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**राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्**  
**NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
Sri Aurobindo Marg, New Delhi 110016  
**Bidding/TENDER DOCUMENT**

**Tender for Engagement of Chartered Accountant**

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**Invitation for bid/tender for Engagement Chartered Accountant/Firm for preparation of Annual Account of the NCERT for the year 2017-18**

Accounts Branch of NCERT intends to engage Chartered Accountant/Firm for preparation of Annual Account for the year 2017-18, for a period of one year extendable further as per performance and with the approval of Competent Authority. Interested Chartered Accountant/Firm Consultants may send their particulars/bids to the Secretary, NCERT, Sri Aurobindo Marg, New Delhi.

1. A complete set of Bidding/Tender Documents may be obtained from:-
  - a. Senior Accounts Officer Room No.12, 2nd Floor, Dr. Zakir Hussain Block, NCERT New Delhi- 110016 by paying the cost of bidding/tender document i.e. Rs. 500/- by cash/Pay Order/Demand Draft in favour of "Secretary, NCERT payable at New Delhi". The bidding/tender document shall be obtained between 10.00 a.m. to 4.00 p.m. only on all working days.
  - b. The Bidding documents can also be downloaded from the NCERT website [www.ncert.nic.in](http://www.ncert.nic.in). In case the Bidding/Tender Document is downloaded from the website, the cost of bidding/tender document shall be paid by Pay Order/Demand Draft which will be drawn in favour of "Secretary, NCERT payable at New Delhi" and to be submitted along with the Bid. **If cost of bidding/tender document is not attached with the bidding document (Technical bid), the bidding shall be treated as invalid bid.**
2. **The last date for receipt of bid is 22<sup>nd</sup> January 2018 at 1:00 PM.**
3. **A Pre-bid meeting will be held on 15<sup>th</sup> January 2018 at 11:00 AM** in the Room of Chief Accounts Officer/IFA, NCERT in order to provide the bidders an opportunity to seek clarifications on all aspects of the Bidding Documents.
4. **Opening of Technical Bid will be held on 22<sup>nd</sup> January 2018 at 2:30 PM** in the room of Chief Accounts Officer/IFA,NCERT.

5. The Bidding Document may be sent by registered post or by speed post super-scribing **“Bidding document for preparation of Annual Account”** addressed to The Secretary, NCERT, Sri Aurobindo Marg, New Delhi 110 016 before the time and date stipulated for receipt of Bids. If the Bidding Document is delivered by hand, it will be the responsibility of the bidders to ensure that the completed Bidding Document is dropped in the sealed tender box available with Sr. Accounts Officer, Room No. 12, Second Floor, Dr. Zakir Hussain Block, NCERT. Mere handing over of the Bidding Document at the Reception Counter or at any other counter or room or person shall not be considered submission of Bid. Any delay, even postal delay, in receipt of Bids shall be considered late submission of Bid and such bids will be summarily rejected.
  
6. It may also specifically be noted that engagement of Chartered Accountant/Firm can also be terminated at any time without assigning any reason even before one year of his engagement as Tax Consultant.

**Sd/-  
Secretary  
NCERT**

## INTRODUCTION

National Council of Educational Research & Training (NCERT) is an autonomous body under MHRD its office at Sri Aurobindo Marg, New Delhi 110016. The NCERT follows GOI's rules in to-to and annual account is being prepared by NCERT in the format prescribed for all Central Autonomous Bodies with the view to bring uniformity and transparency in their accounts.

GOI, MHRD, Department of Higher Education has issued instructions to adopt a Uniform Accounting Standards in all the Educational Institutions and advised to all Central Educational Institutions including Central Universities to follow a Revised Formats of Accounts so that the new System of Accounting and financial reporting has been implemented in NCERT from the last year.

### 1. Procedure for Submission of Bid

- (i) The Tender set is divided into two parts i.e.
  - a. Part – I (Technical information) – this should be put into sealed Envelope No. 1 along with authorized signatory on each page.
  - b. Part – II (Price bid) – this should be put into sealed Envelope No. 2 along with authorized signatory on each page.

Both the Bids should be put into separate Envelope i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking "bid for the engagement of Chartered Accountant/Firm".

- (ii) Documents should be submitted in the Envelope No. 1 as per eligibility criteria of Bidding / tender document.
- (iii) After opening of the Tender Part 1 i.e. Technical Bid and analyzing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidders's Tender Part 2 (i.e. Price Bid as per Annexure A of Bidding/Tender document) will be opened with the approval of *Competent Authority*.
- (iv) Secretary, NCERT reserves right to accept/reject any Tender without assigning any reason.

### 2. Amendment of Bidding Documents

- (i) At any time prior to the deadline for submission of Bids, the NCERT may amend the Bidding Documents by issuing an addendum.
- (ii) The amendment will be notified in writing or by fax to all prospective bidders who have directly purchased the Bidding Documents from NCERT, and will also be displayed on NCERT's website.. The amendment will be binding on all the bidders.
- (iii) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the NCERT may, at its discretion, extend the deadline for the submission of Bids.

### **3. Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NCERT, shall be written in English or Hindi language, provided that any printed literature furnished by the

Bidder may be in another language so long as it is accompanied by an accurate translation in English/Hindi of its pertinent passages.

### **4. Bid Prices**

- (i) Bid Prices will not be adjusted for any conditional or unconditional circumstances.
- (ii) Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to variation on any account.
- (iii) A Bid submitted with any different adjustable price quotation will be treated as no - responsive and rejected.
- (iv) Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

### **5. Eligibility Criteria (Essential for Technical Bid)**

- (i) The firm should have minimum 3 years of experience in relevant field of PSU/Govt. Department or any other large scale company preferably during 2014-17. The firm should provide the list of at least two clients for which they have rendered services in the past.
- (ii) **The firm should have its office in Delhi/NCR**
- (iii) Photocopy of Pan Card, Photograph of owner/partner to be attached.
- (iv) Regn./Licence No. & Date and valid and its validity may be attached.
- (v) GST No may be attached.
- (vi) Name of the Bankers
- (vii) Present assignments in hand if any.

**(All supporting documents should be attached duly signed and stamped otherwise no cognisance with regard to mere filling up the documents will be taken.)**

### **6. Documents Establishing Bidder's Eligibility and Qualifications**

The Bidder shall provide documentary evidence of his/her eligibility and qualifications to perform the contract (to NCERT's satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/tender document.

## **7. Deadline for Submission of Bids**

- (i) Bids must be received by the Secretary. NCERT at the address specified not later than the time and date specified in the Bidding Data Sheet. In the event of the specified date for the submission of Bids being declared a holiday for the NCERT, the Bids will be received up to the appointed time on the next working day.
- (ii) The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.
- (ii) If the Bid is to be delivered by hand it shall be the responsibility of the Bidders to ensure that the completed Bidding Document is dropped in the sealed tender box available in RoomNo.12,Second Floor, Dr. Zakir Hussain Block, NCERT in the office of CAO/IFA,NCERT.

It may also be noted that any delay, even postal delay in the receipt of Bids would be considered late submission of Bid and the Bid would be rejected. Mere handing over of the Bidding Documents at the Reception Counter or at any other counter or room or person shall not be considered as submission of Bid.

## **8. Job Description**

### **Preparation of Annual Account for the year 2017-18**

- a) NCERT will provide only the Receipt and Payment Statement alongwith all relevant documents viz assets and liabilities statement received from all constituent units with reference to sales of books, procurement of paper, procurement/disposal of equipment and furniture, purchase of books for library.
- b) The Annual Account of NCERT will be prepared in New Accounting System (in the prescribed format)
- c) Annual Account consists of the following statement
  - a. Balance Sheet
  - b. Receipt and Payment Statement
  - c. Income and Expenditure
  - d. Preparation of Schedule/Annexure of the annual account
- d) The CA/Firm will require immediately the documents/information which are necessary for preparation/completion of annual account, after awarding the contract
- e) Notes on Accounts will also be prepared
- f) Providing of consultancy for any confusion/dispute regarding clubbing of figures in annual account
- g) After completion of job assigned, CA/Firm has to assist to sort out the observations of audit, if any query raised by Audit.

- h) In addition to above, the CA/Firm will provide a separate statement of clubbing of figures in each and every annexure for clarity where it is necessary.
- i) The job must be completed within a month after awarding the contract

#### **9. Award Criteria**

The NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

#### **10. Fraudulent and Corrupt Practices**

NCERT requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988, and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

#### **11. Time for completion of work**

The work should be completed within **one month** from the date of award

#### **12. Terms of Payment**

The payment will be made in two instalments after preparation of Annual Account as under:

- a) 90% of price bid after preparation of annual account of the NCERT.
- b) 10% of price bid after receipt of the Audited Account from C&AG.

#### **13. SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:**

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

**Secretary, NCERT, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contract.**

**Annexure "A" for technical bid only (Eligibility Criteria for Technical bid as per clause no. 5 of Tender Document) to be filled by the applicant**

1.	2.	3.	4.
Name the of Firm	Mention 3 years experience as per clause no. 5 (1)	Address of the office in Delhi	Pan card no. of the firm

6.	7.	8.	9.
Regd./License no. and date and its validity upto	GST No.	Name of the banker	Details of Present assignment in hand

All supporting documents should be attached duly signed and stamped along with the Annexure otherwise no cognigence with regard to mere filling up the documents will be taken.

Signature and stamp of authorized signatory



**Annexure "B" for financial bid only.**

**PROFESSIONAL FEES**

<b>Particulars</b>	<b>Basic Rate</b>	<b>Service Tax</b>	<b>Total</b>
Lump sum amount			

The rates quoted should be inclusive of all incidental expenditures like conveyance, photocopy charges, typing charges, generation of forms etc.

Name of firm

Name of owner/partners

Address of a firm

Sign and stamp of authorised signatory