

(ARMY INSTITUTE OF TECHNOLOGY (AIT), PUNE)

Invitation of Bids for Appointment of Chartered Accountant

Request for Proposal (RFP) No 71/2024 dated 25 Sep 2024

1. Bids in sealed cover are invited for supply of items listed in Part III of this RFP. Please superscribe the above mentioned Title, RFP number of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- (a) Bids/queries to be addressed to : Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015.
- (b) Postal address for sending the Bids : Project Office, Army Institute of Technology, Dighi, Alandi Road Pune – 411015.
- (c) Name/designation of the contact personnel : Prof Rushikesh H Patil (Project Officer)
- (d) Telephone numbers of the contact personnel : 7249250184 Extn 2106
- (e) e-mail id of contact personnel : project@aitpune.edu.in

3. This RFP is divided into five Parts as follows:

(a) **Part I** – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

PART I - GENERAL INSTRUCTION

5. Last date and time for depositing the Bids: Last date and time for depositing the Bids is 16 Oct 2024. The sealed Bids (both technical and Commercial, in case two bids are called for) should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

6. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as TENDER BOX or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

7. Time and date for opening of Bids: Will be intimated by Board of Officers. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by AIT.

8. Location of the Tender Box: Tender Box is placed at Reception Counter of AIT. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

9. Place of opening of the Bids: Old Conference Hall, AIT. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

10. Two-Bid system: Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

11. Forwarding of Bids – Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like PAN number, GST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

12. Pre-Bid Meeting – Pre Bid meeting will be scheduled where necessary. Date and time of Pre-Bid Meeting will be intimated by the Buyer on mail or telephone/contact no provided by bidder.

13. Modification and Withdrawal of Bids: A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by

... by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

14. Clarification regarding contents of the Bids: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
15. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
16. Unwillingness to quote: Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
17. Validity of Bids: The Bids should remain valid till three months from the last date of submission of the Bids.
18. Tender Fee:- Bidders are required to submit Tender Fee for amount of Cost of Tender is Rs 1,000/- along with their bids. The Tender Fee may be submitted in the form of an Account Payee Demand Draft in favour of Army Institute of Technology.
19. Earnest Money Deposit:- Bidders are required to submit Rs – 10,000/- (Ten Thousands only) as Earnest Money Deposit (EMD) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favor of Army Institute of Technology. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. EMD is exempted for firms having MSME, Udyam Adhar or any equivalent Govt Certificate.

Part II – Essential Details of Services required

20. Schedule of Requirements – List of services required is as follows: -

**'Appointment of Chartered Accountant Firm for Auditing of Institute
Accounts for FY 2024-25**

Technical Details:-

1. Name of the Firm/Agency : _____
2. Name of the Contractor/Prop : _____
3. Address of the Firm/Agency : _____
: _____
: _____
4. Residential address of proprietor : _____
: _____
- Tel No.: Office _____ Residence _____ Mobile _____
5. Business Experience Firm in Yrs (attach copy) : _____
6. Name and contact No. of organization/institution where service is being provided currently (Please attach certificate/proof)
 - (i) : _____
 - (ii) : _____
 - (iii) : _____
7. GST Registration No. : _____
8. Photocopy of PAN Card (as applicable) (a) Firm _____
(b) Proprietor _____
9. Photocopy of Adhaar Card of proprietor: _____
10. Photocopy of following certificates: -
 - (a) Firm Registration Certificate _____
 - (b) ICAI Registration Certificate _____
 - (c) CAG Registration (optional) _____

1. The agency should have minimum 10 yrs experience of providing same type of services in Central /State/ semi-Govt./PSU/Educational office. The copy of experience certificate should be enclosed and should not have been black listed by any dept. The relevant documents should be attached in the Technical Bid.

2. The firm must have adequate manpower capacity to audit Institute financial account and services within the given time schedule.

3. **Scope of Work.** The Institute desires the following services from the CA during the tenure of work:

(a) To assist/guide in finalizing the Annual Accounts of the Army Institute of Technology, Pune including preparation of Income and expenditure statement as per applicable Accounting Standard on a quarterly & annual basis.

(b) To audit, prepare and finalize the Annual accounts, Balance sheet, Income & Expenditure statements, Bank reconciliation statement, Cash flow statement and Trial Balance as per rules.

(c) To Filing of Income Tax Return of the Army Institute of Technology , Pune. The Chartered Accountant shall submit Annual Audit Report within two months after completion of financial year

(d) Monthly reconciliation of all Bank Accounts of Institute. Monthly balances shall be authenticated in cash book including Bank reconciliation.

(e) Assessment of TDS of AIT employees on a quarterly & annual basis and filing it duly when required. Generating Form 16 and Form 16A.

(f) Professional Tax Work : Monthly and Annually filling of returns.

(g) GST work :

(i) Ensure timely filling of all GST Monthly/Annual return and reconcile them with our financial statements to ensure full compliance with applicable laws.

(ii) Represent the organization in any GST related enquiries initiated by the GST authorities

(iii) Timely filling of all necessary GST returns (GSTR -1, GSTR-3B, GSTR -9).

(h) The Chartered Accountant shall make himself available to the Army Institute of Technology , Pune on call, to resolve any query, in respect of the Institute accounts, within city limits.

(i) Resolving all the issues of the Institute pertaining to finance and providing necessary advice & guidance to the Institute for all the queries regarding to income tax on any present/ past Tax matters including TDS

returns, Institute accounts and general regulation of Govt policies at regular intervals and connected financial matters as and when required verbally or in writing as per requirements and benefits of the Institute.

(j) Any other work assigned by the management from time to time and any previous year's case regarding Taxes raises/ any PAN related issue is to be resolve by the Chartered accountant without charging any additional fees for the same.

(k) Any penalty/fine by any Tax authorities due to negligence of CA firm during his tenure should be paid the CA firm and Institute has no such liability to pay.

(l) All services shall be provided within Army Institute of Technology , Pune timings.

(m) To appear before the Income Tax/ Service Tax and other taxation authorities on behalf of Army Institute of Technology, Pune as and when required. To prepare replies/assist in preparing the replies to the notices issued by the various taxation authorities on behalf of Institute well in time.

(n) The Army Institute of Technology, Pune Management reserves the right to pass additional instructions for better services whenever these are issued and will be binding on the Chartered Accountant.

(o) Periodicity of visit The qualified Chartered Accountant/ trained representative(s) of the firm shall visit Army Institute of Technology , Pune office at least once in two weeks as per convenience of the both parties and as per requirement of the work of the Institute.

21. Two-Bid System –

(a) Bidders are requested to give their **TECHNICAL BIDS** and **COMMERCIAL BIDS** separately in two different sealed envelopes. The format for **Technical bid** is attached as **Appendix 'A'** and for **Commercial Bid** is attached as **Appendix 'B'** to this letter. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops dropped in respective Tender Box at Institute reception area No other mode is accepted.

(b) The envelopes should be clearly marked TECHNICAL/ COMMERCIAL BIDS. The Technical Bid will be opened first and only if found valid & suitable then the commercial Bid would be opened. During the intervening period the Board of Officers is at liberty to visit the shop/establishment of the bidder and select the firms /dealers for opening of Commercial Bids. The decision of the Board shall be final & binding on all and no representations in this regard will be entertained.

(c) The Bidders are advised to submit the compliance statement in the following format along with Technical Bid-

Para of RFP specifications item-wise	Specification of item offered	Compliance to RFP specification – whether Yes / No	In case of noncompliance, deviation from RFP to be specified in unambiguous terms
21			

22. Delivery Period - Period of Contract

(a) The contract period would be for one year. However, extension beyond one year will be at the discretion of the Management as per the rules and regulations.

(b) Maximum Number of extensions will be only three after seeking approval of management. Total Number of years for providing services to the AIT , Pune will not exceed three years. After three years fresh tender/ quotations will be called for.

(c) Extension of contracted completion will be at the sole discretion of the Buyer, with applicability of LD clause.

23. Consignee Details.

Project Office
Army Institute of Technology,
Dighi, Alandi Road
Pune – 411 015

Tele : 7249250184/185 Extn 2106
Email: project@aitpune.edu.in

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

24. Law: The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

25. Effective Date of the Contract: The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

26. Arbitration: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. In all these matters the decision of the Director, AIT shall be final and binding.

27. Non-disclosure of Contract documents: Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

28. Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 5% of the value of delayed service.

29. Termination of Contract: The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases :-

- (a) The completion of service is delayed for causes not attributable to Force Majeure for more than (04 weeks) after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The completion of service is delayed due to causes of Force Majeure by more than (06 Weeks) provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the bidder has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.
- (f) In case of unsatisfactory services.

30. Transfer and Sub-letting: The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

31. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

32. Payment Terms for Sellers –

(a) The payment (after deducting TDS) will be made direct to the CA by NEFT only after completion of one year and submission of reports subject to satisfactory performance of the firm.

(b) AIT Pune reserves the right to forfeit 10% amount of the contract value in the event of non-performance/ unsatisfactory performance by the firm for any particular year during which the unsatisfactory performance was noticed/ observed

33. Risk & Expense clause –

(a) Should the stores or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any instalment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered thereunder.

(d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 10% of the value of the contract."

34. Force Majeure clause.

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has

become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

35. Specification. The following Specification clause will form part of the contract placed on successful Bidder - The Seller guarantees to meet the specifications as per Part-II of RFP and to incorporate the modifications to the existing design configuration to meet the specific requirement of the Buyer Services as per modifications/requirements recommended after the Maintenance Evaluation Trials. All technical literature shall be amended as the modifications by the Seller before supply to the Buyer. The Seller, in consultation with the Buyer, may carry out technical alterations in the specifications due to change in manufacturing procedures, indigenisation or obsolescence.

36. Quality. The quality of the service according to the present Contract shall correspond to the technical conditions and standards valid for the deliveries of the same stores for in Seller's country or specifications enumerated as per RFP and shall also include therein modification to the service suggested by the Buyer. Such modifications will be mutually agreed to.

Part V – Evaluation Criteria & Price Bid issues

37. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - (b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
 - (c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows:
 - i. In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.
 - ii. In cases where both foreign and indigenous Bidders are competing, following criteria would be followed –
 - (aa) The Bidders are required to spell out the rates of GST, Customs duty etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of GST/Customs duty is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders
 - (bb) (ab) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - (ac) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - (ad) Any other criteria as applicable to suit a particular case.

38. Price Bid Format: The Price Bid Format is given below and Bidders are required to fill this up correctly with full details, as required under part – II of RFP.

(a) Basic cost of the item/items:

Sr No	Item	Quantity	Unit Price	Total
1	Appointment of Chartered Accountant Firm for Auditing of Institute Accounts for FY 2024-25	As per Part –II of this tender document		
Total of Basic Cost				
Total of Basic Cost (Amt in Words)				

(b) Any other item - Rs - _____/-

(c) **Grand Total of above** : Rs - _____/-

(d) GST Amount (If applicable) - Rs - _____/-


Grand Total of above (In words) –

Note – Determination of L1 vendor will be done based on Grand total of Price [(a) to (d)] .

AIT/0810/71/2024-25/Proj

Dated : 25 Sep 2024

Onward to Glory


(MK Prasad)
Col
Jt Director
for Director