

**REQUEST FOR PROPOSAL (RFP)
FOR**

**HIRING OF CA FIRM/LLP FOR PREPARATION OF ANNUAL
ACCOUNT AND FILING OF ITR/TDS RETURNS OF
NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE(NCPSL)
NEW DELHI F.Y 2023-24**



**राष्ट्रीय सिंधी भाषा विकास परिषद
NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE
Ministry of Education/ शिक्षा मंत्रालय
Govt. of India / भारत सरकार**

**West Block No. VIII, Wing – 7 1st Floor, Sector- 1, R.K Puram New Delhi-
110066**

**पश्चिम खंड VIII विंग स7 .,प्रथम तल, आर .के पुरम से 1- .नई दिल्ली 110066-
वेबसाइट / Website –www.ncpsl.gov.in फोन / Phone: 011 -26180104-06
ईमेल / Email : – dir.ncpsl.edu@nic.in**

F.No. 1-130/2023-24/Estt./NCPSL

HIRING OF CA FIRM AT NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE (NCPSL), NEW DELHI FOR THE FINANCIAL YEAR 2024-25.

1. INTRODUCTION:

National Council for Promotion of Sindhi Language (NCPSL) is a fully funded autonomous body under the Ministry of Education, Department of Higher Education, Government of India, established in the year 1994 with its main aim to promote, develop and propagate the Sindhi Language across the Country.

2. The Council intends to:

- a) Invites tender from Chartered Accountants/ Cost Accountant Firms for hiring of CAG empanelled CA Firm for preparation of books of accounts and financial statements for the Financial Year 2023-24 onwards. The selected Chartered Accountants/Cost Accountant Firm may further be extended for two more financial years at sole discretion of NCPSL if the performance of the auditor is found to be satisfactory in the year under consideration. The extension will be on same terms & condition.
- b) The interested CA/CWA firms should apply and submit their tender and the bids along with copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed from **April 2024 from 10.00 A.M to 31st March 2025 upto 05.00 P.M.** The interested Chartered Accountancy Firms may submit their bids/quotation for the above mentioned work addressed to the **“Director, NCPSL, West Block-VIII, Wing—7, First Floor, R.K Puram Sector-1, New Delhi-110066”**; in a **sealed envelope super-scribing: Quotations for Engagement of Chartered Accountant firm**. Tender documents are also available **for viewing** on the “tenders” link of the NCPSL website i.e. <http://www.ncpsl.gov.in>.
- c) Applications to this tender will be accepted only through the offline mode. No other mode of application will be considered **& application will not be accepted.**
- d) The tender should be accompanied with Earnest Money of Rs.10000/- for each quotation quoted for by way of Demand Draft/Pay Order on any Nationalized Bank in Favour of “the Director, NCPSL, may be submitted along with the technical bid, failing which the bid shall not be considered valid..

Note: Exemption from Submission of EMD as per GOI Rule. Those CA/LLP firms exempted to pay EMD cost are required to submit the certificate issued by the concerned department (like –MSME, NSIC etc.).

The technical bid will be opened at NCPSSL, New Delhi on 25th April 2024. The Financial bid will be opened only of those bidders who qualify the technical bid as provided in **PARA 4 & 4.1.**

- e) The interested CA/LLP firms are advised to read carefully the entire tender document before submitting their tender and the **tender documents not received** in prescribed format and/or are found incomplete in any respect will be summarily rejected.
- f) In case of any further clarification required relating to this tender , the same may be sought from the following officers of NCPSSL:-
 - (Query related to scope of work & tender document):- Junior Administrative Cum Accounts Officer, NCPSSL, New Delhi -110066, Email:- dirncpsl.edu@nic.in , Mob. No:- 7989706245.

2. PRE-ELIGIBILITY CRITERIA:-

The interested CA/LLP firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender. They are also required to submit the relevant documents as mentioned in **para 3.1** for each of the eligibility criteria:-

- a) **EMPANELLMENT WITH C&AG:** The CA/LLP Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2021-22, 2022-23, 2023-24.
- b) **EXPERIENCE:** The CA/CWA Firm should have experience of at least five (05) years from the date of registration of the firm. As on date of opening of Technical bid.
- c) **NO. OF PARTNERS:** The CA/CWA firm should have at least two (2) partners on the date of tender submission.

ANNUAL TURNOVER OF THE FIRM: The annual turnover of the interested CA/CWA Firm shall not be less than Rs. 50 lakh for the last financial years i.e. 2022-23,

LOCATION OF CA FIRM's OFFICE: The CA/CWA firm should have the registered / main office in Delhi/NCR. In case the CA/CWA firm does not have registered / main office in Delhi or NCR then it should have a branch office in Delhi NCR. Further, the CA/CWA firm shall provide a list of their branch offices located across India.

3.1 Documents required for Pre Eligibility Criteria

The Bidder's shall meet the following Eligibility Criteria for quoting the bid and the proof for the Eligibility should be provided:

<u>Sl. No.</u>	<u>ELIGIBILITY CRITERIA</u>	<u>DOCUMENTS REQUIRED TO SUBSTANTIATE THE SAME</u>	<u>Document attached yes/no</u>
a	EMPANELLEMENT WITH C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b	Taxpayer Information The bidder should have been registered with the Tax Department	a. Income Tax Registration (PAN No/TAN No.) b. GSTIN Registration	
c	REGISTRATION: with ICAI/ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/ members of firm.	
d	NO. OF PARTNERS.	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India of each partner/ member.	

g	ANNUAL TURNOVER OF THE FIRM: Details for annual turnover for – FY 2022-23:	a. Copy of audited balance sheet and profit & loss account for the F.Y. 2022-23	
h	LOCATION OF CA/CWA FIRM'S OFFICE	Proof of having Office in Delhi/NCR	
	Information Sheet	As per Annexure I	
	Earnest Money Deposit	Bid Declaration Certificate as in Annexure II	
i	Technical bid Documents	As per Annexure III	
j	Tender Acceptance & NON Blacklisting Certificate	To be filled in the specified format as per Annexure IV.	
k	Price Bid	As Prescribed in Annexure V	
	All supporting documents to be submitted should be self-attested by the bidder.		

3.2 Pre-Qualification Eligibility Evaluation

1. Bidders fulfilling the pre-qualification criteria shall only be shortlisted.
2. NCPSL will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed & stamped and whether the bids are generally in order.
3. The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bid document. The bids, which do not meet the basic requirements, are liable to be treated as non – responsive and will be rejected.

4. The following are some of the important aspects, for which a bid shall be declared non – responsive during the evaluation and will be rejected:

- a) EMD Certificate not deposited
- b) Undertaking not provided
- c) Each page of tender documents are not signed and not submitted
- d) Bid validity 180 days from the date of Opening Technical bid
- e) Poor/ unsatisfactory past performance
- f) Incomplete information
- g) Lack of required documents

4.1 TECHNICAL BID EVALUATION

- 1. The bidders who clear the prequalification norms shall only be considered for technical evaluation.
- 2. Technical bid will be examined to determine the completeness of each document submitted.
- 3. If any of these documents or information is missing, the offer shall be rejected.
- 4. The technical evaluation will consist of profile of the bidder and proposal.

4.2 Evaluation of Technical Bid (The Rating Sheet)

The Pre eligible bids received will be evaluated in terms of following parameters and points will be given as defined below. Further the points will be awarded to the bidder on the following basis:-

S.no	Particular	Max point	Basis for awarding of Points
1.	Experience of the firm	25	5 points and additional 0.5 Point for additional year of Firm's Registration beyond 5 years
2.	No. of Qualified Partners:	25	2 Marks to each Associate member and 3 Marks to each Fellow Member
3.	No of Qualified CA's/CWA's Employee	25	2 Marks to each Associate member and 3 Marks to each Fellow Member
4.	Turnover of the bidder firm	25	Atleast Rs.50.00 lakh
	Total	100	

Note:

- i) If any bidder not fulfilling any of the above Pre-qualification criteria need not submit their bid as their bid shall be liable to be summarily rejected.
- ii) The Firms securing at least 50% marks based on above system shall be considered as qualified and eligible for opening of financial bid.

5. FINAL COMBINED EVALUATION PROCESS OF BID

The Technical and Price Bid of technically qualified bidder shall be evaluated separately.
Technical Bid Evaluation Criteria - All qualified bids will be evaluated as per the score provided in clause 3.1 & 4.1.

Note: In case of tie (if more than one CA/CWA Firm quoted equal rates), NCPSSL has right to decide on the basis of draw in the presence of bidder & NCPSSL.

6. SCOPE OF WORK:-

The NCPSSL scope of work shall include the following (this is an illustrative but not exhaustive list):-

S.No.	Description of Audit	Timeline
1.	For Preparation of Annual Accounts	30 th April of every financial year and the financial statement should be completed before 30 th June of every financial year
2.	Filing of ITR Return	On due date
3.	Filing of TDS Return	On due date

7. DUTIES OF CA Firm:

- (a) The books of accounts and financial statements are to be conducted for two years beginning from the Financial Year 2024-25 onwards.
- (b) The date of completion of books should be 30th April of every financial year and the financial statement should be completed before 30th June of every financial year.
- (c) The books of accounts should be prepared on monthly basis and includes TDS on salaries, contractors, professionals and bank reconciliation statements.
- (d) The firm is also expected to prepare Utilization Certificate and checking of Fixed Assets register on quarterly basis.
- (e) To prepare the cash book.

PAYMENT SCHEDULE :-

The payment shall be made as follows:

Payment will be made on quarterly basis

.10 TERMS AND CONDITIONS:-

1. Initially the CA Firm will be hired for the financial year i.e. 2024- 25. However, NCPSL may extend the tenure for next two financial years i.e. 2025-26 and 2026-27 **with a 5% escalation per annum upon satisfactory performance**. Other terms & condition on extension will remain same. The extension will be made for each financial year separately at the sole discretion of NCPSL. The hiring of CA firm at NCPSL cannot be for more than three years in total.
2. Each page of supporting documents is required to be signed by the any Partner of CA/LLP Firm.
3. Tender shall be submitted in prescribed/official tender document only. If submitted in any other form, the same shall be summarily rejected.
4. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
5. Upon verification, evaluation/assessment, if in case any information furnished by the firm is found to be false/ incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
6. **PERFORMANCE GUARANTEE:** The successful bidder is required to submit performance guarantee of 10% of Contract Value or Min. Rs.10, 000/- as per OM no. F.9/4/2020-PPD dated 12.11.2020 by Govt. of India. PBG may be in the form of Bank guarantee, Demand Draft in favor of Director, NCPSL, New Delhi and validity must be 180 days beyond the contract period. (Non-Interest bearing).
7. Whenever deemed necessary, NCPSL may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered.
8. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
9. NCPSL reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites www.ncpsl.gov.in
10. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

11. NCPSL reserves the right to cancel this tender process at any time without assigning any reason before the selection of CA/LLP Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
12. This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Delhi only.
13. Tenders received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be summarily rejected.
14. NCPSL will not accept any claim other than professional fee/charges etc. specified in financial bid.
15. The CA/LLP Firm should not have any disputes with any of the client. If any disputes come to knowledge of NCPSL at any point of time, then the services of CA/LLP Firm would not be terminated.
16. Any tender received not in conformity with the aforesaid terms and conditions may not be considered and same will be rejected.
17. TDS if applicable will be deducted at prescribed rates as per Income Tax Act, 1961.
18. The contract will be only between NCPSL and CA/LLP Firm which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the CA/LLP Firm within a week failing which their EMD will be forfeited.
19. The terms and conditions of the contract shall constitute the entire agreement between the CA/LLP Firm and NCPSL. Any change will be binding only if the amendment is made in writing and signed by a Competent Authority of NCPSL and the CA/LLP Firm.
20. Any dispute arising shall be referred to the sole arbitration. The selection of arbitration will be made by NCPSL. The arbitrator's decision shall be final and binding on both the parties.
21. The CA/LLP Firm will ensure that no information or data about the policies of NCPSL is taken out in any form including electronic form or otherwise. The firm shall also undertake that any information/data signed by the staff of the firm is not provided to any third party or misused. In case there is such an instance, NCPSL reserves the right to take action against the firm as deemed fit.

22. The firm shall be responsible for any damage to equipments, property and third party liabilities caused by acts on part of its auditors/representatives.
23. The CA/LLP Firm shall ensure that the work is started and completed as per the time schedule mentioned in the tender document. In case of delay in the satisfactory performance and completion of work, penalty @ **0.2 % (point two percent) per day of the quarterly amount payable shall be applicable for a maximum of 30 days**. Beyond 30 days, NCPSL reserves the right to cancel the contract, forfeit the Security Deposit and get the work completed from alternate sources at the risk and cost of the defaulting firm.
24. Bid submitted by the CA/LLP Firm shall remain valid for a period of 180 days from the date of opening of Technical bid.
25. No subletting of work is permissible.
26. The NCPSL reserves the right to cancel the contract in the following cases:
 - i) The CA/LLP Firm fails to comply with the terms and conditions of the contract.
 - ii) The CA/LLP Firm fails to deliver the services on time.
 - iii) The CA/LLP Firm becomes bankrupt or goes into liquidation.

Upon receipt of the said cancellation notice, the CA/LLP Firm shall discontinue contract and matters connected with it.

27. In the event of Force Majeure occurring within the contracted period, the delay in performing work can be extended by NCPSL on receipt of written request of CA/LLP Firms.

INFORMATION SHEET**Particulars of CA/CWA Firm for availing various services like preparing annual accounts, quarterly TDS Return etc. of NCPSL**

- (a) Name of the Firm:
- (b) Incorporated asin year.....at.....
- (c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.
- (d) Registered Office
Address Name of the
Partner Designation
Telephone
Numbers Fax
Numbers
E-mail
Mobile No.
- (e) Registration details with Statutory Bodies: (enclose attested photocopy
of documents) Goods & Service Tax Registration No.:
Income Tax No. (PAN):
C&AG Registration No.:

- (f) Details of Partners of the Firm:

S.No	Name	Qualification	Associated with Firm Since

(g) Total Staff Strength of the Firm:

(h) EMD Details:

Particulars	Declaration certificate.	Date

*Format is enclosed at Annexure II. It should be signed with seal stamp.

(i) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

(j) Name of Clients (PSU's / Autonomous Bodies) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.

(k) Any other information Firm would like to furnish:

(On Letter Head)
Bid Security Declaration Form

(Annexure-II)

Date:.....

Tender

No..... To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We.

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder

(i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an on behalf of

Dated on..... day of.....

Corporate Seal

Signature with Stamp

Date

Place

TECHNICAL BID DOCUMENTS

Sl. No.	Particulars	Details to be provided as on the closing date of this NIT
	General Information	
1.	Name of the CA/LLP Firm	
2.	Date of registration of CA/LLP Firm	
3.	Registered/Main Office Address	
4.	Name of other Partner	
5.	Contact No. of Nodal Partner	
6.	No. of Branches in India (Attached a list along with address)	
7.	Details of Demand Draft submitted towards Earnest Money Deposit.	

Sl. No.	Eligibility Criteria	Documents Required to Substantiate the same	Page no.
a)	Empanelment with C&AG:	Certified copy of empanelment letter issued by C&AG is to be submitted.	
b)	Taxpayer Information The bidder should have been registered with the Tax Department	(i). Income Tax Registration (PAN No./TAN No.) (ii). GSTIN Registration	
c)	Registration: with ICAI/ICWAI	Copy of Firm Registration Certificate (FRC) issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	
d)	No. of Partners	Copy of Firm Registration Certificate (FRC) as mentioned at Sl. No. 1 above and Membership number issued by The Institute of Chartered Accountants of India or The Institute of Cost Accountants of India and Copy of certificate of practice of all the Partners/members of firm.	

e)	Location of CA Firm's Office	Proof of having Office in Delhi/NCR	
f)	Information sheet	As per Annexure-I	
g)	Earnest Money Deposit	Bid Declaration Certificate as in Annexure-II	
h)	Technical bid Information	As per Annexure-III	
i)	Tender Acceptance & Non-Blacklisting Certificate	As Prescribed in Annexure-V	
j)	Price Bid	To be filled in the specified format as per Annexure-IV	
	All supporting documents to be submitted should be self-attested by the bidder.		

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct; a declaration in this regard is to be submitted).

**Signature of any
Partner With Name
and Firm Seal**

FINANCIAL BID**(To be submitted in a separate sealed envelope with clearly written financial bid)**

The interested CA/CWA firm may quote their professional fees (all inclusive) in the following format:-

Sl. No.	Particulars	Amount in Rs.
1	Annual Professional fee for Preparing annual accounts for financial year 2023-24 and filing of ITR, filing of quarterly TDS return for financial (Quarterly Basis) for the financial year 2024-25 for NCPSL, calculation of tax liability of regular staff, GST filing if any, reply to auditors (if any) , deputing of a person whenever required specially at the time of audit.	
2	Annual Professional fee for finalization of financial statements for 2023-24 NCPSL along with all schedules, accounting policies and notes on accounts at the end of financial year and finalization of the financial statements NCPSL at the end of financial year.	
3	Total Annual Professional fee (1+2+3)	
4	GST @.....	
5	Grand Total	

Grand Total Professional fees in words

.....

.....

**Signature of
anyPartner With
name and firm Seal**

Note: In case of difference in quoted price in figures and words, price quoted in word will prevail.

**Tender Acceptance Letter
(To be given on Company's Letter
Head)**

Date:

Sub: Acceptance of Terms & Conditions of Tender Bid No:

Name of Work:

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:- <https://eprocure.gov.in/eprocure/app>
2. I/We hereby certify that I/We have read entire terms and conditions of the tender documents (including all documents like annexure), schedule(s), etc.), which form part of the Tender and I/We shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization shall taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking.
6. I/We do hereby declare that our firm has not been part of cartel with other vendors and will quote competitive rates in the bids.
7. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject the bid, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours Faithfully

(Signature of the Bidder, with Official Seal)

Name of the Authorized Signatory:
Designation:
Contact details (including E-mail):
Date:
Place: