

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-03-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	16-03-2026 18:30:00
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	Health & Family Welfare Department Gujarat
संगठन का नाम/Organisation Name	National Rural Health Mission (nrhm) State Health Society
कार्यालय का नाम/Office Name	Commissionerate Of Health
वस्तु श्रेणी /Item Category	Financial Audit Services - TDS RETURN AND GST TDS RETURN; CAG Empaneled Audit or 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),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 दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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	5
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	50000
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

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a) ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

JOINT DIRECTOR ACCOUNT'S
Commissionerate Of Health, Health & Family Welfare Department Gujarat, National Rural Health Mission (NRHM)
State Health Society,
(State Health Sociey Gujarat)

UIN Number NCTGC2415P

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	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	20

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. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+20% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 20% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. 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.
5. 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:7 (Seven 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.:01/04/2025 (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:2 Two minimums

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:2 CA

Number of XX fulltime CA's required and YY professional audit staff2

Financial Audit Services - TDS RETURN AND GST TDS RETURN; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	TDS RETURN AND GST TDS RETURN
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	TDS RETURN AND GST TDS RETURN
Category of Work under Financial Audit	TDS RETURN AND GST TDS RETURN
Type of Industries/Functions	TDS RETURN AND GST TDS RETURN
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(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	Manishkumar Vsantray Joshi	382010,Block no 5 Dr Jivaraj Mehta Bhavan Sector 10 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. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **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.

5. **Buyer Added Bid Specific ATC**

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

6. **Forms of EMD and PBG**

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

STATE HEALTH SOCIETY GUJARAT
payable at
GANDHINAGAR

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

- GPP-2024 APPLY
- GUJARAT STATE ONLY.
- RS.1500/- EMD DD MUST BE REQUIRED AS PER NAME IN MENTIONED.
- EMD HARD COPY MUST BE REQ. OR ONLINE TRANSFER SLIP MUST BE SHOW ON BID DOCUMENTS .

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 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---



COMMISSIONERATE OF HEALTH (RURAL) AND MISSION DIRECTOR
NATIONAL HEALTH MISSION

TENDER DOCUMENTS

FOR

Invitation of Tender for Appointment of Chartered Accountant
firms Income Tax (TDS)/GST (TDS) Return Filling of National
Health Mission (NHM)

COMMISSIONERATE OF HEALTH (RURAL) AND MISSION DIRECTOR
NATIONAL HEALTH MISSION
NHM Bhavan, First Floor,
Civil Hospital Campus, Sector-12,
Gandhinagar-382016

YEAR: 2026-27

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**State Health Society - Gujarat
NATIONAL HEALTH MISSION**

State Health Society, National Health Mission, Gandhinagar is inviting Online Tenders (E-tendering) for Appointment of Income Tax (TDS)/GST (TDS) Return Filling work of Office.

Name of work Appointment of Income Tax (TDS) & GST (TDS) Return Filling for State Health Society (National Health Mission)	Income Tax (TDS) & GST (TDS) Return Filling (F.Y. 2026-27)
	2. EMD As per State Procurement Policy - 2024
	3. Duration of the contract 12 Months
SCHEDULE OF E-TENDERING.	
1. Downloading of Tender Documents.	As per GeM
2. Online submission of tender document	As per GeM
3. Physical Submission of Tender fee, EMD and other documents.	As per State Procurement Policy - 2024
4. Online Verification of Tender Fee, EMD & other documents	As per GeM norms
5. Opening of Technical Bid (If Applicable (On line))	As per GeM norms
6. Opening of price bid (On line)	As per GeM norms
The details of above notice and tender documents are available on www.gem.gov.in <u>GeM Portal</u>	

NATIONAL HEALTH MISSION

Preamble:

National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare (MoHFW) was launched by the Government of India (GoI) on 12 April 2005 with the objective of improving healthcare facilities across the country. With effect from the financial year 2013–14, the NRHM has been subsumed under the umbrella programme of the National Health Mission (NHM). The NHM encompasses the National Urban Health Mission (NUHM) and also covers Communicable and Non-Communicable Diseases (NCDs). The mission aims to provide accessible, affordable, and quality healthcare services to the population, with special emphasis on vulnerable sections of society.

Objective:

- Provide accessible, affordable, and quality healthcare, accountable to needs, with convergence across sectors.
- Reduce Maternal Mortality Ratio (MMR) and Infant Mortality Rate (IMR).
- Prevent/control communicable (TB, Malaria) and non-communicable diseases (NCDs).
- Reduce Total Fertility Rate (TFR) to achieve population balance.
- Improve infrastructure, human resources (ASHAs, ANMs), equipment, and ambulances.
- Address malnutrition, anemia in women, and improve water, sanitation, and hygiene (WASH).
- Promote healthier living through awareness and interventions.
- Revitalize and mainstream traditional (AYUSH) health practices.
- Reduce Out-of-Pocket Expenditure: Lower financial burden on families for healthcare.

2.0 Contacting Officer:

In case Bidder finds any difficulty in getting the necessary information / help from the GeM portal or for participating in online Tendering, they can contact the office below.

<p>COMMISSIONERATE OF HEALTH (RURAL) & MISSION DIRECTOR NATIONAL HEALTH MISSION First Floor, NHM Bhavan, Civil Hospital Campus, Sector-12, Gandhinagar-382016</p> <p>Tel: (O): 079-23223906/53299</p> <p>Email: fmggujarat@gmail.com</p>	<p>GeM Adviser 5th Floor, Industries Commissioner Office, Udyog Bhavan Gh-Road, Gandhinagar-382010</p>
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SECTION-I

3.0 General Instructions in respect of scope of Work:

- 3.1**The Firm should be well conversant with all the schemes/ guidelines/G.R./ circulars, standing instructions, orders issued from time to time by Central /State Government as well as Health & family Welfare Department.
- 3.2**The Firm shall raise their bills for fees on yearly basis at **STATE HEALTH SOCIETY, NATIONAL HEALTH MISSION, Gandhinagar, Gujarat** along with audit report, presentation and other necessary enclosures.
- 3.3**Work of Firm in **State Health Society, Gujarat** will start immediately on issuance of letter of appointment. The personnel of the C.A. Firm should be in position to start the work immediately on intimation regarding appointment.
- 3.4**The Firm shall provide the details and documentary evidence of qualifications of authorized Chartered Accountant and other staff to be deployed for this assignment to **FINANCE MANGEMENT GROUP, NHM Bhavan, Gandhinagar, Gujarat** office in advance before starting work.
- 3.5**Any further clarification on the scope of work can be obtained from **State Health Society, Finance Management Group (FMG), Gandhinagar** office through written communication.
- 3.6**The Firm shall carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity as prescribed by the Code of Conduct of Institute of Chartered Accountants of India, New Delhi, instructions and circulars of finance department GOG on the subject matter having due regard to nature and purpose of the assignment, and shall ensure that the authorized deputed Chartered Accountant and other staff perform the services under this Agreement and conduct themselves in a manner consistent herewith.
- 3.7**Commissioner of Health (Rural) and Mission Director, NHM reserves the right to accept or to reject any or all the offers without assigning any reason thereof.

**Commissioner of Health (Rural) &
Mission Director
National Health Mission
Gandhinagar**

4.0 SPECIFICAION OF AUDIT SERVICE

(A) Minimum eligibility criteria:

Sr.	Minimum eligibility criteria	Proof to be enclosed
1.	Firm of Chartered Account of Chartered Account should be CAG Empaneled for Financial Year: 2024-25 & 2025-26	Certificate/letter given by C & AG
	The Auditors firm should be registered with the Institute of Chartered Accountants of India.	Registration Certificate (Copy of self-attested certificate is required to be submitted).
2.	The Chartered Accountant firm should have minimum registration of 7 years of continuous practice.	Certificate of constitution as on 01.04.2025 or subsequent date issued by the Institute of Chartered Accountants of India till the last date of submission of tender shall be submitted.
3.	The firm should have at least 2 Chartered Accountants as partners in the firm as on 01.04.2025	The Auditors firm Proprietor/Partnership/LLP also statues allowed (At least 2 CA).
4.	The Firm should have an average turnover of more than Rs.15.00 lakh of audit and attestation fees, in last 3 years ended on 31st March 2025.	Last 3 (Three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant's Turn Over Certificate for the year 2022-23, 2023-24 & 2024-25. (Average more than Rs.15.00 lacs is required of last 3 FY.)
5.	The Firm must have undertaken Income Tax (TDS)/GST (TDS) Return Filing assignment of at least 3 Government Organization in last 3 financial years completed on 31.03.2025.	Copy of Appointment letter / Work order copy of audit report with audited year. (i.e. 2022-23, 2023-24 & 2024-25) which is mentioned in Annexure I, II, III (category II) of the Resolution Finance

	(i.e. 2022-23, 2023-24 & 2024-25)	Department of GOG dated 08/06/2020.
6	The Auditors firms should have their offices in Gandhinagar or Ahmedabad.	As a proof scan copy of firm card or ICAI institute certificate
7	Forms, Annexure, Undertaking, Declaration.	Forms, Annexure, Undertaking, Declaration given in the bid document shall be filled and uploaded with the Technical Bid
8	GST NO and PAN card	Certificate issued by competent authority

5.0 SCOPE OF WORKS & PAYMENT OF FEES

5.1 SCOPE OF WORK FOR FIRM:

1. The Income Tax (TDS) & GST (TDS) Return must be filled in timely as and when decided by tax authority or concern department i.e. Monthly, quarterly, yearly etc. Filing of quarterly TDS returns under F-26Q/24Q in r/o TDS deductions and monthly GSTR-7 return in r/o GST TDS Deduction.
2. Filing of statutory quarterly TDS/GST TDS Information into respective portals in respect of Staff and Officers of SHS Gujarat Gandhinagar (approx.175 persons). Filing of monthly/quarterly TDS/GST TDS information into respective portal respect of deductions made by vendors, professional services etc. (approx. 200 vendors quarterly).
3. The firm is required to submit Form-16 A, Form-16 & GST TDS system generated Certificate (Form GST 7A).
4. The data required for filing the returns will be provided in the excel format, it will be the duty of the return preparer to convert the data into the mandated format required by each statutory agency and decide for uploading the same into their portal.
5. All compliances with concern from the department for the above work are coming in the purview of work i.e. notice given by department, any error in filling, mismatch PAN etc.
6. Validate the complete data including PAN numbers.
7. In case of non-compliances penalty will be charged as a when decided by Department.
8. Payment Term: Bill to be raised by the contractor/agency on quarterly basis after the satisfactory completion of filing of returns.

i. **Jurisdiction:** -

In case of any dispute Gandhinagar will be only Jurisdiction

6.0 General Terms and Conditions in respect of Tender:

6.1 Earnest Money Deposit (EMD) As per State Procurement Policy - 2024

6.2 The offer shall be valid for 180 days from the last date of receipt of Tenders.

6.3 All the bidders who are meeting with the eligibility criteria as specified will be technically qualified, & their Price bid will be opened.

6.4 The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.

6.5 The work shall be allotted to the L1 bidder who has quoted the lowest amount (professional fees).

6.6 Bidders who have been awarded the respective work as per their concurrence have to provide audit firms service.

6.7 This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the Tender Documents.

6.8 Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat reserves right to accept the lowest responsive offer and/or reject any or all tenders without assigning any reason.

6.9 The agencies whose contracts were terminated or are debarred on account of non- performance or refuse to work in **Commissioner of Health (Rural) and Mission Director, National Health Mission's** works will not be eligible for bidding this Tender.

6.10 If any of the bidder quote rates are unreasonably very low or high than the office of **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** has right to disqualify the Bidder or reject the entire tender Bid or the part of Bid.

6.11 The interested Bidders shall satisfy Qualification Criteria as stipulated in tender document para.

6.12 The participating bidders shall not disclose details of their bids or other details of their e-bids to other bidders or indulge in any anti-competitive behavior including price manipulation in violation of Competition Act, 2002.

6.13 Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat office/GeM will not be held responsible for consequential damages such as no internet connection, no power supply, system problems, loss of electronic information, power interruption etc

6.14 Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat Office reserves the right to postpone/cancel the e-bidding and intimation thereof will be sent by e-mail / GeM to the Bidders. Any amendment /corrigendum to the e-bid invitation issued by the Buyer will be made online and shall be uploaded to the GeM.

**Commissioner of Health (Rural) &
Mission Director
National Health Mission
Gandhinagar**

7.0 SPECIAL TERMS & CONDITIONS

7.1 The Tender Document shall be submitted as per procedure laid down in tender documents for submission of Tender.

7.2 All Bidders are cautioned that e-tender containing any deviation from the contractual terms and conditions, specifications or requirements shall be rejected as non-responsive.

7.3 Conditional offer will be outrightly rejected. No condition shall be included in this e tender.

7.4 Alternative e-Tenders are not acceptable.

7.5 Bidder shall have to declare the number of Tenders submitted in the prescribed format as given in tender documents.

7.6 If required, **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** office may negotiate with the lowest evaluated responsive bidder.

7.7 **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** office reserves the right to qualify/ disqualify any applicant without assigning any reason.

7.8 Applicants shall be disqualified if they have

(i) Made untrue or false representation in the forms, statements and attachments required in the pre-qualification documents, or

(ii) Records of poor performance either due to technical or financial or any other reasons.

7.9 All disputes and discrepancies relating to this Tender shall be governed by law of India and shall be subject to jurisdiction of court of Gandhinagar of Gujarat state.

7.10 The agency whose contracts were terminated on account of poor performance in **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** work will not be eligible for this Tender. A Bidder shall be disqualified if Bidder is terminated due to poor performance technically, qualitatively, financially or any other reasons.

7.11 The bidder shall quote the lump sum professional fees inclusive of all cost, expenses etc. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/conveyance, other incidental expenses, lodging, boarding, food etc.

7.12 The evaluation of the offers will be as per the pre-decided norms mentioned hereafter.

7.13 Proposal of Technical Bid for “Income Tax (TDS)/GST (TDS) Return Filling” shall contain details as mentioned in Tender Documents and shall provide supporting documents.

7.14 It should mention only the amount chargeable (including all the charges/ out of pocket exp.) for the whole term of one year. Fees quoted shall be inclusive of GST. The quoted fees shall be valid for 180 days from the date of receiving the bid offers. The same validity shall have to be extended further by the bidder if required on written intimation of **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat.**

7.15 The technical bids (All forms, Annexure and statement and Tender document and supporting documents as required must be in single, legible PDF file with file name “Proposal for Income Tax (TDS)/GST (TDS) Return Filling”. File if submitted after the prescribed time limit. Or submitted by any other mode will be liable to be rejected.

7.16 The technical bid will be opened first and will be evaluated by a committee of office under the **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat.** The financial bid will be open of those bidders satisfying minimum eligibility criteria as per technical bid evaluation.

7.17 Award of contract will be given to a qualified bidder whose responsive Tender is lowest.

(i) Qualified bidders must work at the lowest quoted price irrespective of his quoted price. For the lowest price quoted by the bidder, an undertaking must be submitted by the bidder in the Physical form as well as electronic form also.

7.18 The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** The documents as per Annexure - I and Minimum eligibility criteria are to be attached with the technical bid for scrutiny of the proposal. Each firm must invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected. However, management may call for required details/information if it deems appropriate to do so in the interest of **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** office.

7.19 If any qualified bidder denies working after allotment of work, then he shall be debarred for 3 (Three) years to work with **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat.**

- 7.20** Technical and Price bid must be submitted online on GeM portal only.
- 7.21** If the legal proceedings are under progress or criminal proceedings are instituted by any department/office of Government or matter regarding disciplinary actions is under progress by the ICAI in respect of any firm or the partners or proprietor or employee thereof, such firm will be considered as ineligible from applying for this assignment.
- 7.22** Further, firms or partners in respect of whom ICAI has taken penal actions or any department/office of government that has initiated legal or criminal proceedings in past are considered ineligible from applying for this assignment.
- 7.23** For this assignment only those Chartered Accountant/ Partnership firms will be considered which satisfy the minimum criteria mentioned in tender document.
- 7.24** In case of operational difficulties, the management may take steps to remove such difficulties without materially altering the scope of work or terms and conditions which shall be binding to the respective firm.
- 7.25** The management reserves the right to award this assignment for one or more Firms.
- 7.26** The audit firm will be required to give one-month notice to **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat**, in case it intends to discontinue the contract at any point of time during the period of contract. Likewise, **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** on its discretions may cancel the assignments at any time if required to do so.
- 7.27** The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** on evaluation of satisfactory performance of the audit firm for further 1 (one) or 2 two years at the incremental price and tender conditions.
- 7.28** The audit firm cannot assign / outsource / sublet the work entrusted, or subcontract it in any manner whatsoever, or any portion of it, to any others Chartered Accountant firms/other individuals.
- 7.29** The senior partner of audit firm shall remain present in coordination / review Meetings and make presentations as and when called for and no additional fees/ Expenditure shall be paid extra for that.
- 7.30** If the CA is an employee of the CA firm, then he must be associated with the firm as an employee for at least one year.

7.31 An abnormally low-price raising concerns as to the capability of the bidder to fulfil the contract shall be liable to be rejected. All decisions on reasonability of rates shall be taken solely by **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat.**

**Commissioner of Health (Rural) &
Mission Director
National Health Mission
Gandhinagar**

8.0 EARNEST MONEY DEPOSIT (EMD)

EMD is as per State Procurement Policy - 2024

9.0 SECURITY DEPOSIT (SD)

SD is As per State Procurement Policy - 2024

10. TENDER OFFER VALIDITY PERIOD

10.1 The Tender offer for the work shall be valid for a period not less than One Hundred Eighty (180) days from the last date of receipt of Tenders. The same may be extended by the Bidder for a further period of One Hundred Eighty (180) days, if required by **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat**. The tender shall not be allowed to withdraw or modify the offer on his own during this period. If any tenderer withdraws or makes any modification or additions in the terms and conditions and tender validity period of his tender offer is not acceptable to the **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat**

10.2 In exceptional circumstances, the employer may solicit the Bidder's consent for an extension of the period of validity of the Tender offer by a period not exceeding another 180 days or as per the requirement from **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** (i.e. beyond 360 days as mentioned above).

10.3 The request and response there to shall be made in writing. Any Bidder granting the request of extension of offer validity period will not be permitted to modify his/their Bid.

10.4 If any Bidder withdraws his offer during validity period / extended validity of Tender, the Tenderer shall be debarred for 3 (Three) years from tendering in **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** contracts.

11.0 Service Level Agreement

A. PAYMENTS

- i. Payment of fees will be made by **Finance Management Group, Gandhinagar, Gujarat** office.
- ii. Concerned branch of **Finance Management Group, Gandhinagar, Gujarat** office must sign work completion certificate with signature, name, date, and seal.
- iii. The firm should quote the rates for the whole term of one year. However, it can be extended at the discretion of the **Finance Management Group, Gandhinagar, Gujarat** evaluation of satisfactory performance of the firm for further 1 (one) to 2 (two) year offer letter from agency with the same tender conditions.
- iv. In case of continuation of work for further period, fees for that period will be decided by the management considering point above.
- v. All the applicable taxes will be deducted as TDS from the payments. No. other taxes shall be paid other than GST unless otherwise specified in the assignment. The auditor and their personnel shall pay such taxes, duties, fees and other impositions as may be levied under the applicable law, the amount of which is deemed to have been included in the fees of assignment.

B. CONFIDENTIALITY

- i. The firm or their 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 business or operations without prior written consent of the Management.
- ii. All returns copy and other documents submitted by C.A. firm shall become and remain the property of the **Finance Management Group, Gandhinagar, Gujarat** office and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the **Finance Management Group, Gandhinagar, Gujarat** office together with a detailed inventory thereof. The auditor may retain a copy of such report and documents but shall not use these reports and documents for purposes unrelated to this contract without prior written approval of the **Finance Management Group, Gandhinagar, Gujarat** office.
- iii. 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.

C. PENALTIES

i. In case the chartered accountant firm refuses to carry out the “Income Tax (TDS)/GST (TDS) Return Filling” before the completion of the contract period of the work, Bank guarantee and outstanding fees may be forfeited. The decision of **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** Office is final in case of penalty.

ii. In the event of gross negligence, irregularity, laxity or misconduct on the part of the audit team, the said contract may be terminated and the C.A. firm may get black listed at the discretion of the **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work. In such a case the C.A. of the C.A. firm shall be severally and/or jointly directly responsible and amount of Bank guarantee shall be forfeited including outstanding fees.

iii. The violation of any of the terms will invoke penalty. It will be the responsibility of the auditor to carry out fast, prompt, accurate and correct audit. Failure to do so leading to either undue delay, or laxity or failure to check irregular payments will make the C.A. firm liable for being removed from the contract by the **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** after issuing 7 days’ notice as well as disciplinary action including the forfeiture of performance guarantee amount or a portion there of. The decision of **Commissioner of Health (Rural) and Mission Director, National Health Mission, Gandhinagar, Gujarat** office will be final.

iv. The work shall be completed within the time frame or else penalty will be charged.

v. In the event of termination of contract, either with mutual understanding or otherwise, the C.A. Firm is liable to repay the cost risk purchase to the Government. Government can forfeit the Bank guarantee submitted by the C.A. Firm, the due fee but not paid and from other sources.

vi. In the event of establishment of given work is being carried out by other CA firm or sub-letting to other CA firm, **Commissioner of Health (Rural) and Mission**

Director, National Health Mission, Gandhinagar, Gujarat is empowered to withdraw or cancel the work of audit from that CA firm, and forfeit any dues on account of audit work with a notice of seven (7) days.

SECTION - II
FORMS & ANNEXURES

11.0 Memorandum of work in brief:

1.	Name of work	“Income Tax (TDS)/GST (TDS) Return Filling” work.
2	Name of Employer	National Health Mission, Gandhinagar, Gujarat
3	Name of concerned Officer	Joint Director (Accounts) & Program Manager (Finance), FMG, Gandhinagar
4	Name of Officer-In- Charge	Joint Director (Accounts) & Program Manager (Finance), FMG, Gandhinagar
5	Address of Officer - In – Charge	NATIONAL HEALTH MISSION NHM Bhavan, First Floor, Civil Hospital Campus, Sector-12, Gandhinagar-382016
6	Name of Bidder	
7	Address of Bidder	
	(a) Telephone No. (b) Mobile No. (c) Fax No. (d) Telex No. (e) E-mail ID	
8	(f) Estimated Cost put to tender	
9	Time is allowed for completion of the service from the date of written order to commence.	The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the Gujarat Finance Management Group, National Health Misson on evaluation of satisfactory performance of the audit firm for further 2 (two) years at the same price and tender conditions.
10	Amount of Earnest Money Deposit (EMD)	EMD is as per State Procurement Policy - 2024
11	Description essential to be written on sealed cover of submission of Tender	
	(a) Name of Work	“Income Tax (TDS)/GST (TDS) Return Filling” work of State Health Society-Gandhinagar, Gujarat.

	(b) Name and address of the Bidder	
12	Mode of submission of Tender Documents	Online submission on web site www.gem.gov.in <u>GeM</u> Portal
13	(a) Technical Bid. (b) Price Bid	Online submission on www.gem.gov.in <u>GeM</u> Portal Online submission on www.gem.gov.in <u>GeM</u> Portal
14	Other Documents including Forms, Annexures, Undertaking, Declaration	As per GeM Tender notice and corrigendum if any.
15	Physical Submission of Tender Documents (a) Technical Bid & Other Documents (EMD and SD etc.)	As per GeM Tender notice and corrigendum if any.
16	Validity period of Tender offered.	180 days from the last date of receipt of tender.
17	Opening of Tender Online (a) Technical Bid (b) Price Bid (Only of pre-qualified Bidders)	As per GeM Tender notice and corrigendum if any.
18	Amount of Security Deposit: (Please refer Tender Clause of SD)	As per State Procurement Policy - 2024

Signature of C.A
With Name of Firm
And seal

12.0 LETTER FOR SUBMISSION OF TENDER

To,
**Commissioner of Health (Rural) &
Mission Director, National Health Mission
Gandhinagar**

Sub: Submission of Tender Application for Appointment of Chartered Accountant Firms for "Income Tax (TDS)/GST (TDS) Return Filling" Work

Sir,

- 1.0 Having examined the details given in the invitation to Bidder for qualification and brief note, the condition of contract as well as Price bid and Nos of Corrigendum for the execution of above-named service, we, the undersigned, offer to provide service with the conditions of contract and quoted amount in accordance with the said conditions.
- 2.0 We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- 3.0 We have furnished all information and details necessary for qualification and have no further pertinent information to supply.
- 4.0 We also authorize, **Finance Management Group, Gandhinagar, Gujarat** Office to approach individuals, employers, firms and Corporation to verify our competency and general reputation.
- 5.0 We hereby apply for qualification of providing Income Tax (TDS)/GST (TDS) Return Filling Services for Office of **Finance Management Group, Gandhinagar, Gujarat.**
- 6.0 We will provide required Income tax/GST Return work as per contract.
- 7.0 We agree to abide by this Tender for a period of 180 days from the last date of online submission of tender document. It shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 8.0 Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
- 9.0 We submit the following certificates in support of our suitability, technical know-how and capability for having successfully completed the following contract.

10.0

Sr. No.	Contract	Client / owner
---------	----------	----------------

1.

2.

Enclosures (as per tender requirement)

1.

2.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ (Year)

Signature _____ in the capacity of _____

Duly authorized to sign tender for and on behalf of _____.

(IN BLOCK CAPITALS)

Address

Witness _____

Address _____

Witness

Occupation _____

Encl: Appendix.

Date of submission

Signature of Applicant (C.A)

Seal of Applicant

14.0 Annexures

Annexure-I

Tenderer must submit following documents along with technical bid should be uploaded in clear and legible PDF Format Only

Sr. No.	Description																
1.	EMD is as per State Procurement Policy - 2024																
2.	Registration Certificate of audit firm from the Registration Authority Chartered Accountant from ICAI (NOTE: Firm's registered H.O or branch office should be in Gandhinagar /Ahmedabad.																
3.	GST number certificate from GST registering authority.																
4.	The Firm should have an average turnover of audit and attestation fees more than Rs. 15.00 lacs in last 3 years ended on 31st March 2025. Note: Copy of last 3 (three) completed financial years duly audited and certified by another Chartered Accountant or Chartered Accountant's Turn Over Certificate for the year 2022-23, 2023-24 & 2024-25.																
5.	Copy of permanent account number (PAN) card & Income Tax return of last 3 years.																
6.	If the certificate as on 01.04.2025 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India s of India till the date of submission of tender shall be submitted.																
7.	Details of Proprietor/Partners & Paid CA employees updated on 01.04.2025.																
8.	Details of Professional fees receipts. (Last three years) <table border="1"><thead><tr><th>Year</th><th>Total receipt fees (in Rs.)</th><th>Total receipt of Audit and Attestation fees</th><th>Net Profit (in Rs.)</th></tr></thead><tbody><tr><td>2022-23</td><td></td><td></td><td></td></tr><tr><td>2023-24</td><td></td><td></td><td></td></tr><tr><td>2024-25</td><td></td><td></td><td></td></tr></tbody></table>	Year	Total receipt fees (in Rs.)	Total receipt of Audit and Attestation fees	Net Profit (in Rs.)	2022-23				2023-24				2024-25			
Year	Total receipt fees (in Rs.)	Total receipt of Audit and Attestation fees	Net Profit (in Rs.)														
2022-23																	
2023-24																	
2024-25																	
9.	EPF & ESIC Registration Proof.																

10.	The Firm must have undertaken "Income Tax (TDS)/GST (TDS) Return Filling" assignment of at least 3 Government Organization in last 3 financial years completed on 31.03.2025. (i.e. 2022-23, 2023-24 & 2024-25) The details of Appointment letters along with name of the agency, nature of work, period of appointment to be submitted. Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached in respect of completed financial year.
11.	The CA Firm of Proprietor/Partnership/LLP also statute is allowed (At least 2 CA). Note: (1) The copy of partnership deed of Registered firm should be duly Notarized. (2) Certificate of constitution showing necessary details issued by ICAI.
12.	Annexure – II: Details of Organization structure of the bidder
13.	Annexure – III : Affidavit
14.	Annexure – IV : Declaration
15.	Annexure – V : Undertaking
16.	Scan copy of firm card or ICAI institute certificate of last 3 (years i.e. 2022-23, 2023-24, 2024-25)
17.	Scan copy of Notarized Partnership deed or Proprietorship

Signature of Applicant (C.A)
Seal of Applicant

Annexure – II

DETAILS OF ORGANIZATION STRUCTURE OF THE BIDDER

Tenderer is requested to submit following details with relevant documents without fail to pre-qualify for technical bid.

Sr.No.	Item	Details
01	Name and address of Tenderer/all Partners/Directors	
02	Phone No.	
	Fax No.	
	Mobile No.	
	E-Mail Address	
03	Name of concerned Person	
04	Whether Proprietorship/Partnership/Pvt. Ltd. Co., or any other	
05	Documentary Evidence for Sr.No.4/Establishment Certificate.	
06	Annual Turnover in Rs.	Year 2022-2023 2023-2024 2024-2025 Rs.
07	Pan card No. (Copy to be enclosed)	
08	P.F. Registration No. (Copy to be enclosed)	
09	GST Registration No. (Copy to be enclosed)	
10	Registration with ICAI Membership No.	
11	No. of Chartered Accountant/ Cost Accountant on your pay roll as on today.	
12	Whether the applicant has been blacklisted or debarred by the Central/State government/Public sector/Undertaking/Municipal corporation/local bodies etc.	

Signature of Bidder with stamp.....

Annexure - III

Annexure – IV

Declaration

Name of bidder:

- (ii) I/We hereby declare that I/We have gone through the scope of the service to be provided and fully acquainted myself / ourselves with local situations regarding Audit firms and other factors pertaining to the service before submitting this tender.
- (iii) I/We hereby declare that I/We have read the Tender Documents published on website www.gem.gov.in Gem Portal and accordingly submitted to Gujarat Urban Development Mission.
- (iv) I/We hereby declare that I/We have carefully studied the conditions of contract and specifications and other documents of this work and agree to execute the same accordingly.
- (v) I/ We hereby declare that my/our near relatives are not working in this office/subordinate office.

Place

Date

Chartered Accountant firm

Signature, Stamp, Seal and Membership No.

Annexure - V
UNDERTAKING

- 1.0 I/We undertake that I / We will provide the CA Firm with a lowest quoted amount.
- 2.0 Further, I / We undertake that the modality mentioned in the tender for award of the tender is acceptable to me / us.
- 3.0 I / We undersigned hereby certify that all the information mentioned above is true and correct.
- 4.0 Chartered Accountant firms already engaged with **Commissionerate of Health (Rural) and Mission Director, National Health Mission, NHM Bhavan, Gandhinagar, Gujarat** Office in the existing assignment of audit or any other professional work may send the proposals for the assignment of audit but they have to attach the letter giving the undertaking that on being selected as auditors, they will resign from Internal audit / cost audit / cost accounting or other assignment / from their present assignment of **Commissionerate of Health (Rural) and Mission Director, National Health Mission, NHM Bhavan, Gandhinagar, Gujarat**. Proposal without such letter of undertaking will be considered as ineligible.
- 5.0 Those firms which are in continuous assignment of 7 years or as on 31.03.2025 as "Income Tax (TDS)/GST (TDS) Return Filling" works in **Finance Management Group, NHM bhavan, Gandhinagar** office, will be considered as ineligible from applying for this assignment.
- 6.0 The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the auditor shall be final and binding on auditors without demur and any further recourse to any litigation/arbitration.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me / us.

Date:

Place:

Chartered Accountant firm
Signature, Stamp, Seal and Membership No.

Form - A

Technical Proposal Form

(To uploaded in GeM & to be filled up by the bidder)

- 1) Name of Chartered Accountant Firm: - _____
2) Registered address of head office: - _____

- 3) Addresses of Branch Offices (in Gandhinagar/Ahmedabad only): -
a. _____
b. _____
c. _____

4) ICAI Firm Registration No. _____

5) Date of registration of the Firm _____

- 6) A. Details of Chartered Accountants as partners or full-time paid employees: -

Sr. No.	Name	Membershi p No.	Qualificatio n	Designatio n/Status	Age	Date Of Joining firm

- B. Details of Audit Staff: -

Sr. No.	Name	Designation	Qualification	Age	Date Of Joining firm

- 6) Total receipt of fees (as per audited Income & expenditure Account & Balance sheet attached): -

Year	Total audit & attested income (in Rs.)
2022 - 2023	
2023 - 2024	
2024 - 2025	

- 7) Experience of audit/internal audit in Govt. sector (other than bank, Insurance and co-operative sector). No. of assignments on hand or handled in last 3 (three) financial years completed on 31.03.2025.

Name of entity	Location	Period of Appointment	Nature of work	Turnover of Auditee entity

(Please attach appointment letter in each case.)

Notes: -

- (1) GOG or GOI undertaking means all Govt. dept., P.S.E., Boards, Office of **Commissionerate of Health (Rural) and Mission Director, National Health Mission, NHM Bhavan, Gandhinagar, Gujarat** Office, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.
- (2) Assignments of the organizations with respect to. "Income Tax (TDS)/GST (TDS) Return Filling" work of GOG or GOI undertaking (point no.6) in respect of each completed year ended will be considered.
- (3) Turnover (Point no.7) will be in respect of the completed year of assignment as on 31.03.2025. Turnover of the auditee organization must be evidenced by the photocopies of the relevant pages of audited annual account of the organization.
- (4) Work assignment means Income tax (TDS/GST (TDS) only. Same will not include any other audit or investigation, tax audit under the income tax Act and GST audit under GST Act.
- (5) **In case of absorbed/merged or converted firm, date of establishment of such firm applying would be date of such absorption/merge/conversion. If the certificate as on 01.01.2024 is not possible to be made available, then certificate subsequent date issued by Institute of Chartered Accountants of India s of India till the date of submission of tender shall be submitted.**
- (6) Articled clerks or Audit clerks will not be considered as staff employed by the Firm.
- (7) Each appointment order will be considered as separate and single assignment. In respect of assignment of independent district level/ regional/ District/ branch organization, turnover of respective district/ regional/ District/ branch/ organization will be considered. Accordingly, copies of the relevant pages of accounts of such district/ regional/ District/ branch/ organization will be required to be attached as evidence of turnover. Alternatively, certificate signed by the competent authority of such office mentioning the turnover will be considered as proof of evidence in respect to turnover mentioned at point no.

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Chartered Accountant Signature:

Name & Designation:

Membership No.

Seal of office: