

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	07-07-2025 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	07-07-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Science And Technology Department Gujarat
संगठन का नाम / Organisation Name	Gujarat State Electronics Mission
कार्यालय का नाम / Office Name	Gujarat
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, undefined; CAG Empaneled Audit or CA Firm, CA Firm, Audit Firm
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	2 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	200000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st

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

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

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

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

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

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

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

5. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:The CA firm should be registered as Category-IV with the ICAI -India and evidence to be submitted registration certificate to do the same business continuously engaged for this service/business at least in last 3 years.

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:Minimum 2 years of experience of similar services as per the eligibility criteria IV of buyer added terms and conditions before 31.04.25

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: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.

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: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.

Number of XX fulltime CA's required and YY professional audit staff: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.

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Undefined; CAG Empaneled Audit Or CA Firm, CA Firm, Audit Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specific ation	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , undefined
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm , CA Firm , Audit Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Compliance with law & regulations , Investigating fraud , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Treasury operations , Internal Control over Financial Reporting , undefined
Type of Industries /Function s	Receivables , Payables , Human Resource & Payroll , Purchase & Procurement , Inventory & Store management , Operational & Administrative , Fixed assets, depreciation and amortisation , Cash and Bank Balance
Frequenc y of Progress Report	Weekly
MIS Reporting for Financial Audit support	Yes
Frequenc y of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Ramesh Radhubhai Gohil	382010,GSEM, C/O Department of Science & Technology , Block 7, 5th Floor, New Sachivalaya	1	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Buyer Added Bid Specific Scope Of Work(SOW)**

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

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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

---धन्यवाद/Thank You---

BUYER'S ADDED TERMS AND CONDITIONS

For facilitating the Development of Electronics and Semiconductor sector in the State, Government of Gujarat has constituted Gujarat State Electronics Mission [GSEM] as Grant-in-Aid Society, under the aegis of Department of Science and Technology, Government of Gujarat. GSEM invites bid from eligible Chartered Accountancy Firm for **Appointment of Chartered Accountancy Firm as Statutory Auditor for the Financial Year 2024-25 at GUJARAT STATE ELECTRONICS MISSION [GSEM], Gandhinagar, Gujarat with following terms and conditions.**

1. Eligibility Criteria:

- i. The Chartered Accountant firm **should** be **registered as Category-IV** 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 3 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 the 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 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.
- vi. Firm's Head office should be located in Gujarat and if Head office is not located in Gujarat then at least two full time branches should be functional in state of Gujarat for a minimum period of 3 years.
- vii. one full time branch of firm must be located in Ahmedabad/Gandhinagar for a minimum period of 3 years.
- viii. Chartered Accountant of firm should visit GSEM office twice a month. In case of emergency he/she should be present in office within 24 hours from call made by GSEM official.
- ix. Forms of EMD: Bidders who wants to be exempted from submitting EMD have to submit Valid documentary evidence as per Gujarat Procurement Policy 2024 Clause 4 [A]. All other Bidders have to submit EMD with Account Payee Demand Draft/ Pay Order/ Bank Guarantee only from banks approved by Finance Department, Gujarat in favor of "Gujarat State Electronics Mission" payable at GANDHINAGAR. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hard copy to the Buyer within 5 days of Bid End date / Bid Opening date.
- x. Security Deposit: After award of contract, the Successful Bidder have to submit security deposit/ performance security/ e-PBG as per Gujarat Procurement Policy 2024 Clause 5. Successful Bidder can submit the Performance Security in the form of Account Payee Bank Guarantee form. BG/e-PBG should be made in favor of "Gujarat State Electronics Mission" payable at GANDHINAGAR. After award of contract, Successful Bidder has to submit BG/ePBG in the original form of hard copy and has to ensure delivery to the Buyer within 15 days of award of contract.

2. Contract Period: The Contract will be initially awarded for the period of one financial year 2024-25. However, the contract may be extended up to maximum further two financial years, based on the mutual consent of both the parties on same terms and condition of the original Contract/ signing of agreement, if the performance/services are found satisfactory in the discretion of GSEM.

3. Termination of the Contract: The GSEM, 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 GSEM 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 GSEM 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 GSEM and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the GSEM. In case of any discrepancy in service, bill payment will be withheld till resolution of all issues. No advance payment will be made.
- 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 GSEM 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 GSEM in respect of any payment/deposit which will be held with the GSEM due to dispute between the GSEM & contractor or due to admin delay for the reasons beyond the control of the GSEM
- GSEM is located at Gandhinagar. GSEM 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 GSEM to safeguard its interest.

5. Amendment of Bid Document: At any time prior to the deadline for submission of proposals, GSEM 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 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 GSEM 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 GSEM / 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. All eligibility conditions have to be satisfied on the respective dates and not on a later date.

9. Relaxation of Terms and Conditions: The Mission Director, GSEM 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 STATE ELECTRONICS MISSION.
- 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 STATE ELECTRONICS MISSION 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 STATE ELECTRONICS MISSION 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.
- A reasonable penalty may be imposed on the CA Firm by GSEM 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.

11. Disclaimer: The near relatives of employees of the GUJARAT STATE ELECTRONICS MISSION are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- Member of a GUJARAT STATE ELECTRONICS MISSION
- 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: _____

SCOPE OF WORK

GUJARAT STATE ELECTRONICS MISSION [GSEM], invites bid from eligible Chartered Accountancy Firm for Appointment of **Statutory Auditor** for the Financial Year 2024-25 at GSEM, Gandhinagar, Gujarat with the following scope of work:

- 1 The Statutory Auditors shall prepare and submit Audit Report on the Accounts Audited by them as Income Tax and Charitable Trust Act.
- 2 Preparing and filing of Income Tax Return of GSEM within due date of filing IT return.
- 3 To appear and present before Income Tax Authority to attend Income Tax Scrutiny case, if required
- 4 Issue Audit Certificates, Utilization certificates, and issue any other certificate as may be required by the society from time to time.
- 5 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
- 6 Make **Balance sheet** with relevant Schedules, according to the Uniform Format for Charitable Trust Act and Income Tax Act.
- 7 Scrutiny of Transactions are recorded as per Generally Accepted Accounting Principles and are booked to proper Accounting Heads.
- 8 To check utilization of Grant is in accordance with the conditions on which it is sanctioned.
- 9 To check incomes/funds are utilized for purposes for which they are provided.
- 10 To check Goods and services have been procured in compliance with the financing agreement.
- 11 Transactions are duly supported by proper supporting documents. Propriety of the transactions be checked.
- 12 To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Executive Committee Meeting / Board of Governors Meeting are given in the Books of Account.
- 13 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.
- 14 CA firm shall be responsible for ensuring compliances of various tax laws.
- 15 Advising on applicability of any other tax, rules, laws, regulations which may be applicable on GSEM and all matters/items covering its scope and applicability in case of agencies from which GSEM is availing the services.
- 16 The selected firm will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.
- 17 To suggest the measures for cost control and increase the revenue of the GSEM. Also to suggest measures for improving Management Information System.
- 18 To express professional opinion on the financial position of GSEM as a whole for the funds received and expenditure.
- 19 The selected firm will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work or unnecessary data noticed will be highlighted and reported.
- 20 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.
- 21 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 GSEM from any claims in this regard.
- 22 The Responsibility of correctness and accuracy of Accounting Records will lie with the CA Firm.
- 23 CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of GSEM and dealing with GSEM and its officials. If it is found that this condition of confidentiality is compromised by the CA Firm, then GSEM 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 GSEM shall be handled by the CA Firm in a confidential manner and must not be shared with any outsider.
- 25 Notwithstanding anything contained herein above, GSEM 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 GSEM 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 GSEM. The decision of GSEM 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 GSEM 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

Time Schedule of the Assignment:

The selected Firm is required to start the Statutory Audit assignment as early as possible and complete the assignment at least 1 month before the due date of filing of Audit Report with Income Tax Authority so that Draft Audit Report may be approved by Executive Committee and Governing Body.