

**TERMS AND CONDITIONS FOR TENDER OF EMPLANMENT OF  
CHARTERED ACCOUNTANTS**

Sealed tenders are invited from reputed Chartered Accountants firm for conducting the audit of JNVs located in Maharashtra, Gujarat, Goa & Daman, Diu & Dadra Nagar Haveli (U.T.) under the control of NVS, Regional Office, (Ro) Pune.

The firms are requested to go through the below mentioned terms & conditions then submit the rates as professional fees including of all TA/DA charges, service tax as applicable visiting fees all other incidental charges etc.

The tender should be submitted in two parts and separate envelop should be used for Both the Bid.

[A] Technical Bid, [B] Financial Bid

The tenders are invited by the undersigned up to 02.00 P.M. 06.11.2017. (Date) and will be opened in the office of the undersigned at 04.00 P.M. on 06.11.2017.

The tender should be sent by Registered Post OR may be the submitted by hand to NVS R.O. Pune in the tender box and should reach to the office undersigned by 06.11.2017 at 2.00 pm.

The tender should be submitted according to terms & conditions the specified below.

In tender documents it is to be mentioned that the terms & conditions stipulated hear under have been agreed by the tender.

- (1) The Chartered Accountant firm should have been established for more than 10 years as on 31.03.2017 and experiences for similar job for Central/State Govt. Organization, PSU, Autonomous Bodies' Educational institution, etc in state. (The firm should enclose the photo copies of latest constitution certificate issued by the institute of chartered accountant of India.)
- (2) The Chartered Accountant firm should have a minimum of 3 qualified CAs out of which minimum 2 (Two) should be an FCA (details of the CAs along with the proof of membership, professional qualification and the date from which they are associated with the firm should be enclosed.)

- (3) The Chartered Accountants' firm must be stationed in Maharashtra, Gujarat, Goa, Daman and Dadra Nagar Haveli for conducting the internal audit or JNVs situated in Maharashtra, Gujarat, Goa, Daman and Dadra Nagar Haveli.
- (4) The Chartered Accountants' firm should have experience of conducting internal audit in the organisations as mentioned at Sr No. 1 of terms and condition (excluding bank audit) of the last 5 years prior to date of submission of tender (copy of the Appointment letter for conduct of internal audit to be enclosed). (The experience of conducting Internal Audit in Residential education institute will be given preference)
- (5) The Chartered Accountant firm meeting the terms and conditions of the technical bid criteria will be considered for opening of their financial bid.
- (6) Points of internal audit and scope of the internal audit.

[A] Internal audit by chartered accountant firm is to be conducted on the basis of available rules/regulations/guidelines issued by samiti from time to time and as per provisions available in "general financial rules" and FR & SR issued by the Government of India.

[B] Chartered accountant firm will ensure that the system and procedure laid down by the Samiti in respect of purchases, administration, personnel, finance and accounts, pay & allowance, personal claims etc. as prescribed in the guidelines issued from time to time are fully adhered to.

[C] In the first instance appointment of chartered Accountant firm will be made for 02 JNVs Internal audit to gain experience and to examine quality of the Internal Audit carried out by the C.A. firm.

[D] The chartered accountant firm is required to conduct internal check of all transactions including purchases/accounting etc. of all JNVs allotted to them 100% vouching will be done for entire period of audit.

[E] Chartered Accountant firm will ensure proper monitoring and implementation of the management decisions, procedures and systems laid down for effective and smooth functioning of the Samiti, (NVS) have been adopted and followed by the Principal.

[G] Chartered Accountant firm will have to ascertain the adequacy/reasonableness and correctness of receipts/payments and ensure that these items are accounted in the proper heads of accounts.

[H] Chartered accountant firm will check whether the internal audit observation reports, statutory audit observation reports for the previous years are fully and justifiably complied with status of such outstanding observation audit

recommendation, para, etc. if any is to be pointed out separately in the part II of report of audit.

(7) The Person handling the audit is required to maintain complete secrecy about the matter coming to their knowledge during the course of audit.

(8) In addition to the fee payable to them it is mentioned that free boarding and lodging facility as available in JNVs will be provided to them. No other charges such as TA/DA, visiting fees etc. will be payable.

(9) Internal Audit may be done by the a team of 3-4 members headed by Chartered Accountant to maintain the quality of audit. The audit party is to consist of experienced and qualified professionals.

(10) Chartered Accountant firm will submit their Audit programme directly to concerned JNV with a copy to this office. The Audit programme should reach the concerned JNV at least 7 days in advance so that records can be kept ready for Internal Audit.

(11) The chartered Accountant so appointed would act as a Internal Auditor only and will issue report in four parts as per guidelines which will be issued separately to CA's enlisted in the panel and report will be prepared in duplicate and will issue report in two copies along with findings and irregularities noticed to Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Sheti Mahamandal Bhavan (MSFC Ltd.), 2<sup>nd</sup> Floor, B-Wing, 270 Senapati Bapat Road, Pune 411016.

(12) The report will be issued within 10 days of the completion of the audit of JNV.

(13) Relevant inspection memo's are to be issued to the Principal of JNV concerned for clarification, compliance, wherever possible reply should be obtained during the conduct of inspection itself.

(14) The final audit report submitted by Chartered Accountant firm will be reviewed by a committee at NVS, RO, Pune to find out the quality of report, if same is not be satisfactory, the payment will not be considered for rejected audit report and the name of the firm will be debarred and deleted from the panel.

(15) The audit fee will be paid by this office immediately after the receipt of audit report submission of claim voucher/bill etc. and review report by our Internal review committee as mentioned under point no. 14.

(16) The Payment of fees as fixed will be made only after completion of audit work and issue of audit report bill for the fees will be submitted to Deputy Commissioner, NVS, RO, Pune along with a certificate indicating that audit has been conducted as per the guidelines framed by JNV and the work has been completed as per the agreed terms and conditions duly attested by the finance In-charge and Principal of the respective JNV.

(17) The Chartered Accountant will quote audit fees for the year. In case of audit for a part of the financial year the payment will be made on monthly basis dividing the quoted account and multiplied by the number of months for which audit was conducted.

(18) The Chartered Accountant firm shall quote audit fees in the format attached herewith to conduct the audit (Financial Bid) for the year.

(19) The rate quoted by the Chartered Accountant firm should be final and no amendment in rates will be accepted after opening of the tender. However department have fixed a reserved professional fees for audit work (per year, per JNV). If quoted rates are more than reserved fees the committee of NVS will have a discussion with C.A.'s who qualified technical bid to come up the quoted fees up to reserved professional fees to finalise a panel of Chartered Accountant firm.

(20) The maximum number of Audit of JNV's will not exceed 10 JNV's per C.A. duly empanelled.

(21) The audit has to be covered as per the schedule communicated by this office. Audit of one JNV for checking of at least one year's record will be allotted to C.A. firms empanelled.

(22) The normal duration of audit party per year per JNV will be four days.

(23) No extra payment in the form of any tax etc. will be payable to C.A., rates should be quoted inclusive of all taxes.

(24) The Income Tax (TDS) will be deducted from the professional fees payable to Chartered Accountant firm as per Income Tax Rules as applicable.

(25) There should not be any over writing or corrections in the tenders. If a figure is to be amended, it should be neatly scored out, the revised figure must be written above and the same should be attested with signature and date, otherwise the tender is liable to be rejected.

(26) On acceptance of the tender, it will become a contract and the Tenderer must abide by the terms and conditions of the tender mentioned therein.

(27) NVS shall shortlist the applicants as per the needs and requirements. Merely satisfying the eligibility criteria will not entitle an applicant to be shortlisted.

(28) The decision of NVS in all matters regarding number of applicants to be shortlisted, their eligibility, the documents to be produced, short listing/award of assignment will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the NVS.

(29) Audit firm will be debarred from conducting the audit in the following cases:

a) If the firm obtains the appointment on the basis of false information.

b) If the firm does not take up audit in terms of appointment of appointment letter.

c) If the firm does not submit the audit report complete in all respects in terms of appointment.

(30) Application for Empanelment for Internal Audit should be mentioned on the envelope carrying tender.

(31) The firm has to deposit of Rs. 10,000/- as earnest money deposit (refundable). However the same will be released in case of unsuccessful bidder and the E.M.D. in case of successful bidder shall be retained as security deposit.

(32) Incomplete application or application without requisite enclosures will not be entertained.

(33) Audit Report not submitted in accordance with the terms and conditions shall not be accepted.

(34) The firm shall submit these terms and conditions in original duly signed and acknowledge along with the technical and Bid non submission of copy of these terms & condition will lead to rejection of this tender.

(35) The firm allotted with work to conduct internal audit of JNVs shall not in any case sub-appoint/ sub-let/transfer/assign this work to other Chartered Accountant firm. If found out, which will attract debarring the firm.

(36) All rights are reserved with Deputy Commissioner, NVS, RO, Pune regarding empanelment and allotment of Audit to the C.A. firms.

(37) The Deputy Commissioner reserves the right for cancellation of empanelled chartered accountant firm at any point of time without assigning any reason; decision of Deputy Commissioner, NVS, RO, Pune will be final in such cases. The court situated at Pune will be sole jurisdiction for settlement of the dispute arising out the above contract.

DEPUTY COMMISSIONER

**AGREEMENT**

I have gone through the above terms and conditions from Sl. No. 01 to 37 and agree to abide by all the terms and conditions mentioned there in.

Encl: Tender enclosed

(Signature)

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

Chartered Accountant's

Firm )

Full Name & Rubber stamp

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

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

Registration No.