

## Request for Expression of Interest

Immediately after the 26th January 2001 earthquake, Gujarat State Disaster Management Authority (GSDMA) was established and registered as a 'Society' under the provisions of the Societies Registration Act and the Bombay Public Trust Act on 8 February 2001. GSDMA was initially mandated to implement the gigantic task of rehabilitation and reconstruction programme in the earthquake affected areas of the State and simultaneously act as a nodal agency to plan and implement pre-disaster preparedness and mitigation activities including training and capacity building of all the stakeholders involved in disaster management.

GSDMA invites your offer for appointment of Statutory Audit for the Financial Year 2021-22 and 2022-23. Your Quotation may be submitted to Controller of Accounts, GSDMA in sealed envelopes so as to **reach by 16-12-2023** in the format as given at Annexure-II (in the letter head of firm) as per the following terms & conditions. In the quotation, the letter number and date of this NIQ may be mentioned.

### Eligible Criteria

1. The firm must be a Chartered Accountants firm falling under category IV or above as per the GR no: **JNV/10/2018-1143-A of Finance Department, Government of Gujarat dated 08-06-2020** and have at least 3 (Three) years of experience. **(Copy of the ICAI registration certificate and Firm Card must be submitted).**
2. CA Firm must have conducted Statutory Audit of public sector undertakings / board corporations of the government during the last three years. **(Please submit copy of work orders)**
3. CA Firm should be eligible as per Resolution no: **JNV/10/2018-1143-A of Finance Department, Government of Gujarat dated 08-06-2020.**
4. The Firm of Chartered Accountants must be empanelled with the Controller Auditor General of India (C & A.G) for the year 2021-22 & 2022-23. **(Please submit copy of C & AG letter)**
5. The Firm should have at least Two Chartered Accountants. **(Please submit copy of partnership deed & CV of Partners)**
6. The Firm submitting quotation must have Registration Certificate of the Firm, PAN Card No., and GST number. **(Please submit Copy)**

## **General Terms & Conditions**

1. Offer is required to be submitted in two separate envelopes. The first cover (**Annexure-I**) shall contain evidence of eligibility criteria & Experience of Firm. The first cover shall be opened at first of the firms to arrive at meeting eligible criteria. The opening of the **second cover (Annexure-II)** containing the Financial Quote will be considered for those firms meeting eligibility criteria.+
2. Both the covers should be enclosed in a Third cover with “**Appointment of Chartered Accountants for conducting Statutory Audit**” in response to GSDMA Advertisement.
3. As per GSDMA Act, 2003 the certified copy of the annual Accounts along with the auditor report will have to be laid down in the state assembly. Hence, the report of the statutory audit viz certified copy of the annual accounts along with the auditor’s report will have to be submitted in such a period of time so that accounts can be approved by Governing Body of GSDMA & Income Tax return can be filled before due date. Thus, firm need to deploy sufficient manpower so that statutory audit is completed in time.
4. The CA firm should also Audit “Gujarat Earthquake Rehabilitation and Reconstruction Policy” which is part of GSDMA and is a separate entity.
5. The Financial Quotation Shall include out of Pocket expenses. Only GST as may be applicable will be paid extra.
6. The financial proposal is for a period of one year.
7. GSDMA reserves right to re-new the appointment for further period of Two years Only.
8. Payment shall be made through cheque or NEFT/RTGS within 15 days after submission of reports. Details of the Bank A/c (name of account holder, nature of account, account number, bank name/branch) shall be specified in the bill.
9. GSDMA reserves the right to cancel any or all the NIQ even after receipt of quotations without assigning any reasons thereof.
10. Partner of the Chartered Accountant of the firms will have to visit the office of GSDMA for the discussion for finalization of audit report and audit-paras to the higher authorities of the GSDMA

11. Quotation shall be submitted to Controller of Accounts as per above address in sealed envelopes superscripting **“Quotation for Appointment of Statutory Audit For F. Y. 2021-22”** by RPAD as to reach in 7 days from the date of advertisement.
12. The incomplete NIQ or NIQ received after 7 days from the date of advertisement will not be considered.
13. Please submit copy of this NIQ with supporting documents/evidence in technical offer each page of this NIQ must be stamped & Signed by partner of the CA Firm.
14. Technical bid will be opened on 18/12/2023 at 12:00 hrs at the office (Subject to change) of GSDMA. The bidder/CA firm’s representative may remain present at the time of bid Opening.

**Date: 08.12.2023**  
**Place: Gandhinagar**

**For, GSDMA**

**Controller of Accounts**

## Annaxure - I

### Check List for Eligible Criteria

Criteria	Yes/No	Page No.
The firm must be a Chartered Accountants firm falling under category IV or above as per the GR no: <b>JNV/10/2018-1143-A of Finance Department, Government of Gujarat dated 08-06-2020</b> and have at least 5 (Five) years of experience. <b>(Copy of the ICAI registration certificate and Firm Card must be submitted).</b>		
Firm should have experience of conducting Statutory Audit of At least 1(One) listed company in last 3 years or at least (One) Government of Gujarat organizations/ departments/ local bodies/ public sector undertakings in last 3 years <b>(Please submit copy of work orders)</b>		
The Firm must be empanelled with the Controller Auditor General of India (C & A.G) for the year 2021-22 & 2022-23.		
The Firm should have at least Two Chartered Accountants. <b>(Please submit copy of partnership deed and CV of the partners)</b>		
The firm shall have annual turnover of at least INR 10 Lacs <b><u>from Audit &amp; Attestation services under</u> (Certificate from independent chartered accountant is required for turnover of Audit and attestation services- Annexure-III)</b>		
The firm shall submit copy of the PAN card and copy of the GST registration certificate.		

## **Annexure-II**

**Format (Should be on Letter Head of the Firm submitting the quotation)**

**Letter no.**

**Date:**

(PLEASE SUBMIT THIS IN A SAPERATE ENVELOP)

**To,**

**The Controller of Accounts**

**Gujarat State Disaster**

**Management Authority,**

**Block No. 11, 5<sup>th</sup> Floor,**

**Udyogbhavan, sector-11,**

**Gandhinagar**

**Dear Sir,**

Please find our Quotation with reference to your advertisement in \_\_\_\_\_ for appointment of Statutory auditor for the F. Y. 2021-22 & 2022-23 dated: .0\_.2023

<b>Sr. No</b>	<b>Items</b>	<b>Amount (in Rs.)</b>
1	Statutory Audit & Issuance of Audit Report for the F. Y. 2021-22 & 2022-23	
<b>Total (Excuding GST)</b>		
2	GST	
<b>Grand Total</b>		
<b>Total amount of Rs. _____/-</b>		
<b>(Rs. In Words. _____ Only)</b>		

1. We Accept all the terms & Conditions stated above for appointment of Statutory auditor for the F. Y. 2021-22 & 2022-23.
2. We hereby declare that the Information submitted with our NIQ is true & nothing has been cancelled or false.
3. The Technical offer regarding eligible criteria is submitted in a separate envelope.

**Signature**

**Name of Firm with Stamp & Date  
& Membership No.**

## **Annexure-III**

### **FORMAT FOR CA CERTIFICATE**

(On CA's Letter Head)

TO WHOM SO EVER IT MAY CONCERN

### **CHARTERED ACCOUNTANT CERTIFICATE**

On the basis of verification of books of accountants and other documents produced before us and maintained by the Company, we certify that M/s\_\_\_\_\_is engaged in\_\_\_\_\_ (Chartered Accountant) business. This is to certify that they have income of Rs. \_\_\_\_\_from(Chartered Accountant) Audit & Attestation assignments in the last year ending on 31st March, 2023.

**Signature**  
**Name of Firm with Stamp & Date**  
**& Membership No.**