

GUJARAT FIBRE GRID NETWORK LIMITED (GFGNL)
Department of Science & Technology, Government of Gujarat



Request for Proposal (RFP) for Selection of Chartered accountant firm for GST
Services for GFGNL,
Period: 2025-26

Tender No. GFGNL/GOG/e-file/Accounts-Finance/GST Services/2025-26

Registered office: Block No: 1, 8th Floor, Udyog Bhavan, Sector-11, Gandhinagar-
Pin No.:382010, Gujarat, India

Head Office: Block No: 6, 5th Floor, Udyog Bhavan, Sector-11, Gandhinagar-
Pin No.:382010, Gujarat, India

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1. Introduction

1.1 Invitation to Bidders

The Gujarat Government has setup an SPV namely “Gujarat Fibre Grid Network Limited (GFGNL)” to implement Phase-II of BharatNet Project in Gujarat. This SPV has been created to synergize with the efforts of Government of India under the National Optical Fibre Network and Digital India initiative and make focused efforts to actualize a state-to-village fibre grid and to facilitate building common Government owned infrastructure to provide internet facilities to residents of State of Gujarat.

GFGNL intends to select agency for GST Services for the FY 2025-26.

Interested bidders are advised to study this document carefully before submitting the proposals in response to the RFP. Proposal in response to this document shall be submitted after careful study and examination of this document with full understanding of its terms, conditions, and implications.

Interested bidders may download the document from Tenders | GFGNL (<https://bharatnet.gujarat.gov.in/home>). Any subsequent corrigenda/clarifications shall also be made available on the same portal. Bid proposals must be received not later than time and date mentioned in the key events and dates. Bid proposals received, in part or full, after the deadline will not be considered in this procurement process.

1.2 Definition

1. In this document, the following terms shall have following respective meanings:
2. “Tenderer” means Gujarat Fibre Grid Network Limited (GFGNL), Gandhinagar.
3. The “Bid Document” and “Tender Document” are the same.
4. “Agreement” means the Service Level Agreement to be Signed between the successful bidder and GFGNL including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
5. “Authorized Representative/” shall mean any person/ authorized by either of the parties.
6. “Bidder” means qualified chartered accountant or group of Chartered accountants who has an experience in GST work as required in the RFP. The word Bidder when used in the pre-award period shall be synonymous with Bidder, and when used after award of the Contract shall mean the successful Bidder with whom GFGNL Signs the work order for internal audit.
7. “Contract” is used synonymously with Agreement.
8. “Corrupt Practice” means the offering, giving, receiving, or soliciting of anything of value or influence the action of a public official in the process of Contract execution and includes any unauthorized willful disclosure of any return, information, or documents of GFGNL to any person without knowledge of the GFGNL except so authorized under this contract.
9. “Default Notice” means the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
10. “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 non-competitive levels and to deprive GFGNL of the benefits of free and open competition.

11. "Good Industry Practice" means the exercise of that degree of skill, diligence and prudence which would reasonably and ordinarily be expected from a reasonably skilled and experienced auditor engaged in the same type of undertaking under the same or Similar circumstances.
12. "GoI" shall stand for Government of India.
13. "GoG" shall stand for Government of Gujarat.
14. "GFGNL" shall stand for Gujarat Fiber Grid Network Limited.
15. "Law" shall mean any act, notification, by-law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Central Government and/ or the Government of Gujarat or any other Government or regulatory authority or political subdivision of government.
16. "Request for Proposal", means the detailed notification seeking a set of solution(s), services(s), materials and/or any combination of them.
17. "Site" means the location(s) for which the Contract will be Signed and where the service shall be provided as per agreement.
18. "Termination Notice" means the written notice of termination of the Agreement issued by one Party to the other in terms hereof.
19. "DST" means "Department of Science & Technology, Govt. of Gujarat".

1.3 Notice Inviting Proposal and Necessary Instruction

The bidder is requested to download the document and read all the terms and conditions mentioned in the Document and seek clarification if any from the inviting authority. The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the inviting authority from time-to-time in the Tenders | GFGNL (bharatnet.gujarat.gov.in)

Fact Sheet:

Sr. No.	Information	Details
1	Name of the Authority	CFO Gujarat Fiber Grid Network Limited
2	Name of the Assignment	RFP for Selection of Chartered accountant firm for GST related Services for GFGNL
3	RFP Number	GEM/2025/B/6784378
4	Tender Type (Open/Limited/Auction/Single)	Open
5	Tender Category (Services/Goods/Works)	Services
6	Mode of Bid Submission (Online/ Offline)	Online
7	RFP Publishing Date	13.10.2025
8	Pre-Bid meeting	Pre-bid will be held on 17.10.2025 15:00 at Gujarat Fibre Grid Network Limited (GFGNL),

		Block No: 6, 5th Floor, Udyog Bhavan, Sector-11, Gandhinagar: 382010 Interested agencies can send their queries on or before 16.10.2025
9	Last date and time for submission of proposal (Proposal Due Date)	No communication, in any form and for any reason, will be entertained post this date and time.
10	Date and time of opening of Prequalification cum Technical Bids	at 3:00 PM Gujarat Fibre Grid Network Limited Block 6 /5 th Floor Udhyog Bhavan, Sector 11 Gandhinagar
11	Bid Processing Fee (Non-refundable)	Nil
12	Evaluation Method	Least Cost (L1)
13	EMD	7,500 Rs.
14	Estimated Project value	2,50,000 Rs. (For One years)
15	PBG	5% of Contract Value

2. Clarifications on the RFP

A prospective bidder requiring any clarification on the RFP Document may submit its queries, via email only, to dgm-fina-gfgnl@bharatnet.gujarat.gov.in, mgr-fin@bharatnet.gujarat.gov.in, pmc3@bharatnet.gujarat.gov.in on or before the last date of sending queries as mentioned in the RFP document. GFGNL will host a Pre-Bid meeting as mentioned for queries (if any) by prospective bidders. GFGNL encourages prospective bidders to clarify their doubts/seek clarification or additional information necessary for them to submit their bid. The representatives of the bidders may visit the GFGNL office at their own cost for any clarification(s). The queries should necessarily be submitted before bid submission date in the following softcopy format and should be in Microsoft Excel only (*.xls or *.xlsx formats):

Sr.	Page no	Clause/ Sub-clause no	Content of the RFP Requiring Clarification	Clarification Sought	Justification

Queries submitted post the above-mentioned deadline, or which do not adhere to the above-mentioned format may not be responded to. All the responses to the queries (clarifications / corrigendum) shall be made available on the website mentioned in the necessary instructions and shall not be communicated through print media.

3. Eligibility Criteria

Minimum mandatory eligibility criteria for pre –qualification is as under.

Sr. No.	Eligibility Criteria	Documents submitted
1.	Firm of Chartered Accountants should be registered with the Institute of Chartered Accountants of India, New Delhi for a minimum period of 3 years as on bid submission date	Firm Registration Certificate issued by ICAI requires to Attach
2.	The Chartered Accountant firm must have its office in Ahmedabad or Gandhinagar	Address Proof of requires to attach
3.	Participating firm should be firm with a valid Permanent Account Number (PAN) and GST Registration	Copy of PAN and GST Registration Certificate
4.	The bidder should not have been debarred / blacklisted or Disciplinary action taken by any State Government / Central Government / PSU / Reputed Organizations or ICAI for any reason in the last three financial years as on bid submission date.	Self-Declaration
5.	Net worth positive: The bidding firm net worth should be positive in last 3 audited financial year	CA Certificate

4. Details of Period of engagement.

The period of engagement for GST Services will be for two years initially from 01.04.2025 to 31.03.2026 and which may be extended for next one year based on performance and mutually agreed terms and conditions.

5. Details of scope of work

- A. Filing of Monthly Filing GSTR3B, GSTR1 and GSTR 2B
- B. Filing of Monthly Filing GSTR7
- C. Filing of Annual Filing of GSTR9 and 9C
- D. Services related to appearance and reply to various notices issued by the GST Authority in the course of various proceedings like return scrutiny, assessment, audit, enforcement, appeal, revision, rectification etc.
- E. GST Reconciliation - Input Credit with Books of Account
- F. GST Reconciliation -Liability with Books of Account
- G. Generation of E-Invoice and e-way bills
- H. Pending Notice, Assessment and Appeal of Previous consultant required to be handled
- I. Other Services: As and when required by GFGNL GST Service Provider can be called upon to provide any other services which is not stated above for the smooth functioning of the company.

6. Penalties

6.1 Deliverables Penalty: If above services not delivered within time limit Specified under GST ACT, failing the same, a penalty of 1% per week or part there of subject to 10% of Billing contract value of that month/work shall be levied to bidder. Further, Penalty imposed by GST authority on GFGNL for such delay in submission need to be born by the bidder.

6.2 GFGNL responsibility: It is the responsibility of the GFGNL to submit data filing return within due date.

7. Limitation of Liability

Selected agency's cumulative liability for its obligations under the contract shall not exceed the value of the project payable by the TENDERER within the contract term from the day claim is raised.

8. Gross Negligence

Gross Negligence shall be calculated separately from the SLA penalties and shall not be considered under the SLA capping limit. If the Gross Negligence exceed from the 10% of the overall project value, the GFGNL may terminate the contract and forfeit the PBG.

9. Instruction to Bidders:

1. The offer shall be valid for 180 days from the last date of receipt of Tenders.
2. The award of contract shall be made to qualified Bidders, who meets appropriate standards of Technical and financial resources and satisfy the qualifying criteria as laid in the Tender Documents.
3. Selection of Audit firm will be based on Cost Criteria (professional fees)
Conditional Tender shall not be accepted.
4. This Notice and subsequent Corrigendum (if any) shall also form a part of Contract Document. The Bidders are advised to read carefully the "Instructions" and "Eligibility Criteria" contained in the RFP Documents.
5. All disputes and discrepancies relating to this RFP shall be governed by the law of India and shall be subject to jurisdiction of court at Gandhinagar/Ahmedabad, Gujarat State.
6. If the bidders will not provide CA Firms as per specifications or not implement the provisions of contract and if the quality of service is found poor, they will be debarred for further works under GFGNL.
7. The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure selection of the Bidder as Service Provider.
8. Sub-contracting is not allowed.
9. The award of the contract shall be on lump sum bid offer on yearly basis.
10. Payment Terms: Quarterly Invoice shall be paid within 30 days after submission of required documents.
11. Bidders shall submit Financial Bids with Annexure – I.
12. Work order shall be issued to the successful bidder and the actual services as per Scope of Work shall start within a week.
13. EMD is exemption for Micro and small scale enterprises which participate in tendering process, which they are providing services and have udhya registration for service under procurement and having registration with CSPO or National small industries corporation (NSIC)
14. General Rejection Criteria:
 - a. Bids submitted without or improper Tender fee and EMD.
 - b. Bids received through Telegraphic / Fax / E-Mail / Hard copies except, wherever required.
 - c. Bids which do not conform to unconditional validity of the bids as prescribed in the RFP.
 - d. If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the bid evaluation process or during Contract period after selection of the bidder.
 - e. Any effort on the part of a Bidder to influence the Tenderer's bid evaluation, bid comparison or contract award decisions.
 - f. Bids received by the Tenderer after the last date & time for receipt of bids prescribed by the Tenderer in RFP.
 - g. Bids without Power of Attorney and any other document consisting of adequate proof of the ability of the authorized signatory to bind the Bidder.

10. Annexure I – Financial Bid

To be printed on the letterhead of the Firm/LLP

Date:

To,
CFO, GFGNL
Block No.6, 5th Floor, Udyog Bhavan, Sector-11, Gandinagar-382011.

Subject: Financial Bid for RFP for GST Services of GFGNL for FY 2025-26

S. No	Name	Bid amount per Annum in Rs.	GST amount in Rs.	Total Bid amount per Annum in Rs.
1	XXX			

(In Words).....

Name of Firm FRN:
Signature of Partner:

11. Annexure-II: Non-Disclosure Agreement (NDA)

Bidder:
Address:

Date:

To,
CFO, GFGNL
Block No.6, 5th Floor, Udyog Bhavan, Sector-11, Gandinagar-382011.

Dear Sir,

Confidentiality Agreement

We acknowledge that during providing services to [name of client] ("you" or "Company") pursuant to [scope of services] ("Engagement") we shall have access to and be entrusted with Confidential Information. In this letter agreement ("Agreement"), the phrase "Confidential Information" shall mean information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to you and your business that is provided to us pursuant to the <work order no. & date>.

In consideration of you making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential.
2. We shall use the Confidential Information solely for the Engagement.
3. We shall not disclose Confidential Information to any third party other than those permitted by clause 4 below.
4. This Agreement shall not prohibit disclosure of Confidential Information:
 - i. to our partners, directors, associates, affiliates, agents, subcontractors and employees ("Engagement Team") who need to know such Confidential Information to perform and assist with the Engagement.
 - ii. to our partners, directors, associates, affiliates and /or such other parties who facilitate the administration of our business or support our infrastructure in both cases (a) in order to perform client and engagement acceptance procedures (including but not limited to the identification of potential conflicts of interest or compliance with independence requirements), (b) for purposes of internal risk assessments and (c) to support the maintenance

of quality and professional standards in the delivery of services (e.g. through the involvement of professional practice and policy departments, the participation in quality assurance measures or the establishment and maintenance of knowledge databases). However, we shall remain responsible for preserving confidentiality if Confidential Information is shared with or accessed by parties mentioned herein.

- iii. with your prior written consent, such consent not to be unreasonably withheld.
 - iv. to the extent that such disclosure is required by any law, rule or regulation.
 - v. to our professional indemnity insurers and advisors in which event we shall do so in confidence only.
5. You shall inform us in writing if, during the Engagement, the Engagement Team will have access to any unpublished price sensitive information, whether of the Company or any other entity. You agree that we shall not be responsible for determining the difference between price sensitive and non-price sensitive information that would form part of the information disclosed to us. All information supplied to us (in whatever form) which is not in the public domain will be treated as Confidential Information for the purposes of the Engagement. Further, you shall be responsible to obtain legal advice to ensure that information disclosed to us is not in contravention of any applicable laws and regulations.
6. Upon your written request we shall arrange delivery to you of the Confidential Information received from you, that is in documentary or other tangible form, except:
- i. retention required for a disclosure permitted by clause 4 (iii) above; and
 - ii. to the extent that we require to retain sufficient documentation that is necessary to support any advice, reports, or opinions provided by us.

The documentation retained will continue to be subject to confidentiality obligations set out in this Agreement.

7. This Agreement shall not apply to Confidential Information that:
- i. is in the public domain at the time it is acquired by us or enters the public domain after that, otherwise than as a result of unauthorized disclosure by us.
 - ii. is already in our possession prior to its disclosure to us.
 - iii. becomes lawfully available to us from a third party whom we believe to be free from any confidentiality restriction.

- iv. is independently developed by us or for us without reference to your Confidential Information.
8. This Agreement shall continue for one year from the date of this Agreement unless and to the extent that you may release it in writing. Where any definitive agreement is executed in connection with the Engagement, this Agreement shall be read together with the definitive agreement and be governed by the same.
9. We warrant that we are acting as principal in this matter and not as agent or broker for any person, company, or firm.
10. We acknowledge that no failure or delay by you in exercising any right, power, or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise thereof or the exercise of any other right, power, or privilege. Except for the contracting parties to this Agreement, no third party shall have any right to enforce or rely on any provision of the Agreement. In no event shall either party be liable for any indirect or consequential losses or damages.
11. This Agreement shall be governed by and construed in accordance with Indian laws without reference to the conflicts of laws principles and any dispute arising from it shall be subject to the exclusive jurisdiction of the courts in Ahmedabad/Gandhinagar, India.

With kind regards

Yours sincerely

For (Insert the Entity Name)

Partner / Executive Director / Director

Agreed and Accepted
For (Insert Client
Name)

Signature:

Name:

Title/position:

Date:

Seal: