

**GUJARAT AGRO INDUSTRIES CORPORATION LTD.**  
**GANDHINAGAR 382043.**

Tel . (079) 23240208

**FORMAT FOR PROPOSAL**

(For Hiring the Services of a Chartered Accountant Firm for Pre Audit of the Accounts of the GAIC, Gandhinagar)

1. Name of the CA Firm : \_\_\_\_\_  
& FRN (ICAI) \_\_\_\_\_
2. Head office Address : \_\_\_\_\_  
\_\_\_\_\_
3. Telephone/Fax/Email : \_\_\_\_\_  
\_\_\_\_\_
4. PAN No. : \_\_\_\_\_
5. Service Tax No. : \_\_\_\_\_

6-A. Details of CAs Partners & Employee  
(Status as on 01.01.2014 ICAI Firm Card)

SR. No.	Name of Partner / Employee	Membership No.	Designation Partner/ Employee	Qualification (ACA / FCA )	Date of joining with the firm
1					
2					
3					
4					
5					
6					
7					
8					

6-B. Details of staff members

Sr. No.	Name	Qualification	Experience
1			
2			
3			
4			
5			

7. Total Turnover (as per B/S attached along with IT Return)

Financial Year	Turnover (in Rs.)	Profit (in Rs.)
2010-11		
2011-12		
2012-13		

8. Experience General: \_\_\_\_\_ Years (from the date of Registration of firm)

9. List of Major Audit clients (Last two financial years 2010-11, 2011-12)

10. Experience of Pre Audit of Govt. undertaking:

No of such assignments handled: \_\_\_\_\_

Sr. No.	Name of the agency	Nature of work	Place (City / State)	Period of Appointment
1				
2				

**Notes:** - (1) Govt. undertaking includes all Govt. dept., P.S.E., Boards, Nigam, Society, Corporation, Local bodies etc.

## **CERTIFICATE**

(To be submitted on letter head of the firm duly signed by the partner of the firm)

I undersigned \_\_\_\_\_ on behalf of  
M/s. \_\_\_\_\_ hereby certify that all the  
information mentioned above is true and correct.

Further declare that the Firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And have not been barred from appointment by any government and / or semi government entities.

Date:

Seal of Office/firm

Sign:

Name:

Designation:

Membership No.:

### List of Documents to be attached

1. A copy of Partnership Deed.
2. A copy of letter from ICAI Institute mentioning Registration No. and details of Partners.
3. Copy of Audited Balance Sheets and Income Expenditure Statement for the last financial year (F.Y. 2012-13)
4. Copy of Income-Tax Returns for the last financial year (F.Y. 2012-13)
5. A Copy of Service-Tax Returns for the last financial year (F.Y. 2012-13)
6. A detailed profile of the Firm.
7. Certificate that the Firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And have not been barred from appointment by any government and / or semi government entities.

### PROFORMA OF COVERS

#### MAIN COVER

To be opened before Committee

#### **A Proposal for Pre Audit**

To,  
The Administrative Officer  
**Gujarat Agro Industries Corporation Ltd.,**  
C/o. Gujarat State Civil Supplies Corporation Ltd.,  
Sector – 10/A, “CH” Road, Near New Sachivalaya,  
Gandhinagar – 382043,  
Gujarat, India.

From: \_\_\_\_\_  
\_\_\_\_\_

**GUJARAT AGRO INDUSTRIES CORPORATION LTD.  
GANDHINAGAR 382043.**

Tel . (079) 232 40208

Terms of Reference / Tender Document for hiring the services of a  
Chartered Accountant Firm for Pre Audit of the Gujarat Agro Industries  
Corporation Limited. Gandhinagar382043.

**A. Background**

The Gujarat Agro Industries Corporation Limited (GAIC) acts as a facilitator and nodal agency for implementation of various schemes of Government of Gujarat and Government of India.

For further details please visit our website: [www.gujagro.org](http://www.gujagro.org)

The Details of the Scope of work, Eligibility Criteria & Terms and Conditions are given herewith.

**B. Scope of the Work**

1. Pre audit will cover all kinds of Invoices of purchases / expenses above Rs.1,00,000 ( Rupees one lac) excluding Fertilizer purchase.
2. The Firm has to give UTC Certificate of subsidy of different projects fall under RKVY Scheme (Projects)/ Agro Industrial policy / National Mission of Food Processing and any other scheme as may be allotted to the Corporation during the tenure of audit.
3. The firm has to visit the Gandhinagar office of the Corporation as and when required on intimation. As the work bills are prepared, verified and admitted at pay point by division offices and divisional head has to remain in contact with the auditors, provide all explanation, details and records and get the bills pre audited.
4. Auditors will conduct pre-audit of each work bill and will have to certify the amount of bill to be payable. No payment of any work bill **(which is subject to pre audit)** by pay point until same is duly verified and certified by the auditors.
5. The pre-audit checks(apart from regular routine checks) will include the reference to the provisions in the tender contracts, provisions of statutory deductions and dues, taxes, and arithmetical accuracy any other statues, laws, Acts, GR, orders, instructions of Government or the Corporation etc.

6. The firm has to certify & sign the bill in token of pre -audit carried out by it.
7. The Corporation reserves the right to cancel the assignment in cases, where it may deem fit.
8. The firm held responsible for addressing and preparing the reply for any queries in statutory audit or CAG's Report.
9. During the Pre Audit necessary records, space and infrastructure i.e. Computer System, table etc. will be provided. Managing Director of the Corporation shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

**C. Eligibility Criteria : The Chartered Accountant firm must be :**

1. The CA Firm should be a Practicing Firm.
2. The CA Firm should be in Practice for a period of 5 Years or more. ( As per the Certificate of ICAI as on 01/01/2014)
3. Have at least three full time partners, out of which one should be FCA.
4. The CA Firm should have experience of pre -audit of Public sector undertaking for at least 3 years.
5. Have professional fees of Rs. 15.00 Lacs or above in the last financial year i.e. 2012-13.
6. Have Head Office in the State of Gujarat preferably at Gandhinagar or Ahmedabad.
7. Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities.
8. Should not have been barred from appointment by any government and / or semi government entities.

**D. Other Terms & Conditions**

1. The whole process of tendering can be cancelled without giving any prior notice or information by the Managing Director of the Corporation.
2. Any undue influence of any type may disqualify the bidder and the bid will be outright rejected.
3. The decision of the Managing Director of the Corporation shall be final in selection of the Chartered Accountant Firm.