

APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI - 110017

UNIVERSITY OF DELHI



COLLEGE OF VOCATIONAL STUDIES
UNIVERSITY OF DELHI.

Tender No.	CVS/2023/1535
Project Name	Appointment of Chartered Accountant at College of Vocational Studies

APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI – 110017

UNIVERSITY OF DELHI

CONTENTS

SI. No.	DESCRIPTION OF CONTENTS	Page Nos.
1	TENDER NOTICE	3
2	Technical Bid	4-5
3	Notice	6
4	Scope of Work	6
5	Terms & Conditions (General)	7
6	Performa for Company Profile	8-9
7	Financial Bid	10

**APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI – 110017**

UNIVERSITY OF DELHI

Tender forwarding letter including instructions to tenderers.

TENDER NOTICE

Tenders are invited in two bid system from reputed firms AS PER ELIGIBILITY CRITERIA listed below for carrying out: Appointment of chartered accountant at College of Vocational Studies, Sheikh Sarai Phase II, New Delhi.

1	NIT No.	: CVS/2023/
2	Name of Work & Sub Head	: Appointment of Chartered Accountant at College of Vocational Studies.
3	Estimated Cost put to bid	: Rs. 9,00,000.00
4	Earnest Money	: Rs. 25,000.00
5	Tender Fee	: Rs. 1,000.00
6	Period of Completion of work	: 1095 days (3 years at a time on contract)
7	Publish Date (uploading)	: 23 .03 .2023 at 05:00 PM
8	Date and time of Pre –Bid (if applicable)	: NA
9	Bid submission start date & time, scanning & uploading D.D. against Tender Fee & EMD, proof of payment for processing fee & other documents.	23 .03.2023 at 05:00 PM
10	Bid submission end date & time, scanning & uploading D.D. against Tender Fee and EMD, proof of payment for processing fee & other documents.	: 12 .04.2023 at 11:00 AM
11	Bid Opening date & time	: 13.04.2023 at 11: 30 AM
12	Time & date of opening of price bid	: NA
13	Eligibility Criteria	: Refer Eligibility Criteria under Technical bid

APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI – 110017

UNIVERSITY OF DELHI

TECHNICAL BID

- a) Only Firms of practicing chartered accountants registered with institute of Chartered Accountant of India shall be considered.
- b) Firm should have at least 4 years of experience in preparation of the accounts of the Public Funded Educational Institution as per the formats prescribed by UGC/MHRD.
- c) Average turnover during the last three financial years should not be less than 200 lacs. Proof of the same has to be submitted.
- d) The Bidder should submit the last 03 years ITR.
- e) The Bidder should submit the profile of the Firm as per the Proforma attached.
- f) All the pages of bid being submitted must be Self-attested.
- g) The Bidder should have an office in Delhi.
- h) The bidder must submit all necessary certificates / documents in support of the above-mentioned points.

1. Important Note:

2. The entire tendering process is online through CPPP (Central Public Procurement Portal) and all the technical and financial bids have to be submitted **online only** through <http://eprocure.gov.in> and no tender in physical form would be accepted. The Notice inviting tender can also be downloaded from college website www.cvs.edu.in.

3. **Earnest Money Deposit (EMD) of Rs. 25,000/- and Tender Fee of Rs. 1000/-**, in the two different demand draft/ pay order in Favour of the Principal, College of Vocational Studies, New Delhi are to be sent either by speed post or by hand in person in the office of Principal, CVS on or before 12.04.2023 at 03:00 PM. The EMD shall not bear any interest. Tender and Tender fee not accompanied by such EMD would be summarily rejected.

4. The documents required to qualify the Technical Bid are to be submitted online duly filled in and signed on all the pages and stamped by the bidder accompanied by details of the Company Profile, audited balance sheet for last 3 years along with other relevant documents in pdf form. Only tender fee and EMD drafts are to be submitted in physical form at the Principal's office before the closing date and time of tender.
5. The documentary proof in respect of Income tax returns, PAN No., GST registration no., scanned copy of EMD, Tender Fee & proof of **Work Experience** of similar works during the last 4 years should also be submitted online in pdf form.

6. The Financial bid of the Bidder who satisfies the eligibility criteria and qualifies in the Technical bid in all respects only will be opened.

SD/-

APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI - 110017

UNIVERSITY OF DELHI

7. The College reserves the right to accept any Tender or to reject any or all Tenders without assigning any reasons thereof and will not be liable to Offer any explanation whatsoever.
8. The EMD of the successful bidder would be retained with **College of Vocational Studies**, while the EMDs of the unsuccessful bidders would be returned after the placing of work order with the successful bidder.
9. In case if the Bidder after being declared successful L-1 bidder withdraws from the bid or fails to execute the work within the prescribed time his EMD would be forfeited.
10. No consideration shall be given to a tender received after the expiry of time as stipulated above and no extension of time will normally be allowed for submission of the tender.
11. Micro and Small Enterprises (MSMs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the EMD/Tender fee. They should furnish with bid a Notarized copy of the valid registration certificate issued by NSIC in their favors for the goods/services covered under this Tender Document.


Principal


17/12/23

**APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI - 110017**

UNIVERSITY OF DELHI

NOTICE

College of Vocational Studies is one of the constituent College of University of Delhi and 100% funded by University Grants Commission. The Annual Expenditure of the College is currently around 25 Crores which includes salary related items. The College invites e-tender for appointment of the firm of Chartered Accountants for preparations and finalization of College Accounts, internal Audit and other accounts related work.

SCOPE OF WORK

1. Preparation of Manual Cash Book/Receipts and Payment Account.
2. Ledger Accounts.
3. Bank Reconciliation Statement (Daily).
4. Trial Balance.
5. Financial Statements along with all the annexures as per the UGC / University rules including Cash Flow Statement.
6. Generation of Form 16 & 16A of all employees / Guest Teachers etc.
7. Preparations & filling of TDS Return.
8. Generation of GST challans & related Work.
9. ITR filing of College.
10. Reconciliation of manual cash book with tally cash book.
11. Preparation of individual salary for Filling ITR.
12. Reconciliation of advance register.
13. Preparation and Reconciliation of student fees and maintenance of fee register.
14. Preparation and reconciliation of University dues.
15. Any other Account related work.
16. Reply and settlement of the notices issued by the Income Tax Department from time to time.

APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI – 110017

UNIVERSITY OF DELHI

TERMS AND CONDITIONS (GENERAL)

1. The tenderer must submit the technical and financial bid as per the rules.
2. The tenderer should send Tender fee and EMD to the college in a sealed envelope in form of DD before the closing date.
3. Tender without EMD and Tender Fee shall be rejected. The EMD of the unsuccessful bidder shall be returned after finalization of the tender.
4. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
5. The College reserves the right to amend, withdraw any of the terms and conditions contained in this tender document without assigning any reason thereof.
6. Any inquiry after submission of the tender will not be entertained.
7. The Bids received incomplete or filed after the due date shall be summarily rejected.
8. The tenderer shall quote all prices excluding all statutory taxes, duties etc.
9. Upload only relevant documents.
10. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of Rs. **100/-** to be signed by both the parties.
11. If dispute or difference of any kind shall arise between the CVS and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
12. If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Principal, CVS at New Delhi.
13. The venue of arbitration shall be Delhi, India.
14. All legal disputes shall be subject to the jurisdiction of Delhi courts only.
15. In case there are two or more L1 bids, the bidder with highest turnover will be considered.
16. Selected Firm will provide one full time person on daily basis in the college and will be supervised and certified by the CA Firm.
17. The Selected firm will be hired for three year at a time on Contract and may be further extended for Two Years.
18. Payment to selected Firm will be made on Quarterly basis after submission of Bills.

**APPOINTMENT OF CHARTERED ACCOUNTANT AT
COLLEGE OF VOCATIONAL STUDIES,
SHEIKH SARAI, PHASE-II, NEW DELHI - 110017**

UNIVERSITY OF DELHI

PROFORMA OF COMPANY PROFILE

Sr. No.	Particulars	
1	Name of the Firm/Agency	
2	Address of the Firm	
3	Mobile No.	
4	Name of the Tenderer	
5	Registration of the Firm	
6	GST Registration No.	
7	Permanent Account Number under Income Tax	
8	Experience	
9	Annual turnover	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date:

Signature and Seal of the Tenderer