

TENDER DOCUMENT

APPOINTMENT OF STATUTORY AUDITOR

Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority (GPCPSIRDA) invites technical and financial bids (Separately in two covers) from interested and eligible Ahmedabad/ Gandhinagar based Chartered Accountant firms for conducting statutory audit for Financial Years **2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.**

The eligibility criteria, scope of work and general instruction are available on GPCPSIRDA's Website:
www.gujaratpcpir.org

Important Bidding Information Summary

Purpose	Particulars
Last Date and Time of Submission of Bids	18.07.2020 till 6:00 PM
Address for Submission Of Bids	GPCPSIRDA Block No 11-12, 3 RD Floor, UdyogBhavan, Sector-11, Gandhinagar- 382017



Invitations of quotation for audit and tax work of GPCPSIRDA

The Gujarat Petroleum, Chemical & Petrochemical Special Investment Regional Development Authority (GPCPSIRDA) has been constituted under the Gujarat Special Investment Region Act -2009 as per Government of Gujarat notification No: GHU/10/39/SIR/112009/101492/1 Dated 18th September, 2010 for planning & development of the Gujarat Petroleum, Chemical & Petrochemical Special Investment Region (GPCPSIR) as a new industrial hub. The Authority's head office is at Gandhinagar while the regional office is at Dahej.

GPCPSIRDA intends to engage a reputed firm of Chartered Accountants to conduct statutory audit for F.Y. **2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21** to provide assurance that accounts of the Authority give a 'trust & fair view'.

I. ELIGIBILITY CRITERIA

1. The Chartered Accountants being Fellow Member of The Institute of C.A. of India (FCA) are eligible for this professional assignment.
2. Should be a Chartered Accountant firm based in Ahmedabad/ Gandhinagar.
3. The firm must have Audit & Attestation receipts of more than Rs. 30 lakhs.
4. The time duration of firm registration must be of 10 years.
5. The firm must have minimum 3 Chartered Accountants and out of which minimum 2 Chartered Accountants should be partners.
6. The firm or any partner or employee thereof should not be banned by SEBI/RBI/ICAI or any other regulatory body.
7. The Auditor should be duly qualified to act as an auditor of the Companies under section 226 of the Companies Act, 1956.

1. SCOPE OF WORK

The Objective is to engage a firm of Chartered Accountant having experience in handling audit and tax assignment of Special Investment Region for the following work:

- i. Audit of Accounts on yearly (quarterly basis) to provide an assurance that account of the Authority given true Fair view.



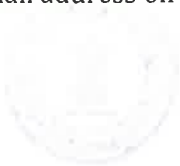
- ii. Preparation and E-filing of income tax return.
- iii. Preparation and E-filing of audit report/forms as may be required for compliance of the applicable provisions.
- iv. To deal with the notices/queries received from the Income Tax Office with regard to scrutiny of ITR etc. or related matters up to the level of commissioner of Income Tax.
- v. Offering suggestions from time to time in context of various exemptions / reliefs available for infrastructure sector entities.
- vi. Other Compliance required, if any.

2. TERMS AND CONDITIONS

- i. The Place of Work shall be GPCPSIRDA, Block No 11-12, 3RD Floor, UdyogBhavan, Sector-11, Gandhinagar.
- ii. The work is to be completed within timelines prescribed by the Authority and under the Income Tax Act, 1961.
- iii. Payment shall be made upon completion of the assignment.

3. GENERAL INSTRUCTIONS

- i. The firm of Chartered Accountants must submit the application form duly filled up with all the relevant information in the prescribed Application Format only (**Annexure II- APPLICATION FORM: TECHNICAL BID**) - normally form A, B, C & D comprising Firm's Details, Details of Qualified/Semi Qualified Staff, Experience Details and must submit the Declaration as well. Annexure - III as Financial bid. The firm should also provide official e-mail address on which any communication is to be sent, if required.



- ii. No additional fields must be added in the prescribed application form. In case Chartered Accountant firms want to share any additional information, the same can be enclosed separately.
- iii. Also the necessary attachments/proofs required along with the application form must be closed and each of the documents (Forms/Documents) needs to be duly stamped and signed by the partner.

Please note that without signature and seal/stamp none of the documents along with the application form will be accepted.

Note: Please attach copies of each of the following:

1. PAN Card. 2. GST Registration Number 3. Registration Certificates 4. Copies of the award letter(S) for audit/work assignment from existing Govt. Organization and proofs of empanelment (if any) 5. Details of Qualified Staff (Chartered Accountants) (Please provide a self-attested copy of certificates of ICAI for each qualified staff).

iv. Invitation of Bids

Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority (GPCPSIRDA) invites sealed bids (Technical Bids and Financial Bids) for conducting Statutory Audit for FY 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.

v. Venue and Deadline for submission of Bids

Bids must be received at the address specified below not later than on 18.07.2020; 6.00 pm

Member Secretary
GPCPSIRDA
Block No 11-12, 3RD Floor,
UdyogBhavan, Sector-11,
Gandhinagar- 382017

Contact Details:

Tel: 079-23241018



GPCPSIRDA Email ID: gpcpsir@gujarat.gov.in

Please submit your offer through RPAD/Speed Post/Courier before 18.07.2020 time 6:00 PM

Any bid received by GPCPSIRDA after the deadline for submission of bid mentioned will be summarily rejected and retained unopened.

The main envelope containing the Technical and Financial Bids envelope must have the name, address and stamp/seal of the bidder.

The Bidder must submit the Financial and Technical Bids in Separate sealed envelopes. The two sealed covers containing the Technical bid and Financial Bid put in another envelope bearing bidder's name, address and stamp/seal address to the Member Secretary, GPCPSIRDA. The envelope must be superscribed as "Bid/Quotation for Appointment of Statutory Auditor of GPCPSIRDA." Further, the envelopes containing Technical and Financial Bids should also clearly superscribed "Technical Bid for Appointment of Statutory Auditor of GPCPSIRDA." And "Financial Bid for Appointment of Statutory Auditor of GPCPSIRDA" respectively.

- vi. The Bidder has also to ensure that while submitting the bids, all the pages of Bids are signed and stamped by the partner and all the pages are numbered. If the bid found to be without signature, stamp/seal, page numbers, it will be liable for rejection.
- vii. All the prospective bidders will be notified of the amendment, if any, by GPCPSIRDA by hosting the same on GPCPSIRDA Website which will be final and binding on all the bidders. It will be responsibility of the bidders to regularly visit GPCPSIRDA Website for ascertaining amendments, if any, from time to Time and respond accordingly. No other intimation will be given by the Authority.

In order to allow prospective bidders reasonable time in which to take the amendment in to account in preparing their Bids, GPCPSIRDA, at its discretion, may extend the deadline of submission of Bids.



GPCPSIRDA shall not be responsible for any postal delay or non- receipt/non-delivery of the documents/Bids/quotation.

viii. Selection of Bids

The final selection of the bidder shall be done after evaluating the technical and financial bids and compliance with all terms and condition, eligibility criteria etc. as set out in the tender document.

ix. Opening of Bids

A two stage bidding process will be followed. In the first stage, only TECHNICAL BID will be opened and evaluated.

Those bidders who satisfy all the eligibility criteria as determined and notified by the Authority and who accept the terms and conditions of this document shall be shortlisted. In the second stage, the FINANCIAL BID of only those bidders who meet the eligibility criteria shall be opened.

The fee quote (Yearly) in the Financial Bids will be inclusive quote except applicable taxes and no other charges/Expenses etc. shall be payable or reimbursable, over and above the quoted fee.

- x. A bid determined as not substantially responsive will be rejected by the Authority. GPCPSIRDA may waived any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such wavier does not prejudice or affect the relative ranking of any of the other Bidder.
- xi. An evaluation committee shall conduct bid evaluation. Decision of the committee would by final and binding upon all the Bidders. GPCPSIRDA reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating Bidders of any reason for the same.



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xii. Evaluation of Technical and Financial Bids

Technical Bids shall be opened first and evaluated for the bidder's eligibility criteria, bid completeness, bid conformity and bid responsiveness. GPCPSIRDA may waive any minor infirmity, non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the bidders. The decision of the Authority in this regard shall be final and binding. Bidders, whose technical bids are accepted, shall qualify for financial bid evaluation.

xiii. Any effort by a Bidder to influence GPCPSIRDA in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidder's bid. GPCPSIRDA is not bound to disclose the grounds for rejection of Bid. The decision of the Authority regarding the final declaration of the successful Bidder shall be final.

xiv. GPCPSIRDA reserves the right to accept any Bid and to annul the bid process and reject all bids at any time prior to the award of the assignment, without assigning any reason therefore and without thereby incurring and liability to the affected bidder(s) any obligation to inform the affected bidder(s) of the ground for the action.

xv. Failure of the successful Bidder to comply with all the requirements shall constitute sufficient ground for the annulment of the assignment, in which event GPCPSIRDA may make the award to the next lower evaluated bidder or call for new Bids.



APPLICATION FORM - TECHNICAL BID

FORM 'A' - DETAILS OF THE FIRM

Sr. No.	Particulars	Supporting Documents required to be submitted along with this form	Details
1	Name of the Firm		
2	Address of the Firm/Head Office		
	Date of establishment of the firm		
	No. of years of the firm Existence		
	Contact Details: a) Phone No: b) Email Id:		
	Branch Office	Phone No:	
		Mobile No of each branch office in charge:	
	(particular of each branch to be given)	Email Id:	
3	Firm's Income Tax PAN No.	Attach Copy of PAN Card	
4	Firm's Registration No. with ICAI	Attach copy of Registration	
5	RBI empanelment No.	(Attach copy)	
6	CAG empanelment No.	(Attach copy)	
7	Turnover of the firm in last three years		
8	Details of Partners:	(As per Form - B)	
9	IT Return of last F.Y.	(Attach copy)	
Partner Name:			
Signature :			
Date:			
Stamp/Seal			



FORM 'B'- DETAILS OF PARTNERS

Sr. No.	Name of Partner	Length of association with firm in years	ACA No. and Year	FCA No. and Year	DISA/CISA Year	Relevant experience*

Partner Name :

Signature :

Date :

Stamp/Seal :

*Please also specifically mention no. of years of experience in dealing in audit and taxation of Govt. Organization.



FORM 'C'- DETAILS OF QUALIFIED/ SEMI QUALIFIED STAFF

(A) Details of Staff

Sr. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualification	Relevant Experience
Partner Name :				
Signature :				
Date :				
Stamp/Seal :				

Please add additional rows, if required.



FORM 'D'- EXPERIENCE OF AUDIT OF GOVERNMENT ORGANIZATION

(A)

Sr. no.	Name of the Auditee	Type/ Nature of Assignment	Duration and Period of the Assignment	Proof of the Letter(s) of work or assignment awarded by the Auditee (to be enclosed)

Note : Copy of proof of various empanelment, proof of allocation of Audit assignments, supporting documents for receipts of the auditee like annual report etc. must be attached with the application.

Partner Name :

Signature :

Date :

Stamp/Seal :



FORM 'E' - DECLARATION

1. We confirm that the Information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, GPCPSIRDA is free to initiate any appropriate action against us.

2. We further confirm and undertake that neither our firm nor any partner or employee thereof has been banned by SEBI/RBI/ICAI or any other regulatory body.

3. We further declare that there has been no adverse comments/qualification on our performance from the management/Audit Committee.

Partner Name :

Signature :

Date :

Stamp/Seal :



APPLICATION FORM – FINANCIAL BID FOR APPOINTMENT OF STATUTORY AUDITOR FOR Gujarat Petroleum, Chemicals & Petrochemicals Special Investment Regional Development Authority (GPCPSIRDA)

With reference to your Tender dated _____ for appointment of statutory Auditor of GPCPSIRDA, we quote following fee for each F.Y.

Financial year	Amount (Rs.)
2014-15	
2015-16	
2016-17	
2017-18	
2018-19	
2019-20	
2020-21	
Total	

Total Amount in Words:

The fee quoted above is exclusive of applicable taxes but inclusive of all other expenses. No other charges, expenses or reimbursements are payable to us.

For

Signature of Authorized Person & Seal of the Firm

I) Particulars of the Bidder	
a)	Name of the Firm
b)	Address
II) Details of Authorized Signatory of the Bidder	
a)	Name
b)	Designation (as applicable)
c)	Address
d)	Telephone no.
e)	E-mail Address
f)	Mobile No.



- a) I/ We have read and understood the terms and conditions of the Tender Document and hereby unequivocally and unconditionally accept the same.
- b) The decision of the GPCPSIRDA concerning this award of contract shall be final and binding on us.
- c) I/We hereby declare that the information stated hereinabove is complete and correct and any error or omission therein, accidental or otherwise, will be sufficient justification for GPCPSIRDA to reject our Bid and/or to cancel the award of contract.

(Signature of the Bidder)

Date:

