

**TENDER DOCUMENT**

For

**SELECTION OF AGENCY/FIRM  
FOR MANAGEMENT OF  
ACCOUNTS FOR  
SPORTS AUTHORITY OF GUJARAT**



**Through online e-tendering process only**

Sports Authority of Gujarat,  
Block No:- 14/3<sup>rd</sup> Floor ,  
Dr. Jivraj Mehta Bhavan  
Gandhinagar 382010, Gujarat  
Phone: (079) 23254791  
e-mail: [sec-sag@gujarat.gov.in](mailto:sec-sag@gujarat.gov.in)  
e-mail : [Procurement.sag@gmail.com](mailto:Procurement.sag@gmail.com)

**2019-20**

**Price: Rs.5000/- (Five Thousand Rupees Only)**

## Notice Inviting On-line Tender

Details about Tender: Tender Notice No. SAG/Tender/201920/Accounts

Department Name	:	Sports Authority of Gujarat
Circle	:	Sports Authority of Gujarat Block no-14/3 <sup>rd</sup> Floor, Dr.Jivraj Mehta Bhavan Gandhinagar 382010
Division	:	Head office
IFB No./ Tender Notice No.	:	Tender Notice No. SAG/Tender/201920/Accounts
Name of Project	:	Account Management service
Name of Work	:	Accounts management
Estimated Cost	:	Rs.50,00,000/-
Period of Completion	:	-
Bidding Type	:	Open
Class of Bidder	:	Not Applicable
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture	:	Not Applicable
Rebate	:	Not Applicable
<i>Amount Details</i>		
Bid Document Fee.	:	Rs.5,000/- in form of Demand Draft
Bid Document Fee Payable to	:	“Secretary, Sports Authority of Gujarat” payable at Gandhinagar
Bid Security /EMD (INR)	:	R1,50,000/-
Bid Security/ EMD in favor of	:	“Secretary, Sports Authority of Gujarat” payable at Gandhinagar
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	11/09/2019 at 03.00 p.m. (15.00 hrs)
Bid Document Downloading End Date	:	10/10/2019 at 04.00 p.m. (16.00 hrs)
Last Date & Time for Receipt (Submission) of Bids online	:	10/10/2019 at 04.00 p.m. (16.00 hrs)
Last Date & Time for Receipt (Submission) of Bids physical Document	:	11/10/2019 at 06.00 p.m. (18.00 hrs)
Date of Tender opening	:	15/10/2019 at 3.00 p.m. (15.00 hrs)
Financial bid opening Date	:	15/10/2019 at 4.00pm (16.00hrs)
Pre-bid Meeting Date	:	20/09/2019 at 4.00pm (16.00hrs)
Bid Validity Period	:	180 days from opening of price bid
Phone	:	079-23254791
<i>Other Details</i>		
Officer Inviting Bids	:	Director General, Sports Authority of Gujarat, Gandhinagar
Bid Opening Authority	:	Director General Sports Authority of Gujarat, Block No 14/3 <sup>rd</sup> Floor Dr. Jivraj Mehta Bhavan Gandhinagar 382010

## General Terms and Conditions

- (1) Bidders can download the tender document from the [www.nprocure.com](http://www.nprocure.com) website.
- (2) Bidders have to follow the two bids System as requirement in tender.
- (3) Bidders have to submit Price bid in Electronic form only on n-procure website till the Last Date & time for submission.
- (4) Free vender training camp will be organized every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

Bidders who wish to participate in online tenders will have to procure/ should have legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of license certifying Authority of India or can contact (n) Code Solutions – A division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed, for details regarding digital signature certificate related training involved the below mentioned address should be contacted:

**(n) Code Solutions**

**A Division of GNFC**

**301, GNFC Infotower, Bodakdev, Ahmedabad –380 054 (India)**

**Tel: +91 26857316/ 17/ 18, Fax: +91 79 26857321**

**E-mail: [nprocure@gnfc.net](mailto:nprocure@gnfc.net)**

**Website: [www.nprocure.com](http://www.nprocure.com)**

**Toll Free: 1800-233-1010(Ext.321)**

Other Terms and Conditions are as per detailed tender documents.

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## INVITATION FOR BIDS (IFB)

Sports Authority of Gujarat(SAG), a government organization responsible to promote sports across the state of Gujarat.

### **Aim:**

- Spread awareness of sports across different sections of society, resulting in character building and inclusive development
- Identify and nurture sporting talent in Gujarat and give them the opportunity to shine in global sports arena by creating a sports centric, incentivized ecosystem for all stakeholders

In order to achieve this Aim, SAG has established several avenues of sports training through various schemes for different strata of Athletes; this includes District level sports schools (DLSS), in school sports program, Sports academy, etc. SAG is responsible to provide infrastructure, equipment and coaching in these above-mentioned schemes.

Project is aimed at:

Sports Authority of Gujarat invites sealed tenders under two-bid system from reputed and experienced chartered account firm/Agency for providing Accounts Services to Sports Authority of Gujarat, Gandhinagar head office and district sports coaching centres of Sports Authority of Gujarat.

## SCHEDULE FOR INVITATION OF TENDER

**TENDER NAME:** SELECTION OF AGENCY/FIRM FOR MANAGEMENT OF ACCOUNTS

To	
<b>Issue of Tender:</b>	From 11/09/2019 at 3.00pm (15.00hrs) to 10/10/2019 at 4.00pm (16.00hrs)
<b>Bid Due Date:</b>	10/10/2019 at 4.00pm (16.00hrs)
<b>Bid Submission Address:</b>	Director General Sports Authority of Gujarat, Block No 14/3 <sup>rd</sup> Floor Dr. Jivraj Mehta Bhavan Gandhinagar 382010
<b>Technical Bid Opening Date &amp; Time:</b>	15/10/2019 at 4.00pm (16.00hrs)
<b>Venue:</b>	Director General Sports Authority of Gujarat, Block No 14/3 <sup>rd</sup> Floor Dr. Jivraj Mehta Bhavan Gandhinagar 382010

### Note:

Please address all queries and correspondence to the Director General Sports Authority of Gujarat, Block No 14/3<sup>rd</sup> Floor, Dr. Jivraj Mehta Bhavan, Gandhinagar 382010 or SAG email address [Procurement.sag@gmail.com](mailto:Procurement.sag@gmail.com)

1. If the Office of the Sports Authority of Gujarat happens to be closed on the day of receipt/opening of the bids as specified, the bids will be received / opened on the next working day on opening of the Office up to the same time and at the same venue.
2. Please quote contact details / Email details in all your correspondence.

## General Instructions

- 1.0 Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further, participating Bidders will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions – a division of GNFC Limited, or from any other agency licensed by Controller of Certifying Authority, Government of India. Bidders who already have a Digital Certificate need not procure a new digital certificate.
- 2.0 **Technical Bid:** Bidders shall submit physically their bids in **TWO SEPARATE PARTS** in sealed envelopes super-scribed with due date, time, project and nature of bid **through Registered Post A.D., Speed Post.**

**PART-I:** Bid Security of the Tender Document in a separate sealed envelope superscripted with the Tender Document . Please enclose **EMD** amount in favour of “ Secretary Sports Authority of Gujarat, Gandhinagar.”

Price of one copy of the Tender Document of Rs 5000/- in form of Demand Draft/s drawn in favour of “ Secretary Sports Authority of Gujarat, Gandhinagar.”

**PART-II:** Original and one copy of TECHNICAL BID complete with all technical and commercial details except the prices. Original printed document shall be considered as authentic.

The envelopes containing Part-I and Part-II of offer should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips shall be filled and pasted on the envelopes. All pages of the offer must be signed.

- 3.0 **Financial Bid:** Bidder shall submit the **FINANCIAL BID** online only.
- 4.0 Services offered should be strictly as per scope mentioned in this Tender Document. Please spell out any unavoidable deviations, item-wise, in your bid under the heading “Deviations”.
- 5.0 Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.
- 6.0 Bidder shall quote the prices of services as mentioned valid for 180 days.

The price of one copy of the Tender Document is Rs.5000/-, which can be paid by crossed Demand Draft. The Demand Draft may be drawn in favour of “ Secretary Sports Authority of Gujarat” payable at Gandhinagar.

Yours faithfully,  
For and on behalf of  
Director General,  
Sports Authority of Gujarat,  
Block No 14/3<sup>rd</sup> Floor  
Dr. Jivraj Mehta Bhavan,  
Gandhinagar 382010



To be pasted on the outer envelope containing Tender Fees, EMD

**Important Data**

DO NOT OPEN – THIS IS A BID

PROJECT		Selection of Agency for Accounts Management services
Due Date	:	11/10/2019
Time	:	06.00 p.m. (18.00 hrs)
From		To,
<Name of Bidder>		Sports Authority of Gujarat
<Address>		Sports Authority of Gujarat, Block No 14/3 <sup>rd</sup> Floor Dr. Jivraj Mehta Bhavan Gandhinagar 382010
<Phone no.>	:	(079)23254791
<Fax no.>	:	(079) 23254113

Tender Fees, EMD and Technical Bid should be in separate envelope and then enclosed in the cover envelope.

To be pasted on the outer envelope containing Tender Document & Technical bid.

DO NOT OPEN – THIS IS A BID

PROJECT		Selection of Agency for Accounts Management services
Due Date	:	11/10/2019
Time	:	06.00 p.m. (18.00 hrs)
From		To,
<Name of Bidder>		Sports Authority of Gujarat
<Address>		Sports Authority of Gujarat, Block No 14/3 <sup>rd</sup> Floor Dr. Jivraj Mehta Bhavan Gandhinagar 382010
<Phone no.>	:	(079)23254791
<Fax no.>	:	(079) 23254113

Tender Fees, EMD and Technical Bid should be in separate envelope and then enclosed in the cover envelope.

## **CHAPTER – I**

### **INSTRUCTIONS TO THE BIDDER**

#### **ARTICLE-1: DEFINITIONS**

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) “Agreement” means the document signed by the Director General, Sports Authority of Gujarat, (SAG) and the Bidder that incorporates any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract.
- 2) “Bid” means the complete bidding document submitted by the Bidder to the Sports Authority of Gujarat, (SAG) and shall include any corrections, addenda and modifications made therein.
- 3) “Bidder” shall mean a corporate entity or a society or a corporation or a trust or a firm eligible to participate in the Tender in the stages of Pre-qualification, Bidding process and shall include the successful Bidder during the currency of the Contract.
- 4) “Contract Period” shall mean entire term of the contract as indicated in the Article 32, Chapter II.
- 5) “Contract” shall include the requirements as outlined under Chapter III within time limits indicated, for which the Bidder shall be paid in accordance with the terms and conditions of the Agreement.
- 6) “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Bidder selection and Contract execution.
- 7) “Department” shall mean Sports Authority of Gujarat or any other Department or Agency notified by the State for this purpose.
- 8) “Financial Capability” means financial worthiness of Bidders as per the terms of the Tender.
- 9) “Government” shall mean the Government of Gujarat.
- 10) “Local Language” means the language declared by the concerned State Government as their official language.
- 11) “Tender” means the organization/institution, which is floating this tender i.e. Sports Authority of Gujarat (SAG), Office of the Sports Authority of Gujarat (SAG), Gandhinagar.
- 12) “Total Accepted Tender Value” means the total value of services and supplies as covered under this Tender and agreed upon by the Tender and the Bidder.

**ARTICLE-2 PROPOSED PROJECT: ACCOUNTS MANAGEMENT SERVICES FOR SPORTS AUTHORITY OF GUJARAT AND ITS DISTRICT OFFICES**

Sports Authority of Gujarat requires a accounts management agency/firm that can manage the accounts and provide the required resources for it. On the basis of eligibility criteria mentioned, the bidding firms/companies will be selected or empanelled by SAG as accounts Management Agency of SAG for the next two year. However, owing to special circumstances, SAG may at its discretion choose to invite fresh tender for any services.

**ARTICLE - 3 ELIGIBILITY CRITERIA FOR BIDDERS**

- 3.1.** The bidder should **have minimum annual turnover of Rs. 1 Cr.** Each year in the last 2 financial years; they have to submit a copy of Certificate of Chartered accountant.
- 3.2.** The Bidder / Management Agency/Firm /company should be in the similar services (Accounts Management services/CA Firm) from last 10 years. (Proof to be submitted)
- 3.3** The Chartered Accountant firm must have Minimum 5 Full time Partners, out of which 3 must be FCA as on date 01.01.2019 (proof to be submitted).
- 3.4** The Established CA Firm must have deployed minimum 35 human resources in the similar Services in previous experience. (Proof of same will be required to be submitted).
- 3.5** The Chartered Accountant firm must have its office existence since last 7 years in Gujarat (proof to be submitted)
- 3.6** Participating firm should be a **registered company** or firm or individual entity with a valid **Permanent Account Number (PAN) and GST Registration (copy to be submitted.)**
- 3.7** The bidder should not have been debarred / blacklisted by any State Government / Central Government / PSU / Reputed Organizations for any reason in the last three financial years as on bid calling date. (Self-declaration of the same to be given Online)

## **CHAPTER-II GENERAL TERMS AND CONDITIONS**

### **ARTICLE – 1 CHECKLIST OF DOCUMENTS COMPRISING THE BID**

1.1 The bid / bids submitted shall have the following documents:

#### **Part-I**

Tender Fees, Earnest Money Deposit

#### **Part – II**

Bid signed and sealed (with official seal) in Original (with photocopies in copy I) on all pages with all pages duly numbered.

1. Technical Bid with Tender Document in the form prescribed in the Tender.
2. List of present Directors/Owners/Executive/Council Members/Trustees/ Board members as applicable.
3. General power of attorney/Board of Directors resolution/ Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at Annexure 4.
4. Required documents for annual turnover (i.e CA certificate)
5. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the recent last three years.
6. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the eligibility criteria as stated in Chapter II.
7. Documentary evidence (signed by authorized signatory) proving that bidder has provided all the data and documents required for carrying the evaluation of their Bid as per the parameters given at Chapter II.
8. Compliance statement for the whole Tender Document including all Annexures
9. All deviations and/or non-compliance clauses shall be listed separately
10. Details in the formats as given at Annexure. (please check all the Annexures)

#### **Part-III**

- I. Financial Bid as per Annexure – 10 to be submitted on-line only. No deviations and/or non-compliance clauses shall be allowed in the Financial Bid.

### **ARTICLE – 2 BIDDING DOCUMENT**

2.1 Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid.

### **ARTICLE – 3 CLARIFICATIONS ON BIDDING DOCUMENTS**

- 3.1 Bidders can seek written clarifications within 5 days from the last date of issue of the tender document, to SAG, Gandhinagar. The clarification shall be issued without any delay.

### **ARTICLE – 4 AMENDMENT OF BIDDING DOCUMENTS**

- 4.1 At any time prior to the deadline for submission of bids, SAG for any reason, whether at its own initiative or in response to the clarifications requested by prospective Bidders may modify the bidding documents by amendment.
- 4.2 All prospective Bidders who have received the bidding documents will be notified of the amendment and such modification will be binding on them.
- 4.3 SAG amend the document if required and the details shall be made available at our website and as well on [www.nprocure.com](http://www.nprocure.com) from where the tender document is to be downloaded.
- 4.4 In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their bids, SAG, at its discretion, may extend the deadline for the submission of bids.

### **ARTICLE – 5 LANGUAGE OF BID**

- 5.1 The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and SAG shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

### **ARTICLE – 6 COST OF BIDDING**

- 6.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid and SAG will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

### **ARTICLE – 7 BID FORMS**

- 7.1 Wherever a specific form is prescribed in the Tender Document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- 7.2 For all other cases, the Bidder shall design a form to hold the required information
- 7.3 Tenderer shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

## **ARTICLE – 8 FRAUDULENT & CORRUPT PRACTICES**

- 8.1 Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish bid prices at artificial on-competitive levels and to deprive the SAG of the benefits of free and open competition.
- 8.2 Tenderer will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

## **ARTICLE – 9 LACK OF INFORMATION TO BIDDER**

- 9.1 The Bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the document.

## **ARTICLE – 10 CONTRACT OBLIGATIONS**

- 10.1 If after the award of the contract the Bidder does not sign the Agreement or fails to furnish the performance guarantee/security deposit within the prescribed time limit, the SAG reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

## **ARTICLE – 11 BID PRICE**

- 11.1 The Financial bid should indicate the prices in the format/price schedule given at Annexure – 9.  
Bidder shall categorically confirm strict compliance with the following stipulation in respect of their offer.
- a) Any effort by a Bidder or Bidder's agent/consultant or representative howsoever described to influence the SAG in any way concerning scrutiny/consideration/evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
  - b) The Bidder should indicate a single consolidated rate for contract period based on the payment terms specified in the Tender.
  - c) Bids should be submitted directly by the Bidder.
- 11.2 SAG reserves the right to seek clarification/justification from the Bidder on the bid price in case SAG deems it necessary. Based on the justification provided by the Bidder, if SAG feels that the price is unrealistic/ infeasible in order to execute a project of this nature, SAG reserves the right to reject the said bid. The Bidders shall be governed by the decision of SAG.

## **ARTICLE – 12 BID CURRENCY**

12.1 For the services required in the Tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

## **ARTICLE – 13 (A) EARNEST MONEY DEPOSIT**

13.1 The Bidder shall furnish, as part of the Bid, EMD for the amount as specified in the tender document in form of DD in favour of “Secretary, Sports Authority of Gujarat” payable at Gandhinagar issued by any nationalized bank in India in a separate envelope. Only after the confirmation of valid bid security/EMD, the Technical Bid will be opened.

13.2 No interest shall be paid on same.

13.3 EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.

13.4 The EMD forfeited either in full or in part, at the discretion of SAG, on account of one or more of the following reasons:

- a) The Bidder withdraws their Bid during the period of Bid validity specified by them on the Bid letter form.
- b) Bidder does not respond to requests for clarification of their Bid.
- c) Bidder fails to co-operate in the Bid evaluation process, and
- d) In case of a successful Bidder, the said Bidder fails:
  1. To sign the Agreement in time; or
  2. To furnish Performance Guarantee/Security Deposit

## **ARTICLE – 14 PERIOD OF VALIDITY OF BIDS**

14.1 Bids shall remain valid for 180 days after the date of Bid opening prescribed by SAG. A Bid valid for a shorter period shall be rejected as non-responsive.

14.2 In exceptional circumstances, the SAG may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

## **ARTICLE – 15 FORMATS AND SIGNING OF BID**

15.1 The Bidder shall prepare required number of copies of the bid, clearly marking each “Original Bid” and “Copy of Bid” as appropriate. In the event of any discrepancy between them, the original shall govern.



- 15.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized (as per Annexure 4) to bind the Bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 15.3 The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the SAG or as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

#### **ARTICE – 16 SEALING AND MARKING OF BID**

- 16.1 Bidder shall submit their bids zone wise in **TWO SEPARATE PARTS** in sealed envelopes super-scribed with due date, time, project and nature of bid (Tender fees, EMD and Technical Bid).

##### **Part: I**

The Tender fees and EMD in a separate sealed envelope super scribed with the Tender notice number and name.

##### **Part: II**

Original and one copy of TECHNICAL BID complete with all technical and commercial details other than price.

**NOTE: Filling up prices in Part-II will render the Bidder disqualified.**

- 16.2 The envelopes containing Part-I and Part-II of bid should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given earlier) shall be filled and pasted on the envelopes. All pages of the offer must be signed.
- 16.3 The outer envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in cases it is declared 'late'.
- 16.4 If these envelopes are not sealed and marked as required, the SAG will assume no responsibility for the bid's misplacement or premature opening and rejection.

#### **ARTICLE – 17 BID DUE DATE**

- 17.1 Bid must be received by the SAG at the address specified in the Tender Document not later than the date specified in the bid.
- 17.2 The SAG may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective Bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the SAG and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

#### **ARTICLE – 18 LATE BIDS / CONDITIONAL BID**

- 18.1 Any bid received by the SAG after the bid due date/time prescribed in the Tender Document shall be rejected.
- 18.2 Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.

#### **ARTICLE 19      MODIFICATIONS AND WITHDRAWAL OF BID**

- 19.1 The Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the SAG prior to the deadline prescribed for submission of bids.
- 19.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in a manner similar to the original Bid.
- 19.3 No Bid may be modified subsequent to the deadline for submission of bids.
- 19.4 No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its EMD

#### **ARTICLE – 20      OPENING OF BIDS BY THE SAG**

- 20.1 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2 The Bidder's names, Bid modifications or withdrawals and the presence or absence of relevant EMD and such other details as the SAG at his/her discretion, may consider appropriate, will be announced at the opening.
- 20.3 At the pre-decided time, the SAG authorized person shall open the Technical Bids and list them for further evaluation. Any participating Bidder may depute a representative to witness these procedures.

#### **ARTICLE – 21      CONTACTING SAG**

- 21.1 Bidder shall not approach the SAG officers beyond office hours and/or outside the SAG premises, from the time of the Bid opening to the time the Contract is awarded.

Any effort by a Bidder to influence the SAG officers in the decisions on Bid evaluation bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the SAG, it should do so in writing.

## ARTICLE – 22 BID EVALUATION

### A. Technical Evaluation:

The Bidders who have fulfilled the eligibility criteria (as per Chapter I Article 3) will be evaluated further. The technical evaluation and comparison of the bids shall be done for the following parameters

Sr. No.	Evaluation Criteria	Maximum Mark		Total Marks
1	Annual turnover for the last 3 financial years of the Bidder. ( CA certified copy for the same to be submitted)	20	Rs.1 Cr. to Rs.3 Cr.	10
			Rs.3 Cr. to Rs.5 Cr.	15
			Above Rs.5 Cr.	20
2	The Bidder should have minimum 10 years' experience in the similar field (i.e accounts management services/auditing) work order for the same to be submitted.	25	10 to 12 (years)	10
			Above 12 to 15 (years)	15
			Above 15 (years)	25
3	The Bidder should have minimum 5 years' experience in the similar field (i.e accounts management services/accounting) with State govt./semi Govt./Govt. of India/PSU/Board/corporation/universities work order for the same to be submitted	20	5 to 7 (years)	5
			7 to 10 (years)	10
			10 to 15 (years)	15
			Above 15 (years)	20
4	The Established CA Firm must have deployed minimum 35 human resources in the similar Services in previous experience.	15	Human resource 35 - 50	10
			More than 50 - 65	15
5	The Chartered Accountant firm must have Minimum 5 Full time Partners, out of which 3 must be FCA as on date 01.01.2019	20	3 - 5 partners FCA	10
			More than 5 partners FCA	15
			Additional 3- 5 paid CA	5
<b>Total</b>		<b>100</b>		<b>100</b>

22.1 The proposals shall be evaluated by Authorized committee as per the parameters and the data and documents provided by the bidders in support of their claims. The cut off marks for shortlisting, based on the technical evaluation is 70 marks. The evaluation committee shall have the right to verify the claims made by the bidder, in whichever way it deems fit. Based on the vide evaluation, only technically qualified bidders scoring more than cut-off marks shall be short-listed.

### B. Financial Evaluation:

The price bids of only technically qualified bidders would be opened for further consideration. The Agency (L1) who has quoted the lowest price will be selected.

## **22.2 Bid Evaluation Committee**

The above evaluation shall be done by an Evaluation Committee decided by the Sports Authority of Gujarat (SAG), Govt. of Gujarat. The Committee shall determine the approach and methodologies for the issues, which may arise during the above, referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

## **ARTICLE - 23 THE SAG's RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD**

23.1 If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the SAG changed order.

## **ARTICLE - 24 SAG'S RIGHTS TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

24.1 The SAG 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.

## **ARTICLE – 25 NOTIFICATION OF AWARD & SIGNING OF CONTRACT**

25.1 Prior to expiry of the period of Bid validity, the SAG will notify the successful Bidder in writing that its Bid has been accepted and send successful Bidder the Contract Form.

25.2 Within 10 days of receipt of the Contract Form/Work order, the successful Bidder shall sign and date the contract and return it to the SAG. If the successful Bidder thus selected fails to sign the contract/acknowledge the work order as stipulated, the SAG reserves the right to offer the contract to the next lowest Bidder.

## **ARTICLE – 26 PERFORMANCE GUARANTEE / SECURITY DEPOSIT**

26.1 The contract performance guarantee/Security Deposit has to be submitted within TEN days of receipt of contract form/Work order. The performance guarantee/security deposit shall be 5% of the Total Accepted Tender Value.

26.2 Upon the successful Bidder's furnishing of performance guarantee/security deposit and signing of contractual documents, the SAG will promptly notify all Short-listed Bidders and will refund their EMD.

26.3 The performance guarantee/security deposit Format is given at Annexure –5.

26.4 The performance guarantee/security deposit of the successful Bidder shall be refunded after successful completion of annual accounts of both the financial year and clearance of the same by statutory audit.

The Security Deposit forfeited either in full or in part, at the discretion of SAG, on account of one or more of the following reasons:

- In case the service provider fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by SAG by giving one month's notice. The performance guarantee/security in that case shall be forfeited without assigning any reason.
- In case the agency wants to withdraw the contract their Security Deposit will be forfeited.
- In case the service provide fails to perform the work time line given in the scope of work chapter-3 penalty will be imposed by SAG from SD / from the payment of the agency.

## **ARTICLE – 27            PAYMENT TERMS**

**The payment terms will be as per the following conditions:**

- No advance will be paid.
- Payment will be made on quarterly basis.
- All the payments shall be released on certification of satisfactory completion of work from the SAG/Designated Authority.
- The service provider will raise quarterly bill which SAG shall pay after due verification. Deduction will be made from the quarterly bill for inadequate and unsatisfactory service". Senior Coach will give the certification for their respective District Accounting Services.

**Documents to be submitted for payment:**

Payments shall be made on submission of following documents.

- 27.1 Request letter clearly mentioning the amount of payment
- 27.2 Bank Details
- 27.3 Invoices with stamp and authority signature.
- 27.4 Report of the monthly attendance of trainer/ technical Manager and their work sheet.
- 27.5 All the payments shall be released on certification of satisfactory completion of work.
- 27.6 Details for payment: Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR Code (if these details are not incorporated in contract).

## ARTICLE – 28 PENALTIES

The penalty will be applicable in the following:

Sr No	Key Result Area	Expected date	Penalty clause
1	Annual accounts (B/S, I/E accounts etc)	30 <sup>th</sup> june	Rs. 1,000 per day
2	Bank Reconciliation	15th of every month	Rs. 50 per day for head office. Rs. 10 per day branch office
3.	Reconciliation with branch office, trial balance, report pertaining to branch accounts	15th of every month	Rs. 200 per day of default
4	All grant utilization related reports	7th of every month for head office	Rs. 200 per day

- Above penalty will be levied from the agency's bill / Security Deposit
- No penalty will be imposed if default is attributable to the delay on part of SAG officials or external factors beyond control of the agency. Before levying penalty, opportunity will be given to the agency.
- In case the service provider fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by SAG by giving one month's notice. The performance guarantee/security in that case shall be forfeited without assigning any reason.
- In case the agency wants to withdraw the contract their Security Deposit will be forfeited.
- SAG reserves the right to impose penalty amounting to per day of his/her salary multiply by 1.5 (as per the basic rate given in the financial bid ) in case agency is not able to provide above mentioned resources consistently & regularly and also if fails to complete the work in given time limit.

## ARTICLE -29 PATENT RIGHTS

The Bidder shall indemnify the SAG against all third-party claims of infringement of patent, trademark/copyright arising from the use of services/product or any part thereof.

## ARTICLE - 30 SAG HAS RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS

The SAG reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

### **ARTICLE -31 DISQUALIFICATIONS**

SAG may at its sole discretion and at any time during the evaluation of proposal, disqualify any bidder, if the bidder has:

- 31.1 Submitted the proposal documents after the response deadline.
- 31.2 Made misleading or false representations in the forms, statements and attachments in proof of eligibility requirements.
- 31.3 Exhibited a record of poor performance such as doing as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- 31.4 Submitted a proposal that is not accompanied by required documentations or is non-responsive.
- 31.5 Failed to provide clarifications related thereto, when sought.
- 31.6 Declared ineligible by the any department or office of any Government for corrupt and fraudulent practices or blacklisted.
- 31.7 Submitted the proposal with the price adjustment/variation provision.

### **ARTICLE – 32 CONTRACT PERIOD**

This contract will be valid for a period of 2 year. The contract period can be extended further period of 2 years with mutual consent and satisfactory performance of agency.

### **ARTICLE -33 BIDDER'S OBLIGATION**

- i. The Bidder shall appoint, an authorized person not lower than the rank of Manager as “Coordinator -Bidder” to co-ordinate with the SAG in all matters related to Bidder for the successful implementation and operation of the project and to be responsible for all necessary exchange of information.
- ii. The Bidder shall provide all assistance to the SAG representative/s as they may reasonably require for the performance of their duties and services.

### **ARTICLE – 34 POWER OF SAG**

Grant in a timely manner for all such approvals, permissions and authorizations which the Bidder may require or is obliged to seek from in connection with implementation of the project and the performance of the Bidder obligations.

SAG shall release the funds in a timely manner as per the payment terms, after satisfying itself of all the project-related, statutory and accounting aspects, so as to enable the Agency/Firm to satisfactorily complete the delivery perform its obligations.

## **ARTICLE -35      FORCE MAJEURE**

- Notwithstanding anything contained in the RFP, The Agency shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
- For purpose of this clause ‘Force Majeure’ means an event beyond the control of the agency and not involving the agency’s fault or negligence and which was not foreseeable such as Act of God, Act of War, Act of Public enemy, Natural Calamities, Fires, Floods, Epidemics, Frost, Quarantine restrictions, Strikes, and Lockouts etc. the decision of SAG regarding Force majeure shall be final and binding on the agency.
- The Agency shall promptly notify to SAG in writing, of such conditions and the cause thereof. Unless otherwise directed by SAG in writing, the agency shall continue to perform its obligations under the agreements far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.
- No Price Variation shall be allowed during the period of force majeure and liquidated damages would not be levied for this period.

## **ARTICLE -36      TERMINATION OF THE CONTRACT**

- 37.1 The SAG will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:
- a) It is found that the schedule of delivery of the product is not being adhered to.
  - b) The Bidder stops work and such stoppage has not been authorized by the SAG.
  - c) The Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.
  - d) The SAG gives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the SAG.
- 37.2 If the contract is terminated by the Government of Gujarat/ the SAG unilaterally, the Government will pay to the Vendor remaining amount, if any, for the payment for product provided.

## **ARTICLE -37      “NO CLAIM” CERTIFICATE**

The Bidder shall not be entitled to make any claim, whatsoever, against the SAG, under or by virtue of or arising out of this Contract, nor shall the SAG entertain or consider any such claim, if made by the Bidder and the Bidder shall have signed a “No Claim” Certificate in favors of the SAG in such forms as shall be required by him after the works are finally accepted



**ARTICLE -38           SUSPENSIONS**

SAG may, by a written notice of suspension to the Bidder, suspend the Contract if the Bidder fails to perform any of its obligations under this Contract (including the carrying out of the services) provided that such notice of suspension:

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make rectify such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.

**ARTICLE – 39           DETAILS TO BE KEPT CONFIDENTIAL**

The Bidder shall treat the details of the contract as private and confidential, save in so far as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the SAG. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the SAG whose decision shall be final. The Bidder or his representative should neither disclose the data nor sell the data or use it for commercial exploitation or research work without the written permission of the SAG.

**ARTICLE – 40           TRANSFERS OF RIGHTS**

The Bidder shall not transfer the Contract to anybody except with the prior permission of the SAG.

**ARTICLE – 41           DELIVERY SCHEDULE**

Time is essence of this order and no delay shall be allowed in the schedule mentioned in the contract/work order.

**ARTICLE – 42           SAG AUTHORITIES**

Over and above all, the decision of SAG will be final and the agency/firm shall abide by it.

**ARTICLE – 43   LEGAL DISPUTES**

Legal dispute, if any, would be subject to the Gandhinagar jurisdiction.

### **CHAPTER – III**

#### **SCOPE OF WORK**

Providing Accounts Services at SAG for in the head office and branch offices of SAG by deploying and monitoring required number of Personnel on full time and part time basis for following works related to accounts:

- 1) All accounts reports and annual accounts must be signed by team leader who should be FCA having 10 years' experience as qualified chartered accountant.
- 2) All Data Entry of Vouchers in Tally Software for the account work.
- 3) Preparation of Register of receipts & cheques, Daily - cashbook and depositing the cheques in the Bank.
- 4) Compilation of accounts on monthly basis and preparation of trial balance and Income & expenditure A/c with all supporting schedules on monthly (by 15th of next month)
- 5) Scheme wise accounts of Head office and branch office
- 6) Reconciliation of accounts and schedule thereof, reconciliation of HQ accounts and inter unit accounts. Reconciliation of bank account and statement thereof,
- 7) Reconciliation of fixed & current assets accounts, calculation of depreciation as per law in assets & preparation of cash flow chart register/cards.
- 8) Service Tax, PF, Employ fund, Pension formality and tax deduction at source work.
- 9) Checking of appropriateness of tax deduction at source from payments to parties, its timely deposition and filing of requisite return by due date and guidance on TDS matters.  
Preparation of Income tax return
- 10) To oversee timely adjustment of advances/recoveries & maintaining DC/Simple receipt registers at HO and branch office,
- 11) Relation of outstanding dues, write off of old dues, clearance of old outstanding debits/credits of more than one month in Bank reconciliation statement and watching any other accounts matter requiring timely completion and monthly report to HO.
- 12) Completion of all account works in relation to closing of accounts, preparation of balance sheet, Income/expenditure account by 30th April every year; Preparation of Income tax return within 15 days from date of audit report
- 13) To assist in Internal Audit & Statutory Audit and in replying Audit Reports/queries'
- 14) Any other account related matters and reports regarding financial discipline to comply requirement of the state Government or as per internal procedure of SAG.
- 15) Management of GST compliance, Deduction of tax, deposit of tax, file of return, issuance of required certifications.
- 16) To be managed all register access control of district and head office, investment report, tax liability reports and payment reports.

Time line for work:-

Sr No	Key Result Area	Expected date
1	Annual accounts (B/S, I/E accounts etc)	30 <sup>th</sup> june
2	Bank Reconciliation	15th of every month
3.	Reconciliation with branch office, trial balance, report pertaining to branch accounts	15th of every month
4	All grant utilization related reports	7th of every month for head office

**Project Team:-**

On the basis of quantum and type of the work it is envisaged that the service provider will have to deploy one CA on full time basis at its Gandhinagar office as team leader. He will be further assisted by full time and part time persons who should be Commerce graduates well conversant with accounts and hands on experience in tally and other accounting software. Those who are working as Article Clerk for CA/ICWA course with service provider or with others shall not be considered for outsource work with SAG.

**Project team should comprise of:**

Sr.No	Role	Qualification and Experience to be considered.	Resource	District
1	C.A. (Team leader)	FCA with minimum of 10 years' experience in managing multiple office setups.	1	H.O (Gandhinagar)
2	Sr. Assistant	B.com/M.com/ Inter CA with 10 year experience	1	
3	Account Assistant	B.com with 3 years accounting Experience	2	
4	Account Assistant	B.com with 3 years accounting Experience	1	Gandhinagar
5	Account Assistant	B.com with 3 years accounting Experience	1	Mahesana
6	Account Clerk	B.com/ M.com with 5 years accounting Experience	1	Ahmedabad
7	Account Assistant	B.com with 3 years accounting Experience	1	
8	Account Clerk	B.com/ M.com with 5 years accounting Experience	1	Nadiad
9	Account Assistant	B.com with 3 years accounting Experience	1	
10	Account Clerk	B.com/ M.com with 5 years accounting Experience	1	Himmatnagar & Aravalli
11	Account Assistant	B.com with 3 years accounting Experience	1	
12	Account Assistant	B.com with 3 years accounting Experience	1	Anand & Mahisagar
13	Account Clerk	B.com/ M.com with 5 years accounting Experience	1	Godhra & Devgarh Baria
14	Account Assistant	B.com with 3 years accounting Experience	1	
15	Account Clerk	B.com/ M.com with 5 years accounting Experience	1	Vadodara
16	Account Assistant	B.com with 3 years accounting Experience	1	Vadodara

17	Account Assistant	B.com with 3 years accounting Experience	2	Bharuch ,Rajpipala & Chhota Udaipur
18	Account Assistant	B.com with 3 years accounting Experience	1	Palanpur
19	Account Assistant	B.com with 3 years accounting Experience	1	Patan
20	Account Assistant	B.com with 3 years accounting Experience	1	Surat & Navsari
21	Account Assistant	B.com with 3 years accounting Experience	1	Tapi – Vyara & Dang
22	Account Assistant	B.com with 3 years accounting Experience	1	Valsad
23	Account Assistant	B.com with 3 years accounting Experience	1	Kutch-Bhuj
24	Account Assistant	B.com with 3 years accounting Experience	1	Rajkot & Morbi
25	Account Assistant	B.com with 3 years accounting Experience	1	Limbdi
26	Account Assistant	B.com with 3 years accounting Experience	1	Jamnagar
27	Account Clerk	B.com/ M.com with 5 years accounting Experience	1	Bhavnagar & Botad
28	Account Assistant	B.com with 3 years accounting Experience	1	
29	Account Assistant	B.com with 3 years accounting Experience	1	Amreli
30	Account Assistant	B.com with 3 years accounting Experience	1	Gir Somnath & Junagadh
31	Account Assistant	B.com with 3 years accounting Experience	2	Porbandar & Dwarka
32	Account Assistant	B.com with 3 years accounting Experience	1	Gandhinagar (SGSU)

**Note:**

- Agency shall have to take prior approval of SAG for appointing any candidates on any of the post mentioned above.
- SAG can ask for the additional human resources from the bidder as per the base rate quoted in the financial bid.
- It is the sole discretion of SAG to change the location or duty of any of the appointed person of agency.
- Work allocation to all the staff deputed by agency will be decided by the competent authority of SAG.
- Agency charges quoted in the financial bid will be the same for the additional resources; agency cannot increase the management charges with the increase of human resources.

## Other Terms and Conditions

- 1) **Period of Contract:** The contract will be initially for a period of 1 year. However, during the term of contract, if SAG is of the opinion that proper services are not rendered by the agency, the same will be discontinued at the notice of one month. It is clarified that the SAG will be at liberty to hire more than one agency for this purpose.
- 2) If any information / facts submitted by the bidder are found misleading / incorrect etc., SAG reserves the right to reject any or all bidder for the current / future contract or may impose penalties as deemed unfit. Non-compliance of any of the terms & conditions of the tender will also warrant above penalties.
- 3) Bidders registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIC/DGSND will be exempted from Bid Document Fee and EMD, on submission of the required registration certificates as above.
- 4) Interest free performance security deposit equivalent to 5% of the total estimated value of the supply order will be deposited by the successful bidder, within seven days of award of supply order. Suppliers registered as Micro and Small Enterprises (MSME) in the state and having registration with CSPO/NSIC/DGSND, will be required to pay only 3% of the total estimated value of the supply order as security deposit. Security Money will be refunded within 60 days on completion of all contractual obligations, if no complaints are received during the period of warranty.
- 5) SAG will have the right to reject any or all the bids without assigning any reason.
- 6) SAG taking into accounts past performance of party/Agency, reserves the right to reject any tender.
- 7) In case any dispute arises in regard to the tender, the decision of the Director General, SAG will be final and binding.
- 8) It must be noted that this is just an enquiry and does not amount to any commitment on the part of Sports Authority of Gujarat. The decision of SAG in this regard would be final and be entirely, at its discretion.
- 9) The agency shall be solely and exclusively liable for employing persons in execution of contract given under this tender. SAG shall have no liability whatsoever concerning the agency's employees in any respect.
- 10) The agency shall ensure that all the provisions of labour laws are complied with and the SAG shall not be liable for any breach thereof. The agency shall have to bear all costs and consequences of breach of any labour laws and other applicable legislation and also indemnify the SAG in case of any breach of liability while discharging its responsibilities. On demand, the agency shall give the copies of various registers maintained by them under various labour laws.
- 11) Required manpower used to be deployed within 20 days from the work order or within the time line mention in the work order.

- 12) A senior level representative of the Agency shall visit SAG office at least once-a-month for review. It will be responsibility of the agency to train its manpower on internal procedure and accounting system of SAG. While on tour as mandated by SAG, agency travel as permissible to clerical cadre of SAG will be granted. The team leader is expected to visit different offices to supervise the accounting work once in a month.
- 13) The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangement, administrative/organizational matters. In this regard separate undertaking from every personnel deployed in SAG shall be taken by the service provider and same shall be forwarded to SAG.
- 14) The service provider shall provide backup of the accounts on daily basis.
- 15) The contract given under this tender is non-transferable and non-assignable.
- 16) Increase or decrease of manpower is as per sole discretion of SAG.

**CHAPTER – IV**  
**ANNEXURES**

**ANNEXURE -1**

**TURNOVER OF THE BIDDER**

<b>Turnover Amount</b>	<b>Financial year</b>
	2016-17
	2017-18
	2018-19

**ANNEXURE – 2**

**EXPERIENCE OF THE FIRM OTHER THAN GOVERNMENT**

<b>YEAR</b>	<b>ORGANIZATION NAME</b>	<b>TYPE OF WORK</b>	<b>WORKORDER NO./DATE</b>	<b>VALUE OF CONTRACT</b>

**ANNEXURE – 3**

**EXPERIENCE OF ACCOUNTING SERVICES OF THE FIRM WITH GOVERNMENT/SEMI  
GOVT./PSU/STATE GOVT.**

<b>YEAR</b>	<b>ORGANIZATION NAME</b>	<b>TYPE OF WORK</b>	<b>WORKORDER NO./DATE</b>	<b>VALUE OF CONTRACT</b>

**ANNEXURE 4**

**INFORMATION ABOUT KEY PERSONNEL TO BE DEPLOYED**

<b>NAME OF STAFF</b>	<b>CONSORTIUM FIRM</b>	<b>EXPERIENCE AREA</b>	<b>POSITION ASSIGNED</b>	<b>TASKS/ACTIVITIES ASSIGNED</b>

**ANNEXURE 5**

**INFORMATION ABOUT PARTNERS**

<b>NAME</b>	<b>MEMBER NO</b>	<b>YEAR OF PASSING</b>	<b>YEARS IN PRACTICE</b>

**NOTE: - (PROOF TO BE SUBMITTED FOR ALL THE ANNEXURES AND DETAILS GIVEN WITH CERTIFICATES OF SATISFACTORY SERVICES OF PREVIOUS ORGANIZATIONS)**



**ANNEXURE – 6**

**PROFORMA OF GENERAL POWER OF ATTORNEY**

**(To be signed and executed in non-judicial stamp paper of Rs. 100/-)**

**GENERAL POWER OF ATTORNEY**

Be it known all to whom it concern that:

1. Sri/Smt \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ Residing at \_\_\_\_\_
2. Sri/Smt \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ Residing at \_\_\_\_\_
3. Sri/Smt \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ Residing at \_\_\_\_\_

I/We all the Partners/Directors/Board members/proprietors/ Designated authorities of M/s \_\_\_\_\_ having its registered office at \_\_\_\_\_ hereby appoint Sri \_\_\_\_\_ S/O \_\_\_\_\_ residing at \_\_\_\_\_ as my/our attorney to act my/our name and on behalf and sign and execute all Documents/ Agreements binding the firm for all contractual obligations (including reference of cases to arbitrators) arising out of contracts to be entered into by the company/ Corporation/ society/ trust/ firm with the Office of Sports Authority of Gujarat (SAG), Gandhinagar 382010 in connection with its tender No. \_\_\_\_\_ Dated \_\_\_\_\_ For the supply of \_\_\_\_\_ due for opening on \_\_\_\_\_

In short, he is fully authorized to do all, each and everything requisite for the above purpose concerning M/s \_\_\_\_\_ and I/We hereby agree to confirm and ratify his all and every act of this or any documents executed by my/ our said Attorney within the scope of the authority hereby conferred on him including references of cases to arbitration and the same shall be binding on me/ us and my/ our company/ Corporation/ society/ trust/ firm as if the same were executed by me/ us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board members/ proprietors/Designated Authority

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

Signature: (Seal and Signature of Signatory of Tender offer of the company/Agency/ firm)

**ANNEXURE -7**

**FORMAT FOR PERFORMANCE GUARANTEE/SECURITY DEPOSIT**

To  
Sports Authority of Gujarat,  
Block No 14/3<sup>rd</sup> Floor  
Dr. Jivraj Mehta Bhavan  
Gandhinagar 382010

In consideration of the SAG, GANDHINAGAR having its registered office at Gandhinagar (hereinafter called the "SAG" which expression shall unless repugnant to the subject or context include its administrators successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No \_\_\_\_\_ dated \_\_\_\_\_ issued by the SAG, Gandhinagar 382010, which has been unequivocally accepted by the Agency/Firm, work of Management service provider for sports authority of Gujarat (hereinafter called the said Contract) to accept a DD of performance Guarantee as herein provided for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from a Nationalised Bank, in lieu of the security deposit, to be made by the Vendor or in lieu of the deduction to be made from the Vendor's bill, for the due fulfillment by the said Vendor of the terms and conditions contained in the same Contract.

We, \_\_\_\_\_ further agree that the SAG shall be the sole judge of and as to whether our Agency/firm has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the SAG on account thereof and the decision of the SAG that our Agency/firm has committed such breach or breaches and as to the amount or amounts of loss, damage, costs charges and expenses caused to or suffered by or that may be caused to or suffered by the SAG from time to time shall be final and binding on us.

Name & Designation \_\_\_\_\_

Authorization

Date and Place

**ANNEXURE – 8**

**PROFILE OF THE BIDDER**

The Bidder should furnish the following details:

- 1) Name of the Organization :
- 2) Nature of the Organization :
- 3) Address with phone no and fax :
- 4) Name of the Authorized Person :
- 5) Email ID & Contact Details :
- 6) Any other details in support of your offer :

Signature of the bidder with seal

## ANNEXURE – 9

### CHECKLIST FOR FULFILLMENT OF ELIGIBILITY CRITERIA (CHAPTER-I, ARTICLE-3)

- 3.1.
- 3.1. The bidder should **have minimum annual turnover of Rs. 1 Cr.** Each year in the last 2 financial years; they have to submit a copy of Certificate of Chartered accountant.
- 3.2. The Bidder / Management Agency/Firm /company should be in the similar services (Accounts Management services/CA Firm) from last 10 years. (Proof to be submitted)
- 3.3. The Chartered Accountant firm must have Minimum 5 Full time Partners, out of which 3 must be FCA as on date 01.01.2019 (proof to be submitted).
- 3.4. The Established CA Firm must have deployed minimum 35 human resources in the similar Services in previous experience. (Proof of same will be required to be submitted).
- 3.5. The Chartered Accountant firm must have its office existence since last 7 years in Gujarat (proof to be submitted)
- 3.6. Participating firm should be a **registered company** or firm or individual entity with a valid **Permanent Account Number (PAN) and GST Registration (copy to be submitted.)**
- 3.7. The bidder should not have been debarred / blacklisted by any State Government / Central Government / PSU / Reputed Organizations for any reason in the last three financial years as on bid calling date. (Self-declaration of the same to be given Online)

Signature of the Bidder with seal

**ANNEXURE -10**

**FINANCIAL BID FORMAT (online only)**

Sr. No.	Description A	Quantity of resources B	Basic per unit amount / Month C	Yearly cost D = B x C x 12
1	Charges for providing Chartered Accountant	1		
2	Charges for providing Senior assistant	1		
3	Charges for providing Account Clerk	6		
4	Charges for providing account assistant	27		
5	Agency charges	-		
	Total	35		

Note:-

- All rates should be inclusive of all charges except GST
- GST will be applicable as per government norms.
- L1 will be evaluate on total cost.
- The above quotes are being requested to know rates in case such a situation arises and for purposes of bid evaluation. Agency has to work with the human resource cost as finalized by competent authority of SAG for all qualifications.
- Agency has to quote the rates of each human resource respective the qualifications mentioned in the scope of work(chapter-3)
- SAG can ask for additional resources as per the rates given in the financial bid for each qualification.
- Increase or decrease of human resource is as per sole discretion of SAG. However; agency charges will not be increase in the case of additional resources deployment.

Signature of the Bidder with Seal