

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	11-03-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	11-03-2026 13:30:00
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	Industries And Mines Department Gujarat
संगठन का नाम/Organisation Name	Centre For Entrepreneurship Development Gandhinagar
कार्यालय का नाम/Office Name	Gandhinagar
वस्तु श्रेणी /Item Category	Financial Audit Services - AS per Scope of Work attached; CA Firm
अनुबंध अवधि /Contract Period	1 Year(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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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	30000
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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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. 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.

2. 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.

3. 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:AS per the Scope of Work attachment.

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.:AS per the Scope of Work attachment.

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

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:AS per the Scope of Work attachment.

Number of XX fulltime CA's required and YY professional audit staff:AS per the Scope of Work attachment.

Financial Audit Services - AS Per Scope Of Work Attached; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	AS per Scope of Work attached
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	AS per Scope of Work attached

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functio ns	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , AS per Scope of Work attached
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
एडऑन /Addo n(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Dharmendra Pandya	382007,Block no 1, 9th Floor, Udyog Bhavan, Sector 11, Gandhinagar	Project / Lumpsum Based	N/A

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.](#)

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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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---



The Centre for Entrepreneurship Development

(A Government of Gujarat Organization)

ઉદ્યોગસાહસિકતા વિકાસ સંસ્થાન

EXPRESSION OF INTEREST

The Centre for Entrepreneurship Development Organization Invites Expressions of Interest (EOI) in sealed covers from reputed firms of Chartered Accountants for appointment of Internal Auditor for the financial year 2025-2026. Extension for another year will be based on Evaluation of the Performance of the firm at the end of each year. The committee constituted by the Competent Authority of the Organization will evaluate performance of the appointed firm at the end of year, based on criteria laid down by Committee. The firm must be empanelment with ICAI since at least 10 years.

Director CED

**REQUEST FOR EXPRESSION OF INTEREST
FOR APPOINTMENT OF INTERNAL
AUDITOR OF
The Centre for Entrepreneurship
Development**



Block No:1 9th floor, Udyog
Bhavan, Sector-11, Gandhinagar-
382010 Gujarat, India
Phone: 079-23243847-079-232-43706
Website: www.ced.gujarat.gov.in

Important Information

Sr. No.	Event	Information to the bidders
1.	Last Date & time of Submission	As per mention in GeM Portal.
2.	Address for communication	The Centre for Entrepreneurship Development Organization Block No:1 9 th floor, Udyog Bhavan, Sector-11 Gandhinagar-382010 Gujarat Phone: 079-23243847-079-23243706 Email: cor-ced@gujarat.gov.in

I have read and understood all terms and conditions and implications thereon of the document.

Signature & Seal of Bid

SCOPE OF WORK FOR THE INTERNAL AUDITOR OF CED

- **Scope of Work:**

1. 100% Vouching
2. Utilization Certificates
3. Depreciation Calculation
4. TDS Return Filing
5. Income Tax Return Filing.

We need an action plan covering above requirements.

- **Responsibilities of the Auditor:**

1. Auditor should prepare a Detailed Plan of Audit in consultation with the officials of The Centre for Entrepreneurship Development for timely completion of Audit.
2. Issue Audit Report for the Audit conducted after completion of the Audit.
3. Audit should be completed within 2 month time from the end of the financial year and submit Audit Report to the Organization.
4. Audit should be conducted in accordance with the generally accepted accounting principles in India.

I have read and understood all terms and conditions and implications thereon of the document.

Signature & Seal of Bid

Sr. No.	Particulars	Points	Points
1	Place / Location of the firm		10
	Head office at Gandhinagar /Ahmedabad (As per ICAI records)		
2	Audit Firm should have at least 3 Full Time Experience Partners.		10
3	Number of qualified Assistants (CA only) employed with the firm having Minimum Experience of 3 years (Date of joining as Assistants to the applicant firm will be considered)		10
	Up to 5	5	
	Above 5	10	
4	Minimum 3 Years relevant Experience of the bidding firm.		10
5	Experience of carrying out minimum one Internal Audits of Organization / Government Organization in last 5 years.		25
	(a) 1 to 5 years	10	
	(b) 5 to 7 years	15	
	(c) 7 to 10 years	20	
	(d) more than 10 years	25	
6	Average Turnover of the firm during the preceding 3 financial years from audit and assurance services (i.e. 2021-22, 2022-23 and 2023-24)		30
	(a) Rs.10-45 lakhs	10	
	(b) Rs.46-80 lakhs	20	
	(c) above Rs.80 lakhs	30	
7	Peer Reviewed Firm (valid certificate as on date)		5
	Total Points :		100

I have read and understood all terms and conditions and implications thereon of the document.

Signature & Seal of Bid

EOI FORMS
(On Firm's Letter Head)
Covering Letter for Technical Proposal
Annexure-A

To
The Director,
The Centre for Entrepreneurship Development
Block No.1/9th Floor, Udyog
Bhavan, Sector-11, Gandhinagar-
382 010

Sub: Appointment of Chartered Accountant Firm for conducting Internal Audit of CED.

Sir,

1. With reference to your Expression of Interest No: Dated..... for appointment of a Chartered Accountants Firm for conducting Internal Audit of CED, I/we wish to apply for the same.
2. Further, I/we hereby certify that :
I/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of EOI are acceptable to me/us and I /we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of EOI found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the CED.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 180 days from date of opening of financial bids.

Signature.....
Designation/Firm Name.....
Seal of the firm

Full name.....
Address with Phone.....
.....
.....
.....

Telephone No. & Mobile No:

E-Mail:

Enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note:

- b. In absence of above declaration/certification, the offer is liable to be rejected and shall not be taken into account for evaluation.
- c. Bidders are advised to check & tick the respective checklist of documents being submitted along with page number.
- d. Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

I have read and understood all terms and conditions and implications thereon of the document

Signature & Seal of Bid

(On Firms Letter Head)
APPLICATION FORM
Annexure-B

Details of Chartered Accountant firm for appointment as the Internal Auditor of CED:

Sr. No.	Particulars	Details	Page No.
1	Name of the firm		
2	Address of the Registered/Head Office		
3	Telephone no. and E-mail address		
4	ICAI Registration No. with Region Name		
5	Date of constitution of the firm (as per ICAI records)		
6	PAN of the firm		
7	Number of Full-Time Partners as on 1-4-2025 (Details to be provided)		
8	Number of Part time Partners (if any), as on 1-4-2025		
9	Number of Full Time Chartered Accountant Employees as on 1-4-2025		
10	Whether proprietor/partner of any other firm, If so, name and address		
11	Duration with the applicant firm		
12	Number of Branches (Details to be provided)		
13	Turnover of the last three Financial Year		
14	Additional information, if any		

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document.

(On Firms Letter Head)

Letter of Non- disqualification

Annexure-C

I/We do hereby undertake that [**strike out which is not applicable**]

I/we/none of our employees are ex-employee of your Organization,

OR

I/... of our partners/... of our employees was/were ex-employees of your Organization (give details, viz. Name, Position and Date of retirement/resignation) but ceased to be under your employment since last 3 years or more.

AND

I/We shall not induct/employ any partner/employee during the tenure of our appointment as an auditor, who is/are within the above mentioned cooling period of 3 years from the date of retirement / resignation

I/We do hereby solemnly declare and affirm that

- I/We have not been removed/dismissed from service/employment earlier
- I/We have not been convicted of any offence and sentenced to a term of imprisonment
- I/We have not been found guilty of misconduct in professional capacity
- I/We have not been convicted of an offence connected with any proceeding under the I.T. act 1961 &/or W.T. Act 1957 &/or G.T. Act 1958
- I/We am/are not undischarged insolvent(s)
- There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law

I/We have not been blacklisted/de-paneled by any Institution/organization/others etc. in the past

I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed.

I/We also affirm that terms & conditions of The Centre for Entrepreneurship Development relating to appointment of internal auditors are acceptable to me/us and I/We also undertake to keep the Organization informed of any events /happenings which would make me/us ineligible for appointment as internal auditor.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document.

(On Firms Letter Head)

Undertaking

Annexure-D

I/We the following partners/Proprietors of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare –

- (i) 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 has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
- (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949;
- (iv) that the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

I have read and understood all terms and conditions and implications thereon of the document.