

अम्बेडकर विश्वविद्यालय दिल्ली



Ambedkar University Delhi

No. AUD/1-10(216) /2018-19/350

Dated: 28.09.2018

To,

Subject: Notice inviting tender for engagement of Chartered Accountant Firm at Dr B. R. Ambedkar University Delhi (AUD).

E-Tenders are invited from Chartered Accountant Firms based in Delhi/NCT for preparation, compilation, presentation and finalisation of Annual Accounts of AUD along with Audit of Research Projects in Kashmere Gate Campus of the Dr B. R. Ambedkar University Delhi. The Firm should have prior work experience with Government Organizations and Departments. Separate Technical Bid and Financial Bid shall be submitted online as per the following details:

Last Date of submission of tender: 22.10.2018 at 4.00 PM
Date of Opening of Technical Bids: 22.10.2018 at 4.30 PM

Bidders should read the tender document carefully and comply strictly with the conditions, while submitting their bids. Clarifications, if any, may be sought from AUD Admin Division on Telephone No 23863655. Tender can be submitted online on website 'govtprocurement.delhi.gov.in'. Manual bids will not be accepted under any circumstances.

S/d
Deputy Registrar (Admn.)

Schedule

Tender Enquiry No	No. AUD/1-10(216) /2018-19/350	
Date/time release of tender through e-procurement solution	28.09.2018	4:00 PM
Start date/time of submission of online bid	28.09.2018	4:00 PM
Date/time of pre-bid meeting (at Finance Division, Dr B.R. Ambedkar University Delhi Delhi-110006	05.10.2018	10:30 AM
Last date/time of downloading bid document	22.10.2018	4:00 PM
Date/time of opening of Technical Bid	22.10.2018	4:30 PM
Date/time of opening of Financial Bid	Will be notified later	

Terms & Conditions

1. Parties:

The parties to the contract are the Tendering CA Firm and Dr B.R. Ambedkar University Delhi (AUD).

2. Firm:

The term CA Firm shall mean Chartered Accountant Firm, or the party to whom the Contract is awarded and shall include his/ her/ their heirs, legal representatives, assigns and successors.

3. Scope of Work:

- 3.1 The accounts shall be prepared as per the guidelines and formats of Financial Statements for Central Higher Educational Institutions as prescribed by CAG and as circulated by Ministry of Human Resource Development vide letter No.29-4/2012-IFD dated 17th April, 2015.
- 3.2 The CA Firm will reconcile bank accounts on monthly basis.
- 3.3 The CA Firm will conduct periodical checking and prepare Accounts including scrutiny of ledgers, verification of all income & expenditure vouchers and bills.
- 3.4 The CA Firm will conduct checks and compile accounts on quarterly basis and assist in taking suitable measures for improvement in preparation of accounts. The Finance Division will provide all support/ documents and files for this purpose. The preparation of quarterly accounts comprise of Trial Balance, Receipt and Payment Income and Expenditure and Balance Sheet along with schedules and workings, separately for Balance Sheet, Income and Expenditure and Receipt and Payment Account as applicable as per format as stated in Para 3.1 above.
- 3.5 After the compilation of final accounts Chartered Accountant Firm has to sign and seal Trial Balance, all ledgers, Bank Reconciliation Statements and details of accrued interest.
- 3.6 Though, the CA Firm will submit duly signed and stamped, readable and reproducible copies of the Accounts and Ledgers as and when required and at the end of a specified period; a softcopy in widely acceptable and usable computer format which is compatible with AUD systems, will also be submitted to AUD.
- 3.7 The CA Firm will issue utilization certificate/s as and when required.
- 3.8 The CA Firm will advise the Finance Division staff from time to time for taking corrective steps so that AUD accounts are prepared as per acceptable accounting standards and practices.

- 3.9 The CA Firm will offer opinion on taxation matters relating to income tax including TDS and GST as and when required. The CA Firm will also file income tax and GST returns as per requirement of the respective Act. The CA Firm will have to sign Form 15 CA & CB for release of payment in foreign currency as and when required.
- 3.10 The nominated representatives of CA Firm will attend all audits by Government agencies such as Principal Accountant General (Audit) Delhi (CAG Audit) and LFA (Directorate of Audit, Local Fund Accounts) and will assist AUD in preparation of Audit responses, as and when required.
- 3.11 The nominated representatives of CA Firm will attend the meeting of Finance Committee or any other body or Committee of AUD, as and when required by the Vice Chancellor. The communication in this effect will be communicated well in advance through COF or his/her nominee.
- 3.12 The above work will be completed by the Chartered Accountant Firm through his/her nominee/employee, who is expected to be well qualified, experienced and conversant with the best accounting practices to ensure compliance with relevant statutory govt. rules and laws etc. However, the responsibility of correctness of the accounts will remain with the CA himself.
- 3.13 The nominee of CA Firm, so deputed will come to AUD for 8 to 10 days in a month or as per the requirement, and as per mutual consent of the Controller of Finance or his/her nominee. Any additional visit, if required in the interest of completion of work, will not be refused by the CA under any circumstances.
- 3.14 The final report on the accounts of the University must be submitted to the University within a period of 45 days after the close of Financial Year.
- 3.15 AUD is undertaking number of Research Projects by its Centres. An audit to such projects is to be undertaken for the FY 2018-19 and to suggest standard operating procedures for the operation of such projects and deficiency if any, so that improvement may be done.

4. Eligibility Criteria:

- 4.1 The CA Firm should be NCT of Delhi based.
- 4.2 There should be minimum 4 partners in the Firm.
- 4.3 CA Firm must be empanelled with Comptroller & Auditor General of India (CAG).
- 4.4 Firm and/or Partner(s) shall have minimum 3 years' experience of auditing & finalization of the Accounts of any autonomous University of State/ Central Govt. having turnover of at least Rs. 25 crore and total 5 Years' experience in serving of Schools, Colleges or other Educational Institutions. Copy of atleast three (3) Work Orders and atleast three (3) Performance Certificates issued in last five years needs to be uploaded.

5. Contract Period:

The period of engagement will be for full one financial year i.e. 2018-19. However, the engagement may be extended on yearly basis for the next two financial years, one year at a time on the basis of satisfactory performance and mutual consent between the CA Firm and AUD on the same terms and conditions.

6. General Conditions: Both Technical and Financial Bid are to be uploaded concurrently duly digitally signed on the Delhi Government's Public Procurement Portal 'govtprocurement.delhi.gov.in'.

7. Technical Bid

7.1 The bidder will upload the technical bid in the format given in **Annexure I** along with the following documents:

7.1.1 A copy of Demand Draft/Bankers Cheque as tender document fee of Rs 1000/- drawn in favour of "Registrar, Ambedkar University Delhi".

7.1.2 A copy of Demand Draft/Bankers Cheque as EMD of Rs.10,000/- drawn in favour of "Registrar, Ambedkar University Delhi".

7.1.3 Technical Bid duly filled in the prescribed format specified at **Annexure I** of this tender document. Bidders are required to sign on every page of Technical Bid and upload the same online.

7.1.4 A copy of Partnership Deed, if applicable.

7.1.5 A copy of letter of ICAI Institute mentioning registration No. and details of partners as upto date, Firm status card copy.

7.1.6 Copy of GST Registration Certificate, if applicable.

7.1.7 PAN allotted by Income Tax Department, Govt. of India.

7.1.8 Copy of audited balance sheets and income expenditure statement for the last financial year (f. y. 2017-18) or Copy of Income Tax Returns for the last financial year (F.Y. 2017-18).

7.1.9 Copy of the Assignment of preparation, compilation, presentation and finalisation of Annual Accounts carried out during last year 5 years. At least Three (3) Work Orders needs to be submitted as per clause 4.4.

7.2 Copy of at least three (3) Performance Certificates needs to be submitted as per clause 4.4.

7.2.1 A detailed profile of the Firm.

7.2.2 List of the staff with name, qualification & experience that will assist Finance Division of the University.

7.2.3 Certificate as per **Annexure III** 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 engagement by any government and/ or semi government entities.

7.2.4 Copy of Registration Certificate of the Firm.

8. Financial Bid

8.1 The Financial Bid should be uploaded in the format as per **Annexure II**. The Financial bid Form shall contain only price details (including payment Terms and conditions) as per **Annexure II**.

8.2 The rates/prices must be in English. The rates should be indicated both in figures and words against the item.

8.3 The rates/prices should be clearly specified in Indian Rupees. The rates shall be constant throughout the entire period of the contract.

8.4 If no amount is mentioned against any item/ column then its value shall be considered as ZERO and Bidder has to provide/ supply that item/ facility free of cost.

8.5 The taxes/duties/discounts if any are to be distinctly and separately shown in the commercial form and under no circumstances, these components shall be added to the basic price and shown as single price.

8.6 If there is a discrepancy in rates between figures and words, the amount given in words will prevail.

9. Criteria for Evaluation of Tenders:

9.1 The evaluation of bids will be done by a Tender Evaluation Committee (TEC) first on the basis of technical information furnished in form as per **Annexure I** which is an eliminatory round and then on the basis of commercial information furnished in form as per **Annexure II**.

9.2 After evaluating the technical bids and on acceptance, then only financial bids will be opened. If any bidder uploads Technical bid and Financial bid in one cover or in a single folder or submits the bids in any fashion other than the one prescribed by the University, they will be summarily rejected.

9.3 As a part of the process to evaluate the technical bids, Tender Evaluation Committee may invite the bidders to make a presentation before it. Bidder may also be asked to produce a sample of Accounts finalised by them for inspection at the time of evaluation of bids.

9.4 Selection will be based on technical evaluation of the uploaded documents and price.

- 9.5 AUD will select the Firm whose bid has been found to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be competent to perform the contract satisfactorily. AUD shall however not bind itself to accept the lowest or any tender bid, wholly or in part.
- 9.6 It must be kept in view that no decision will be given by the Tender Evaluation Committee. Any inferences drawn during the meeting of this Committee by the bidders or their representatives will be their own view and the University will not abide by the same.
- 9.7 **L1 will be decided on the basis of lowest bid quoted for the engagement contract period inclusive of all taxes and duties.**

10. Bid Security/ Earnest Money Deposit (EMD)

- 10.1 The original hard copy EMD of Rs.10,000/- (Ten Thousand Only) in the form of demand draft/ banker's cheque from any of the scheduled banks drawn in favour of "Registrar, Ambedkar University Delhi" is required to be submitted on or before the closing date and time of e-submission of online bids to The Registrar, Dr. B.R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, failing which the bids will not be considered.
- 10.2 A bid received without Bid security (EMD) shall be rejected as non-responsive at the bid opening stage and returned to the bidder unopened.
- 10.3 The Bid security of the unsuccessful bidder will be discharged/ returned to them without any interest after finalization and award of the contract.
- 10.4 The bid security may be forfeited:
- 10.4.1 If a bidder withdraws his/her bid during the period of bid validity specified in the bid document;
- 10.4.2 In the case of successful bidder, if the bidder fails to sign the contract or furnish the Performance Security within the time specified in the document.

11. Performance Security Deposit (PSD)

- 11.1 PSD of 10% of the cost of work order will be retained from payments of the CA Firm to ensure due performance of the contract. No interest shall accrue on this amount.
- 11.2 10% of the work order amount will be retained as security deposit/ retention money for six month after signing of the Balance Sheet. PSD will be released after signing of final balance sheet of AUD and meeting all contractual obligations by the Firm. This can be withheld or forfeited in full or in part in case the work is not executed satisfactorily within the stipulated period.

12. Mode of submission of bids and last date

- 12.1 Both Technical and Financial Bid are to be uploaded concurrently duly digitally signed on the Delhi Government's Public Procurement Portal 'govtprocurement.delhi.gov.in'.
- 12.2 The online bids (complete in all respect) must be uploaded online in two documents; (Technical bid and Financial bid) as per Annexure-I and Annexure-II respectively on the prescribed tender format in PDF form.
- 12.3 The bidders shall have a valid digital signature certificate for participation in the online tender process. The cost of digital signatures, if any, will be borne by respective bidders.
- 12.4 All other documents as per requirement of Technical Bid shall be uploaded online through portal website 'govtprocurement.delhi.gov.in'. The Bidder shall bear all costs associated with the preparation of his tender document including cost of any clarifications, required by AUD.
- 12.5 When deemed necessary, AUD may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the price quoted. AUD may, if so required, ask the Bidder to give presentation for the purpose of clarification on the tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.
- 12.6 AUD will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
- 12.7 A tender determined as not substantially responsive will be rejected by AUD and may not subsequently be made responsive by the Bidder by rectifying the non-conformity.
- 12.8 AUD may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Bidders. The decision of AUD in this regard will however be final and binding.
- 12.9 During the pre-bid meeting, the bidder is advised to familiarise himself/herself/itself with all information that may be necessary for preparing the bid and executing the work after its award.
- 12.10 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the CA Firms who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by AUD.
- 12.11 Tender containing any condition leading to unknown/ indefinite liability is liable to be summarily rejected.

12.12 Any modification/ corrigendum issued with regard to this tender document shall be uploaded on 'govtprocurement.delhi.gov.in' website only. Bidders are, therefore, requested to visit the website regularly till the last stipulated date of submission of the tender for ascertaining any modification/ corrigendum issued in this regard.

12.13 The tender bid and copies of certificates uploaded by the Bidder in pdf form should be duly signed at the given places, together with initials on every page by the authorized person of the Bidder. Initial/ signature will indicate the acceptance of the tender document by the Bidder.

13. Period of validity of bids

The bids submitted by the Bidders shall be valid for a minimum period of 90 days, computed from the date of opening of tender. The bids once submitted cannot be modified under any circumstances.

14. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.

15. No withdrawal after submission of bids

The Firm shall not be permitted to withdraw his/ her/ its offer or modify the terms and conditions thereof after acceptance of tender. In case the Firm fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Guarantee, will be forfeited by the University. Besides this, the Firm will also be liable to be debarred/ blacklisted from participating in the tendering process of AUD in future and/or suitable penalty will be levied.

16. Non acceptance of the tenders received after the last date

Tenders uploaded after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

17. Rates/ Prices

17.1. Rates should be valid for the contract period of one year. Rates quoted valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained during the period of contract.

17.2. Rates quoted include all the services as per tender document given by the Firm at Dr. B.R Ambedkar University Delhi.

17.3. The revision of rates with maximum of 10% increase will be considered only after two years i.e. once in a two year. Hence, fee initially fixed will remain unchanged for next two years.

18. AUD's Rights

18.1 AUD reserves the right to accept/ reject any or all the bids in whole or in part and annul the tender process without assigning any reason whatsoever and is not bound to accept the lowest tender.

18.2 AUD reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honour its bid without sufficient grounds.

18.3 If a CA Firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD/ PSD shall be forfeited.

19. Mode of Payment

19.1 Payment against Bill/ Invoice shall be released on quarterly basis against the Bill/Invoice on percentage of the total fee quoted by the CA Firm. Release of the remuneration is linked to completion of work as per the schedule given below :

S.No.	Particulars of work for financial year 2018-19	Scheduled Date of completion	%age of Annual Fee to be released (Rs.)
1.	First quarter (April 2018 to June 2018)	31 st July 2018	15%
2.	Second quarter (July 2018 to Sept.2018)	31 st Oct. 2018	15%
	Since First quarter is over, work of both the quarters must be completed by 31 st Oct 2018 and payment will be released as per above.		
3.	Third quarter (Oct 2018 to Dec. 2018)	31 st Jan 2019	15%
4.	Fourth quarter (Jan 2019- to March 2019)	30 th April 2019	15%
5.	Compilation of final accounts	30 th May 2019	15%
6.	Balance amount (after the CAG audit of final accounts)		15%
7.	10% of the work order amount will be retained as security deposit/ retention money for six month after signing of the Balance Sheet.		

19.2 Payment will be made direct to the CA Firm through NEFT transfer only. No request for other mode of payment will be entertained.

20. Confidentiality

The selected Chartered Accountant Firm, its partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the University without prior written consent of the Competent Authority.

21. Right to call upon Information regarding status of work

AUD has the right to call upon information regarding status of work at any point of time.

22. Other terms and conditions

22.1 Bids through Telex/Tele fax/E-Mail etc. shall not be accepted.

22.2 No unsolicited correspondence shall be entertained.

22.3 Any offer containing incorrect statement and incomplete information will be summarily rejected.

22.4 The Firm will be bound by the details furnished by him / her/ it to the AUD, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her/it is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her/it liable for legal action besides termination of contract.

22.5 Under no circumstances, the CA Firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the CA Firm has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.

22.6 All taxes and levies will be paid by the CA Firm only.

22.7 The Contract can be terminated by either party, i.e., AUD or the CA Firm, after giving three months' notice to the other party extendable by mutual agreement till alternate arrangements are made. However, AUD reserves the right to terminate the contract without giving any notice in case the CA Firm commits breach of any of the terms of the contract or if the work of CA Firm is found to be unsatisfactory by Controller of Finance, AUD's decision in such a situation shall be final and shall be accepted by the CA Firm without any objection or resistance.

Technical Bid

1. Name of the Firm :
2. Date of Establishment :
3. Registration No. of firm with ICAI :
(Certificate to be enclosed)
4. Constitution of the Firm :
(Individual/ Proprietorship/Partnership)
5. Date of Reconstitution of the Firm :
(Copy of latest Constitution Certificate issue by ICAI to be enclosed)
6. Registered Office, if any :

7. Postal Address (Full Address with Pin Code to be given :
8. No. of full-time Qualified Partners :
9. Staff Strength :
- a) No. of Chartered Accounts :
- b) Other Paid assistants :
10. Whether any partner of the Firm is ex-banker :
Or the Firm has got tie-up with ex-bankers. If yes, Please furnish details of partner/tie-up Arrangements
11. Phone Nos. i) Landline(s) :
ii) Mobile No. (s) :
iii) Fax No. :
iv) E-Mail ID (s) :
12. GST Tax Registration No. :
13. PAN No. of the Firm :
14. Details of Registration with CAG :
(Certificate to be enclosed)
15. Details of Branch/office of CA Firm with address :

S.No.	Name of Branch/office	Name of the Branch Head of CA Firm	Address	Phone No. /Fax No. /Mobile No.	Email ID

16. Particulars of Partners/Proprietor (Only for full-time Partners) **Relevant Certificate to be enclosed:**

S.No.	Name	Age	Designation	Qualification	Whether ACA/FCA	Membership No.	Date of Enrolment with ICAI	Date of Certificate of Practice	Date of joining this Firm

17. Details of Semi-Qualified Assistants:

S.No	Name	Qualification

18. Details of experiences of auditing & finalization of the Accounts of any autonomous University of State/ Central Govt. having turnover of at least Rs. 25 crore and total 5 Years' experience in serving of Schools, Colleges or other Educational Institutions **(At least three Work Orders and three Performance Certificates issued in last five years to be uploaded).**

S.No	Name	Assignments	Name of University	Year	Branch/Office

19. Bank Details

Bank Name	Branch Name and Address	Account No.	Account Type	IFSC Code

Check List

S. No.	Check List of documents to be uploaded	Yes/No	Remarks (Give reasons if the answer is No)
1.	Is demand draft/ banker's cheque for a sum of Rs 1,000/- towards tender document fee, attached?		
2.	Is demand draft/ banker's cheque for a sum of Rs 10,000/- towards EMD, attached?		
3.	Is Technical Bid as per Annexure I duly filled?		
4.	Registration No. of firm with ICAI		
5.	Copy of Partnership Deed, if applicable.		
6.	Copy of latest Constitution Certificate issue by ICAI to be enclosed		
7.	Copy of Registration Certificate with CAG		
8	Copy of Particulars of full time partners		
9	Is copy of GST No. attached?		
10	Is copy of PAN No. attached?		
11	Are IT Returns/ audited accounts statement of the last three years attached?		
12.	Are at least three copies of work/ supply order and Performance Certificates issued in last five years by autonomous University of State/Central Govt. / School/ Colleges other Educational Institutions attached?		
13	Detailed Profile of Firm attached?		

14	Is undertaking certifying that the CA Firm has never been issued notice for failure to submit deliverables and cancellation of work order etc as per Annexure III?		
15	Whether the uploaded documents have been signed on each page		

Place: **(Signature of the Bidder along with official stamp)**

Date:

Financial Bid

1. Name of the Firm:
2. Address and phone No.:

Rates Quoted for various activities/services

S. No	Details of Work	Basic Rate (Rs)	Tax (GST) (Rs)	Total (Rs)	Total Amount in Words
(i)	Annual remuneration for work from clause No 3.1 to 3.14				
(ii)	The Rate for Audit work ClauseNo.3.15				
	Grand Total (i+ii)				

Certified that:

1. All above information are correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature of the bidder along with official stamp

Dated:

UNDERTAKING (To be submitted with Technical Bid)

It is certified that I/ my Firm/ Agency/ Company has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, debarred from engagement etc. by any of the Departments/ Autonomous Institutions /Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said Firm/ Agency as on _____.

Signature of the Bidder _____
Name of the Signatory _____
Name of the CA Firm/agency _____
Seal of the CA Firm/Agency _____
Place:
Date: _____