

## **DETAILED TERMS AND CONDITIONS FOR PROVIDING SERVICES OF FIRMS OF CHARTERED ACCOUNTANTS.**

### **Qualification Criteria**

In the pre-qualification bids, the tenderer should submit proof of fulfilling the following conditions:-

1. The firm should have been in practice for the last 10 years as on 31.03.2014.
2. The firm should have a turn over of atleast Rs.25.00 lac. per annum in the field.
3. The firm should have atleast 3 Chartered Accountants.
4. The Firm of Chartered Accountants shall have at least one FCA Partner
5. The firm should be registered with the Association of Chartered Accountant of India and C.A.G. of India.
6. The firm should certify that they have not been black listed by the Association of Chartered Accountant or C.A.G. of India etc.
7. The firm should submit a list of atleast 10 clients covering Government, Public and private sectors undertakings.
8. The firm should be registered with Income Tax Department and have a PAN/GIR/Service Tax Number.
9. EMD in the shape of bank draft of Rs.20,000/- in favour of the Chief Executive Officer, Excise and Taxation Technical Services Agency, payable at Patiala.
10. The CA Firm should be of Patiala/Chandigarh.
11. Complete address (name, phone number, fax number, e-mail address) and name of the responsible authorized representative of the firm should be attached.
12. The firm should submit a declaration to accept all the terms and conditions and shall comply with them strictly.

### **Other terms and conditions and Scope of work**

1. To carry out internal audit and report on monthly basis. The CA Firm should start the work within ten days of each month-ending and submit the report within a fortnight. They will also formulate system and procedure, where required so that mistakes are minimized and proper accounts are maintained.
2. The firm will update the accounts of ETTSA on daily basis in the accounting software maintained in ETTSA.
3. Preparation and certification of accounts such as cash book/ Bank book, ledgers, Journal and annual accounts including Balance sheet etc. by April end of next financial year. The firm will be required to ensure that the books of accounts are maintained duly updated along with the supporting vouchers. All the financial transactions will be thoroughly checked and the recording of their effect properly ensured. Checking of all major payments, tenders and their administrative & financial approval.
4. Preparation of monthly/yearly bank reconciliation statement of the bank accounts and passing of adjustment entries.
5. Proper accounting/indenting of stores, inventory, physical verification of all inventory and reconciliation and neutralization of difference as per accounts and as per the physical verification.
6. Checking of stock register and updation at the time of purchase and issue of stock. Physical checking of stock and reconciliation with stock register.

7. Advice on the Deduction of tax at source. Preparation and timely filing of monthly/quarterly/yearly returns to the Income Tax /service tax or any other Department.
8. Checking and defending cases with the Income Tax Department/ courts.
9. Checking of the log books of the vehicles.
10. To advise agency on legal/financials matters for instance on cases relating to Society acts and rules, IT act and rules, Service tax rules and Labour laws and so on.
11. To advice on the cases relating to the investment of funds of ETTSA.
12. To provide Accounting /financial training to the Accounts and Finance staff.
13. Bifurcation of the interest earned on the investment of various special funds/fixed deposits and other such associated entries.
14. To give advice on Financial matters in the agenda items of meetings of the Governing Council and Finance Committee of ETTSA.
15. The initial Contract period shall be for one year, subject to the satisfactory performance of the vendor to be judged by the client, the contact may be continued on the same terms and conditions.
16. Any other work assigned by ETTSA.
17. Successful bidder shall provide a bank guarantee of the value of Rs.1,00,000/- in favour of the Chief Executive Officer, Excise and Taxation Technical Services Agency, Patiala which shall be valid for the entire duration of the contract. ETTSA reserves the right to encash this Bank Guarantee in case of any recovery/penalty.  
The firm shall have to get the Bank Guarantee replenished in such case and at any time the defined amount of Bank Guarantee shall be maintained.
18. Payment shall be made on monthly basis on completion of all the assigned tasks every month.
19. Empanelled firm/organization would be granted the work on the strict understanding that the quality of services is up to the satisfaction of ETTSA. There can be no compromise on this issue. Any lapse in this regard may invite a penalty of Rs.10,000 at the first instance, Rs.20,000 at the second stance and a show cause Notice for termination of contract if the situation shows no improvement. If for any reason the firm/organization is not in a position to render the service as required under the scope of work or to maintain the service standard (s) required ETTSA shall be entitled to hire the services from any other firm at the risk and cost of L-1 Firm.
20. Any Penalty/Charges imposed by Income Tax/Service Tax department due to late/wrong filing of returns/balance sheet or any other document which is under the scope of the CA firm will be their responsibility and shall be deducted from the due payments of the firm.
21. ETTSA may at any time terminate the contract by giving written notice to the vendor without compensation to the vendor. Provided that such termination will not prejudice or affect any right of action or remedy which has accrued.

22. Offer should be in two covers, one super-scribed as "Pre-qualification/ Technical bid" the Second super-scribed as "Financial bid". These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical bid and financial bids for appointment of Chartered Accountants firm".
23. The format of Pre-qualification/technical bid is appended at "Annexure-A"
24. The format of financial bid appended at "Annexure-B"

**ANNEXURE-‘A’**  
**Pre-Qualification/Technical Bid Format for “Empanelment  
Chartered Accountants Firm”**

**(I) PRIMARY DETAILS**

1. Name of the Chartered Accountant Firm
2. Office Address
3. Contact Telephone No.
4. Contact Mobile No.
5. Fax number.
6. E-mail address
7. PAN No. **(Attach Proof)**

**(II) PRE- QUALIFICATION DETAIL**

8. Registration with VAT / Service Tax **(Attach Proof)**
9. Experience of last 10 years as on 31.03.2013 **(Attach Proof)**
10. Turn over of atleast Rs.25.00 lac. Per annum in the field. **Attach Proof** in the shape of latest Balance Sheet.
11. The firm should have atleast 3 Chartered Accountants. **(Attach Proof)**
12. The firm of Chartered Accountants shall have at least one FCA Partner.
13. Registration with the Association of Chartered Accountant of India and C.A.G. of India. **(Attach Proof)**
14. List of atleast 10 clients covering Government, Public and Private Sector Undertakings. **(Attach Proof)**
15. The firm should certify that they have not been black listed by the Government or any Public and private sectors undertakings or Association of Chartered Accountant or C.A.G. of India etc.**(Attach certificate)**
16. The CA Firm should be of Patiala/Chandigarh. **(Attach Proof)**
17. Name of the responsible authorized representative of the firm.
18. The firm should submit a following declaration:-

**“Acceptance**

*I/We hereby declare that all the terms and conditions of tender document has/ have been read by me/us and I/we accept all the terms and condition mentioned in the tender and shall comply with them strictly.*

Name of authorized signatory:

Signature:

Name and address of tenderers:

Seal of Firm:

Date: “

19. DD Details:

	<b>DD No. &amp; Date</b>	<b>Value</b>	<b>Name of Bank with Branch</b>
<b>Towards Tender Fee</b>		INR 500/-	
<b>Towards EMD</b>		INR 20,000	

**(III) TECHNICAL DETAILS**

Copies enclosed

- |  |          |
|--|----------|
| (i) If the Tenderer is a Firm / Company, please enclose copies of the Memorandum & Articles of Association : | YES / NO |
| (ii) Information of existing Business / transactions being operated by the Tenderer – Furnish details        | YES / NO |
| (iii) Details of the authority vested with the Tenderer for making the offer in case of Company.             | YES / NO |

**(IV) DETAILS TO BE SUBMITTED**

- (I) The Firm of Chartered Accountants shall have at least one FCA Partner
- (II) The Firm of Chartered Accountants / Partner shall disclose that they have no direct and / or indirect interest in accepting the assignment of ETTSA.
- (III) The firms having prior experience of internal audit in similar environment or of government should mention the type and nature of the assignment

**DECLARATION**

I/We hereby declare that I/we have read the terms and conditions contained in the Tender Document Notification before submitting the Tender and I/we am/are furnishing the above information to the best of my/our knowledge and information. In case Agency finds that any of the information furnished by me/us is false at a later date, I/we am/are liable for the action being initiated by the Agency, against me/us including cancellation of my/our contract without giving any notice.

NAME & ADDRESS OF TENDERER  
WITH SEAL AND SIGNATURE

**ANNEXURE-“B”**

Financial/Price Bid Format for “Empanelment of Chartered Accountant Firm”

Particulars to be furnished by the Terderer

I/We am/are furnishing here-under my/our particulars and rates for “Empanelment of Chartered Accountant Firm” in ETTSA.

1) Name & Address of the C.A. Firm:

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2) I/We offer the following rate per month.

Rs..... per month (inclusive of all taxes, duties, levies etc.)

NAME & ADDRESS OF TENDERER  
WITH SEAL AND SIGNATURE