Force Major Conditions, GCSC may consider extension of contractual period without statutory variations and without price variation.

3. SCOPE OF WORK

PRE- AUDIT WORK

1. To pre-audit all the bills/ invoices/ payment vouchers of suppliers, contractors, projects, Advance/Adjustments, EMD and PSD refunds, Retention money valuing INR 25000/- or more, except salary, electricity, Muni. Tax, Telephone and other statutory dues, as per GCSC office procedure.
2. The bills/claims needs to be audited with respect of provisions of purchase order/work order/agreement, bid documents, measurement books, certification by concerned executing department, certification/comments of independent Agency's, statutory recoveries/recoveries of mobilization advances, interest, penalty, security deposits, liquidate damages, recoveries towards issue of materials/cost of service, delay in completion of the work, compliance to various laws, required approvals/sanctions, supporting documents, tax invoices currency, Fix assets entry/Stock register entry and sufficiency of bank guarantees admissible tax and duties, availing of input tax (ITC) benefits, statutory deductions, GST compliance/filing of returns and arithmetical accuracy etc.,
3. The audit team, at the end of each visit, will have to prepare a list of cleared bills, showing gross admissible amount, deductions and net payable amount, for making the payment. The list with seal and signature shall be submitted to the General Manager.
4. Verification of GST monthly returns such as GSTR1, GSTR3B, GSTR2, GSTITC04 and GST TDS returns. Monthly returns shall be checked with reference to statutory requirements and amounts shall be checked/reconciled with bills, books of accounts and GST registers. This work shall be carried out once in month preferably in the second visit of the month and separate report shall be submitted.
5. Verify all deductions required to be made under various laws, which have been properly made at appropriate Rate of deduction, such as TDS, GST TDS, Labour cess, works contract Tax and other deductions such as Advance payment, Security Deposit, Penalties, Retention Money, Recovery for Inferior quality work before making any payment.
6. The Audit Firm is required to carry out monthly audit of revenue sharing of sales partners of GCSC with the terms & condition of contract and submit the report to GCSC before 10th day of next month.
7. You are responsible for conducting proper & thorough checking of each work bill, invoices, payment vouchers, advances, deposits related to works and shall certify the amount of bill actually becomes payable. No payment above INR 25,000/- (which is subject to pre audit) to be done by the Science city until same is dully verified and certified by you.
8. It will be the responsibility of the Audit Firm to carry out fast, prompt, accurate & correct audit.
9. You are responsible for conducting proper & thorough checking of each work bill with reference to the provisions in the bid documents / contracts / Work Orders, MOUs.
10. 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.

11. Pre audit firm shall not be competent to allow or accept the compliance / justification for any payment against the terms and conditions of RFP.
12. The pre-audit shall exercise the checks (apart from regular routine checks) with reference to the provisions in the bid 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.
13. Verify the IT TDS & GST TDS amount before generating challan & filling the return.
14. 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).
15. The **Authorized staff should be qualified CA** of your audit firm shall certify & sign each bill in token of pre-audit carried out by them.
16. 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 **thrice a week** during and throughout the office hours and on call whenever needed.
17. 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.
18. 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.
19. Standards: The audit will be carried out in accordance with Engagement & Quality Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India.
20. Submit daily report to the Authority. The format of the report shall be mutually decided by the Authority and the Auditor.
21. Coordinate with respective department for pre-audit.
22. Any modification in the scope of work shall be discussed mutually and implemented.

CSR AUDIT AND UTILISATION CERTIFICATE:

1. The Agency engaged in this assignment shall be required to certify and provide a CSR Audit Report in full compliance with the applicable norms, standards, and guidelines established by relevant regulatory authorities. Furthermore, the Agency shall be responsible for issuing Utilization Certificates, as mandated by external agencies, in accordance with the applicable provisions and requirements. It is anticipated that the Chartered Accountants will be required to certify and issue the aforementioned CSR Audit Reports and Utilization Certificates for approximately eight (8) to twelve (12) instances, subject to change based on the discretion of the Gujarat Council of Science City ("GCSC"). The number of instances may be either increased or decreased at the sole discretion of the GCSC, depending on the evolving needs and requirements of the GCSC during the term of the engagement. The Chartered Accountants

shall ensure that all certifications and reports are prepared and submitted in a timely, accurate, and compliant manner, adhering to the highest professional standards and in strict conformity with the relevant legal, financial, and regulatory frameworks.

Annexure 1: MINIMUM ELIGIBILITY CRITERIA

Sr. No.	Minimum eligibility criteria	Proof to be enclosed
1.	The Bidder should have an average annual turnover of more than Rs.50 lakhs in any of the last 3 (three) financial years out of last 5 (five) financial years preceding the Bid Due Date.	Audited financial statements for the three (3) financial years out of the last five (5) financial years preceding the Tender Due Date (i.e., 2019-20, 2020-21, 2021-22, 2022-23, 2023-24), duly audited and certified by a Chartered Accountant. (Refer to Annexure 2, Form E.)
2.	The firm should have been registered for a minimum period of ten (10) Years. Proprietary firms aren't eligible to participate in this tender process. The Bidder must be a Partnership, Limited Liability Partnership (LLP), or a Company registered under the applicable laws of India, with proof of such registration to be submitted with the tender document.	Certificate of Constitution as on 01.01.2025 issued by the Institute of Chartered Accountants of India.
3.	There must be at least 3 Chartered Accountants in the firm with minimum 2 out of the 3 must be partners in the firm.	Submit copy of Partnership Deed and a copy of Firm certificate issued by ICAI as on 1.1.2025 along with the details of the partners.
4.	The Bidder must not have been blacklisted by any agency of the Central Government, any Public Sector Undertaking, or any department of any State Government.	Refer the format annexure 2 form G
5	The Bidder should have completed at least three (3) assignments of Pre-Audit/Internal Audit in the last five (5) years for any Government or Semi-Government organizations, or public enterprises.	Work Order along with successful Work Completion Certificate should be produced. Refer format Annexure 2 form D
6	The Bidder's registered Head office must be located in Ahmedabad only.	Proof of registered address of the Head office should be produced.

ANNEXURE 2: FORMATS FOR TECHNICAL BID
(Form A to Form G)

Form A: Letter Comprising the Bid

Dated:

To

.....
.....
..... Tel:

Sub: Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad.

Dear Sir,

1. With reference to your RFP document dated *****, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid for the Project. The Bid is unconditional and unqualified.
2. I We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the Service Provider for the aforesaid Project, and we certify that all information provided in the Bid and in Annexure 2 (Form A to G) is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals.
3. This Statement is made for the express purpose of our selection as a Agency for undertaking the aforesaid Project.
4. I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Bid.
5. I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last 3 (three) years, I have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/ We declare that:
 - a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority.

- b. I/ We do not have any conflict of interest in accordance with the RFP.
 - c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Authority, Central or State; and
 - d. I/ We hereby certify that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
8. I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the provisions of this RFP.
9. I believe that we satisfy the Net Worth and Turnover criteria and meet(s) all the requirements as specified in this RFP.
10. I/ We certify that in regard to matters other than security and integrity of the country, I have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
11. I further certify that in regard to matters relating to security and integrity of the country, I have not been charge-sheeted by any agency of the government/Authority or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. I further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Managers/ employees.
13. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of provisions of this RFP, we shall intimate the Authority of the same immediately.
14. I/We undertake that the Statement of Legal Capacity as per format provided in the RFP document, and duly signed, is enclosed. The Power of Attorney for Signing of Bid is also enclosed.
15. I/ We understand that the Selected Bidder shall be an existing {Company/ Trust/ Society/Firm/.....} incorporated under relevant laws of or from outside India under equivalent law.
16. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the Project and the terms and implementation thereof.
17. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Contract in accordance with the draft that has been provided to me/us prior to the Bid Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.

18. I/We have studied all the Bidding Documents carefully and also surveyed the sites.
I/ We understand that except to the extent as expressly set forth in the Contract, I/ we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of it.
19. The Contract Fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in this RFP, our own estimates of costs call volumes and after a careful assessment of the Scope of work and all the conditions that may affect the Contract Fee and implementation of the Project.
20. I/We agree and understand that the Bid is subject to the provisions of the Bidding Documents. Inno case, I/We shall have any claim or right of whatsoever nature if the Project / service is not awarded to me/us or our Bid is not opened.
21. I/We agree and undertake to abide by all the terms and conditions of the RFP.

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP. Yours faithfully,

Date: (Signature of the Authorized signatory)
Place: (Name and designation of the of the Authorized signatory)
Name and seal of Bidder

Form B: General Information of Bidder

(To be forwarded on the letterhead of the Bidder)

1. Details
 - a.Name:
 - b.Country of incorporation:
 - c.Address of the {corporate headquarters and its branch office(s)/
registered office}, if any,in India:
 - d.Date of incorporation and/ or commencement of business:
2. Brief description of the {Company/Trust/ Society} including details of its
main lines of businessand proposed role and responsibilities in the Project:¹
3. Details of individual(s) who will serve as the point of contact/ communication for the
Authority:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:
4. Particulars of the Authorized Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Phone Number:
 - (e) Fax Number:
 - (f) The following information shall also be provided for Bidder and/or Associate[†]:

Name of Bidder:

¹ Relevant documents/ chartered documents/ constitutional documents related to
incorporation/ partnership/proprietorship nature of the company must be attached along
with this Annexure as mentioned in Clause 2.9

No.	Criteria	Yes	No
1.	Has the Bidder been barred by the {Central/State} Authority, or any other government institution in India, from participating in any project.		
2.	If the answer to 1 is yes, does the bar subsist as on the date of Bid?		
3.	Has the Bidder/ its Associate paid liquidated damages of more than 5% (five percent) of the contract value in a contract due to delay or has been penalized due to any other reason in relation to execution of a contract, in the last 5 (five) years?		

5. Statement of Legal Capacity

(To be forwarded on the letterhead of the Bidder)

Ref.

Date:

To,

Dear Sir,

We have agreed that.....(insert individual's name) will act as our representative and has been duly authorized to submit the Bid. Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Thanking you,

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf
of.....

Form C: Power of Attorney for Signing of Bid

(Refer Clause 2.3)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. _____/M/s _____ (Name), son/daughter/wife of _____ and presently residing at _____, who is {presently employed with us/ the Lead Member of our Consortium and holding the position of _____} as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Pre-Audit of Bills for and above INR 25,000/- and CSR audit/Utilization Certificate for Gujarat Council of Science City, Ahmedabad., Ahmedabad (“Project”) proposed or being developed by the Gujarat Council of Science City, Department of Science and Technology, Government of Gujarat (the “Authority”) including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Bidders’ meetings and other conferences and providing information /responses to the Authority, representing us in all matters before the Authority, signing and execution of all documents and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the Project and/or upon award thereof to us and/or till the entering into of this agreement with the Authority or any entity representing the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE- N A M E D PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF_, 20**.

For

.....
.....

(Signature)

Witnesses:

(Name, Title
and Address).

- 1.
- 2.

[Notarized]

Accepted

.....

.....

(Signature)

(Name, Title and Address of the Attorney)

Notes:

- *The Power of Attorney should be supported by appropriate documentation such as a board resolution, if applicable.*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *Power of Attorney should be executed on a non-judicial stamp paper of appropriate value as relevant to the place of execution (if required under Applicable Laws).*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.*

Form D: Technical Capacity of Bidder

(Refer to Clause 2.3, Annexure 1 of the RFP)

Form 1: Summary of Experience

The information regarding the relevant experience of the firm should be provided in the format below.

Name of Bidder:

Experience:	
Project Name:	Location of Project:
Project Brief (Narrative description of Project)	Current status of the Project:
Description of actual Contract / services provided:	
Name of Client:	Address of Client:
	Contact phone number and e-mail of Client:
Start date (month/year):	Value of Project:
Completion date (month/year):	Value of Services:

Signature of Bidder

The Project Data Sheets should necessarily be accompanied with notarized certificates from clients for successful completion of Contract, as proof of experience. The proof of the total Project cost, services offered, extent of completion, completion year and description of the services offered must be provided by the Bidder for consideration as a sufficient proof of experience. Projects without proof of experience shall not be considered for evaluation.

Form E: Financial Capacity of Bidder

(to be certified by the statutory auditor/ CA of Bidder)

(Refer to Clause 2.3 & Annexure 1 of the RFP)

(In INR lakh)

Bidder Type	Annual Turnover		
	As on	31 st March (Year to be mentioned)	31 st March (Year to be mentioned)
Single entity Bidder			

Name of the audit firm:

Seal of the audit firm

Date:

UDIN Number:

Instructions:

1. Annual Turnover should be certified by the Chartered Accountant/ Statutory Auditor. In case the annual accounts for the latest financial year are not audited, the same shall be calculated for the financial year preceding the latest financial year for which the Turnover is not being provided. An undertaking by the CA to that extent to be provided.
2. The Bidder shall attach copies of the balance sheets, financial Statements, and Audited Annual Reports, IT return and Statutory auditor's/chartered accountant's certificate in accordance with the RFP. The financial Statements shall:
 - a. reflects the financial situation of the Bidder and its Associates where the Bidder is relying on its Associate's financials.
 - b. be audited by a statutory auditor.
 - c. be complete, including all notes to the financial Statements; and
 - d. corresponds to accounting periods already completed and audited (no Statements for partial periods shall be requested or accepted).

Form F: Bid Checklist

S. No	Item	Checked by Bidder	Checked by Authority
1.	Letter comprising the Bid (Annexure 2 - Form A);		
2.	General Information of Bidder & Statement of the Legal Capacity (Annexure 2 - Form B)		
3.	Power of Attorney for signing of Bid in the prescribed format (Annexure 2 - Form C); (To be Submitted in ORIGINAL in hard copy)		
4.	Technical Capacity of the Bidder (Annexure 2 - Form D);		
5.	Financial Capacity of the Bidder (Annexure 2 - Form E);		
6.	Bid Checklist (Annexure 2 - Form F)		
7.	Blacklisting (Annexure 2 - Form G)		
8.	A copy of the RFP with each page initialed by the person signing the Bid in pursuance of the Power of Attorney		
9.	EMD of INR 12000 (Rupees Twelve Thousand only) in the form of Pay order/Bank Guarantee/Demand Draft ("DD") in favor of "Gujarat Science City, Ahmedabad". (To be Submitted in ORIGINAL in hard copy)		
10.	Copy of the GST Certificate duly issued from the GST registering authority.		
11.	Copy of Permanent Account Number (PAN) Card.		
12.	Copy of the Income Tax return for the last three financial years (2023 – 24, 2022 – 23, 2021 – 22).		
13.	Registration Certificate of Pre-Audit Firm from the Registration Authority 01.01.2025.		

Form G: Non – Blacklisting Affidavit

(To be Notarized and submitted along with the Technical Bid)

Date:

To,
The Executive Director
Gujarat Council of Science City,
Science City Road,
Ahmedabad-380 060, Gujarat, India.

Ref: RFP for Pre-Audit of Bills for and Above INR 25,000/- and CSR audit/ utilization certificate for Gujarat Council of Science City, Ahmedabad

Dear Sir,

I/We hereby confirm that,

Our firm has not been banned or blacklisted by any Government Organization/Financial Institution/Court /Public Sector Unit /Central Government/State Government.

No letter / notice has been issued to our firm for concealing any material information or making incorrect and misleading Statements or misrepresentation of facts in our Bid for any other tender by any Government Organization/Financial Institution/Court/Public Sector Unit/Central Government/State Government in the past 2 (two) years preceding the Bid Due Date.

Signature of Authorized Signatory
Name
Designation

Place-
Date-

Annexure – 3: Format for Financial Bid

Financial Proposal

(Refer Clauses 2.4 of this RFP)

(For indicative and illustrative purposes only- The Financial Proposal shall only be submitted ONLINE on the Gem- Portal only)

Description of services:	Contract Fee as per terms and conditions of the RFP Pre-Audit of Bills for and Above INR 25,000/- and CSR audit/ utilization certificate for Gujarat Council of Science City, Ahmedabad		
S. No.	Duration	Fee (lumpsum amount, in figures) (excluding GST) (INR)	Fee (lumpsum amount, in words) (excluding GST) (INR)
A.	Annual Fee for pre audit		
B.	CSR Audit report/ Utilization certificate per instance		
A+B	Total		

Note:

- 1. The Contract Fee amount shall be specified in both figures and words as Stated above.*
- 2. The Contract Fee shall be excluding the applicable Goods and Service Tax (GST) and inclusive of all other applicable taxes and duties under the Applicable Laws, which shall be paid in accordance with the Contract.*
- 3. The Above fee includes T.A./D.A./Conveyance and all out-of-pocket expenses to visit GCSC.*
- 4. No physical submission of the financial bid has to be done. A Bidder submitting hard copy of Financial Bid shall be summarily rejected.*