

**Pandit Dwarka Prasad Mishra  
Indian Institute of Information Technology,  
Design & Manufacturing Jabalpur**

Tender document for Hiring of Services of Chartered Accountant for the F.Y 2018-19.

**Bidding Schedule**

The detailed schedule for the same is as follows:-

1. Price of Bid documents : Rs. 500/- (Payable in the form of Demand Draft in favour of Registrar, PDPM IIITDM Jabalpur).
2. Issue of blank Bid documents : Tender Document will be available on the Institute's website and it may be downloaded and be sent along with required tender fee.
3. Amount of earnest money deposit : Rs. 5000/- (Rupees Five thousand only)
4. Date of Pre Bid Meeting : **08-05-2018**
5. Last date & timing of submission of tender document : **15-05-2018**
6. Date and Time of Opening of Technical Bid : **16-05-2018**
7. Date and time for opening of Financial Bid: **18-05-2018**
8. Bidding Procedure **Envelope A:** Singed Tender Document & documents pertaining to technical details/eligibility and EMD &tender fee.  
**Envelope B:** Commercial Bid

**Tender document contains total 10 pages.**



## 1. SCOPE OF WORK

- 1.1 I) Work is mainly bifurcated in two parts:  
A) Part 1: Institute Accounts  
B) Part 2: Other Accounts

### 1.2 Details of work part 1: Institute Account

- a) Bank Reconciliation, Trial Balance, Statement of Expenditure, Utilization of grant and finalization of Annual Accounts.
- b) Checking of vouchers, receipts & payment, cash book etc., Assets register, Liability register, advance register, adjustment of income accrued.
- c) Depositing of various statutory dues/taxes of the institute to the concern authority, filing of returns and solving the problems if any in these matters. The actual details of dues/taxes to be dealt with may be taken from our office, if required before accepting the offer.
- d) To provide advice on Tax matters and liaison with tax authorities (Income tax, Labour cess and GST etc.) including TDS related to employees, contractors etc. and filing of returns thereof.
- e) Assisting in making the reply of statutory audit for any of financial year.
- f) Submission of Quarterly report after internal audit of the accounts and providing advice for corrective methods.
- g) To advise on any other matter related to finance & accounts, not mentioned above.
- h) To coordinate with Chartered Accountants previously hired by the Institute to finalize any matter due for the agreement period.

### 1.3 Details of work part 2: Other accounts

- i. Other accounts means Hostel accounts (Hall 1 Account, Hall 3 Account, and Hall 4 Account), Student gymkhana account, library account, Mess account and any other Account of workshop or conference held during the period.
- ii. To maintain day to day accounting work for all the accounts mentioned in 1.3(i) work includes maintaining of all accounting records viz. maintaining cash book, cheque issue register, expenditure ledger, journals etc.
- iii. Internal audit.
- iv. To maintain accounting record as per 1.3(ii) and to provide internal audit report for all these accounts mentioned in 1.3(i) for FY 2018-19.
- v. For each of the account mentioned in 1.3(i) service provider shall provide service as under:
  - (a) Bank Reconciliation, Trial Balance, Statement of Expenditure, Utilization of grant and finalization of Annual Accounts.
  - (b) Checking of bills, vouchers, receipts of fee etc., statement of addition of Assets, registers, adjustment of income accrued.
  - (c) Depositing of various statutory dues/taxes of the institute to the concern authority, filing of returns and solving the problems if any in these matters. The actual details of dues/taxes to be dealt with may be taken from our office, if required before accepting the offer.
  - (d) To provide advice on Tax matters and liaison with tax authorities (Income tax, GST etc.) including TDS related to employees, contractors etc. and filing of returns thereof.



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- (e) Assisting in making the reply of statutory audit for any of financial year.
- (f) Submission of Quarterly report after internal audit of the accounts and providing advice for corrective methods.
- (g) To advise on any other matter related to finance & accounts, not mentioned above.
- (h) To coordinate with Chartered Accountants previously hired by the Institute to finalize any matter due for the agreement period.

#### 1.4 Manpower:

- a) One dedicated CA, who has an experience of at least 03 years, for the Institute for the works as mentioned above.
- b) Two manpower for day to day work of the Institute as mentioned above.

### 2. TECHNICAL REQUIREMENTS:

- 2.1 Tenderer must be registered CA firm as on the date of Bid opening.
- 2.2 Tenderer must not have been convicted by the court of law. (He must give a declaration).
- 2.3 The annual turnover of the bidder should be minimum Rs.25 lakhs on average basis for a period of last three financial years. (FY 2016-17, 2015-16, 2014-15)
- 2.4 Tenderer should have experience of at least three years in preparing financial statements and internal audit reports of educational institutes and out of which one year should be in an educational institute of Government of India.
- 2.5 GST registration should be available with the bidder.
- 2.6 Tenderer should have registered head/branch office in Jabalpur (M.P.).
- 2.7 Copy of authority letter to sign tender and related documents or ICAI constitutional certificate.
- 2.8 Name & experience detail of CA to be deployed along with his/her ICAI registration certificate

### 3. COMMERCIAL BID:

Shortlisted interested parties on the basis of technical requirements will be intimated prior to opening of commercial bid.

### 4. PERIOD OF CONTRACT

The contract shall initially be for financial year 2018-19. However, strictly on the basis of the satisfactory performance it may be extended for a period extending up to next financial year at the sole discretion of the Director, PDPM IIITDM Jabalpur on the same terms and conditions or as decided by the Director.

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## 5. RIGHT TO ACCEPT / REJECT ANY BID

PDPM IIITDM Jabalpur reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

## 6. PERFORMANCE SECURITY

The successful bidder will have to furnish a Performance Security of an amount of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of Registrar, PDPM IIITDM Jabalpur payable at Jabalpur. No claim shall be made against PDPM IIITDM Jabalpur in respect of interest if any due on the Performance Security.

## 7. CORRUPT OR FRAUDULENT PRACTICES

(i) PDPM IIITDM Jabalpur requires that the Bidder under this bid observes the highest standards of ethics during the procurement and execution of such contract.

(ii) In pursuance of this policy, the terms are set forth as follows:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution.
- b) "Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or execution of a contract to the detriment of the Department and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Department of the benefits of the free and open competition.
- c) PDPM IIITDM Jabalpur will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d) PDPM IIITDM Jabalpur will declare a firm ineligible, either indefinitely or for a specified period of time, for award of the contract if at any time it determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

## 8. PENALTY

(i) In case the service provider fails to execute the work, a penalty will be imposed which has to be decided on the gravity of the complaint by the Director, PDPM IIITDM Jabalpur.

## 9. FORFEITURE OF EMD / PERFORMANCE SECURITY

The Earnest Money may be forfeited if a Bidder withdraws its tender during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- a). To sign the contract in accordance with the terms and conditions.
- b). To furnish Performance Security as specified in the terms and conditions within specified period.

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## 10. SUBMISSION OF BIDS

The complete tender document may be submitted in the office either by hand or be sent through post.

## 11. CONDITIONS OF TENDER

- a. The contract is for financial year 2018-19 and work as described in Scope of Work as clause 1 of the tender document. The contract may be terminated by either party after giving a notice period of one month.
- b. Tenderer should give his/her full permanent as well as temporary address in tender form and also provide name, address, and contact details of CA who will take care Institute work.
- c. The tender document will remain valid for sixty days from the date of opening.
- d. No compensation will be allowed for fluctuation in the market rates.
- e. Tenderer, whose proposal, is accepted, have to signs the contract within 10 days after he is required to do so.
- f. The successful interested party shall be required to enter into an agreement with the Institute. The schedule of quantity and prices filled in by the successful tenderer and the conditions of contract, the conditions of tender of the successful interested party and letter of acceptance of the tender shall form a part of the agreement to be signed. The cost of the Stamp Paper required for the agreement will be borne by the successful bidder.
- g. The tender document in sealed cover, superscribed "**Tender for Hiring of Services of CA for the FY 2018-19 for PDPM IITDM Jabalpur**" shall be received on or before **last date of submission of tender document**.
- h. The Institute reserves the right to accept or reject any tender without assigning any reason thereof.
- i. Tenderer who do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.
- j. Tenderer shall have to sign the all the pages of tender documents.
- k. Tenderer is not allowed to make additions/ alterations in the tender document, such additions and alterations shall be at the tenderer's own risk and the tender document is liable to rejection. Conditional documents shall not be accepted.
- l. Timings for work will be office working hours on working days of the Institute.
- m. Subletting of the work will not be permitted.
- n. This contract is subject to the legal jurisdiction of Jabalpur (MP).
- o. The service provider will get his employees verified from civil Police. No employee/visitor will be allowed inside institute who does not have security pass issued by the Institute. .



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- p. In case of any dispute the decision of the Institute will be final and binding on both the parties.
- q. Salary of employees/articles of the CA firm shall be as per guidelines of ICAI and GOI.
- r. The service provider shall have in no manner any right, title or interest in any document of the Institute and should in no manner use other than as prescribed in contract agreement.
- s. In case of any public holiday/ Institute holiday on any scheduled date, the same scheduled work will be done on next working day.
- t. All statutory dues be deposited and returns be filed or certificates be prepared as per concerned act or law in force. Quarterly internal audit report to be provided before last day of next month. Vouching, reconciliation, etc. for all accounts of both parts of work be done on monthly basis.

  
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## SECTION - II

### Conditions of Contract

#### 1. PERFORMANCE SECURITY

The amount of Performance Security shall be liable to be forfeited if performance found unsatisfactory. The Performance security is also liable to be forfeited if the service provider:

- (i) Fails to adhere to the terms of the Contract.
- (ii) Delays in execution of work.
- (iii) Over charges.

#### 2. TERMINATION FOR DEFAULT

The Institute may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder terminate the contract in whole or part:

- (a) If the bidder fails to provide any or all of the services within the period(s) specified in the contract.
- (b) If the bidder fails to perform any other obligation(s) under the contract.
- (c) If the bidder, in the judgment of the Institute has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

#### 3. CONDITIONS OF PAYMENT

Payment will be made to service provider after receiving satisfactory report of work from officer/faculty in charge as per clause 1 **Scope of work** and rates as mentioned in **commercial Bid** and as per contract agreement.

#### 4. ARBITRATION

The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Institute and the Bidder in connection with or arising out of the contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration of the Director, PDPM IITDM Jabalpur who shall give written award of his decision to the Bidder. The decision of the Director, PDPM IITDM Jabalpur will be final and binding.

#### 5. PENALTY

Work is time bound, each and every work should be completed in due time or a penalty @ 1% per week will be imposed. All statutory dues be deposited and returns be filed or certificates be prepared as per concerned act or law in force. Service provider is required to provide quarterly internal audit report before last day of next month. Vouching, reconciliation, etc. for all accounts of work be done on monthly basis.



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## ANNEXURE -A





Check list

S.N.	Particulars	Attached Yes/No	Remarks
1	Copy of valid Registration		
2	Declaration for not convicted by the court of law Annexure B		
3	Copy of audited financial statement for the last three financial years (mention total turnover for three years in remarks column)	FY 2014-15: FY 2015-16: FY 2016-17:	
4	Copy of experience certificate for last three years in educational Institutes, out of which at least one year in educational institute of GOI. (Certificate(s) required, work orders will not serve the purpose)	FY 2014-15: FY 2015-16: FY 2016-17:	
5	Copy of GST registration (mention GST registration number in remarks column)		
6	Copy of ITR of last three financial years	FY 2014-15: FY 2015-16: FY 2016-17:	
7	Tender Document (all pages) signed by tenderer		
8	Registered Head office or Branch at Jabalpur		
9	Copy of authorization letter/ICAI constitutional certificate showing name		
10	Tender Fee		
11	EMD		

(Signature of the Tenderer)  
With name and Seal

Place : \_\_\_\_\_

Date : \_\_\_\_\_

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**ANNEXURE – B**

Tender document for Hiring of Services of Chartered Accountant for the F.Y 2018-19.

**Declaration of Bidder**

1. I / we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
2. I / we agree to abide all terms and conditions mentioned in tender document.
3. My / our firm has not been convicted by the law of court.

Signature and Seal  
Complete address of the bidder  
with Phone/ Fax & Mobile No.



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Handwritten signature and name: J. BOM

Commercial Bid

Name of Account	Amount in figures	Amount in words
Part-1 Institute Accounts		
Part-2 Others Accounts		

1. Rates quoted above shall be inclusive of all taxes.
2. In case of any discrepancy in rates quoted in figures and words, rates quoted in words shall be considered.
3. In case quoted rates (up to whole rupees) of two or more firms are same then reverse auction shall be done with those firms only.
4. In any extension beyond FY 2018-19 no enhancement on quoted rates shall be considered.