



36th INTERNATIONAL GEOLOGICAL CONGRESS
(An Autonomous Body under the Govt. of India)
C-II Pushpa Bhawan, Madangir Road, New Delhi-110062,
Ph. No. 011-29965750, 26057035 lgc.delhi2020@nic.in

No.36th IGC Sect./Accounting Firm/2018-19/01

Date: 29.05.2019

E-TENDER: REQUEST FOR PROPOSAL

On behalf of Secretary General, Director (Admin), 36th IGC invites online e-tender in two bid system for Hiring of Chartered Accountant Firm for Maintenance of Accounts of 36th International Geological Congress for three year by the 36th International Geological Congress (IGC), C-II, Pushpa Bhawan, Madangir Road, New Delhi through Central Public Procurement Portal i.e. <http://eprocure.gov.in>

The method of online uploading of e-tender, amount of Earnest Money/ General Terms & Conditions applicable to the award has been mentioned in Chapter 2 & 3.

SCHEDULE OF e-TENDER

Tender No.	
Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty Five Thousand only) (Refundable)
Date of Publishing of e-tender	29/05/2019
Stating date of online submission of Tender	29/05/2019
Closing date of online submission of Tender	19/06/2019 at 11.00 hrs
Opening of Tender	20/06/2019 at 11.00 hrs. (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)

The Invitation to e-tender is subject to fulfilment of instructions and terms & conditions as per schedules below:

- Chapter -1 : Scope of work and Eligibility Criteria.
Chapter -2 : Instructions to Bidders.
Chapter -3 : Conditions of contract.
Chapter -4 : Norms of Bid Security/Performance Security.
Chapter -5 : Format of Bank Guarantee for Bid Security Deposit
Chapter -6 : Letter of Acceptance of Terms and Conditions of Tender Enquiry.

Enclosures:

- a. Format for Technical : Proposal : Annexure-IV
- b. List of documents to be attached with Tender : Annexure-V
- c. Format for certificate : Annexure-VI
- d. Format for Financial Bid : Annexure - VII


29/5/19

(L.P. Singh)
Director (Admin)
36th IGC

A. Scope of work

1. Preparation Income & Esp. A/c, Balance Sheet Receipt & Payment A/c along with the detail annexure as per the prescribe format. Accounting of day-to-day income and expenditure of the 36th IGC Society/Secretariat
2. Reconciliation and handling of the 36th IGC Society bank account, and liaison with bank for day-to-day operations, obtaining FIRC's, statements from the bank, reporting to RBI and authorized bank and other routine matters
3. Maintenance of books and accounts as required under Society Registration Act-1860 and Income Tax Act-1861
4. Calculation, filing, deposit, preparation of Income Tax returns
5. Maintenance of books and accounts in respect of Indirect Taxes.
6. Preparation of Indirect Tax return
7. Calculation, filing, deposit and preparation of GST returns
8. Calculation, filing, deduction, deposit, preparation of TDS returns.
9. Issue of Form 15CA/15CB on foreign remittances outside India
10. All legal and statutory compliances required by the 36th IGC Society
11. Reconciliation of all debtors and creditors
12. Preparation of monthly financial statements
13. Statutory compliances with the RBI
14. Support to Secretariat on financial issues
15. Assign an accountant at the premises of the Secretariat
16. Monthly review by a Chartered Accountant
17. Any additional assignment related to the accounting of 36th DGC given from time to time
18. The firm shall prepare monthly, quarterly, semi-annual and annual reports. These reports have to be submitted within one month from the end of the reporting period. However, for the financial year 2018-19, the annual report has to be submitted within one month from the date of issuance of the Job Order.


29/5/19

B. Eligibility Criteria

1. The CA Firm (partnership/proprietorship) should be a Practicing Firm.
2. The CA Firms should be in Practice for a period of 10 Years or more. (As per the Certificate of ICAI as on 31/03/2018 Firm Status Card)
3. Should have Office in Delhi
4. Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities.
5. Should have at least 3 years experience in preparation the Accounts of Societies, PSUs, Abs, Trust, created by the Govt.
6. Should not have been barred from appointment by any government and / or Semi- government entities.

N.B : Any bidder not fulfilling the eligibility criteria will be rejected outright.

C. Conditions of contract

1. The whole process of tendering can be cancelled without giving any prior notice or information by the competent authority of 36IGC
2. Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.
3. The professional fees shall be quoted as lump-sum (per month) plus applicable Taxes (as applicable from time to time).
4. Quotation shall be in two covers, the first cover shall be marked "TECHNICAL BID". The same shall contain details as per Annexure IV. The Financial bid should be in second cover marked "FINANCIAL BID" as per Annexure VII. Both the envelopes should be placed in one big envelope superscribed with "TENDER FOR ENGAGEMENT/HIRING OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE OF ACCOUNTS OF 36IGC".
5. The technical bid will be opened first and will be evaluated by a committee constituted by the competent authority of 36IGC. Financial bids of those firms who qualify technically will be considered for opening by the committee.
6. The technical and financial bids must reach the 36IGC, on or before within due date & time by Registered Post/Speed Post only. Bids received late shall be summarily rejected.
7. The documents as per Annexure-V are to be attached with the Technical Bid for scrutiny of the proposal. Proposals without necessary documents will be rejected.
8. The Technical bids will be opened in the presence of the bidders, or their authorized representatives who should come with their authorization letter to attend the opening.
9. After opening the technical bid, firm may be asked for presentation in Technical evaluation, if required, which shall be communicated to eligible firms by post or email.
10. Each bidder has to pay EMD of **Rs. 25,000/-** in the form of demand draft drawn in favour of "36th International Geological Congress", drawn on any commercial bank payable at New Delhi and must be attached with the tender/bid.
11. The bid without the EMD of **Rs.25,000/-** shall not be considered. No interest shall be payable by the 36IGC for the sum deposited as earnest money deposit.
12. EMD of successful bidder will be returned after submission of performance security.
13. EMD of the unsuccessful bidders would be returned back within one month of signing of the contract.
14. The EMD shall be forfeited to the 36IGC in the following events:
 - i. If Proposal is withdrawn during the validity period or any extension agreed by the firm thereof.
 - ii. If the Proposal is varied or modified in a manner not acceptable to the 36IGC after opening of Proposal during



the validity period or any extension thereof.

iii. If the firm tries to influence the evaluation process.

15. Applicant should preferably have working experience with autonomous bodies/Societies under the Govt. of India/Government Organizations and of handling their affairs. List of clients must be attached.
16. Selection of CA firms would depend upon their competence and work allotment would depend upon 36IGC's preferences.
17. The 36IGC reserves the right to accept or reject any application without assigning any reason whatsoever.
18. In the matter of any dispute, court jurisdiction will be New Delhi.
19. The selected Chartered Accountant shall have to execute MOU/Agreement with the 36IGC on a format prepared by the 36IGC, at the time of assignment of the work.
20. The entire work related to the accounting shall be done at the 36IGC premises (36th IGC Secretariat, C-II, Pushpa Bhawan, Madangir Road, New Delhi-62) with licensed software.
21. All audit objections on annual account has to be replied by the firm.
22. There should be a permanent office of the firm in New Delhi.
23. The firm has to provide one man power for carrying out the accounting work for the year on a monthly basis. The person should be M.Com with knowledge of computer based accounting with experience of at least five years accounting experience. Since the person will be the employee of the firm, the firm will be responsible for adherence to /payment of all dues under labour laws for them like ESIC, EPFO etc, and 36IGC will not be responsible for any of his grievances etc.
24. Firm will provide bio-data of willing employees and 36IGC will, if necessary, screen through interview.
25. The continuation of the person in the 36IGC will be based on his/her work performance and in case of unsatisfactory performance he/she has to be replaced by the same process as mentioned above, if desired by the 36IGC.
26. All statutory dues/payments to these individuals have to be made by the firm.

D. Rates & Payment Terms

Fees will be paid on monthly basis on submission of Report. The Report shall be prepared in 2 copies. The CA Firm will be required to quote the lump sum monthly professional fees. The rates invited will be inclusive of Traveling Expenses, Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment.

E. Taxes and Duties

All the applicable taxes will be paid by the 36th IGC as per Government of India norms.

F. Confidentiality

The CA Firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the services or the information of the Offices of the 36IGC without prior written consent of the competent authority.

All reports and other documents submitted by the CA firm shall become and remain the property of the 36IGC and the CA firm shall on termination or expiration of the assignment, deliver all such documents and reports to the competent authority of 36IGC together with the inventory thereof except those retained as their working papers.

G. Obligation of the 36IGC

During the work, necessary records, space and infrastructure i.e. computer system, table etc. will be provided. The competent authority of 36IGC shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

H. Settlement of Disputes:

1. Any dispute between the CA Firm and 36IGC will be resolved by the committee formed by 36IGC. CA Firm, if dissatisfied with the decision of the committee, may approach the competent authority of 36IGC and the decision of the competent authority of 36IGC shall be final in selection of the CA Firm.
2. For the purpose of the said assignment as well as for any matter arising there under or connected therewith, the courts at Delhi will have jurisdiction.

I. Penalties

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firms personnel, the contract may be terminated and the CA firm may get black listed at the discretion of the competent authority of 36IGC, which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work.
2. The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the contract by the competent authority of 36IGC. The decision of the competent authority of 36IGC, shall be final in this respect.
3. The report for the reporting period shall be submitted before the end of the following month, i.e. the report for the month of April shall be submitted before the end of May. If the Report is delayed penalty shall be charged. The amount of penalty will be 10 % of the professional fees of the respective month for each of the delayed month.

J. Performance Security Deposit

- i. The successful bidder, irrespective of its registration status, is to submit PERFORMANCE SECURITY DEPOSIT amount (10% of the contract value - to be intimated latter) before issuing Purchase Order/Work Order. This Performance Security Deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.
- ii. PERFORMANCE SECURITY DEPOSIT is to be furnished in way of either (a) Guarantee in the form to be provided later with Purchase Order Or (b) Fixed Deposit Receipt from a reputed Commercial Bank in favour of the "36th International Geological Congress". Bank Guarantees issued from Co-operative Banks will not be accepted.
- iii. In case of non-delivery of the service in time or/ and poor or unsatisfactory service or any other bad performance the Performance Security Deposit will be forfeited.
- iv. The Performance Security Deposit amount will be returned to the bidder after satisfactory completion of the work/ delivery of service as well as the validity period as per terms and condition of the Purchase Order.
- v. The Bank Guarantee is to be submitted on non-judicial stamp paper, as per format to be given during the issuance of the Job Order.
- vi. The Bank Guarantee will have to be extended, if required.



CHAPTER-4

NORMS OF BID SECURITY/PERFORMANCE SECURITY

1. Bidders are required to furnish Bid Security/Earnest Money Deposit for along with the tender (Technical Bid) failing which the offer is liable to be rejected.
2. The bid security may be accepted in the form of Bank Guarantee, Account Payee Demand Draft/ or Fixed Deposit Receipt from any of the commercial banks, in favour of Director (Admin), 36th IGC Payable at New Delhi.
3. Prescribed format for Bank Guarantee is enclosed vide Chapter 5.
4. The Bid Security/ Earnest Money Deposit in any other form will not be acceptable and such tenders will be summarily rejected. Any offer by unregistered tender not accompanied with the Bid Security/Earnest Money Deposit in the above-mentioned forms shall be rejected straightway.
5. The validity of Bank/Demand Draft should be extended suitably by the tenderer, if need be until the finalization of Order.
6. No interest will be payable by the purchaser on the Earnest Money Deposit.
7. The Bid Security/Earnest Money deposit is liable to be forfeited if the tenderer withdraws or amends or impairs or derogates the offer in any respect within the period of validity of the tender.
8. The Bid Security/Earnest Money deposit of the unsuccessful tenderers will be returned as early as possible after the expiration of the period of tender validity (but not later than 30 days of the award of contract).
9. The tenderer shall send a pre-receipted challan along with their tender so that the refund of Bid Security/Earnest Money Deposit, after the tender is rejected, can be made within the stipulated period.
10. In case of non-compliance of Tender condition, the Bid Security/EMD is liable to be forfeited.
11. The successful tenderer is to submit PERFORMANCE SECURITY DEPOSIT amounting to 10% of net price of Contract value before issuing Job/Purchase Order, in one of the following forms, which should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The Performance Security should be in any one of the form of (i) Account Payee DD from Nationalized Bank, (ii) Fixed Deposit Receipt from a Commercial Bank and (iii) Bank Guarantee in enclosed format from a commercial bank.
12. The Performance Security Deposit amount will be returned to the Supplier after satisfactory completion of all terms and condition of the job/Purchase Order.



FORMAT of BANK GUARANTEE for BID SECURITY DEPOSIT

WHEREAS M/s.....(hereinafter called "the bidder") has submitted its bid for the supply, installation and commissioning of.....vide Tender Notice/Tender Schedule No.....

BANK GUARANTEE towards coverage of **BID SECURITY (E.M.D.)** against adherence of clauses, terms and conditions of the **TENDER /BID** (Tender No.....date -, Date of Opening -) submitted by M/s..... to 36th IGC, New Delhi, Jaipur towards purchase of (items) against Tender Enquiry No..... dated-..... of 36th IGC, New Delhi.

KNOW ALL MEN by these presents that we the..... (Bank with address) (hereinafter called "the bank") are bound unto The Director (Admin), 36th IGC, Pushpa Bhawan New Delhi-110062, (hereinafter called "the PURCHASER") in the sum of Rs..... for which payment will and truly to be made to the said PURCHASER, the bank binds itself, its successors and assigns and assigns by these present.

IN CONSIDERATION of the PURCHASER having agreed as per their relevant Tender Enquiry mentioned above to accept Bank Guarantee of value Rs. as mentioned in the Tender Enquiry before accepting the above mentioned Tender for consideration towards making purchase process for the due fulfillment of the terms and conditions contained in the **above mentioned Tender by the bidder**, establishes this Bank Guarantee towards coverage against adherence of terms and conditions contained in the **above mentioned Tender** and thus the Bid Security guarantee in the shape of **Bank Guarantee for Rs.**is established.

WE the Bankers (Name of the bank) through our office at for and on behalf of our constituents hereby execute this Bank Guarantee and undertake to indemnify and keep indemnified the PURCHASER to the extent of Rs. towards coverage against adherence of terms and conditions contained in the **above mentioned Tender** to the PURCHASER or their assignee by reason of any breach of terms and conditions as contained in the Tender by the Bidder (M/s) during the period ends on (Date of validity of this Bank Guarantee)

AND WE (Name of the bank) hereby undertake to pay any claim under the Bank Guarantee on demand of the PURCHASER, without any reference to the Bidder a sum not exceeding Rs. for non-fulfillment of any of the terms and conditions of the Tender as mentioned above.

WE (the bank) further agree that if the demand is made by the PURCHASER for honoring the Bank Guarantee constituted by these presents we..... (the bank) have no right to decline the same for any reason what so ever and shall pay the amount within a week from the date of such demand.

WE... (the bank) further agree that a mere demand by the PURCHASER is sufficient for us to pay the amount covered by the Bank Guarantee in the manner within the time aforesaid without reference to the bidder and no protest by the said bidder can be availed ground for us to decline or fail or neglect to make payment to the PURCHASER in the manner within time aforesaid.

WE..... (the bank) undertake not to revoke/ invalidate this Guarantee during its currency except with the previous consent of the PURCHASER in writing.

The Guarantee shall remain in force for the period ends on..... (date of expiry of BG), and in period of time subject to further that the PURCHASER have no right under this bond after the expiry of the above period from the date of execution and we....(the bank) shall be relieved discharged from all liabilities under this guarantee thereafter.

The conditions of these obligations are: -

- (1) If the Bidder does not fulfill or adhere to any of the conditions/clauses/points mentioned in the aforesaid Tender submitted by them.
- (2) If the bidder withdraws its bid/Tender during the period of bid/Tender validity specified by the bidder on the bid form/tender
- (3) If the Bidder backs out from their own commitment in connection with the aforesaid Tender and the relevant Purchase process
- (4) If the Bidder refuses to extend the bid security bank guarantee and bid/tender validity as asked by the PURCHASER.
- (5) If the Bidder fails or refuses to deposit/furnishes the requisite "Performance Security Deposit", whenever required,

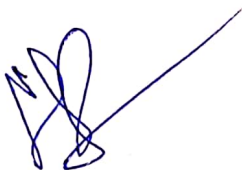
within the stipulated time limit.

We,.....(the bank) undertake to pay to the PURCHASER up to the above amount upon receipt of its first written demand, without the PURCHASER having to substantiate its demand, provided that in its demand, the PURCHASER will note that the amount claimed by it is due to it owing to the occurrence of one or all of the five conditions as mentioned above, specifying the occurred conditions or conditions.

This guarantee will remain in force till(date of expiry of BG); and any demand in respect thereof should reach the bank not later than the specified date/dates. Notwithstanding anything contained herein:

1. Our liability under this Guarantee shall not exceed Rs.
2. This Bank Guarantee shall be valid up to.....
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written Claim or Demand on or before the expiry date of this Bank Guarantee.

(Signature of the Authorized Signatory of the Bank with Authority No. and Rubber Stamp of the Bank) **Note: The above Bank Guarantee is to be submitted on Non Judicial Stamp paper of required cost and denomination as specified in the act.**



CHAPTER-6
LETTER OF ACCEPTANCE
OF TERMS AND CONDITIONS OF TENDER ENQUIRY

No.-----

Dated: May 2019

To,
The Director (Admin),
36th IGC
C-II, Pushpa Bhawan
New Delhi-110062

Dear Sir,

Having the conditions of contract and services to be provided we, undersigned, offer to provide services in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

We undertake to enter into contract within one week of being called upon to do so on our own expenses and agreement will be binding on us.

If our Bid is accepted, we will obtain the bank guarantee payable in favour of Secretary General, 36 IGC payable at New Delhi at least 14 months validity of a Schedule Bank for a sum of Rs. (Value of performance Security Deposit) for the due performance of the contract.

We agree to abide by this Bid for a period of 6 months from the date fixed for Bid opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.

Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.

We understand that you are no bound to accept the lowest or any bid, you may receive.

Dated:-
Place:-

(Signature of bidder with address & Seal).



FORMAT FOR THE TECHNICAL PROPOSAL

For Hiring Services of a Chartered Accountant Firm for the Maintenance of Accounts of the 36IGC

1	Name of the CA Firm & FRN (ICAI)	
2	Head office Address	
3	Address of office in Delhi	
4	Date of establishment of office in Delhi	
5	Telephone/Mobile	
6	Fax No.	
7	Email	
8	PAN No.	
9	Service Tax No.	
10	TAN No.	
11	Service tax registration no.	

Note – Proof of above mentioned information to be attached in the proposal.

12. Details of CAs Partners & Employee (Status as on 31.03.2017 ICAI Firm Card)

S. No.	Name of Partner/ Employee	Membersh ip No.	Designati on Partner/ Employee	Qualificati on (ACA / FCA)	Date of joining with the firm

13. Details of staff members

Sr.	Name	Qualification	Experience

14. Total Turnover (as per B/S attached along with IT Return)

Year	Turn-over (in Rs)	Profit (in Rs)

- 15. Experience in General (in no. of years from the date of Registration of firm):
- 16. List of Major Audit Accounts clients (Last two years 2015-16, 2016-17):
- 17. Experience in preparation of accounts of Autonomous Bodies under Govt of India /Govt. organizations:
No. of locations simultaneously: No. of such
assignments handled:



List of documents to be attached with the TECHNICAL BID

S.N	Details	Enclosure no.
1	Demand Draft for Security Deposit of Rs. 25,000/- in favor of "36 th International Geological Congress" drawn on any nationalized bank payable at New Delhi	
2	A copy of Partnership Deed if applicable	
3	A copy of letter from ICAI Institute mentioning Registration No. and details of Partners as up to date, Firm Status Card copy	
4	Copy of Audited Balance Sheets and Income Expenditure Statement for the last financial year	
5	Copy of Income Tax Returns and Service-Tax Returns for the last 3 financial years	
6	A Copy of PAN, TAN, TIN	
7	Copy of the Assignment of accounting and auditing of similar organizations (Societies, PSUs, ABS, Trust) of Govt. of India carried out during last 3 years	
8	A detailed profile of the Firm.	
9	List of the Staff with Name, Qualification & Experience.	
10	Certificate that the Firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any Government and/or Semi-Government entities and have not been barred from appointment by any Government and/or Semi Government entities.	
11	Undertaking that the firm has not been debarred by the ICAL for all male practices in accounting field.	

Certified that all above information are correct to the best of my/our information, knowledge & belief.

Dated:

Signature & seal of the Authorized person:



DECLARATION

I, Son/Daughter of Shri Proprietor/Partner/
 Director/ Authorized Signatory of M/s. am competent to sign this declaration and
 execute this Tender document.

- a. I have carefully read and understood all the terms and conditions of the RFP and hereby convey my acceptance of the same.
- b. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- c. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
- d. Our firm is neither blacklisted by any Government Department nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
- e. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Date :

Signature of the Authorized person

Place :

Person Full Name:

Mobile No:

Company Seal:

Note:

- i. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the tender bid document.
- ii. Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/-



FINANCIAL BID**ANNEXURE-VII****"Proforma for the financial bid to be submitted on the firm's letterhead"**

- A. With reference to RFP for engagement the services of a CA firm for maintenance of accounts of 36IGC, the professional fees for the said RFP would be Rs..... .. per month (Inclusive of traveling expenses, stationery expenses, communication expenses etc.) plus service tax as applicable from time to time.
- B. SELF DECLARATION FROM THE CHARTERED ACCOUNTANT FIRM

	No. of Partners & Paid CA	
	No. of other Staff	
	Turnover for the year 2015-16 in Rs. Lakhs	
	Years of Experience	
	Maintenance of accounts of autonomous bodies under Govt. of India/ Govt. organizations	

Date:



Authorized Signature

Company seal