

**DR. PANJABRAO DESHMUKH VIDARBHA ADMINISTRATIVE
AND DEVELOPMENT TRAINING PRABODHINI, AMRAVATI-444602
Phone No. -0721-2668176**

Issue Date : 01/06/2023
Last Date : 09/06/2023 by 17.00 hrs
Bid Opening Date: 12/06/2023 at.12.00

**SUBJECT: QUOTATION FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR
CONDUCTING EXTERNAL AUDIT AND PREPERATION OF AUDIT REPORT.**

Sealed quotations are invited for engagement of reputed chartered accountant firm for Statutory Audit for the year 2022-23 (Annexure C – Scope of work and other terms and conditions).

The interested firms are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing "Technical Bid" as per Annexure A and B and Sealed Cover -II containing "Financial Bid" in the prescribed format as per Annexure D should be placed in a third sealed cover superscripted "Quotation for engagement of Chartered Accountant firm for Audit" may be submitted in the Office of Director, Dr. Panjabrao Deshmukh Vidarbha Administrative And Development Training Prabodhini, Amravati on or before due date . Quotations received after the scheduled date and time shall be summarily rejected.

Prabodhini reserves the right to reject any or all the quotations & cancel the tender at any level without assigning any reason thereof. Incomplete and conditional tenders/ quotations shall be rejected.

Director,
Dr. Panjabrao Deshmukh Vidarbha
Administrative and Development
Training Prabodhini, Amravati

Annexure:-A

UNDERTAKING

To,
The Director,
Dr. Panjabrao Deshmukh Vidarbha
Administrative and Development
Training Prabodhini, Amravati

Madam,

- i. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
- ii. It is also to certify that information given in these tender documents are true and nothing has been concealed which is relevant for the purpose of applying for this tender.
- iii. It is further certified that the firm has not been blacklisted by any agency/ Institution/ Govt. Organisation in India or abroad.

Date:
(With seal)

Signature of the Authorized person

Place:

Name of the CA Firm:

With Address:

ELIGIBILITY CRITERIA

- a. Experience of CA Firms – The firm should have a minimum professional experience of 10 (Ten) years.
- b. No. of Partners of the Firms – The firm should have minimum 02 (Two) nos. of Partners. Bio Data of each partner needs to be submitted.
- c. Annual Turnover of the Firm – The firm should have annual turnover of Rs. 10 lacs each year for the last three years. Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA to be submitted.
- d. No. of Statutory Audit / Internal Audit – The firm should have an experience of carrying out minimum 03 (Three) nos. of Statutory Audit/ Internal Audit of PSUs/ Government Autonomous Bodies/Limited Company/Public Ltd. Co./ Government companies, etc having a minimum turnover of 50 lacs (At least 3 Institutions) in any of the last 3 Financial Years.
- e. No of qualified CA's with the Firm - The firm should have at least 3 Chartered Accountant as employee/Partner on the date of Tender submission.
- f. The Firm should have Head Office / Branch Office in Maharashtra.
- g. The firm should be empanelled with the CAG of India for conducting statutory audit of Government organizations.
- h. The firm should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI of the firm.
- i. The guidelines of The Institute of the Chartered Accountants of India, our institute decided to keep minimum fee for said assignment of audit work is **Rs.25,000/- (Twenty Five Thousand Only)**
- j. Copy of Registration certificate/allotment letter of GST number to be submitted.
- k. All requisite documents pertaining to the credentials claimed by the CA firm.

Proforma to Annexure B

Eligibility Criteria

Sl. No	Criterion	Firm's Strength & Capacity	
1.	The firm should have Head office/ Branch Office Maharashtra (Submit supporting document regarding address)	Name of The Firm	
		Address of the Firm	
		Address of Branch at Maharashtra	
		Name and address of the authorized official	
		Telephone No Mobile: E-mail:	
	The firm must have Income Tax, PAN and GST No	PAN of the Firm	
		GST Registration No.	
2.	The firm should be empanelled with Comptroller & Auditor General of India (C&AG) (Provide registration Certificate)	Empanelled with C&AG	Yes/No.: _____
3.	The firm have at least Experience 10 years (Provide necessary evidence)	Year of Registration / Starting of operation	
		Nos. of years in operation after registration (in years)	
4.	Annual Turnover of the firm for the last 3 (three) years	Annual Turnover of the CA Firm in last 3 (three) years Rs.(in words) 2019-20 2020-21 2021-22	

5	No. of Statutory Audit / Internal Audit – The firm should have an experience of carrying out minimum 03 (Three) nos. of Statutory Audit/ Internal Audit of PSUs/ Government Autonomous Bodies/Limited Company/Public Ltd. Co./ Government companies, etc having a minimum turnover of 50 lakhs (At least 3 Institutions) in any of the last 3 Financial Years.	Nos. of Govt. Organizations /PSUs where similar Service was provided in the last 3 (Three) years Nos. (in words)..... Nos. (in figure) (Attach supporting Documents of the above)
6.	No. of Partners of the CA Firm – The firm should have minimum 02 (Two) nos. of Partners. Bio Data of each partner needs to be submitted.	1) Partners Name 2) Partners Name
7.	No of qualified CA's with the Firm - The firm should have at least 3 employees/Partners as Chartered Accountants/Accountants on the date of Tender submission.	No .of Employees/ Partners
8.	The firm should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI of the firm.	Yes/No (Attach Certificate)
9.	Copy of Registration certificate/ allotment letter of service tax number/GST to be submitted.	Yes/No

Certified that the above particulars are correct. In the event of any information found to be incorrect, the institute is at liberty to reject the proposal of the CA Firm.

SEAL:

Signature :_____

Date:

Name &Designation:_____

Annexure –C
Scope of work and terms and conditions

- I. Audit of Book account and ancillary records of the Institute.
- II. Verification of Bank Reconciliation Statements.
- III. Scrutiny of all ledger accounts.
- IV. Checking of fixed Asset Register and Depreciation calculations as per rules.
- V. Verification of procurement/tendering process of fixed assets, consumables, stationary etc.
- VI. Verification of all the accounting statements/schedules.
- VII. Verification of detailed schedule of interest received on FD investments and calculation of accrued interest.
- VIII. Certifying the Annual Accounts finalization.
- IX. Issue of audit report/certificate in form 10GB/10BB under Income Tax Act,1961 for 2020-21
- X. Certificate of books of A/C for financial 2022-23.
- XI. The Audit for the year 2022-23 should be completed within 10 days of completion and finalization of Accounts by the Accountant of Prabodhini.
- XII. The firm quoting lowest Total fees (Annexure-D) will be awarded the accounting related work (as mentioned above.)

I/We have read and understood the scope of work and also accepted all terms & conditions as mentioned in this tender document.

Full Address of the Firm with Tel. No.

Signature of Tender

Date:

Seal:

Annexure-D

**DR. PANJABRAO DESHMUKH VIDARBHA ADMINISTRATIVE
AND DEVELOPMENT TRAINING PRABODHINI, AMRAVATI-444602**

Format of Financial Bid

Sl. No.	Description	Year	Professional Fees for the year	GST, Any other taxes	Total
1	TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR CONDUCTING EXTERNAL AUDIT PREPERATION OF AUDIT REPORT.	2022-23			
	Total fees to be paid				

* The financial Bid should mention GST/ service tax, education cess and secondary and higher education cess or any other applicable taxes separately. The rates quoted by the firm is final and no amount over and above the rates quoted will be paid by the Institute.

Date:

Signature :

Place:

Name :

Address :

Seal of firm:

Annexure -E

PAYMENT TERMS

The payment shall be made against the services provided by firm as per the nature of work subject to the following terms and conditions:

- a. The payment during the entire contract period shall be made in accordance with the Financial bid submitted by the selected bidder and accepted by Prabodhini. No price Variation would be allowed during the contract period.
- b. Any increase GST rates during the contract period will be borne by Prabodhini.
- c. TDS under Income Tax will be deducted at applicable rates.
- d. The Prabodhini reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Prabodhini will be the final in this regard.
- e. The selected firm will be required to deposit Rs.10000/- towards Performance Security in the form of A/c Payee Demand Draft in the name Director, Dr. Panjabrao Deshmukh Vidarbha Administrative and Development Training Prabodhini, Amravati in the acceptance of work order. No interest will be paid on the performance security by the institute.
- f. Payment will be released after completion of Audit, Submission of statutory Audit and submission of work done report.
- g. Notwithstanding anything contained herein above Prabodhini reserve the right to discontinue the services of Chartered Accountant firm in the event their service are evaluated as unsatisfactory at any time during the period.