



**भारतीय वन्यजीव संस्थान**  
**Wildlife Institute of India**

(An Autonomous Institute under Ministry of Environment,  
Forest and Climate Change, Govt. Of India)

Post Box No 18, Chandrabani, Dehradun  
Tel.: 0135-2646100 Fax: 0135-2640117

Website: [www.wii.gov.in](http://www.wii.gov.in) Email: [registrar@wii.gov.in](mailto:registrar@wii.gov.in)

|   |
|---|
| <b><u>Tender Notice No. WII/ADM/STR/2012-13/116</u></b> |
| <b>TENDER DOCUMENT IN TWO BID SYSTEM</b>                |
| <b>Name of the Contract</b>                             |
| <b>Engagement of Chartered Accountant</b>               |

**NOTICE INVITING e- TENDER (OPEN)**

Online e-tender in two bid systems (Technical and Financial) for Engagement of Chartered Accountant for a period of one year are invited on behalf of Director, Wildlife Institute of India, Dehradun. The Online Tender is invited in two bid system under **e-procurement** through Central Public Procurement Portal i.e. <http://eprocure.gov.in>.

| (I) <b>Details of e-Tender:-</b> |  |   |
|----------------------------------|--|---|
| 1                                | e-Tender No.   | <b>WII/ADM/STR/2012-13/116</b>  |
| 2                                | Mode of Tendering  | On-line bidding system through Central Public Procurement Portal i.e. <a href="http://eprocure.gov.in">http://eprocure.gov.in</a> |
| 3                                | Type of Tender   | Two Bid System  |
| 4                                | Tender Fee (original to be submitted off-line)   | Rs. 590/- (Non-refundable)<br>(Rupees Five Hundred Ninety Only)   |
| 5                                | Earnest Money Deposit (EMD) (Original to be submitted off-line)  | Rs. 30,000 /- (Refundable)<br>(Rupees Thirty Thousand only)   |
| 6                                | EMD and Tender Fee should be submitted in INR by way of Demand Draft in favour of the Director, Wildlife Institute of India, Dehradun. |   |



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

(II)

| <b>Time Schedule of e-Tender:</b> |   |  |             |
|-----------------------------------|---|--|-------------|
| <b>S.No</b>                       | <b>Particulars</b>  | <b>Date</b>  | <b>Time</b> |
| 1.                                | Date of Publishing of e-Tender  | 28.10.2020   | 17.00 Hrs.  |
| 2.                                | Online Bid Submission start date  | 29.10.2020   | 09.00 Hrs.  |
| 3.                                | Online Bid submission end date  | 20.11.2020   | 15.00 hrs.  |
| 4.                                | Due date of opening of Tender<br>(Technical Bid)  | 27.11.2020   | 16.00 Hrs.  |
| 5.                                | Last date of receipt of EMD and<br>Tender Fee along with hard copy of<br>the tender document (Technical<br>Offer) | 27.11.2020   | 15.00 Hrs.  |
| 6.                                | Date and time of opening of Price Bid   | Will be communicated to only Techno-<br>Commercially acceptable/Qualified Bidders<br>separately. |             |
| 7.                                | Address   | Wildlife Institute of India, Chandrabani,<br>Dehradun, Uttarakhand-248001, India                 |             |

If due to any exigency, the due date for opening of the bids is declared as a closed holiday, the bids will be opened on the next working day at the same time or any other day/time, as intimated by the Institute.

The invitation to e-tender is subject to fulfilment of instructions and conditions as per schedules below. Bidder should carefully read all the terms & conditions before submitting their offers.

| <b>Chapter</b> | <b>Please refer for details as :</b>                     |
|----------------|--|
| 1.             | INSTRUCTIONS TO BIDDERS                                  |
| 2.             | CONDITIONS OF CONTRACT                                   |
| 3.             | ELIGIBILITY CRITERIA FOR TECHNICAL EVALUATION OF BIDDERS |
| 4.             | FINANCIAL BID PROFORMA BOQ                               |
| 5.             | OTHER FORMS  |

This Invitation of Tenders is being issued with no financial commitment and the Institute reserves the right to change or vary any part thereof at any stage. Institute also reserves the right to withdraw the tender, should it become necessary at any stage.

**Registrar**



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

(An Autonomous Institute under Ministry of Environment Forest and Climate Change, Govt. of India) Post Box No 18, Chandrabani, Dehradun

## Chapter-1

### Instructions to Bidders

1. The complete tender in pdf format can be downloaded from the website <http://eprocure.gov.in> or [www.wii.gov.in](http://www.wii.gov.in). Following documents are required to be submitted along with bids.
  - I. The tender fee of Rs. 590/- (Rupees Five hundred Ninety Only) in a form of Demand Draft in favour of The **Director, Wildlife Institute of India** payable at **Dehradun** from any Commercial/ Recognized/ Nationalized Bank in India
  - II. **Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty thousand only)** in a form of Demand Draft in favour of The **Director, Wildlife Institute of India** payable at **Dehradun** from any Commercial/Recognized/Nationalized Bank in India.
  - III. The Bidders are required to submit Tender Fee, EMD and hard copy of the tender document along with a copy of all certificates as submitted in technical bid. These documents shall be sent to and received physically by the Registrar, Wildlife Institute of India, Chandrabani, Dehradun by hand or by post before the date and time of opening of technical bid and in absence of which the technical bid of the bidder will not be considered and tender will be rejected.

### METHODOLOGY OF SUBMISSION OF BIDS:-

2. The bid will be submitted electronically on the e-procurement CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) with valid Digital signature (DSC).
3. The Bidders have to accept unconditionally the on-line user portal agreement which contains the acceptance of all the Terms & conditions of NIT, includes commercial & General terms & conditions and other terms, if any along with on-line undertakings in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidders on-line in order to become an eligible Bidder. No conditional bid shall be allowed/ accepted.
4. The bidders who are desirous of participating in e-procurement tender shall submit their Technical bids (Techno-Commercial Bids), in the standard formats prescribed in the Technical documents,

displayed at **www.eprocure.gov.in**. The bidders should upload the scanned copies of all relevant certificates, documents etc. in [www.eprocure.gov.in](http://www.eprocure.gov.in) in support of their Technical bids. The bidder should sign on all statements, documents etc. uploaded by him, owning responsibility for their correctness/authenticity by his Digital Signature Certificate (DSC).

5. As per the directives of Government of India, Ministry of Finance, Department of Expenditure this tender document has been published on Central Public Procurement Portal (**URL: <http://eprocure.gov.in>**). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. More useful information for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.
6. Bidders are required to enroll on the e-procurement module of the CPP Portal (**URL: <http://eprocure.gov.in/eprocure/app>**) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
7. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
8. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
9. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, with their profile.
10. Only one valid Digital Signature Certificate (DSC) should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
11. Bidder will then log in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/e-token.
12. **Signing of Tender:** The bidder should download the NIT and again upload at the time of

submission of tender after verification and signing with his DSC. A person digitally signing the tender documents forming part of the tender on behalf of another person should have an authority to participate in the bid on behalf of such other person and if, on enquiry, it appears that the persons so signing had no authority to do so, the Director, Wildlife Institute of India, Dehradun **without prejudices would every rights to cancel the bids.**

13. Scanned copy of the Tender Cost and Bid Security (EMD) amount is to be furnished with Techno-Commercial bid only and Original should be submitted before the date/time of opening of techno-commercial Bids as per Time schedule of e-tender, failing which the offer will be summarily rejected.
14. The Tender is to be submitted under “**TWO BID**” system.
15. **Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty Thousand Only)** is to be furnished with Technical/Techno Commercial Bid.
16. On the day of Tender opening only Technical bids (Techno-Commercial Bids) will be opened. Price/Financial bid will be opened on a fixed later date for the successful technical bidders. The date of opening of Price Bid will be intimated to the successful technical bidders only.
17. No query or complain from bidder will be entertained after completion of bid opening in regard to bid opening or content of other’s bid.
18. Please note that there is no provision to take out the list of parties downloaded the tender document from the above referred website. As, such Bidders are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related Corrigendum, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to Bidders who down loaded the documents from website as information in this respect (names of parties) will not be available to website.
19. The Wildlife Institute of India, reserves the right to accept or reject any tender or the whole tender process at any time without assigning any reason what so ever.
20. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summarily rejection with forfeiture of Bid Security/EMD.

21. Conditional tender i.e. tender submitted incorporating bidder's own imposed condition(s) will be summarily rejected.
22. **AMMENDMENT TO THE TENDER ENQUIRY/ TENDER SCHEDULE**  
At any time prior to the last date for receipt (submission) of bids, Wildlife Institute of India may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by issuing an amendment.
23. The amendment will be notified in web site of Central Public procurement Portal i.e. <http://eprocure.gov.in>, which can be accessed by any prospective bidders and will be binding on them. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, Wildlife Institute of India may, at its discretion, extend the last date for the Submission of Bids and Opening of Tenders.
24. The Tender Enquiry (or Tender Schedule) and Purchase order (or resultant contract) will be interpreted under Indian Laws
25. **An undertaking** for UNDERSTANDING, compliance and fulfilment of T&C as well as eligibility criteria/technical parameters as mentioned in this Tender Enquiry is **to be furnished along with the TECHNICAL BID.**
26. **Modification or Withdrawal of Bid:** 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 EMD.
27. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Institute may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing or through Central Public procurement Portal i.e. <http://eprocure.gov.in> and no change in prices of the bid will be sought, offered or permitted.  
**No post-bid clarification on the initiative of the bidder will be entertained.**
28. **Preliminary Scrutiny:** Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each offer to the tender documents. For the purposes of these Clauses, a

substantially responsive bid is one that conforms to all the terms and conditions of this Tender enquiry without material deviations. The Institute's determination of an offer's responsiveness is to be based on the contents of the tender offer itself without recourse to extrinsic evidence. The Institute will scrutinize the offers to determine whether they are complete, whether required technical documentations have been furnished, whether the documents have been properly signed, and whether the offers are in order. Price bids of the technically disqualified firms shall not be opened & shall be returned to respective firms.

29. **Short-listing of Bidders:** The Institute will short-list technically qualified Bidders on the basis of technical parameters as given in **Chapter 3** of this tender. The Commercial Offers of short listed technically qualified Bidders will only be opened.
30. **Technical Evaluation:** The Committee constituted by the Institute, will do the Technical Evaluation of the offers.
31. **Evaluation of Financial Bids:** The Financial bids of only technically successful bidders will be opened and ranking of the Bidders will be done according to the price quoted and comparison of rates will be made accordingly as per Financial Bid Proforma given in the Tender Document (**Chapter 4 – BOQ**). The financial quote should only be submitted online in accordance with the financial bid proforma (BOQ); failing which the offer will be rejected.
32. **No commitment to accept lowest or any tender:** Will shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever.
33. **Institute's right to accept any offer and to reject any or all offers:** The Institute reserves the right to accept or reject any tender or reject all tenders at any time prior to award of contract, without thereby incurring any liability towards the affected Bidder(s) or any obligation to inform the affected Bidder(s) on the grounds for the Institute's action. Further, Director, Wildlife Institute of India, Dehradun reserves the right to place order for full quantity or part thereof, as considered necessary.
34. In the event any of the job quoted by the CA in their tenders are covered under any services and

liable for GST, in such cases specific indication about providing such taxable services and percentage/amount of GST chargeable thereon must be mentioned in the tender and such GST must be deposited in the Government treasury as per extant GST rules of Government of India and a proof of which shall be submitted by the Bidder to the Institute.

35. Any statutory **Certificate/Permission/License** required for the contract has to be procured by the firm at their own cost.
  
36. **Pre-bid conference:** If considered necessary by the Institute a pre-bid conference for clarifying issues and clearing doubts, if any about the tender requirement and other allied technical parameters will be done by the Institute on a date as decided by the Institute at the Wildlife Institute of India, Dehradun and such date will be before the last date of opening of technical bid. The bidder may depute authorized representatives (competent to take on the spot decisions) for such discussions/ negotiations whenever called for.

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## Chapter-2

### SCOPE OF WORK AND CONDITIONS OF CONTRACT

1. **Offer Validity Period:** The tender offer should be valid for a minimum period of **six months** from the date of opening of the technical bid/tender.
2. **Opening of Tenders/Quotation:** Technical bids of the offers received with requisites EMD will be opened on the date as specified in the tender. All tenders received without EMD by the due date and time as mentioned above will be rejected. Further, if the same will not comply to our tendered specifications shall be summarily rejected. The Financial Bids of the technically qualified/successful bidders i.e. who will technically qualify the tendered specifications in case of those firms that meet the technical specifications/parameters, will be considered for opening of their financial bids at a later date, which will be communicated to concerned CAs before opening their Financial Bids.
3. In order to handle the various accounts and tax related jobs, it has been decided by the Institute, to invite the Technical & Financial bid from the selected Chartered Accountant/ Chartered Accountant Firms.
4. **Duration of Contract:** Time shall be the essence of the bidder and the duration of this contract shall be for a period of twelve months which is extendable for a further period of two years at the discretion of the Institute, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after completion of twelve months, unless extended further by mutual consent of the parties in writing.
5. The Head Office/Branch office of the firm of Chartered Accountants must be in Dehradun, Uttarakhand District for effective control and smooth audit.
6. Offers are invited from experienced/reputed Chartered Accountants/Firms are invited for performing the following professional services:

| Sl.no. | Particulars   | Periodicity                   |
|--------|---|-------------------------------|
| 1.     | Submission of GST Returns as per GST Rules and preparation of Certificates to be issued as per GST Act, within mandated time as a regular schedule for each month | Monthly/Quarterly             |
| 2.     | Filing of TDS Return (electronically) i.e. Form 24Q, Form 26Q and Form 27 Q   | Quarterly before the due date |

|     |   |                              |
|-----|---|------------------------------|
| 3.  | Dealing and finalization of the cases various section of Income Tax along with the visits to attend hearings for scrutiny cases and notices, as and when required | As and when required         |
| 4.  | Assistance at the time of Govt. Audit of CAG, as and when required.   | As and when required         |
| 5.  | The expert advice for Audit compliances and Government queries if needed to verify of reply against the Audit observation as and when required                    | As and when required         |
| 6.  | Filing of Annual Income Tax Return (Form 3A, 3CA and 3CD)   | Annually before the due date |
| 7.  | Preparing of form 15 CA/15CB in connection with release of foreign payments   | As and when required         |
| 8.  | Dealing with any Government/Departmental queries  | As and when required         |
| 9.  | Any other work needed for Final Accounts finalization   | As and when required         |
| 10. | Internal Audit/ scrutiny/ checking of the various books of accounts of externally funded projects of the Institute and preparation of balance sheet.              | As and when required         |

7. Team of Chartered Accountants- The team should consist of one qualified and atleast three semi-qualified assistants (CA inter/ CMA(Inter)/ CS(Inter) M.Com MBA. Minimum of four personnel should be employed in audit in a day. The Audit Team Members should carry Photo, ID issued by the CA Firm.

8. PAYMENT OF PROFESSIONAL FEE: The payment of professional fee shall be made by the Finance Office through online "Electronic Clearance System" and only after receiving a certificate/verification from the Finance Officer that the concerned work/audit done by the CA has been carried out in accordance with the terms and conditions and instruction issued from time to time by the Office.

Any delay over the scheduled dates in the submission of audit reports and filing of various return on the part of CA shall be liable for deduction of amount@ 0.5% per week

from the total due payment to the firm and will be deducted from the bill to the maximum of 5% after which the order will be cancelled and earnest money deposited shall be forfeited.

9. The firm should not sub-contract the any work assigned to any outside firm or other persons even though such persons are qualified chartered accountants.
10. If the progress / performance of the CA Team is not satisfactory, the management reserves the right to terminate the appointment of the firm with prior notice of one month.
11. The appointment of the CA will be for one year initially which will be extended for further period of two years depending on the satisfactory performance of the CA.
12. Selection of firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged, work experience etc.
13. Successful contractor will require to keep a Security Deposit of Rs. 30,000/- with the Institute before the commencement of contract, which will be released after expiry of the contract. The earnest money deposited with the tender may be converted into security deposit.
14. Director, WII reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons.
15. No request for incorporating post tender changes in quoted specifications and correcting typographical error will be considered after opening of submitted tenders. Rates in Commercial Bid should be quoted in Indian currency.
16. At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bid Document by amendment. Such amendments shall form an integral part of bid documents and it shall amount to an amendment of relevant clauses of the Bid Document, which shall also be uploaded on the website of the Institute.
17. **Evaluation & Comparison of Bids:** For the bids surviving the technical evaluation which have been found to be responsive the evaluation & comparison shall be made in accordance with the price quoted and comparison of rates will be made as per financial bid proforma given in the tender document (**Chapter-4 BOQ**). The financial quote should only be submitted online in accordance with the BOQ; failing which their offer will be rejected.
18. Sub-contracting of the job is not allowed.

19. **Force Majeure**

A) However, the CA shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

B) For purposes of this Clause, "Force Majeure" means an event beyond the control of the CA and not involving the CA's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

C) If a Force Majeure situation arises; the CA shall promptly notify the Institute in writing of such conditions and the cause thereof. Unless otherwise directed by the Institute in writing, the CA shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

20. **Resolution of Disputes:** All disagreements, disputes, difference that may arise between the Wildlife Institute of India and the CA which cannot be resolved through mutual negotiations shall be referred to an Arbitrator appointed in accordance with the provisions of relevant Indian or International Law as the case may be. The venue of the proceedings and arbitration shall be Dehradun, Uttarakhand, India.

21. **Jurisdiction:** The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Court in Dehradun, Uttarakhand, India shall have the exclusive jurisdiction to try all or any of the dispute.

22. **Notices:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, FAX or e-mail and confirmed in writing to the other party's address specified in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

23. Tenders which do not fulfill any or all of the above conditions or incomplete, are liable for rejection.

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## Chapter-3

### Eligibility Criteria for Technical Evaluation of Bidders

The Institute will shortlist technically qualified contractors on the basis of following parameters and stated supporting documents which should be attached with the Technical Bid, failing which their offer will not be considered by the Institute:

| Sl.No. | Eligibility Criteria   | Page No. in bid |
|--------|--|-----------------|
| 1.     | The Earnest Money Deposit (EMD) of Rs. 30,000/- (Refundable) in shape of Demand Draft, Fixed Deposit Receipt (FDR) from any of the Nationalized/Commercial Scheduled Bank in favour of Director, Wildlife Institute of India, Dehradun should be attached with the Technical Bid.  |                 |
| 2.     | The Firms intending to participate in the Bid should have <b>minimum 10 years</b> 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 <b>average annual turnover</b> of Central/State Autonomous bodies / Semi Govt. Organization/ Public Sector Undertakings of over <b>Rs.100 Crores of at least one institution</b> (or <b>at least 50 crores</b> per annum of 2 Institutions each) during the preceding 3 FYs i.e, 2017-18,2018-19,2019-20 in each case. ( <b>Copies of work orders should be attached &amp; copies of turnover certificate of respective Central/State Autonomous bodies / Semi Govt. Organization/ Public Sector Undertakings should be attached in order to verify the average annual turnover</b> ). |                 |
| 3.     | Self-Certified Copy of Valid Pan Card of the Firm should be attached with the bid; failing which the offer will be rejected.   |                 |
| 4.     | Self-Certified Copy GST Registration certificate should be attached with the bid; failing which the offer will be rejected.  |                 |
| 5.     | 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 behaviour. The firm has to submit the No blacklisting certificate as per <b>Annexure IV</b> .   |                 |
| 6.     | Copy of the IT Return of the Firm/full time partners/Sole proprietor/others as the case may be for the last three years.   |                 |
| 7.     | The firm must have their Head office / Branch office in Dehradun, proof of which should be attached with the bid; failing which the offer will be rejected.  |                 |

**Note:** If any of the parameters/eligibility criteria mentioned above does not meet the tendered specifications/parameters or incomplete offers, their offer will not be considered and shall be rejected. The financial bid of those firms will only be opened who qualify in technical parameters given above.

## Chapter -4

### FINANCIAL BID PROFORMA (BOQ)

| Sl.no | Particulars   | Periodicity                   | Professional fees quoted<br>(Amount in Rs.) |
|-------|---|-------------------------------|---|
| 1.    | Submission of GST Returns as per GST Rules and preparation of Certificates to be issued as per GST Act, within mandated time as a regular schedule for each month | Monthly/Quarterly             |   |
| 2.    | Filing of TDS Return (electronically) i.e. Form 24Q, Form 26Q and Form 27 Q   | Quarterly before the due date |   |
| 3.    | Dealing and finalization of the cases various section of Income Tax along with the visits to attend hearings for scrutiny cases and notices, as and when required | As and when required          |   |
| 4.    | Assistance at the time of Govt. Audit of CAG, as and when required.   | As and when required          |   |
| 5.    | The expert advice for Audit compliances and Government queries if needed to verify of reply against the Audit observation as and when required                    | As and when required          |   |
| 6.    | Filing of Annual Income Tax Return (Form 3A, 3CA and 3CD)   | Annually before the due date  |   |
| 7.    | Preparing of form 15 CA/15CB in connection with release of foreign payments   | As and when required          |   |

|              |   |                      |  |
|--------------|---|----------------------|--|
| 8.           | Dealing with any Government/Departmental queries  | As and when required |  |
| 9.           | Any other work needed for Final Accounts finalization   | As and when required |  |
| 10.          | Internal Audit/ scrutiny/ checking of the various books of accounts of externally funded projects of the Institute and preparation of Balance Sheet. (Rates should be quoted per project basis) | As and when required |  |
| Taxes        |   |                      |  |
| Total Amount |   |                      |  |

**\*L-1 Bidder shall be arrived on the basis of the total cost.**

**Chapter -5  
OTHER FORMS**

**Annexure I**

**Details to be filled by Chartered Accountant/ firm**

| Sl. No. | Particulars   | Details  |
|---------|---|--|
| 1       | Name of the firm  |  |
| 2       | Address of the Registered/Head Office   |  |
| 3       | Telephone No. and E-mail address  |  |
| 4       | ICAI Registration No. with Region Name and code no.   |  |
| 5       | Date of constitution of the firm  |  |
| 6       | PAN no. of the Firm & GST No. of the firm   |  |
| 7       | Date since when the firm has a full time FCA  |  |
| 8       | Date since when the firm has a full time ACA  |  |
| 9       | Number of Full Time qualified Chartered Accountants Employees and articles as on 30.09.2020   |  |
| 10      | Whether the firm is engaged in Internal Audit Training of Educational Institution, Council, Board, Universities and Govt. Companies/PSU, Autonomous and Academic Institutions etc. (If yes, details may be given " <b>Annexure- II</b> ") |  |
| 11      | Turnover of the Firm (last 3 years) minimum Rs. 50.00 Lakh in each year. i.e. in 2017-18, 2018-2019, 2019-2020  |  |
| 12      | Details of Experience   |  |
| 13      | Details of EMD of Rs.30,000/- (Rupees Thirty Thousand only)   | Demand Draft no..... drawn on ..... Bank in favour of the Director Wildlife Institute of India |

(Signature of Authorized Person with Seal of the Firm)

Date:

Place:



(On Firms Letter Head)

Annexure- II

Details of Statutory/Internal Internal Audit Work / Any Other Accounting Work of Academic Institutions under Central Govt./ Autonomous Educational Institutions, Council, Board, Universities etc. during the last five years.

| Name of Client                  | Type of Internal Audits<br>(Tick appropriate Box) |                |
|---------------------------------|---|----------------|
|                                 | Statutory   | Internal Audit |
| Autonomous / Central Government |   |                |
| Educational Institutions        |   |                |
| Board                           |   |                |
| Council                         |   |                |
| Universities                    |   |                |
| Academic Institutions           |   |                |
| Govt. Companies                 |   |                |
| PSU                             |   |                |

(Signature of Authorized Person with Seal of the Firm)

**Undertaking**

I/ We of M/s. \_\_\_\_\_, Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. that the constitution of the firm as on 31<sup>st</sup> March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

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

**To,  
The Director  
Wildlife Institute of India,  
Dehradun,**

**Sir,**

In response to the Bid for selecting CA for WII for the, I/ We hereby declare that \_\_\_\_\_ presently \_\_\_\_\_ our \_\_\_\_\_ Chartered \_\_\_\_\_ Accountant (CA)..... is having unblemished record and is not 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..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices 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** \_\_\_\_\_

**Name** \_\_\_\_\_

**Seal of the CA Firm** \_\_\_\_\_