

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-06-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-06-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Gujarat
Department Name/विभाग का नाम	Science And Technology Department Gujarat
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Gujarat Biotechnology University
क्रेता ईमेल/Buyer Email	pao2.stdg.gj@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - As per attached in the ATC document; CA Firm, CAG Empaneled Audit or CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	7 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	2 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	INR 500001
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	9000

ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन

जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Registrar
GUJARAT BIOTECHNOLOGY UNIVERSITY, GIFT City, Gandhinagar
(The Registrar)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
7. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.

- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Financial Audit Services - As Per Attached In The ATC Document; CA Firm, CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	As per attached in the ATC document
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per attached in the ATC document
Type of Industries/Functions	Government University
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Mansuri Mahmad Anas Mahmad Salim	382355,GUJARAT BIOTECHNOLOGY UNIVERSITY (GBU) 5M9F+9PR, Near GIFT-City, Shahpur village, Gandhinagar, Gujarat 382355	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

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

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

BUYER'S ADDED TERMS AND CONDITIONS

For facilitating the Development of Biotechnology in the State, Government of Gujarat has constituted Gujarat Biotechnology University[GBU] as, under the aegis of Department of Science and Technology, GoG. GBU invites bid from eligible Chartered Accountancy Firm for **Appointment of Chartered Accountancy Firm for Pre-cum-Internal Audit for the Financial Year 2025-26 at GUJARAT BIOTECHNOLOGY UNIVERSITY[GBU], Gandhinagar, Gujarat with following terms and conditions.**

1. Eligibility Criteria:

- i. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI) and evidence to be submitted registration certificate to do the same business continuously engaged for this service/business for at least in last 5 years.
- ii. The Chartered Accountant firm should have been empaneled with the Comptroller and Auditor General of India (C&AG)
- iii. There must be at least 2 qualified Chartered Accountants in the firm. If any C.A. is an employee of the firm, then he/she must be working with the firm for more than 1 year.
- iv. The bidder should have satisfactorily provided similar services of Pre-cum-Internal Audit, Statutory Audit, Accounting, Attesting, and Related Services at Government clients/ Autonomous Bodies/ Societies / Public sector undertaking/University, etc. in India for not less than two (2) years before 31.03.2024.
- v. The income of the firm from Audit and attestation assignment should be more than Rs.7 lakhs per year for F.Y. 2021-22 to 2023-24 and 2024-25*(*unaudited).
- vi. The firm's registered office must be located in Gandhinagar/ Ahmedabad, Gujarat.

2. Contract Period: The Contract will be initially awarded for the period of one financial year 2025-26. However, the contract may be extended up to a maximum further two financial years, based on the mutual consent of both parties on the same terms and conditions of the original Contract/ signing of the agreement, if the performance/services are found satisfactory in the discretion of GBU.

3. Termination of the Contract: The GBU, reserves the right to terminate this initial contract at any time after giving one month's notice to the selected service provider with or without assigning any reasons. Where a contract is terminated by GBU on account of violation of term of contract by the Contractor, it shall have the right to award the contract to any other contractor and any expenditure incurred on account of this will be recovered by GBU from Security deposit or pending bill or by raising a separate claim form the existing contractor.

4. Terms of Payment:

- Payment to the contractor will be made after completion of all contractual obligations of the service provider under the agreement to be executed by and between GBU and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the GBU. In case of any discrepancy in service, bill payment will be withheld till resolution of all issues. No advance payment will be made. The payment shall be calculated on a pro-rata basis for monthly payments.
- Taxes as per income tax Act/ rules will be deducted at applicable rates from all payments made by GBU.
- Deductions shall also be made from contractor's bills during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
- The GBU will deduct income tax as per Income Tax Act from the fees payable at the prevailing rates of such sum as income tax on the income comprised therein.
- No claim for interest will be entertained by the GBU in respect of any payment/deposit which

will be held with the GBU due to dispute between the GBU & contractor or due to admin delay for the reasons beyond the control of the GBU

5. **Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, GBU reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the bidder who have been issued the tender document. The Corrigendum shall be binding on all the bidders and will form part of the bid documents.
6. **Right to reject any/or all bids:** The competent Authority of GBU reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the GBU / in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
7. **Resolution of Disputes:**
 - If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts.
 - In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
 - The place of the arbitration shall be Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
 - The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.
8. **Price Bid:** The bidders will have to quote the price included all types of taxes and charges. The L-1 firm will be awarded the work. The L-1 firm shall be decided on the basis of the lowest grand total rate offered. The Commercial bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid. The Commercial bid opening date and time will be given through phone and / or registered e-mail id. All eligibility conditions have to be satisfied on the respective dates and not on a later date. The commercial bid shall be opened on the scheduled time and date.
9. **Relaxation of Terms and Conditions:** The Finance Committee of GBU is empowered to relax any term or condition mentioned herein.
10. **Compensation clause:**
 - In case, any of the personnel deployed under the contract is/are absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs.1,500/- for each absence per day will be levied by GUJARAT BIOTECHNOLOGY UNIVERSITY.
 - In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1,500/- for each such incident shall be levied.
 - In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, GUJARAT BIOTECHNOLOGY UNIVERSITY reserves the right to impose the penalty as detailed below:-
 - 10% of the cost of order/agreement per week, up to four weeks of delay.
 - After a delay of four weeks, GUJARAT BIOTECHNOLOGY UNIVERSITY reserves the right to cancel the contract and withhold the agreement and get this

job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3 years and his performance security deposit may also be forfeited, if so warranted.

- In case of breach of any terms and conditions attached to this contract, a penalty of Rs.1,500/- for each such incident shall be levied.
- The manpower found drunk, in possession/consumption of tobacco, alcohol, drugs or sleeping on duty to be removed by the Contractor and a penalty of Rs.1,500/- for each such incident shall be levied.

11. **Disclaimer:** The near relatives of employees of the GUJARAT BIOTECHNOLOGY UNIVERSITY are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a GUJARAT BIOTECHNOLOGY UNIVERSITY
- Their husband or wife.
- The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Listed documents must be uploaded during the bid participation:

1. Annual turnover CA Certificate
2. Proof that the firm is registered in Ahmedabad/Gandhinagar.
3. The chartered Accountant firm must be **registered** with the Institute of Chartered Accountants of India (ICAI) and evidence to be submitted registration certificate to do the same business continuously engaged for this service/business at least in last 5 years.
4. CAG empanelment certification
5. Undertaking regarding the clause "There must be at least 2 qualified Chartered Accountants in the firm. If any C.A. is the employee of the firm, then he / she must be working with the firm for more than 1 year"
6. Submit the details regarding the clause "The bidder should have satisfactorily provided similar services of Pre-cum-Internal Audit, Statutory Audit, Accounting, Attesting and Related Services at Government clients/ Autonomous Bodies/ Societies / Public sector undertaking etc. in India for not less than two (2) years before 31.03.2024"
7. CA Firm Registration
8. MSME Certification (If applicable)
9. Undertaking regarding the acceptance of all ATC and the scope of work

SCOPE OF WORK

GBU invites bid from eligible Chartered Accountancy Firm for Appointment of Chartered Accountancy Firm for **Pre-cum-Internal Audit** for the Financial Year 2025-26 may be extended for more two F.Y. i.e. 2026-27 & 2027-28 at Gujarat Biotechnology University(GBU), Gandhinagar, Gujarat with the following scope of work:

- 1** The Audit has to carry out as GBU office, Gandhinagar and separate quarterly internal audit report has to be submitted. The reports shall include following but not limited to:
 - Executive summary of major audit observations;
 - Comments on weakness in internal controls, procedures;
 - Unresolved issues;
 - Status of compliance of pending issues.
- 2** Checking of day-to-day financial transactions so as to ensure compliances related to Gujarat Government Treasury rules, General Financial Rules (GFR), Accounting Standards, Correct classification of expenses, use of correct ledger and cost center in accounting, Arithmetical accuracy, Compliance related to various tax laws such as Income Tax, TDS, GST, TDS under GST etc. All expenditures, payment exceeding Rs. 25,000/- shall be pre audit. However statutory, standing and committed expenditure / payment like Salary, Income Tax, GST, Telephone and mobile bill, Electricity, Govt. payment, payment related VVIP movement and any such payment etc. will have to be post audited, if pre-audit was not possible.
- 3** The Audit team will have to visit at least thrice a week on alternate day, i.e. (Mon, Wed, Fri) and in addition, in case urgent payment, the firm will have to visit as and when required not more than 5 times a month. The Audit team will consist of sufficient number of experience and qualified professional in relevant filed.
- 4** Scrutiny of monthly salary bills and payment of various allowances, to ensure correct disbursement, correct deduction of NPS, Income Tax and other statutory dues from salary.
- 5** Scrutiny of vouchers/bills related to various payments and providing advice towards tax implications thereof.
- 6** Checking and ensuring timely payment of various statutory dues including TDS, GST etc. to respective authorities well before the respective due dates.
- 7** Calculation of Income Tax liabilities of the employees after considering the declaration and proof of Investment given by employees, and correct deduction of Income Tax from the salary of the employees.
- 8** Scrutiny of Bank Reconciliation statement, Advances to suppliers, contractors and employees, release of security deposit and EMD.
- 9** Financial advice, creation of portfolio and verification of investment of various funds (including Corpus) and financial management.
- 10** Reconciliation of all receipts with various Bank Statements/PFMS etc.
- 11** CA firm shall be responsible for ensuring accuracy of account books, bank reconciliation statements, dead stock register, assets register, salary register, entries in various relevant software and all the financial transactions on monthly basis.
- 12** Support to provide all required information and facilitating audit of accounts conducted by Statutory Auditor, Local Fund Audit, CAG, Government of Gujarat and Government of India etc. any other agencies.
- 13** CA firm shall be responsible for ensuring compliances of various tax laws.
- 14** To appear and present before Income Tax Authority to attend Income Tax Scrutiny case, if required.
- 15** CA firm shall prepare, finalize, certify and file TDS Returns, GST Returns and other statutory returns/documents well within due dates and entire responsibility shall lie with the firm. GBU will not share any liability arising due to non-filing / late filing of any return / document. Also prepare of Form 16 for employees of GBU.
- 16** The selected firm has to file revised Income Tax Returns and to appear before Income Tax authority from time to time and has to take necessary compliance with the co-ordination of authority to rectify this demand.

- 17** Advising on applicability of any other tax, rules, laws, regulations which may be applicable on GBU and all matters/items covering its scope and applicability in case of agencies from which GBU is availing the services.
- 18** GBU is located at Gandhinagar. GBU will not provide Transport or accommodation to the employees of CA Firm in any condition. If the contractor refuses/ denies the assignment, after award of work, all the required actions will be taken by GBU to safeguard its interest.
- 19** It shall be the responsibility of the bidders to be fully informed/ acquainted / familiarized with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract.
- 20** The CA Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The CA Firm shall identify GBU from any claims in this regard.
- 21** The Responsibility of correctness and accuracy of Accounting Records will lie with the CA Firm.
- 22** A reasonable penalty* (**Max 20% of total Contract Value*) may be imposed on the CA Firm by GBU as decided, if it is found that the CA Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the CA Firm after giving a written notice.
- 23** CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of GBU and dealing with GBU and its officials. If it is found that this condition of confidentiality is compromised by the CA Firm, then GBU will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the CA Firm.
- 24** The accounting records and information related to GBU shall be handled by the CA Firm in a confidential manner and must not be shared with any outsider. Confidentiality agreements shall be signed.
- 25** Notwithstanding anything contained herein above, GBU reserves the right to discontinue the services of the CA Firm in the event their services are evaluated as unsatisfactory at any time during the period.
- 26** Any losses sustained by GBU due to negligence of CA Firm's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the CA Firm) will be recoverable from the CA Firm, as the money value shall be estimated by GBU. The decision of GBU in this regard will be final and binding on the CA Firm.
- 27** The CA Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
- 28** Any action on part of contractor to influence any Officer of GBU canvassing in any form shall make the tender document liable for rejection.
- 29** Jurisdiction: The court(s) at Gandhinagar alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender document / contract. It is specifically agreed that no court outside and other than Gandhinagar court shall have jurisdiction in the matter.
- 30** Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.