

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-05-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-05-2026 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	Science And Technology Department Gujarat
संगठन का नाम/Organisation Name	Institute Of Seismological Research (isr)
कार्यालय का नाम/Office Name	Gandhinagar
वस्तु श्रेणी /Item Category	Financial Audit Services - 1; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	9 Month(s) 4 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	7 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes   Partial   Turn over value - 7 (in lakhs)
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes   Partial   Turn over value - 7 (in lakhs)
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
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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	2
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
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित बिड मूल्य / Estimated Bid Value	187000
Payment Timelines	Payments shall be made to the Seller within <b>30</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(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 :

Director General

Gandhinagar, Science and Technology Department Gujarat, Institute of Seismological Research (ISR),  
(Director General)

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

**एमआईआई अनुपालन/MII Compliance**

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

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
AS PER ATC	100	40	<a href="#">View File</a>

**Total Minimum Qualifying Marks for Technical Score: 40**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:CONFERENCE HALL, I.S.R, GANDHINAGAR**

**Financial Audit Services - 1; CAG Empaneled Audit Or CA Firm ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	1
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , Risk Management , Compliance with law & regulations , Compliance with contracts , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Purchase & Procurement , Inventory & Store management , Operational & Administrative , Fixed assets, depreciation and amortisation , 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	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
<b>कोर / Core</b>	187000

**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	Makwana Mahendrakumar Masangaji	382007,Institute of Seismological Research, Knowledge Corridor, Raisan, Gandhinagar, Gujarat-382007	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 ATC

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

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including

specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.

13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



## **BUYER'S ADDED TERMS AND CONDITIONS**

INSTITUTE OF SEISMOLOGICAL RESEARCH (ISR) is a research institute of Department of Science and Technology, Government of Gujarat. It is registered under The Mumbai Charitable Trust Act, 1950 and The Society's Registration Act, 1860. It is fully dedicated to seismic research and monitoring. Details of the institute and its activities would be obtained from the official website of the institute i.e. www.isr.gujarat.gov.in. ISR invites bid from eligible Chartered Accountancy Firm for **Appointment of Chartered Accountancy Firm for Pre-cum-Internal Audit related work for the Financial Year 2026-27 at INSTITUTE OF SEISMOLOGICAL RESEARCH (ISR), Gandhinagar, Gujarat with following terms and conditions.**

### **1. Eligibility Criteria:**

- i. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI) and the evidence like registration certificate of ICAI be furnished.
- ii. The firm should have been in the same business continuously for last at least in 15 years.
- iii. The Chartered Accountant firm should have been empaneled with the comptroller and Auditor General of India (C&AG) for the Year 2026-27.
- iv. There must be at least 2 qualified Chartered Accountants in the firm. If any C.A. is the employee of the firm, then he / she must be working with the firm for more than 5 year.
- v. The bidder should have successfully conducted or carried out minimum five assignment similar services of Pre-cum-Internal Audit Services in Gujarat Government offices for not less than Five (5) years before 31.03.2025. (The Government offices should be registered under Societies Registration Act, 1860).
- vi. The income of the firm from Audit and attestation assignment should be more than Rs. 25.00 lakhs per year for F.Y. 2022-23 to 2024-25.
- vii. Firm's Head office should be located in Gujarat. Firm's full time branches should be functional in Ahmedabad/Gandhinagar for a minimum period of 10 years.
- viii. All the supporting documents as stated above would have to be uploaded in single pdf chronologically along with the profile of firm. The scanned documents would have to be clear and readable.
- ix. Atleast 1 employee from Firm must be present at ISR office during working hours. He should be capable of doing work related to tally, excel, utc settlement, policy related work and other accounts related work assigned by ISR.
- x. Chartered Accountant of firm should visit ISR office 2 times a week. In case of emergency he/she should be present in office within 24 hours from call made by ISR official.
- xi. Firm have to prepare, reply & solve cases related to Income tax department for all the matters pending in ISR till FY 25-26. Official person from firm have to appear and present before Income Tax Authority to attend Income Tax Scrutiny case, if required.
- xii. Firm also have to guide ISR for AG Para Reply.
- xiii. On termination/expiry, CA Firm must hand over all records, login credentials, pending compliance details within 7 days. No retention of ISR data allowed
- xiv. Firm must have to upload signed ATC and Scope of Work in Gem Portal.
- xv. Firm have to submit EMD of Rs. 5610/- in form of DD in favor of INSTITUTE OF SEISMOLOGICAL RESEARCH to ISR Office till last day of tender closing date. EMD will be converted to SD after awarding work to firm.

Office address : INSTITUTE OF SEISMOLOGICAL RESEARCH, Knowledge Corridor, Next to GIDM, Raisan Village, Gandhinagar-382007.

- 2. Contract Period:** The Contract will be initially awarded for the period of one financial year 2026-27. However, the contract may be extended up to maximum further two financial year, based on the

mutual consent of both the parties on same terms and condition of the original Contract/ signing of agreement, if the performance/services are found satisfactory in the discretion of ISR.

- 3. Termination of the Contract:** The ISR, reserves the right to terminate this initial contract at any time after giving one month's notice to the selected service provider with or without assigning any reasons. Where a contract is terminated by ISR on account of violation of term of contract by the Contractor, it shall have the right to award the contract to any other contractor and any expenditure incurred on account of this will be recovered by ISR from Security deposit or pending bill or by raising a separate claim form the existing contractor.
- 4. Terms of Payment:**
  - Payment to the contractor will be made after completion of all contractual obligations of the service provider under the agreement to be executed by and between ISR and the service provider on presentation of bills and work completion certificate(s) from the authorized representative of the ISR. In case of any discrepancy in service, bill payment will be withheld till resolution of all issues. No advance payment will be made.
  - Taxes as per income tax Act/rules will be deducted at applicable rates from all payments made by ISR.
  - Deductions shall also be made from contractor's bills during implementation of the contract that may be become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes.
  - The ISR will deduct income tax as per income tax Act from the fees payable at the prevailing rates of such sum as income tax on the income comprised therein.
  - No claim for interest will be entertained by the ISR in respect of any payment/deposit which will be held with the ISR due to dispute between the ISR & contractor or due to admin delay for the reasons beyond the control of the ISR
- 5. Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, ISR reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the bidder who have been issued the tender document. The Corrigendum shall be binding on all the bidders and will form part of the bid documents.
- 6. Right to reject any/or all bids:** The competent Authority of ISR reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the ISR / in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
- 7. Resolution of Disputes:**
  - If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts.
  - In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
  - The place of the arbitration shall be Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
  - The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

- 8. Price Bid:** The bidders will have to quote the price included all types of taxes and charges. The L-1 firm will be awarded the work. The L-1 firm shall be decided on the basis of the lowest grand total rate offered. The Commercial bid of only those bidders will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid. The Commercial bid opening date and time will be given through phone and / or registered e-mail id. All eligibility conditions have to be satisfied on the respective dates and not on a later date. The commercial bid shall be opened on the scheduled time and date. In case of multiple L1, ISR will go through its committee evaluate Selection of Audit firm will be based on QCBS Criteria. This shall be binding to all the bidders.

Sr.	Particulars	Maximum Mark																					
1	CA Firm has undertaking five pre-cum-Internal Audit of A Trust established/owned by GOG:- A body established under The Mumbai Charitable Trust Act, 1950 by Government of Gujarat or its any department during last five years (FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25 & FY 2025-26) having minimum 50 crore Turnover- Maximum 4 Marks per year per entity and less 50 crores turnover – Maximum 2 Marks per year per entity	20																					
	<table border="1"> <thead> <tr> <th>Turnover</th> <th>&gt;= 50 Crores</th> <th>&lt;= 50 Crores</th> </tr> </thead> <tbody> <tr> <td>FY 2021-22</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2022-23</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2023-24</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2024-25</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2025-26</td> <td>4</td> <td>2</td> </tr> <tr> <td>Total</td> <td>20</td> <td>10</td> </tr> </tbody> </table>		Turnover	>= 50 Crores	<= 50 Crores	FY 2021-22	4	2	FY 2022-23	4	2	FY 2023-24	4	2	FY 2024-25	4	2	FY 2025-26	4	2	Total	20	10
Turnover	>= 50 Crores		<= 50 Crores																				
FY 2021-22	4		2																				
FY 2022-23	4		2																				
FY 2023-24	4		2																				
FY 2024-25	4		2																				
FY 2025-26	4	2																					
Total	20	10																					
2	CA Firm has undertaken five Statutory Audit of A Trust established/owned by GOG:- A body established under The Mumbai Charitable Trust Act, 1950 by Government of Gujarat or its any department during last five years (FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24 & FY 2024-25) having minimum 50 crore Turnover- Maximum 4 Marks per year per entity and less 50 crores turnover – Maximum 2 Marks per year per entity	20																					
	<table border="1"> <thead> <tr> <th>Turnover</th> <th>&gt;= 50 Crores</th> <th>&lt;= 50 Crores</th> </tr> </thead> <tbody> <tr> <td>FY 2020-21</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2021-22</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2022-23</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2023-24</td> <td>4</td> <td>2</td> </tr> <tr> <td>FY 2024-25</td> <td>4</td> <td>2</td> </tr> <tr> <td>Total</td> <td>20</td> <td>10</td> </tr> </tbody> </table>		Turnover	>= 50 Crores	<= 50 Crores	FY 2020-21	4	2	FY 2021-22	4	2	FY 2022-23	4	2	FY 2023-24	4	2	FY 2024-25	4	2	Total	20	10
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3	Young Partner in CA Firm Partner/ Partners Qualified CA Exam between 2010 and 2015 – 5 Marks and Partner/ partners Qualified CA Exam after 2015 – 5 Marks CA Young Partner qualify CA Exam after 2010 with valid IFRS/Ind AS Qualifications 5 Marks CA Young Partner qualify CA Exam after 2010 with valid CISADISA Qualifications, Forensic Accounting & Fraud Detection Qualification : 5 Marks	20																					
4	PPT Presentation by CA Firm Short Term and Long Term strategies with latest innovation for Audit, etc : 8 Marks Importance of automation in ISR : 8 Marks Digital Performance Audit : 8 Marks Financial Risk Compliance 8 Marks	40																					
	Total	100																					

- 9. Indicative quantum of work:-** No of approximate Vouchers of 2025-26 is 1000. It is likely that the no of vouchers may increase during 2026-27. ISR's Annual Turnover of FY 2024-25 is Rs. 16.27 Crore.

- 10. Minimum audit fees:-** The minimum fees for FY 2026-27 will be Rs. 2,50,000/- (excluding GST) for the entire year, based on the expected workload. This amount will be treated as the

minimum fees for Pre cum Internal audit.

**11. Relaxation of Terms and Conditions:** The Director General, ISR is empowered to relax any term or condition mentioned herein.

**12. Compensation clause:**

- In case, any of the personnel deployed under the contract is/are absent or fails to report in time and contractor is unable to provide suitable substitute in time, a penalty of Rs. 1,500/- for each absence per day will be levied by INSTITUTE OF SEISMOLOGICAL RESEARCH.
- In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1,500/- for each such incident shall be levied.
- In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, INSTITUTE OF SEISMOLOGICAL RESEARCH reserves the right to impose the penalty as detailed below:-
  - 10% of the cost of order/agreement per week, up to four weeks of delay.
  - After a delay of four weeks, INSTITUTE OF SEISMOLOGICAL RESEARCH reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s). The defaulting contractor shall be blacklisted for a period of 3 years and his performance security deposit may also be forfeited, if so warranted.
  - In case of breach of any terms and conditions attached to this contract, a penalty of Rs.1,500/- for each such incident shall be levied.
  - The manpower found drunk, in possession/consumption of tobacco, alcohol, drugs or sleeping on duty to be removed by the Contractor and a penalty of Rs. 1,500/- for each such incident shall be levied.

**13. Disclaimer:** The near relatives of employees of the INSTITUTE OF SEISMOLOGICAL RESEARCH are prohibited from participation in this tender. The near relatives for this purpose are defined as:

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

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

## **SCOPE OF WORK**

(To be printed on letter head of firm with Sign and Seal)

ISR invites bid from eligible Chartered Accountancy Firm for Appointment of Chartered Accountancy Firm for **Pre-cum-Internal Audit** for the Financial Year 2026-27 at INSTITUTE OF SEISMOLOGICAL RESEARCH [ISR], Gandhinagar, Gujarat with the following scope of work:

- 1 The Audit has to carry out as ISR office, Gandhinagar and separate quarterly internal audit report has to be submitted. The reports shall include following but not limited to:
  - Executive summary of major audit observations;
  - Comments on weakness in internal controls, procedures;
  - Unresolved issues;
  - Status of compliance of pending issues.
- 2 Checking of day-to-day financial transactions so as to ensure compliances related to General Financial Rules (GFR), Accounting Standards, Correct classification of expenses, use of correct ledger and cost center in accounting, Arithmetical accuracy, Compliance related to various tax laws such as Income Tax, TDS, GST, TDS under GST etc. All expenditures, payment exceeding Rs. 5,000/- shall be pre audit. However statutory, standing and committed expenditure / payment like Salary, Income Tax, GST, Telephone and mobile bill, Electricity, Govt. payment, payment related VVIP movement and any such payment etc. will have to be post audited, if pre-audit was not possible.
- 3 All the work regarding income of ISR like filling of income tax return and other proceedings related to income tax should be done by CA Firm.
- 4 Firm have to prepare, reply & solve cases related to Income tax department for all the matters pending in ISR till FY 26-27. Official person from firm have to appear and present before Income Tax Authority to attend Income Tax Scrutiny case, if required.
- 5 Pre-cum-Internal will also verify and ensure the proper verification of bills, supporting documents, comparative statements (where applicable), work completion certificate, and stock entry (if required) must be completed.
- 6 The audit checks of work bills will include the reference to the provisions in the tender contracts, provisions of statutory deductions and dues, taxes, and arithmetical accuracy, provisions of any all other statues, laws, Acts, G. R., orders, instructions of Govt., or Society / corporation etc.
- 7 Pre-cum-Internal auditor will verify that Procurement procedures (Tender/Quotation/GeM or other applicable method) must be followed as per prescribed rules or not and the commodities / articales / Stores purchased are entered in relevant registers or not. Further, entries of receipt, issue and balance thereof will also have to be verified.
- 8 The accounting i.e. Carry Forward of previous quantity balance and measurement calculation of the work taken in the R. A. / Final Bill and arithmetical accuracy should be checked by the Chartered Accountant in details with reference to tender provisions. Losses / provisions to losses in respect of Vehicles / Machinery / Spare parts / Stores being unserviceable / disposable due to heavy incurring of expenditure, due to heavy repairs would be seen and commenced thereon by Chartred Accountants.
- 9 Pre-cum-Internal auditor will verify the details of the expenditure must be strictly as per the approved project proposal, sanction order, and Government Resolution (where applicable), Administrative Approval and Financial Sanction must be duly obtained from the competent authority, Adequate budget provision must be available under the concerned project head, the expenditure must be within the sanctioned amount and within the validity period of the project/grant.

- 10 Pre-cum-Internal auditor shall have to scrutinize and verified fixed assets register, Stationery/consumable Register, Inventory of Vehicles, Library Register, Establishment Records in proper manner.
- 11 The Audit has to carry out as ISR Office, Gandhinagar and separate quarterly internal audit report has to be submitted. The reports shall include following but not limited to: Executive summary of major audit observations; Comments on weakness in internal controls, procedures; Unresolved issues; Status of compliance of pending issues.
- 12 The Pre-cum-Internal Auditor verify and scrutinize payments of TA/DA & Travelling bills and Field expenditures submitted / claimed by the ISR Employees with reference to respective rates approved by GoG/ISR
- 13 Entries of all vouchers and preparation of Annual Accounts of ISR in related Software with relevant Schedules, according to the Uniform Format for Charitable Trust Act and Income Tax Act.
- 14 The Audit team will have to visit at least 3 times in a week and in addition, in case urgent payment, the firm will have to visit as and when required. The Audit team will consist of sufficient number of experience and qualified professional in relevant filed. One Person who holds degree of CA must be in the audit team.
- 15 The firm will have to deploy adequate number of resources under supervision of senior paid resource. He should be capable of doing work related to tally, excel, utc settlement, policy related work and other accounts related work assigned by ISR.
- 16 Scrutiny of vouchers/bills related to various payments and providing advice towards tax implications thereof.
- 17 Scrutiny of Advances to suppliers, contractors and employees, release of security deposit and EMD.
- 18 CA firm shall be responsible for ensuring accuracy of account books, bank reconciliation statements, dead stock register, assets register, salary register, entries in various relevant software and all the financial transactions.
- 19 Support to provide all required information and facilitating audit of accounts conducted by Statutory Auditor, CAG and any other agencies.
- 20 CA firm shall be responsible for ensuring compliances of various tax laws.
- 21 Advising on applicability of any other tax, rules, laws, regulations which may be applicable on ISR and all matters/items covering its scope and applicability in case of agencies from which ISR is availing the services.
- 22 ISR is located at Gandhinagar. ISR will not provide Transport or accommodation to the employees of CA Firm in any condition. If the contractor refuses/denies the assignment, after award of work, all the required actions will be taken by ISR to safeguard its interest.
- 23 It shall be the responsibility of the bidders to be fully informed/ acquainted / familiarized with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract.
- 24 The CA Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The CA Firm shall identify ISR from any claims in this regard.
- 25 The Responsibility of correctness and accuracy of Accounting Records will lie with the CA Firm.
- 26 A reasonable penalty may be imposed on the CA Firm by ISR as decided, if it is found that the CA Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the CA Firm after giving a written notice.
- 27 CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of ISR and dealing with ISR and its officials. If it is found that

- this condition of confidentiality is compromised by the CA Firm, then ISR will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the CA Firm.
- 28 The accounting records and information related to ISR shall be handled by the CA Firm in a confidential manner and must not be shared with any outsider.
  - 29 Notwithstanding anything contained herein above, ISR reserves the right to discontinue the services of the CA Firm in the event their services are evaluated as unsatisfactory at any time during the period.
  - 30 Any losses sustained by ISR due to negligence of CA Firm's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the CA Firm) will be recoverable from the CA Firm, as the money value shall be estimated by ISR. The decision of ISR in this regard will be final and binding on the CA Firm.
  - 31 The CA Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
  - 32 Any action on part of contractor to influence any Officer of ISR canvassing in any form shall make the tender document liable for rejection.
  - 33 Jurisdiction: The court(s) at Gandhinagar alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender document / contract. It is specifically agreed that no court outside and other than Gandhinagar court shall have jurisdiction in the matter.
  - 34 Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract

I/We undersigned hereby certify that I/We read all the Scope of Works mentioned above and have no issues and misunderstanding above it. I/We undersigned ready to do the work as per Scope of Works mentioned above.

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Designation of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_