

**Government of National Capital Territory of
Delhi**

Directorate of Education Delhi

**Tender Notice for Selection of Chartered
Accountants Firms/ LLP of Chartered
Accountants to inspect the records of the
Private Unaided Recognized Schools**

DISCLAIMER

1. Though adequate care has been taken while issuing this tender, the Applicants should satisfy itself / himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the tender notice, then this office shall consider that the document uploaded is complete in all respects and that the Applicants are satisfied that the tender is complete in all respect.
2. The Director of Education reserves the right to change any or all of the provisions of this tender before the date of submission. Such changes would be uploaded on the website: <https://govprocurement.delhi.gov.in> before date of submission.
3. The Director of Education reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

The Director,

Directorate of Education, Govt. of NCT of Delhi,
Old Secretariat,
Delhi-110054

Contents

Tender Notice.....	4 and 5
INTRODUCTION:.....	6
1.1 About Directorate of Education and Tender:-	6
1.2 About Notice Inviting Tender	7
1.3 Modification and Withdrawal of Tender	7
1.4 Submission of bids	7
1.5 Earnest Money	8
2 General Conditions	8
2.1 Forfeiture of Earnest Money Deposit/ Performance Guarantee	8
2.2 Performance Securities	8
2.3 Declaration by Authorized Applicant.....	9
2.4 Following Documents shall be submitted by the Bidder	9
2.5 Notarized Affidavit regarding	10
2.6 Extension of Order	10
2.7 Consequences of Default	10
2.8 indemnity for Losses	10
2.9 Termination of contract.....	10
2.10 Blacklisting/ Debarment.....	11
2.11 Penalty.....	12
2.12 General.....	12
2.13 Jurisdiction of Court.....	12
2.14 Force Majeure.....	13
Special Conditions:.....	13
3.1 Minimum Qualifications and Skill Requirements:-	13
3.2 Scope of work:.....	14
3.3 Period of Audit.....	14
3.4 Evaluation of bids.....	14
3.5 Technical Bid Evaluation	14
3.6 Financial Bid Evaluation	15
3.7 Total Bid Evaluation	15
3.8 Requisite Information	15
3.9 Time lines for completion of work:.....	15
3.10 Terms of Payment.....	16
3.11 Paying Authority	16
3.12 Officer in charge:.....	16
3.13 Work Place.....	16

NOTICE INVITING TENDER No.:

Date:

Schedule of Date of Tender Notice

1.	Name of the work	Engagement of Chartered Accountant Firms/LLP of Chartered Accountants
2.	Mode of Submission of Bid	Online (Open Tender)
3.	Estimated Cost of Project	2,52,00,000 (Two Crores Fifty two lacs only) i.e. 84,00,000 to each CA Firm/ LLP
4.	Earnest Money Deposit (EMD) INR	Earnest Money will be Rs.1,68,000 (2% of the estimated project cost i.e. Rs. 84,00,000 for each CA firm/ LLP)
5.	No. of Districts	13 Districts
6.	Staff Required	Total Thirty (30) Chartered Accountants shall be hired with a ceiling of 10 Chartered Accountants from one Chartered Accountant Firm/ LLP of Chartered Accountant
7.	Selection Procedure	<ul style="list-style-type: none">➤ Three firm/ LLP with the highest aggregated marks shall be selected for award of the contract.➤ The contract shall be awarded to all the Three successful bidders at the lowest price found amongst the selected bidders as above. In case any successful bidder refuses to accept the lowest bid price, the negotiation with next qualified bidder will be done.
8.	Period of Engagement	12 months
9.	Availability of NIT Document	Documents can be downloaded from https://govprocurement.delhi.gov.in Start date:20/11/2019

10.	Last date for submission of pre bid queries	27/11/2019 upto 01:00 PM Queries shall be submitted on the email ID: doeact1@gmail.com
11.	Date, Time and place of pre bid conference	Date:27/11/2019 Time: 04:00 PM Venue: Conference Hall , Room No. 13, Directorate of Education
12.	Manner, Last date and time for submission of Bids(Bid Due date)	Manner: Online at e-procurement website: https://govprocurement.delhi.gov.in Last Date: 11.12.2019 Time Upto: 02.00 PM
13.	Submission of Original DD for EMD, affidavit, undertaking and signed documents	Date: 11.12.2019 Time Upto: 02.00 PM Venue: Private School Branch, Directorate of Education, GNCT of Delhi, Old Secretariat
14.	Date, Time and Venue of Technical Bid Opening	Date: 11.12.2019 Time: 04:00 PM Venue: Conference Hall , Room No. 13, Directorate of Education
15.	Help line No.	01123890008

Note:

1. All eligible interested bidders are required to get enrolled on e-procurement website; <https://govprocurement.delhi.gov.in>
2. Directorate of Education shall not be responsible for non –submission of bids due to internet/website related problems.

Director of Education
Directorate of Education, GNCT of Delhi,
Old Secretariat, Delhi-54

Section 1: BACKGROUND

1.1 About Directorate of Education and Notice Inviting Tender:-

Education holds the key to economic growth, social transformation, modernization and national integration. Keeping this in mind, The National Policy on Education was formulated in 1986 and modified in 1992 aiming to provide education of a comparable quality up to a given level to all students irrespective of their caste, creed, residence or sex. It aims at promotion of a nation, a sense of common citizenship and composite culture and national integration. It lays stress on the need for a radical transformation of the education system to improve its quality at all stages and gives much greater attention to Science and Technology. All children are proposed to be provided free and compulsory education up to 14 years of age. The Directorate of Education earnestly endeavors to implement the policy. It is one of the India's largest school education system.

The educational facilities are provided in stages i.e. pre-primary, primary, middle, secondary, senior secondary and university level. Pre-primary and primary educations are mainly the responsibility of the local bodies. Middle, secondary and senior secondary education is primarily looked after by Directorate of Education, Government of Delhi.

Although pre-primary and primary education is mainly the responsibility of the local bodies, the Govt. of Delhi has converted its 326 schools into composite schools now known as Sarvodaya Vidyalayas having classes from I to XII. At the University level, Govt. of Delhi is running 28 Degree Colleges being funded by UGC and Delhi Govt. NDMC, though mainly concerned with primary education, is also running a selected number of middle, secondary, senior secondary schools in its areas at present. Apart from this a number of private organizations are also engaged in imparting education at all levels of schooling. These organizations are given grant-in-aid by Govt. of Delhi to meet the expenditure on education. Besides these, recognized unaided schools are also being run in Delhi by registered trusts and societies.

Currently there are approximately 1,800 private unaided recognized schools running in Delhi, which includes 365 private unaided recognized schools running on lands allotted by the DDA/ other land owing agencies with the stipulated condition in their allotment letter. In this regard Consultant/Audit firms are invited to examine/scrutinize the financial record of the schools submitted in the form of fee statement required to be filed by the Private Unaided Recognized School Under Section 17(3) of DSEAR,1973 and ensure the compliance with the Act and Rules.

1.2 About Notice Inviting Tender (NIT)

- ▶ Notice Inviting Tender is invited from the reputed & experienced chartered accountants firms or LLP of Chartered accountants (hereinafter referred as Bidder)
- ▶ Tender documents etc. are available in downloadable form at website: <https://govprocurement.delhi.gov.in>
- ▶ All the correspondence about this tendering shall be made with Deputy Director (Education), Directorate of Education, PSB Branch, Old Secretariat, Delhi-110054 E-mail id: doeact1@gmail.com
- ▶ The Technical & Commercial Part will be opened on the date and at time stated in the notice, in the Conference Hall , Room No. 13, Directorate of Education, in the presence of the tenderers or their authorized representatives.
- ▶ **Validity Period of Tender:** - Tenderer should specify the validity period of their offer which should be valid for a minimum period of 120 days from the date of opening the tender. The offers which are not kept valid for at least 120 days from the date of opening the tender will be rejected outright.
- ▶ **Pre-Bid Meeting**
 - ▶ Pre bid meeting will be held with prospective chartered accountants firm or LLP of Chartered Accountants or their authorized representatives to clarify doubts and concerns and to seek clarification prior to submission of Bid.
 - ▶ In case any change in Bid documents is required, the same will be communicated to those who attended pre-bid meeting and also put on the website: <https://govprocurement.delhi.gov.in>
 - ▶ Adequate time will be allowed between pre-bid meeting and bid opening, whenever held, to allow prospective bidders to adequately address the clarifications / issues discussed in the pre-bid meeting.
 - ▶ Non-attendance in the pre-bid meeting, if conducted, shall not be a reason for disqualification of consultants.

1.3 Modification and Withdrawal of Tender

- a. The Bidders may modify or withdraw their tender after submission but before expiry of the last date & time for submission of tender, provided a tender withdrawal/ modification notice is issued within the tender submission date and time.
- b. The intimation for bid withdrawal/ modification received after last date & time for bid submission shall be ignored and bid already submitted shall be deemed to be a validly submitted bid.
- c. No bid will be withdrawn/ modified after the last date & time for submission of bid till bid validity period
- d. Withdrawal or modification of bid after bid submission date and time during bid validity period will result in forfeiture of EMD.

1.4 Submission of bids

The bidder will have to submit their proposals as per Notice Inviting Tender in two parts –

- a. Technical Proposal (as per Annexure I, II and III formats);
- b. Financial Proposal (as per Annexure IV and V formats).

1.5 Earnest Money/Bid Security

- Tender must be accompanied with an **Earnest Money/Bid Security of Rs. 1,68,000/ from each Chartered Accountants Firm/ LLP of chartered accountants** failing which the tender will be out rightly rejected.
- The Earnest Money/Bid Security should be deposited with the Directorate of Education, Delhi, in the shape of Bank Guarantee/F.D.R. drawn in favor of Director of Education, GNCT of Delhi, payable at Delhi.
- No Earnest Money/Bid Security will be accepted after opening of the tender.
- The Earnest Money/Bid Security deposit will be refunded to each of the unsuccessful bidders on application. In case of successful Bidder, it will be retained and no interest on Earnest Money will be payable.
- In the event, if the successful Bidder fail to sign the contract agreement with Directorate of Education **within one week** after receiving notice of award of contract and fail to submit a Performance Guarantee as specified in this document, the Earnest Money Deposit will be forfeited to compensate damage / loss caused to Directorate of Education. The Earnest Money of the successful bidders shall be returned after they furnish the Performance Guarantee.
- This Earnest Money/Bid Security is required to protect the rights of the Directorate of Education against the risk of the bidder's conduct which would warrant the forfeiture of the Earnest Money under the conditions detailed in the specification.

General Terms for the Selection of Consultants/Auditing firms to inspect the record of the private unaided schools

2 General Conditions

2.1 Performance Guarantee

It should be clearly understood that in the event of the bidders failing to accept and execute the work order, if it is placed within the validity period of the offer, then the full amount of Performance Guarantee will be forfeited and the decision of Directorate of Education in this respect shall be final and binding on successful bidder.

Prices quoted in the bid document shall be firm and not subject to adjustment during the performance of the contract due to any changes in the cost of service or otherwise.

2.2 Performance Securities

An amount of 10% (Ten percent) of each contract value will have to be deposited by the successful Bidder in following manner:-

- a. Bank Guarantee of the amount equivalent to 10% (Ten percent) of each contract value shall be deposited after receipt of Letter of Intent (LOI) and before the execution of the agreement.
- b. The Bank Guarantee shall be in the approved format of Directorate of Education.
- c. The Bank Guarantee shall be issued from a Nationalized/scheduled Indian Bank and shall become acceptable to the Directorate of Education only after verification by Directorate of Education, which will be valid for a **minimum period of 90 days after date of completion of work .i.e. up to at least 90 days beyond the expected date of completion of the work.**
- d. The selected bidder shall have to extend the validity period of the Bank Guarantee beyond **90 days after date of completion**, in case, the actual date of completion of the work is delayed due to any reason.
- e. No Bank charges or interest shall be payable against the Bank Guarantees.

2.3 Declaration by Authorized Applicant

Sl. No	Description	To be filled by the Applicants
1	Name of Authorized Applicant of the bidder	
2	Designation of Applicant	
3	Name of the Firm/LLP	
4	Head Office Address (in detail, including phone no, email id and web site)	

I hereby certify that all information and data furnished by me with regard to Notice Inviting Tender are true and complete to the best of my knowledge. I further certify that I am duly authorized representative of the above mentioned Firm/ LLP and a valid power of Attorney (if applicable) to this effect is enclosed.

Signature of Authorized Applicant
(With Name and Address)

Place:

Date:

2.4 Following Documents shall be submitted by the Bidder

1. Audited Annual Accounts: - Audited Annual Accounts of previous three (3) financial years to establish the capability of the bidder to successfully perform the work.

-
2. Self-Attested copy of PAN Card.
 3. Self-Attested copy of Goods and Service Tax (GST) Registration certificate.

2.5 Notarized Affidavit regarding

1. The bidder should enclose an undertaking on their letter head with the tender disclosing their status regarding Blacklisting by Govt. undertaking/ Govt. department failing which their tender shall not be accepted.
2. Bidder has to submit an undertaking on their letter head for the effect that the documents submitted by them are TRUE & GENUINE along with they are presently not debarred/ blacklisted by any institution/Department.

2.6 Extension of Order

- (i) The circumstances may arise where due to time constraints or any other factor, the extension Order against an existing order is to be placed without inviting further offer of Price. Such orders are called Extension Orders which may be placed against previous orders **(except those placed on single Bidder)** without further going through the normal inviting price offer after taking approval of competent authority as per the Delegation of Powers (DoP).
- (ii) Extension order will be placed duly recording the reasons leading to placement of Extension order and the proposal for extension orders will be on existing terms, conditions and specifications.
- (iii) A reasonable assessment and certification by the competent authority, that there has been no downward trend in prices, shall be made before giving repeat order. Extension Order shall not be placed more than once.
- (iv) The performance of the Chartered Accountants Firm/ LLP of Chartered Accountants must be satisfactory.

2.7 Consequences of Default

- (a) If an Event of Default occurs and would be continuing, Directorate of Education may forthwith terminate the Contract by giving written notice.
- (b) In the Event of Default, Directorate of Education may, without prejudice to any other right granted to it by law, or the Contract, take any or all of the following actions:
 - Recover any losses and / or additional expenses, which the Directorate of Education may incur as a result of Consultant's default.

2.8 Indemnity for Losses

The successful bidder, its successor and assignee shall indemnify to Directorate of Education from all current & future liabilities/losses that may arise out of contract entered into between the Bidder & the Directorate of Education.

2.9 Termination of contract

- (i) In case a successful bidder is falling behind in its responsibility to progress with a contract or part thereof as per agreed work schedule, the officer in charge, immediately on noticing of such slippage, shall send detailed communication to the Contractor to expedite the contract.
- (ii) In case the successful bidder persistently fails to expedite the contract despite various reminders, it shall be considered sufficient default, for initiating Termination procedure in terms of default clauses of General Conditions of Contract.
- (iii) Before initiating Termination process, it shall be ensured that the successful bidder has been given fair and equitable chance to make good on its default and sufficient documentary evidence exists against the successful bidder for not working to the satisfaction of officer in charge to merit Termination on justifiable grounds.
- (iv) Successful bidder shall be given a final fifteen days' notice to make good the Default. In case it fails to remedy the Default and expedite the work on contract during the period to the satisfaction of officer in Charge, then a seven day final notice for intention to terminate the Contract shall be issued to the successful bidder by the concerned officer in charge.
- (v) In case of fresh presentation by successful bidder, if officer in charge is convinced of successful bidder's intent and capability to make good the lost time, the seven day notice may be withdrawn.
- (vi) In case, the successful bidder fails to remedy the Default even in the seven day notice period, then the contract shall be terminated after giving a final 48 hours' notice to successful bidder to wind up and clear the site free of all encumbrances.
- (vii) On or before Termination, Director of Education shall forfeit and encash performance guarantee.

The powers, referred above are in addition to the rights and remedy available to the Directorate of Education under the General Law of India relating to contracts. The decision of the Directorate of Education shall be final as regards the acceptability of the work as done by the successful bidder and the Directorate of Education shall not be required to give any reason in writing or otherwise at any time for the rejection of works performed by the successful bidder.

2.10 Blacklisting/ Debarment

Debarment /Banning of Business Dealings with successful bidder will normally be resorted to in the event of serious lapses in performance or misdemeanour such as abandoning, repeated failures in timely execution of the contracts, resorting to unfair means (including false certification), adoption of unethical business practices, furnishing manipulated documents, gross misconduct or misbehaviour with utility executives.

Debarment/ Blacklisting dealings shall be done in a transparent manner after careful evaluation of the performance, facts and circumstances of the case by a duly constituted committee after issue of show cause notice.

If debarred/ blacklisted successful bidder feels that they have justifiable reasons to defend their case, they may appeal to Secretary(Education) before going for litigation.

2.11 Penalty

- a. Usual term of penalty is @ 0.5 % per week of total value of contract or part thereof subject of maximum ceiling of 10%. In case successfully bidder fails to perform the services as per scope of work.
- b. If monthly reports submitted the appointed Chartered Accountants are not found satisfactory, penalty of Rs. 10,000 may be levied for each such report.
- c. The Contractor has to accept the penalty clause as stated above otherwise the tender will be considered as invalid.
- d. The Directorate of Education reserves the right to cancel the work order/contract in part or in full for default or delayed in execution of the assigned work.
- e. The Directorate of Education reserves the right to reject part or whole of any or all the tenders without assigning any reason.
- f. Events Of Default:- Each of the following events or occurrences shall constitute an event of default (“Event of Default”) under the Contract:
 - o Successful bidder fails or refuses to pay any amount due under the Contracts.
 - o Successful bidder fails or refuses to deliver work conforming to his Bid document/ specifications, or fails to execute the works assigned to them **within the period specified in Terms of reference of the contract or any extension thereof.**
 - o Successful bidder becomes insolvent or unable to pay its debts when due, or commits any act of bankruptcy, such as filing any petition in any bankruptcy, winding-up or reorganization proceeding, or acknowledges in writing its insolvency or inability to pay its debts; or the contractor’s creditors file any petition relating to bankruptcy of contractor.
 - o Successful bidder otherwise fails or refuses to perform or observe any term or condition of the Contract and such failure is not remediable or, if remediable, continues for a period of 30 days after receipt by the Contractor of notice of such failure from Directorate of Education.

2.12 General

Please again note that the incomplete Bid not having specific comments on all the points of our specification and not supported by various information desired in our specification may be rejected. All paper certificates, documents, etc. submitted with the EOI must be signed and stamped by the consultant (Self authenticated).

2.13 Jurisdiction of Court:

The Civil Court of Delhi shall alone have an exclusive jurisdiction to decide any differences/dispute/claim for and against Directorate of Education /Contractor arising out in respect of the said notice inviting tender, contract agreement or Work order.

2.14 Force Majeure

In the event, service provider delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the Service provider shall notify to officer in charge at once.

Special Terms for the Selection of Chartered Accountants Firms or LLP of Chartered Accountants to inspect the records of the school and other financial related matters.

Special Conditions:

3.1 Minimum Qualifications and Skill Requirements:-

- The selected Chartered Accountants Firm/ LLP of Chartered Accountants should have knowledge of and access to a range of professional skills relevant to the aforesaid Notice Inviting Tender (NIT) in an Indian environment.
- The bidder firm must be empanelled with CAG.
- The team of Chartered Accountants in fulltime employment and/or associate of Chartered Accountants Firm/ LLP of Chartered accountants and should have experience of similar work in the education sector and having comprehensive understanding of the legal and performance issues involved in special inspection under such contracts.
- Firm should have valid GST Registration and Permanent Account Number (PAN).
- The Bidder should submit the CVs of Chartered Accountants and firm's experience as given in Annexure III (A) and III (B).
- **Qualifications for the Project Manager and Team Members:** Team members should be Chartered Accountant as recognized by ICAI with experience of minimum 03 years and should have good communication and writing skills in English language. Experience in education sector is preferable.

3.2 Scope of work:

The appointed Chartered Accountants shall in the direct supervision of the Deputy Directors Education/ Regional Directors/ Special Directors Education/ Additional Directors and undertake the examination/scrutiny of the financial records submitted by the schools in the light of provisions of Delhi School Education Act and Rules, 1973 (DSEAR, 1973) and other circulars, orders & notifications etc. issued from time to time and shall submit its report to the concerned Supervising Officer of DoE.

The appointed Chartered Accountants shall also look into the other financial matters as well as inspections of schools as referred to them by the Directorate of Education.

3.3 Period of Engagement

The period of engagement shall be 12 months from the date of award of contract.

3.4 Evaluation of bids

The evaluation of bids would be done on QCBS basis, with 70% weightage being given to the Technical Proposal score and 30% weightage being given to the Financial Proposal score.

The technical proposal submitted by the bidder will be evaluated by committee formed by the competent authority.

The Experience certificate of each consultant must be issued by the head of the organization/ competent authority.

3.5 Technical Bid Evaluation

Sr. No.	Criteria	Maximum Marks
	FIRM EXPERIENCE	40 Marks
1.	The Bidder must have working experience of at least Five years in Auditing and Advisory services. And should be empanelled with CAG.	15
2.	The bidder must have been successfully completed at least 3 assignments of education sector in India. <i>(5 marks for each assignment, subject to a maximum of 15 marks)</i>	15
3.	The Bidder should have a minimum average annual turnover of INR 05 Crores (Five Crores only) in last three (3) financial years (i.e. 2016-17 to 2018-19) from Auditing & Advisory services from Indian business.	10
	CVs OF TEAM MEMBERS	60 Marks
4.	Team Members*(10 CAs from each of 3 CA Firms/LLP of Chartered Accountants): CA having minimum experience of 03 years preferably in Audit and Advisory services.(10 CAs *4 marks= 40	60

Sr. No.	Criteria	Maximum Marks
	marks) *Note: 2 additional mark for each CAs having relevant experience in Audit and advisory services in education sector of India (subject to a maximum of 20 marks)	
	GRAND TOTAL	100 Marks

After scrutiny and evaluation of technical bids, firm / LLP who have secured minimum 60 marks shall be qualified for opening the financial proposal.

3.6 Financial Bid Evaluation

- The financial bids of the short listed bidders will be opened in presence of the bidders or their authorized representative(s) who wish to be present.
- The financial bid with lowest quoted total bid price for Directorate of Education will be given a financial score of 100. All Other financial bids of the bidder shall be given financial score as under:
(Lowest bid price quoted by bidder / highest bid price quoted by bidder) X 100

3.7 Total Bid Evaluation

The total score shall be obtained by weighing the technical and financial scores and adding them. The weight given to the technical and financial proposals are:

Technical Proposal: **0.70**
Financial Proposal: **0.30**

The bid will be awarded to the Highest Mark achiever as per the formulae below:-

❖ **Aggregate Marks Calculation = (Technical Marks *0.70) + (Financial Marks *0.30)**

Note:

- **Three firm/ LLP with the highest aggregated marks shall be selected for award of the contract.**
- **The contract shall be awarded to all the Three successful bidders at the lowest price found amongst the selected bidders as above. In case any successful bidder refuse to accept the lowest bid price, the negotiation with next qualified bidder will be done.**

3.8 Requisite Information

The concerned officer in charge of the districts shall ensure the availability of the required data for the purpose of carrying out the work.

3.9 Time lines for completion of work:

The above work shall be carried out on monthly basis and shall continue for a period of 12 months, however will be extendable with the approval of the Competent Authority. Working reports shall be submitted to the Deputy Director concerned on regular basis.

3.10 Terms of Payment

The fees would be paid to the Successful Bidder on monthly basis on submission of monthly invoice latest by 7th of the following month.

3.11 Paying Authority

Payment will be made by Directorate of Education against submission of quadruplicate bill duly verified by the officer in charge of the District concerned.

3.12 Officer in charge:

The concerned Deputy Directors/ Regional Director/ Special Directors/ Additional Directors of Education of the districts shall be the officer in charge.

3.13 Work Place.

Delhi-NCR

Seal & Signature of Bidder.

Directorate of Education

Annexure I – TECHNICAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

With reference to the present notice inviting tender document, we the undersigned have examined the Bid Documents, including scope of work as detailed above. We would like to offer the required services as detailed in notice inviting tender Document.

Uploading of the Proposal in line with the requirement of the Bid Documents, we have upload the following documents to the Bid Form:

- 1 Annexure I: TECHNICAL PROPOSAL SUBMISSION FORM
- 2 Annexure II: TEAM COMPOSITION
- 3 Annexure III (A): FORMAT FOR SUBMISSION OF CVs OF TEAM MEMBERS
- 4 Annexure III (B): FORMAT FOR SUBMISSION OF FIRM's EXPERIENCE AND CREDENTIALS
- 5 SELF ATTESTED COPY OF PAN NUMBER
- 6 SELF ATTESTED COPY OF GST NUMBER

Until a formal Contract is prepared and executed between us, this bid, together with your written acceptance thereof in the form of your Notifications of Award shall constitute a Bid Contract between us for all legal purpose.

We understand that you are not bound to accept the lowest or any bid that you may receive or might have received.

We, hereby, declare that the persons or firms interested in this proposal are named herein and that no person or firms other than mentioned herein have any interest in this proposal or in the Contract to be entered into, if the award is made on us. This proposal is made without any connection with any other person, firm or party likewise submitting a proposal of their own, and without any collusion or fraud.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure II – TEAM COMPOSITION

Sl. No.	Name	Position	Task(s)
1			
2			
.			
.			
10			

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure III (A) – FORMAT FOR SUBMISSION OF CVs OF TEAM MEMBERS

Name of Staff:

Nationality:

Date of Birth:

Name of the Firm:

Position in the Firm:

Jobs Handled:

Years of Service with Firm:

Membership in Professional Societies:

Detailed Tasks Assigned

Professional Qualifications:

[Give an outline of staff member's relevant experience and training pertinent this assignment;

Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page]

Education:

[Summarize college/university and other specialized education of staff member,

Employment Record:

For experience in last ten years, also give types of activities performed and client reference]

Languages:

[For each language indicate proficiency, excellent, good, fair, or poor in speaking, reading, and writing]

Whether CA having relevant experience in Audit and Advisory services in Education sector of India: Yes/No

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data Correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm] Day/Month/Year

Full Name of staff member:

Full name of authorized representation:

Annexure III (B) – FORMAT FOR SUBMISSION OF FIRM’S EXPERIENCE AND CREDENTIALS

[Using the format below, provide information on each assignment for which your firm/LLP was legally contracted either individually or as a firm/ LLP, for carrying out services similar to the one requested under this assignment.]

Assignment name:	Approx. value of the contract (in INR):
Country: Location within country:	Duration of assignment(months):
Name of Owner:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firms/ LLP under the contract (in INR):
Start date (month/year): Completion date (month/year):	No.... of professional man-months provided by the consultants/ auditing firms
Name of Partner or Auditing firms, if any:	Name of senior regular full-time employees of.....your firm involved and functions performed (indicate most significant profiles such as Project Director / Coordinator)
Narrative description of Project:	
Description of actual services provided in the assignment:	

Annexure III (C) – Checklist for submission of Requisite Documents

[Attach Copy of the documents mentioned as under]

S No.	Name of the Document	Whether Copy attached or not
1.	Scanned copy of EMD/bid Security	
2.	Declaration by Authorized Applicant(as mentioned at point 2.3)	
3.	Audited Annual Accounts of Previous 03 financial years to establish the capacity of the bidder to successfully perform the work. (as mentioned at point 2.4)	
4.	Self-Attested Copy of PAN Card(as mentioned at point 2.4)	
5.	Self Attested Copy of Goods and Service Tax(GST) Registration Certificate. (as mentioned at point 2.4)	
6.	Certificate/Work order regarding work experience of the bidder firm in Auditing and Advisory Services. (as mentioned at point 3.5)	
7.	Certificate in support of the claim that bidder successfully completed at least 03 assignment of education sector in India. (as mentioned at point 3.5)	
8.	An undertaking on letter head of the Firm with the tender disclosing their status regarding Blacklisting by Govt. undertaking/ Govt. department failing which their tender shall not be accepted, as mentioned in point 2.5.	
9.	Dully filled and signed Annexure-I, II,III(a) , III(b), III(c)	

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure IV – FINANCIAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

We, the undersigned, offer to provide the services related to various activities as mentioned in the scope of work of the notice inviting tender regarding inspection of school regards and other matters related thereto in accordance with your notice inviting tender dated [insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures].

The breakup of our costs and fees has been provided in Annexure V - BREAKUP OF FINANCIAL OFFER. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before 120 days from the bid submission date.

We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure V – BREAKUP OF FINANCIAL OFFER

Amount in Rupees

Particulars	No. of Unit (Person/CA)	Lump-sum Fixed fee per CA per year(12 Months)	Total Amount
	(A)	(B)	(C) =(A)X(B)
Engagement of Chartered Accountants	10		
Total quoted price			

Note: The above quoted amount/fee will be inclusive of all applicable taxes, GST etc.

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure IV – FINANCIAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

We, the undersigned, offer to provide the services related to various activities as mentioned in the scope of work of the notice inviting tender regarding inspection of school regards and other matters related thereto in accordance with your notice inviting tender dated [insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures].

The breakup of our costs and fees has been provided in Annexure V - BREAKUP OF FINANCIAL OFFER. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before 120 days from the bid submission date.

We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure V – BREAKUP OF FINANCIAL OFFER

Amount in Rupees

Particulars	No. of Unit (Person/CA)	Lump-sum Fixed fee per CA per year(12 Months)	Total Amount
	(A)	(B)	(C) =(A)X(B)
Engagement of Chartered Accountants	10		
Total quoted price			

Note: The above quoted amount/fee will be inclusive of all applicable taxes, GST etc.

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm