

NATIONAL LAW UNIVERSITY DELHI
Sector-14, Dwarka, New Delhi-110078

NOTICE INVITING BID

Sub: Inviting Bids for Appointment of Chartered Accountants for compilation and certification of Annual Accounts for the financial 2020-21 NLU Delhi.

Date of Inviting of Tender : 17.07.2021
Last Date of Tender : 31.07.2021 upto 03:00 PM

National Law University, Delhi, is established by the National Law University Act 2007 by the Legislative Assembly of the National Capital Territory of Delhi on the 26th December, 2007 (Delhi Act No.1 of 2008)

National Law University is a full-fledged, independent and autonomous Institution for evolving and imparting legal education including distant and continuing legal education at all levels to achieve excellence. Apart from that the University is mandated to organize advance studies, promote research in all branches of law and disseminate legal knowledge and legal process and their role in National development by organising lecture, seminars, symposia, workshops and conference etc. The University is funded by Govt. of NCT of Delhi in the form of Grant-In Aid of approx. 10.5 Crores per year. Besides, the University generates funds to the tune of Rs.15.00 crores approx. per annum.

Sealed bids are invited by NLU from experienced duly incorporated and registered (with ICAI) practicing Chartered Accountant Firms for conducting audit and other advisories to University for the FY 2020-2021. In addition to annual accounts of NLU Delhi, the Auditor is expected to certify the Accounts of few Projects/Centres. The contract for next two years (F/Y 2021-22 and 2022-23) continuing with same fees and terms & conditions would be awarded subject to satisfactory performance of the Firm which shall be evaluated by the Finance Committee of the University and Executive Council of the University. The Bid should be submitted in **two stages as under:**

1 (a) Essential Pre- Qualification documents required to be submitted for validity of Technical Bids:

- i) The Firms intending to participate in the Bid should have minimum 5 years of experience in Audit of Annual Accounts of Central/State Autonomous bodies / Semi Govt. Organization/ Public Sector Undertakings and Filing of Returns of Income Tax/GST having annual budget of over Rs.30.00 Crores at the minimum as per Sub Annexure A-3).
- ii) Self-Certified Copy of Valid Pan Card of the Firm.
- iii) Self-Certified Copy GST Registration certificate.
- iv) The CA firm should have at least 2 qualified CA partners with relevant experience and engaged in full time Audit work as mentioned in the Bid document. Details required as per Sub Annexure A-2. (Copy of Membership Card of the Partners issued by ICAI.)
- v) *The firm or any partner of the firm should not be black listed by any*

*Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Sub-Annexure-A-1**.*

- vi) **Earnest Money:** Bids must be accompanied by Earnest Money Deposit for an amount of Rs. 10,000/- by way of Demand Draft drawn in favour of “**National Law University, Delhi**”, payable at Delhi. Tender received without EMD shall be summarily rejected. The said amount of successful bidders will be automatically converted into security Deposit. The security deposit (without any interest) shall be refundable after successful completion of the whole contract.

Bidders not meeting the above minimum mandatory qualification criteria shall be out rightly rejected and not considered for any further evaluation. The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, falling which the contract can be terminated.

1.(b) Eligibility cum Selection Criteria for Pre – Qualification : (Technical Bid)

- i) Firms of practicing Chartered Accountants registered with the Chartered Accountant of India shall be considered for Appointment of Auditor for compiling and certification of Annual Accounts for the financial year 2020-21.
- ii) The Chartered Accountant firm should have at least an experience of 5 years from the establishment or registration of the firm.
- iii) In addition to the above essential requirement, the following documentary evidence is to be submitted for selection process:-
 - 1) Number of Audit staff on roll of the firm.
 - 2) Copy of Annual Turnover of the Chartered Accountant firm (Average annual in last three financial years) should not be less than Rs.25 Lakhs. (Sub Annexure-A4). Copies of Balance sheet and Profit & Loss Account of last three years (2017-18, 2018-19 and 2019-20)
 - 3) Copy of the IT Return of the Firm/full time partners/Sole proprietor/others as the case may be for the last three years
- iv) The Chartered Accountant who have carried out the audit of National Law University Delhi accounts during the financial year 2018-19 and 2019-20 need not to apply.
 - 1) **The firm must have their Head office / Branch office in Delhi. (Proof as per Annexure).**

Note:

- i) Bids should be un-conditional. Conditional bids shall be summarily rejected.
- ii) The Bidder shall not modify the financial bid format in any manner. If financial bid submitted in any other format will be treated as non-responsive and not considered for tabulation and comparison.

- iii) The EMD of unsuccessful bidders shall be returned /refunded after finalization of the contract without any interest.
- iv) EMD shall be forfeited at the sole discretion of NLUD in case tenderer after intimation from NLUD of the acceptance of his tender, either wholly or in part, refuses to accept the Work order / or changes any of the conditions of the tender or changes the price / or terms and conditions of the tender within validity period.
- v) The firm must have their Head office / Branch office in Delhi NLUD shall not bear the expenditure on travelling, boarding etc. of the staff deputed by the firm for auditing purposes or for representing the Institute before any official authorities in connection with settlement of Accounts for the year under review.
- vi) The firm shall be liable to provide all its services from its branch situated in Delhi only.

1(c) Format for submission of Technical Bid is enclosed at Annexure–I.

1(d) Format of submission of Financial Bid is enclosed at Annexure–II.

2. Documents required for evaluation of Technical Bids (to be kept in Sealed Cover -1 super scribed as Technical Bid) duly signed with seal:-

- i) Information / Essential Documents / Annexure with support of eligibility criteria is required as mentioned at Annexure –I
- ii) Earnest Money : Rs. 10000/-, Tenders must be accompanied by Earnest Money Deposit for an amount of Rs. 10000/- by way of Demand Draft drawn in favour of National Law University Delhi, payable at Delhi.
- iii) Duly signed and stamped of the entire pages of bid documents / tender along with annexure.

3. Documents required for evaluation of Financial Bids to be kept in Sealed Cover-2 super scribed as Financial Bid.

- i) Annexure-II duly signed with seal.

4. Scope of Work

- (i) The firm shall help the NLUD in properly maintaining/compilation of books of Accounts as per the regulations. The following books of accounts and records, shall be audited by the firm in accordance with the regulations of National Law University Delhi:-
 - a) Cash book and Ledger Accounts
 - b) Donation Accounts
 - c) Reconciliation of Bank Statement
 - d) Preparation of Receipt & Payment Accounts
 - e) Income and Expenditure accounts/ Balance Sheet
 - f) Preparation and Checking of trial Balance

- g) Vouching
 - h) Preparation and certification of Utilization Certificate of various grants.
 - i) Financial Statement of the University must be prepared as per prescribed format and Accounting Treatment of Government Grants.
 - j) Filing of Annual Income Tax Return.
- (ii) Following shall be mandatory on the part of appointed CA :
- a) To keep updated the system of book keeping & accounting.
 - b) To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
 - c) Regularity in Payment of Statutory Dues.
 - d) Dealing and finalization of the cases U/s 142(1) & 143(2), 272A(2)(e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, as and when required.
 - e) Any other work needed for Accounts finalization.
 - f) The previous year audited annual accounts of the university are available at the following link: <http://nludelhi.ac.in/download/rti/Manual11.pdf>.
- (iii) Submission of all GST Returns (Financial year 2021-22).
- (iv) Submission of TDAS returns (24Q, 26Q, 27Q and other for Financial year 2021-22).
- (v) As per University Norms, the certified copy of the Annual Accounts inclusive of Issuance of Audit Report will have to be laid down before the Finance Committee, Executive Council and Governing Council of the University. Hence, the report of the statutory audit viz. certified copy of the annual accounts along with the auditor's report will have to be submitted on or before 15th September every year. It may be ensured that report of the statutory audit should be completed in time.

The tender documents are available at NLU Delhi website: www.nludelhi.ac.in .

Bids are to be submitted on or before **31.07.2021** up to **3.00 PM** by regd. Post/ speed post/courier/by hand (in the Tender Box placed at reception of NLU Delhi) at the following address:

**The Registrar,
National Law University Delhi
Sector – 14, Dwarka, New Delhi – 110078**

For any queries please contact:

Deputy Registrar

Mobile No. : +91-9555490468

The bids should be valid up to 31st January, 2022

Encl:

- 1) Format for submission of Technical Bid (Annexure- I)
- 2) Format for submission of Financial Bid (Annexure- II)
- 3) General Terms & Conditions (Annexure-A)

Annexure- I

Format for submission of Technical Bid

(On the Letter head of the Bidder)

1. Name of the Chartered Accountant Firm: _____

2. Registration Number of the Chartered Accountant Firm: _____

3. Date of Registration of the Firm: _____

4. Particulars of the Firm:-

I. Address of the Head office / Branch of the firm as registered with the Institute of Chartered Accountants of India : _____

II. (a) Telephone Number with STD code : _____

(b) Mobile Nos. of the partners

III. Email address of the firm

IV. Website of the firm, if any

V. PAN No. of the Firm (Self Certified with Seal Copy to be enclosed)

VI. GST No of the firm (Self Certified with Seal Copy to be enclosed).

VII. Name of the Firm in Bank A/c, A/C Number, Name of the Branch,
IFSC code (For release the EMD purpose).

VIII. DD No. of EMD of Rs. 10,000/- with date: _____

5. Technical Details (Self certified and stamped documents only):-

1	Copy of firm's Registration certificate issued by Institute of Chartered Accountants of India - to show the Experience in Practice (No. of years)	
2	Self-declaration Certificate as per Sub-Annexure A-1 to show that the firm is not black listed.	
3	Details as per Sub Annexure A-2 providing details of the Partners/FCAs/ACAs of the CA firm with relevant experience and engagement with respect to the Scope of Work as mentioned in the Bid document.	
4	Certificate providing details of the Audit employees/staff with respective qualification.	

5	Copy of the IT return of the Firm/full time partners/Sole proprietor/others, as the case may be, for the last three Financial years.	
6	Details as per <i>SUB-ANNEXURE A-3 with respect to the experience in Audit of Annual Accounts of Central/State Autonomous bodies / semi Govt. organizations/ Public Sector Undertakings and Filing of their Returns of Income Tax/GST having annual budget of <u>over Rs.30.00 Crores of at least one institution (or with at least 15.00 crores per annum of minimum 3 Institutions each)</u> for the preceding 3 FYs i.e, 2017-18, 2018-19, 2019-20 in each case. (Also attach copy of work orders/completion certificate in each case as evidence)</i>	
8	Copy of Ownership of Office/Rent Agreement with Electricity Bill/Copy of Certificate of Incorporation from ICAI as proof to show that the Firm's Head Office/Branch Office is situated in Delhi.	
9	Details to be provided as per <i>SUB-ANNEXURE A-4 to show the average gross professional fee received/earned by the firm in last three financial years (2017-18, 2018-19, 2019-20).</i>	

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory

With Official Stamp

Annexure-II

**Financial Bid
(On the Letter Head of the bidder)**

Sl. No	Particulars	<u>Quoted fees</u> in Figures(in Rupees) (Excluding applicable tax)*	Quoted fees (In words)
1	Fees Per annum (inclusive of all overheads)		

***Taxes, as applicable, at the time of payment shall be paid extra.**

Place _____

Date _____

Authorised Signature With Official Stamps

NB: To be submitted in a separate sealed cover super scribing "Financial Bid"

Annexure-A

1. **Conditions for Bid to be considered Valid.**

The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) &

(b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:

“Application for prequalification and Appointment of Statutory Auditor“
vide Tender Notice dated _____

- a). **Cover-1** “**Technical Bid for prequalification for Appointment of Auditor for audit of Annual Accounts for the financial year 2020-21**” as mentioned in Annexure I, **DD of EMD Rs 10,000/-, in favour of National Law University Delhi payable at Delhi and the forms** duly signed and stamped of the entire pages of bid documents / tender along with annexures should be submitted.
- b). **Cover-2**, “**Financial Bid for appointment of Auditor for financial year 2020-21**” as mentioned in Annexure II.
- c). **The firm must have their Head office / Branch office in Delhi to provide all the required services to the institute under the concerned contract as per this tender.**
- d). Incomplete offers would be summarily rejected.
- e). No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered. The quoted figure in terms of expected fee should invariably match with the figure mentioned in words. In the event of discrepancy, the amount mentioned in words only be valid.
- f). Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- g). While submitting the bid, bidders are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; NLUD will bear no financial implication on this account.
- h). NLUD takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- i). NLUD shall always be at liberty to reject or accept any offer or offers or

part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NLUD for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NLUD, even though NLUD may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.

- j). Any other requirements as deemed fit in view of the requirement of the institute as per law.

**Self – Declaration – No
Blacklisting**
(On the letter head of the
firm)

To,

**The Registrar,
National Law University,
Sector 14, Dwarka,
New Delhi- 110078.**

Sir,

In response to the Bid for selecting Auditors for NLUD for the financial year 2020-21, I/ We hereby declare that presently our Chartered Accountants are having unblemished record and none of them is declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm(Name of the firm) is not blacklisted by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures of authorised signatory _____

Name _____

Seal of the CA Firm _____

Place _____ Date _____

SUB-ANNEXURE: A-2

Details of CA Firm's Partners

S.N.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation

SUB-ANNEXURE: A-3

Details of CA Firm's Experience of Similar Services as per details of Bid Document

S No	Name of the assignment	Dates of Assignment		Name of the organization	Annual Budget of the Audited Firm for preceding three financial years each	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
		Start date	End date				
1					2017-18: 2018-19 2019-20		
2					2017-18: 2018-19 2019-20		
3					2017-18: 2018-19 2019-20		
4					2017-18: 2018-19 2019-20		
5					2017-18: 2018-19 2019-20		

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's professional income

(Gross professional Fees received/earned)

(Rupees in lakhs)

Particulars	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average for the last three years
Gross Professional fees received/ Earned				

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:

Office Seal:

Signature :

Name :

Designation :

2. Evaluation criteria for Financial Bids:

- 2.1 The bids should be unconditional. Conditional bids would be summarily rejected.
- 2.2 Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only. (The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
- 2.3 Evaluation of bids shall be done on the basis of rates quoted in the price bid separately.
(Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).
- 2.4 If some discrepancies are found between the rates given in words & figures, the rate as quoted in words shall be adopted.
- 2.5 **If any tie in price bids received from different bidders, then it shall be at the discretion of the Registrar, NLUD to select the suitable bidder.**
- 2.6 Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman of the Executive Council of NLUD.
- 2.7 Currencies for bid and payment shall be in Indian Rupees only.

Detailed Terms & Conditions

1. The assignment of compilation & certification of Annual Accounts for the financial year 2020-21 shall be given to one firm only.
2. The job is to be taken up as early as possible i.e. immediately on award of assignment..
3. The audit firm appointed by NLUD must not sub- contract the work.
4. If process/performance of the audit team are not found satisfactory, the management reserves the right to terminate the appointment of the firm at any time.
5. Shifting of Office file out of the office premises is not allowed in any case.
6. In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3 (three) years from the date of default.
7. **Payment Terms:** No advance shall be payable under any circumstances and payment shall be remitted through electronic modes of transfer as per the bank details mentioned on bill submitted to the

Institute. TDS shall be deducted as per Income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance during complete tenure.