

## **TERMS & CONDITIONS FOR INVITING TENDER FOR ACCOUNTING & INTERNAL AUDIT OF NCPSL**

NCPSL is an autonomous body under the Ministry of Human Resource Development, Government of India for the promotion of Sindhi Language. The Council invites sealed tenders from reputed Chartered Accountant firms for preparation of books of accounts and financial statements on fulfilling the following terms and conditions.

1. The books of accounts and financial statements are to be conducted for two years beginning from the Financial Year 2017-18 onwards.
2. The said firm should be a reputed/well established based in Delhi having an experience of more than 5 years.
3. The firm should have an experience in preparation of books of accounts, filing of TDS returns, GST and other statutory compliance.
4. The date of completion of books should be 30<sup>th</sup> April of every financial year and the financial statement should be completed before 30<sup>th</sup> June of every financial year.
5. The books of accounts should be prepared on monthly basis and includes TDS on salaries, contractors, professionals and bank reconciliation statements.
6. The firm is also expected to prepare Utilization Certificate and checking of Fixed Assets register on quarterly basis.
7. To prepare the cash book.
8. The period of contract would be 1 year subject to satisfactory performance. In case of unsatisfactory performance the contract will be terminated by giving one month notice. GST rate quoted by the firm would be fixed for a period of 1 year.
9. The firm should have been in existence for not less than 5 years. It should have PAN number and GST registration proof. Necessary documents in this regard should be attached with the bid.
10. It should not have been blacklisted by any Government organization. An Affidavit on a stamp paper that the Agency has not been blacklisted by any Government Organization/Autonomous organization should be enclosed.
11. An earnest money deposit of Rs.10,000 (Rs. Ten Thousand only) in the form of Demand Draft drawn in favour of the Director, NCPSL, may be submitted along with the technical bid, failing which the bid shall not be considered valid.
12. The tenders should be submitted in two sealed Covers,
  - (A) The first sealed cover should be super scribed "Technical Bid" and should contain:-
    - (i) The proforma at Annexure-I duly filled in.
    - (ii) Firms profile, including previous experience in Government Departments/ Autonomous organizations etc.
    - (iii) Demand draft for earnest money deposit.

- (iv) All other required documents as stipulated in Para 9 & 10 above.
- (B) The second sealed envelope super scribed 'Price Bid' (Annexure0II) should contain only rates which is to be quoted on yearly basis.
- (C) Both the sealed covers should be placed in the main sealed envelope Super Scribed "Tender for Accounting & Internal Audit of NCPSL. This should be addressed to the Director, NCPSL and sent by post or hand delivered within 21 days from the publication of advertisement in the newspapers.
13. Both bids will be opened by the Tender Opening Committee at 3.30 PM on 29.11.2017 in the office of the Director, NCPSL in the presence of the participating bidders who may like to be present. If the last date happens to be a holiday, then on next working days.
  14. If there is more than one eligible bidder who have quoted the same lowest rate then the successful bidder will be selected by draw of lots.
  15. The successful bidder will enter into an agreement with the Council for Accounting & Internal Audit of NCPSL as per requirement of the Council on these terms and Conditions. The agreement will be valid for a period of 1 year commencing from date of signing such agreement and shall continue to be in force in the same manner unless terminated in writing. The GST rates approved by the Government shall be fixed for a period of 1 year and no request for any change/modification shall be entertained before expiry of the period of 1 year. The contract/agreement is extendable on 1 year basis subject to satisfactory performance of the firm and such amendments as mutually agreed to.
  16. In the event of any dispute arising in respect of the clauses of the agreement. The decision of the Director, NCPSL will be final.

Sd/-  
Director NCPSL  
Delhi

**ANNEXURE-I**

<b>Sl.No.</b>	<b>Particular</b>	<b>To be filled by the tendered</b>
<b>1.</b>	Name of the Firm	
<b>2</b>	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
<b>3</b>	Date of establishment of firm	
<b>4</b>	Detailed office address of the Firm with Office Telephone Number, Fax Number and Mobile Number and name of the Contact person	
<b>5</b>	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed)	
<b>6</b>	PAN/TAN Number (copy to be enclosed)	
<b>7</b>	GST Registration Number (Copy to be enclosed)	
<b>8</b>	Whether the firm is blacklisted by any Government Department or any Criminal Case is registered against the firm or its owner/partner anywhere in India.	
<b>9</b>	Length of experience in the field.	
<b>10</b>	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the agency)	
<b>11</b>	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance or the same, is attached.	
<b>12</b>	Whether firm profile is attached	
<b>13</b>	List of other clients.	

**PROFORMA FOR FINANCIAL BID**

1. Composite Rate (including all statutory payments and agency's Service charge) per person/month. Item wise break up as given under should be shown:

S.No.	Item	Amount
1	Fee annually	
2	Service Charge/Firm Charge	
3	GST	
	Total	

2. Any other points to be mentioned: