

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-08-2025 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	01-08-2025 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Urban Development And Urban Housing Department Gujarat
संगठन का नाम/Organisation Name	Vadodara Urban Development Authority
कार्यालय का नाम/Office Name	South
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Audit report; CA Firm
अनुबंध अवधि /Contract Period	11 Month(s) 21 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	19 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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) *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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
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	480000
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

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.

#### अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Number of Years of firm/company's existence as per ICAI certificate:**The firm must be a Chartered Accountant firm /LLP and should have been registered for a period of 15 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.:**atleast 1 assignments of Audit for listed company in last 3 years

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**The Chartered Accountant Firm / LLP should have at least 5 Chartered Accountants out of which at least 3 should be partners

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**The Chartered Accountant Firm / LLP should have at least 5 Chartered Accountants out of which at least 3 should be partners

**Number of XX fulltime CA's required and YY professional audit staff**at least 1 Chartered Accountants and 1 professional audit staff required

#### Financial Audit Services - Review Of Financial Statements, Audit Report; CA Firm ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Scope of Work	Review of Financial Statements , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Investigating fraud , Compliance with law & regulations , Compliance with contracts , Treasury operations , Bank Transactions , Internal Control over Financial Reporting , Review system & processes , Risk Management , Deterring
Type of Industries/Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	Yes

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Kalpanaben Manishkumar Chaudhari	390018,vuda bhavan, I & T circle, VIP road, karelibaug vadodara	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</li> </ul>

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

### 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 Scope Of Work(SOW)

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

### 3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 4. Past Project Experience

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 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:-

- 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.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 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 कार्यवाई 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---

**Tender Notice No 02/2025**

**Tender Document for Appointment of Chartered  
Accountant Firms/LLP for Internal Audit and Statutory Work**

**VADODARA URBAN DEVELOPMENT AUTHORITY**

**Tender Document for Appointment of Chartered Accountant Firms/LLP for Internal Audit  
and Statutory Work**

**Tender Inviting Proposal from Chartered Accountant Firm for the F.Y. 2025-26**

**A. Introduction & Background**

VUDA is Urban Development Authority working as per mandate of Govt. of Gujarat. Accordingly the activity undertaken by the Authority includes construction of Roads, Drainage, Sewerage system, Kans, Water works, PMAY- EWS Housing, Development and maintenance of Parks, Fire Stations, Community centers etc , within the object of **General Public Utility**. VUDA intends to appoint Chartered Accountant Firm to conduct Internal Audit, Verification of Annual Accounts, Filing of Income Tax /GST & all Direct /Indirect Taxes Related Returns, Correspondence & Liaisoning related work of the Authority for the Financial year 2025-26 through online Tendering . Fees are to be quoted lumpsum. Fees quoted must be exclusive of GST and inclusive of all out-of-pocket expenses. The documents for eligibility criteria / technical eligibility to be uploaded on GEM Portal.

Sr No	Name of Entity		
1	Vadodara Urban Development Authority (VUDA)		
<table><tr><td>Estimated Value of Contract</td><td>Rs. 4,80,000/-</td></tr></table>		Estimated Value of Contract	Rs. 4,80,000/-
Estimated Value of Contract	Rs. 4,80,000/-		
<p><b>Note 1: Both the price bid and technical bid and related documents are to be submitted online only. EMD original and affidavit in original to be sent to address mentioned above in sealed envelope mentioning name of tender compulsorily within stipulated time.</b></p> <p><b>Note 2: Hereafter in this document wherever VUDA is mentioned it should be understood as the name of entity written mentioned above.</b></p> <p><b>Note 3: In this document ICAI to be understood as Institute of Chartered Accountants of India and CA to be understood as Chartered Accountant.</b></p> <p><b>Note 4: Internal Auditor would mean selected firm of Chartered Account and a qualified chartered accountant deputed as full-time Internal Auditor.</b></p>			



## B. Eligibility Criteria / Technical Eligibility

Sr No	Criteria	Documents Required
1	The firm must be a Chartered Accountant firm /LLP and should have been registered for a period of 15 years .	1. Self-certified copy of ICAI registration certificate <b>and</b> 2. Self-certified copy of Constitution of firm issued by ICAI or Firm Card. <b>Both documents as on bid date</b>
2	The Chartered Accountant firm / LLP must have annual income from audit and attestation of more than Rs. 50 Lacs for each of the last 3 financial years ended 31.03.2025.	For 3 years i.e., FY 2022-23 ,2023-24 and 2024-25 submit the below documents 1. Copy of Audited Financial Statements 2. Copy of Income Tax Returns 3. Separate CA certificate indicating audit and attestation fee income of more than Rs 50 Lacs.
3	The Chartered Accountant Firm / LLP should have at least 5 Chartered Accountants out of which at least 3 should be partners.	Self-certified registered copy of latest partnership deed.
4	The Chartered Accountant Firm / LLP must have done A) atleast 1 assignments of Audit for listed company in last 3 years (as on 31.03.2025). <b>OR</b> B) at least 1 assignments of any type of audit i.e., Statutory audit, internal audit, pre audit or concurrent audit in last 3 years (as on 31.03.2025) for organizations mentioned in Annexure 1 to 3 pertaining to category 1 or 2 of GR no JNV-10- 2018-1143-A dated 16.09.2019 of Finance Dept and amended vide GR JNV-10- 2018-1143-A dated 08.06.2020.	1. Work order issued and/or agreement Entered for each case for each separate year <b>and</b> 2. Certificate of work completion issued by concerned organization on its letterhead duly signed by competent person mentioning nature of work and type of assignments done for the organization. <b>(As per annexure II)</b>

5	<p>The Chartered Accountant Firm / LLP must have done <b>at least 1 assignments, either jointly or severally</b></p> <p>(1)(a)of Income Tax and Direct tax related Filing, consultancy, liasoningetc for listed company in last 3 years (as on 31.03.2025)</p> <p style="text-align: center;"><b>AND / OR</b></p> <p>(b) of Income Tax and direct tax related Filing, consultancy, liasoningetcin last 3 years (as on 31.03.2025) for organizations mentioned in Annexure 1 to 3 pertaining to category 1 or 2 of GR no JNV-10- 2018-1143-A dated 16.09.2019 of Finance Dept and amended vide GR JNV-10-2018-1143-A dated 08.06.2020.</p> <p>(2) )(a) of Indirect Tax and GST related Filing, consultancy, liasoningetc for listed company in last 3 years (as on 31.03.2025)</p> <p style="text-align: center;"><b>AND / OR</b></p> <p>(b) of Indirect Tax and GST related Filing, consultancy, liasoningetc in last 3 years (as on 31.03.2024) for organizations mentioned in Annexure 1 to 3 pertaining to category 1 or 2 of GR no JNV-10- 2018-1143-A dated 16.09.2019 of Finance Dept and amended vide GR JNV-10-2018-1143-A dated 08.06.2020.</p>	<p>1. Work order issued and/or agreement Entered for each case for each separate year</p> <p><b>and</b></p> <p>2. Certificate of work completion issued by concerned organization on its letterhead duly signed by competent person mentioning nature of work and type of assignments done for the organization. <b>(As per annexure II)</b></p>
6	<p>The firm / LLP must have valid GST Registration, PAN Registration and Firm Registration</p>	<p>1. Copy of GST registration certificate 2. Copy of PAN Card</p>
7	<p>A. The Chartered Accountant Firm's Registered head office should be located in Gujarat. <b>OR</b></p> <p>B. The firm must have at least two fully functional and independent branch offices must be situated in Gujarat since last three years (as on 31.03.2025)</p>	<p>A. Copy of Two government proofs which confirm location of registered head office in Gujarat.</p> <p><b>OR</b></p> <p>B. Copy of Two government proofs which confirm location of two fully functional and independent branch office in Gujarat since last three years (as on 31.03.2025).</p>

8	<p>The firm or any of partner of the firm should not have any disciplinary matters pending with any government and / or regulatory body including ICAI / RBI / NFRA / NCLT etc. and they should not have suffered disqualification, debarment or penalized.</p> <p>AND</p> <p>The firm must not have been debarred or disqualified or terminated from assignment or from applying to tender by any government organization or regulatory body for which proceedings are ongoing.</p>	Self-declaration duly signed in the letter head of the firm as per annexure III on stamp paper of Rs 300.
9	Earnest Money Deposit	Rs 15,000 /- via account payee Demand Draft drawn in favor of Chief Executive Authority, VUDA payable at Vadodara of any scheduled bank enlisted in latest GR of Finance Department, Gujarat in this regard.
<b>Note: Merely work of stock audit and bank / insurance branch - division audit will not be counted as eligible work/bid.</b>		

### C. Scope of Work

**The Scope of work includes but not limited to the following:**

The Scope of work illustrative (but not exhaustive) for Chartered Accountant shall be as follows:

#### A. Internal Audit :

**To conduct Internal Audit for every quarter as per below mentioned criteria :**

- i. Verification of all vouchers related to expenses.
- ii. Verification of all receipts of income.
- iii. Verification of application of Statutory Provisions like GST, Income Tax, Labour Cess and/or any other duties, taxes, levies by central/state in this respect.
- iv. Verification of receipts (Grant received from State Government, Central Government or any board/ Corporation/ Company established by State or Central Government) along with rates, norms and guidelines of VUDA).
- v. Verification of Cashbook and Bank reconciliation statements.
- vi. Verification of all other documents /files/receipt as may be deemed fit.

B. Taxation (Filing, Consultation, liaisoning):

- i. Filling Income Tax Return within Time limit.
- ii. To compute the tax liabilities under GST Act / Income Tax Act and facilitate their payment by the VUDA on timely basis.
- iii. To collect, check and verify data for filing of Income Tax TDS return & GST TDS return as per the requirement of respective law and file returns after carrying out mandatory checks.
- iv. To prepare, compile, submit and file all type of IT & GST returns monthly/quarterly/half yearly/ annually as per the requirements with utmost accuracy.
- v. To File Form 10 B /10BB for the Exempted Entities as per the Income tax act and any other related forms pertaining to Income tax act /GST, which are applicable to VUDA .
- vi. To provide general consultancy services in any other work related to Income Tax and GST, etc.
- vii. To assist, carry out and submit necessary data, clarifications regarding various tax and statutory reconciliation between books and various direct, indirect, income tax and GST reports.
- viii. To assist on issues in Income Tax TDS / GST TDS, preparation & filing of Income Tax TDS / GST TDS returns and Generation of TDS certificates and prepare above documents also.
- ix. Preparation of reconciliation of turnover reported in financial statements with annual turnover / GST Turnover.
- x. Maintaining all kinds of registers, records and other details in computerized and manual format under Income Tax Act & GST Act and other Indirect Taxes.
- xi. To undertake Liaison with Income Tax & GST Department on behalf of VUDA and advice from time to time for IT & GST compliance.
- xii. Suggesting, advising and carrying out amendments/modifications in the prevailing tender/agreement clauses and preparing/drafting the new clauses regarding Income Tax & GST and other indirect taxes in respect of works contracts and service contracts.
- xiii. Issuance of Form 16 / TDS Certificates as and when required to the Employees of VUDA as well to the Agencies.
- xiv. To assist and prepare replies / submissions for Department's Notices regarding Income Tax & GST issues if any.
- xv. Presentation in VUDA Board Meeting and to A.G. Auditors as and when required.
- xvi. Any other advice /work which is assigned by the CEO , VUDA for above mentioned matters.
- xvii. Filling TDS Return in form of 24-Q and 26-Q on Quarterly basis within Time limit.

**C Verification of Final Accounts :**

- i. Verification Final Accounts as per rule (48) of Gujarat Town Planning and Urban Development Rules, 1979 in Form-Q and in Common Format.

**D. Selection of Bidder for assignment:**

The L1 bidder firm remaining out of technical eligibility round will be selected for the assignment. If there are more than one firm qualified as L1, authority reserves right to take appropriate decision as it deems fit in such circumstances. The methodology adopted in this case for selection of bidder and the decision of management will be final where more than one firm is L1 bidder.

**E. Security Deposit**

The successful bidder will be required to place Security Deposit @ 5% of the contract value by way of bank guarantee OR Fixed Deposit of 1 year period in favor of CEO, VUDA from any Scheduled / Nationalized bank approved by Finance Department, Gujarat within 10 days from the date of notice of award of contract. The security deposit to be submitted for One Year.

**F. Period of Contract**

The period of contract will be of 1 (one) year from the date of issuance of work order. On satisfactory performance and with mutual understanding the period may be extended further for a period of 2 year limiting to maximum Three Years extension.

**G. General Terms & Conditions:**

1. The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the authority.
2. Both technical bid and financial bid to be submitted online. Bidder to send original EMD and original affidavit as mentioned in Chapter B in sealed envelope at before mentioned address. The envelop should mentioned “**Appointment of Chartered Accountant Firm for Internal Audit and Statutory Work**”.
3. The bidder has to quote lumpsum fees for one year contract period. Fees quoted

must be exclusive of GST and inclusive of all out-of-pocket expenses. No reimbursement other than quoted fees will be allowed.

4. The financial bid of the firm will not be opened if it doesn't meet eligibility criteria in any of the condition.
5. The firm shall not sub contract the audit assignment.
6. The fees will be paid quarterly after submission of details like establishment of dedicated team, submission of reports of work done etc.
7. Concerned partner of the firms will have to visit the office of VUDA for the discussion when called for.
8. No escalation / price rise/ fees increase will be allowed to successful bidder.
9. In the interest of the assignment and interest of authority, management reserves the right to call for additional documents / information / data from the concerned firms applying for assignment.
10. The selected firm shall follow timings and provide services according to the timings and working days of VUDA.
11. The decision of VUDA will be final and binding on all bidders for any interpretation in technical eligibility criteria / admissibility – inadmissibility of any document or experience for eligibility.
12. The team should have expertise in both Gujarati & English language since work orders / invoices / related documents will be both in Gujarati & English language.
13. The Team will be working with the liaisoning of Accounts department of VUDA and report to CEO, VUDA .

#### **H. Confidentiality & Penalty**

1. The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the authority's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by firm shall become and remain the property of the VUDA and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the VUDA together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the authority.
3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.
4. If the firm or the partner or employee thereof is found guilty of gross negligence,

lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties or non-performance of duties as per scope, using or giving the details gathered during the assignment to other parties without permission of the Authority, non-observation of instructions given by the Authority, unauthorized retention of records of the Authority, violating the terms and conditions of this assignment, unauthorized changes in the records of the Authority, indulging in mala-fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences:-

(I) Removal from the assignment with immediate effect/ from the date specified.

(ii) Removal from any other assignment with immediate effect / from the date specified / given by the Authority.

(iii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee OR imposing penalty.

(iv) Ban from accepting the future assignment of the Authority for the period specified.

(v) Any other action deemed appropriate by the management. The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.

(vi) If Internal auditor leaves during the tenure of assignment without any proper procedure or prior intimation, Bank guarantee and outstanding fees may be forfeited. The decision of authority is final in case of additional penalty.

## **I. Settlement of Disputes**

1. The decision of the Authority in selection of the C.A. firm will be final.
2. Any dispute between Internal Auditor and concerned branch / unit / division will be resolved by the Account Officer, VUDA. The Internal Auditor dissatisfied with the decision of the Account Officer may approach the Chief Executive Officer and the decision of the Chief Executive Officer will be final and binding one.
3. For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the Court at Vadodara, Gujarat alone shall have jurisdiction.

## **J. Content of Tender Proposal**

**Tenderer has to submit the offer online on GEM Portal.**

1. **Technical Bid** will be opened on due date (as per notice inviting tender) which must contain

- All the supporting documents as mentioned in Chapter B above to assess the eligibility criteria / technical evaluation duly signed and sealed by authorized person of the Firm / LLP.
- The formats given in Annexure I to III to be furnished.
- Each page of this tender documents is required to be signed by nodal partner of the firm and to be uploaded. The document / certificates in support along with tender shall also be signed by the nodal partner.

2. Financial Bid will contain Price bid as per Annexure IV.

3. Scan copy of EMD to be uploaded online along with affidavit on Rs 300 stamp paper. Both of the documents in original to be submitted physically within 5 days of closing of bid submission period.



### Annexure I

(To be printed on letter head of firm)

#### Technical Offer

Sr No	Particulars	
1	Name of Firm	
2	Year of Establishment	
3	Firm / LLP Registration Number With ICAI	
4	Constitution (Firm / LLP)	
5	Office Address	
6	Contact Number	
7	Email	
8	Details of Partners	Separate table containing 1. Name, 2. Membership Number, 3. Year of Registration with ICAI,
9	Details of Staff	Separate table containing number of staff including Chartered accountants and other staff with supporting documents to full fill eligibility criteria
10	Firm Income Tax PAN No	Number as well as document separately attached
11	Firm GST Number (Both)	Number as well as document separately attached
12	Empanelment No with C & AG	Number as well as document separately attached

13	Experience (for Point 4& 5 of Eligibility Criteria)	Separate Table as below
	<div> <div>Sr No.</div> <div>Name of Org.</div> <div>Address of Org.</div> <div>Year of Assignment</div> </div> <div>Note: Submit separately work order / order of allotment as well as document supporting completion of audit.</div>	<div> <div>Date of Allotment</div> <div>Date of Completion</div> </div>

## **Annexure II**

### **Format of Certificate [Point No 4 and 5 of Chapter B – Eligibility Criteria]**

#### **[To be issued on the letter head of organization]**

This to certify that M/s \_\_\_\_\_, Chartered Accountants have successfully handled the assignment as Statutory Auditor / Pre-Auditor / Internal Auditor / Concurrent Auditor **(as applicable)** for the financial year \_\_\_\_\_. During the period of assignment, the firm handled following type of task and assignments for the organization successfully, satisfactorily and in compliance of work order issued to the firm.

1.

2.

3.

**[List of all major and minor assignments performed for the organization to be mentioned]**

Date: - (Signature of Authorized Person) Place: -

### Annexure-III

#### Affidavit

This is to certify that I \_\_\_\_\_undersigned fully authorized by (Name of Firm) to submit this tender document "**Appointment of Chartered Accountant Firms / LLPs for Work of Internal Audit and Statutory work**" of Vadodara Urban Development Authority.

This is further certified that,

- A. Our firm / LLP / any of its partners are not debarred / disqualified / penalized by any government organization, department, board, corporation, tribunal or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, or National Financial Reporting Agency, RERA or any court etc.
- B. And there is no adverse action taken or proposed against or any matter related to that for which proceedings are ongoing on our firm / LLP or any of its partner / directors by any authority by any of the above.
- C. In case of any adverse / disciplinary action is initiated during the procedure for appointment of CA Firm for this assignment and also after appointment (If selected), the organization can terminate the appointment without assigning reasons thereof.
- D. The firm / LLP is not issued with any order of disqualification, debarment or termination by any government organization, department, board, corporation, tribunal or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, RERA or National Financial Reporting Agency or any court etc. for which proceedings are ongoing.
- E. All the information given in tender document submitted by us is correct.
- F. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
- G. We have read entire tender document and agree to carry out scope of work mentioned in document and all terms and conditions mentioned will be acceptable to us.

**Date:**

**Sign of Authorized Partner Place: (With Firm Name, Seal & Stamp)**

**Annexure – IV**

**Financial Proposal Submission Form for Chartered Accountant firm for Internal Audit and statutory work**

**Format for Financial Bid**

Particular	Fees (In Rs)	Add: Taxes & Duties	Total
Vadodara Urban Development Authority			
Total			
Total In Rupees			

- Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.
- We have read all the terms and conditions with respect to financial bid as outlined in the tender document and abide ourselves with the terms and conditions.

(Sign with stamp & membership no. on each page)

Authority.