

**BUREAU OF INDIAN STANDARDS**  
**1/14. CIT Scheme-VII-M V.I.P Road**  
**Kakurganchi, Kolkata-700054**

**TENDER NOTICE**

No. ERO/Accts-25/Outsourcing

22.12.2014

To,

Sir,

Sealed quotations through the single bid system are invited from interested Chartered Accountant firms for providing the services as mentioned in the scope of work (Annexure-I).

Documents to be submitted with the quotation are mentioned in Annexure-II.

A copy of agreement to be signed on award of work order along with the terms and

Conditions are given in annexure-III. If interested in undertaking the contract, the rates for the same may be quoted as per table given below. The duly filled in quotations, in a sealed cover mentioning "Quotations for Outsourcing of Accounting Job", may be sent by post or dropped in the tender box kept at the security booth of this office latest by 21<sup>st</sup> January 2015 (3.00 PM). Quotations received after the scheduled date and time shall be summarily rejected.

Quotations shall be opened on the same day at 4:30 PM in the conference room of

ERO Main Building at above mentioned address in the presence of such tenderer or their duly authorized Representatives as may like to be present.

**SCHEDULE OF RATES**

Sl. No.	Description	Consolidated annual remuneration including service charge (profit) of the firm and all other charges
	The CA firm has to depute two nos. of suitable competent accounting personnel from Monday to Friday from 9:00 AM to 5:30 PM.	

Yours faithfully,

Deputy Director (A & F)

## Annexure-I

### SCOPE OF WORK:

1. The Chartered Accountant firm shall render to the services to Bureau of Indian Standards, ERO, 1/14, C.I.T. Scheme, VII-M, V.I.P Road, Kankurgachi, Kolkata-700054 for its smooth running as may be required from time to time. Detailed description for taking services is as follow:

- a) Filing of TDS return and compile with all the TDS related matters with IT Deptt
- b) Filing of Service Tax return and compile with all the service tax related matters with Service Tax Authority
- c) Filing of Professional Tax return and compile with all the Professional Tax related matters with the concerned Govt of West Bengal Department
- d) Preparation of Service Tax Input on monthly basis
- e) Checking the reconciliation for all 3 nos. of Bank Accounts.
- f) Helping and assistance in preparation of payment related to Service Tax, Professional Tax and TDS matters to the accounts department and to ensure for no fine and delay in submission of any statutory return related to Accounts of the BIS, ERO, Kolkata.
- g) Reconciliation of TDS payable with paid by BIS, ERO on monthly basis.
- h) Advance adjustment.
- i) Audit related with Service Tax, if any, CAG audit, Statutory audit, Internal audit and reply of the paras if any, given by the auditors.
- j) Preparation of Budget Register.
- k) Preparation and finalization of accounts at Regional level except balance sheet. (to be prepared by Head Quarter)
- l) TDS related assessment both in the cases of receivable and payable, if any.
- m) Issue of TDS Certificate on behalf of BIS quarterly basis to the parties.
- n) Checking of Trial Balance, All Ledgers, RDB, and Bank Book on monthly basis.
- o) Compilation of Accounts on monthly basis as well as yearly basis and preparation of monthly trial balance along with all supporting schedules, Receipt & Payment Account, etc.

p) Preparation of Accounts up to TB stage and R & P A/c at year end. Reconciliation and control of accounts and schedules thereof. Reconciliation with Head Quarters Accounts and internal unit accounts, Reconciliation of fixed assets and current assets accounts. Circulation of depreciation as per law in assets Register/ Cards. q) To provide necessary guidance on Service Tax Rules and for availing of credit rules.

Reconcile the service tax deducted and collected from the parties and deposition of the same and filing requisite returns within prescribed time limit.

r) Checking of appropriateness of tax deduction at source from payments to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters.

s) Formalities relating to Service Tax and preparation of Uniform formats of Accounts. To assist in Internal Audit & Statutory Audit and also to assist in replying audit reports/ Queries.

t) The CA firm shall be personally responsible for the work allotted to him/her, from the stage of preparation of vouchers, preparing ledgers/ accounting books/ registers to end product (i.e. trial balance/ receipt & payment account/ balance sheet with all supporting schedules). S/He shall sign each and every page of these records and final output in the form of various returns and reports etc

u) S/He shall prepare and maintain all ledgers/ accounting books, schedules etc. including the following:

v) Assets register maintenance.

w) Manual ledger for EMD, SD, Advances etc.

x) Settlement of old issues/ advances etc.

y) Reconciliation on monthly basis with HQ A/c, Inter Office A/c.

z) Other works allotted as per requirement.

aa) Finalization of Accounts at Regional level with preparation of all schedules as related with Trial Balance.

bb) Physical verification of Assets of the BIS, ERO, Kolkata;

cc) Inter Office Accounts Reconciliation with the branches/sub branches/NITS/Hqrs.

dd) Any other account related matter and anything considered necessary towards above. Annexure-II

Documents to be submitted with the Tender:

Documents listed in the following check list may be submitted along with the quotation(s).

Sl.No.	Description of requirement	Yes/No	Page No
1.	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	
2.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA		

2. Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA

Yes/No

3. Copy of Registration certificate/allotment letter of service tax number. if applicable

Yes/No

4 Copy of Registration certificate/allotment letter PAN from Income Tax

Department

Yes/No

5. Proforma containing details of other organization where such contracts were/are undertaken (attach

supportive documents)

Yes/No

6. DD of Rs.10000/- as EMD in favour of "Bureau of Indian Standards" payable at Kolkata

Yes/No

7. List of Arbitration cases (if applicable)

Do not leave it blank. If there are no such cases, write "Not Applicable".

Yes/No/Not applicable

8. Qualification and experience certificates of the person who shall be deputed at this office. Enclose

attested copies..

Yes/No

9. Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token

of acceptance and submitted as part of tender document.

Yes/No

10. Copy of last income tax return Yes/No

11. Undertaking by the bidder to the effect that there is no police case pending against the

proprietor/firm/parties relating to previous service contracts.

Yes/No

12. Office address in Kolkata. Yes/No

13. At least two currently valid contracts for similar work Yes/No

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions

contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Pay Order No.....

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Date: Phone No ( O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory.

Non submission of any of the information above may render the bid to be rejected

## Annexure-III

### AGREEMENT

(To be signed on non-judicial stamp paper of Rs. 50/-)

THIS AGREEMENT IS MADE ON \_\_\_\_\_ between the Bureau of Indian Standards, ERO, 1/14, C.I.T. Scheme, VII-M, V.I.P. Road, Kankurgachi, Kolkata-700054. (Hereinafter called the Bureau of the one part)

and \_\_\_\_\_ (hereinafter called the Contractor of the other part)

WHEREAS the Bureau is desirous of entrusting the Accounting Job Work, at its ERO, Kolkata, the CA firm has offered to render the same at the said premises.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

2. This agreement is valid for the period commencing from

\_\_\_\_\_ to \_\_\_\_\_ both days inclusive.

3. The CA firm shall relieve the Bureau of the first part of all worries about the up keep and

performance of Accounting Job Work to the satisfaction of Bureau of the FIRST PART.

4 The Chartered Accountant firm shall render to the services to Bureau of Indian Standards, ERO, Kolkata, for its smooth running as may be required from time to time.

Detailed description for taking services is as follows:

a) Compilation of Accounts on monthly basis and preparation of MONTHLY trial balance

along with all supporting schedules, Receipt & Payment Account, etc.

b) Preparation of Accounts upto TB stage and R&P A/c at year end. Reconciliation and

control of accounts and schedules thereof. Reconciliation with Head Quarters Accounts and

internal unit accounts, Reconciliation of fixed assets and current assets accounts.

c) Service Tax formality and tax deducted at source work like:

i) To provide necessary guidance on Service Tax Rules and for availing of credit rules.

Reconcile the service tax deducted and collected from the parties and deposition of the same and filing requisite returns.

ii) Checking of appropriateness of tax deduction at source from payments to parties, its

timely deposition and filing of requisite return by due date and guidance of TDS matters.

d) Recovery of taxes, if any from time to time. To oversee the timely adjustment of advances/ recoveries, realization of outstanding due, write off old dues, clearance of old

outstanding debits/ credits of more than one months in the bank reconciliation statement and

watching any other accounts matter requiring timely completion and monthly report to Heads

of RO/BO thereon.

e) Formalities relating to Service Tax and preparation of Uniform formats of Accounts.

The CA firm shall be personally responsible for the work allotted to him/her, from the stage

of preparation of vouchers, preparing ledgers/ accounting books/ registers to end product (i.e.

trial balance/ receipt & payment account/ balance sheet with all supporting schedules). S/He shall sign each and every page of these records and final output in the form of various returns

and reports etc.

f) S/he shall prepare and maintain all ledgers/ accounting books, schedules etc. including the

following:

g) Assets register

h) Manual ledgers for EMD, SD, Advances etc.

i) Settlement of old issues/ advances etc.

- j) Reconciliation on monthly basis with HQ A/c, Inter Office A/c.
- k) Preparation of JVs in time.
- l) Other works allotted as per requirement.
- m) S/he shall impart training in a formal way to the staff of A&F for doing accounting job  
along with training to run the tally programme.
- n) Any other account related matter and anything considered necessary towards above.
- o) There should be no mistake in booking of wrong heads/figures while feeding/posting the  
vouchers. Monthly Trial Balance, Receipt & Payment A/c shall be tallied with the HQ's  
accounts and with the supporting ledger/accounting books.
- 5 The agency shall be solely responsible for compliance to provisions of various  
labour, industrial and any other laws applicable and all statutory obligations relating to  
personnel deployed in ERO Main Building. The ERO Main Building shall have no  
liability  
in this regard.  
Also no liability in case of death of person deputed by CA firm within or outside the  
BIS  
premises.
- 6 The agency shall be solely responsible for any accident/ medical/ health related  
liability/  
compensation for the personnel deployed by it at ERO. The ERO shall have no  
liability in  
this regard.
- 7 Any violation of instruction/ agreement or suppression of facts will attract  
cancellation of  
agreement without any reference or any notice period.
- 8 The contract can be terminated by giving two month's notice on either side.



9 In case of non-compliance with the contract, the Bureau reserves its right to:

a. Cancel/Revoke the contract, and/or

b. Impose penalty up to 10% of the total annual value of contract.

10. The person deputed by the firm shall not claim to become the employees of BIS, ERO and there will be no employee and employer relationship between the person engaged by the CA firm for deployment in ERO..

11. There shall be no increase in rates payable to the Agency during the contract period.

12. The firm also agrees to comply with Annexed terms and conditions and amendments thereto from time to time.

13 Decision of BIS in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the firm.

14. In case of any dispute between the Agency and ERO, ERO shall have the right to decide.

However, all matters of jurisdiction shall be at the local courts located at Kolkata.

15. The firm shall ensure that no loss or damage to any property of Bureau's ERO Laboratory due to lapse on the part of the personnel deployed by the manpower agency

discharging their responsibilities, the such loss shall be compensated by the contracting

Agency and in this connection, the Bureau shall have the right to deduct appropriate amount

from the bill etc. to make good of such loss to the Bureau besides imposition of penalty. In

case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the

Bureau shall be within its right to terminate the contract forthwith or take any other action

without assigning any reason whatsoever.

16. For the above services the Bureau agrees to pay to the CA Firm, a consolidated annual

remuneration of

Rs..... (Rupees.....)

for

which the bills to be submitted by the CA firm, in duplicate, on monthly/quarterly basis. The

said amount of Rs.....to be paid to the CA firm includes all expenses of the CA

Firm towards emoluments of the accounting personnel, their personal requirements and

conveyance, transport charges, etc, and periodic inspections by the officers of the contractor,

other liabilities under the various legislations and any other incidental charges.

17 All applicable taxes shall be deducted from the payment of bill unless exempted.

18. The CA Firm shall be fully responsible for the compliance of applicable Chartered Accountant Laws in force and other Govt. Orders.

19. The CA firm shall at all times indemnify and keep indemnified the Bureau against any

claim on account of disability/ death of any of its personnel caused while providing the

services within/ outside its premises or other premises of the Bureau which may be made

under the Workmen's Compensation Act, 1923 or any other Acts or any other statutory

modifications thereof or otherwise for or in respect of any claim for damage or compensation

payable in consequence of any accident or injury sustained by any working or other personnel of the CA firm or in respect of any claim, damage or compensation under labour

laws or other laws or rules made there under by any person whether in the employment of the

CA firm or not, who provided or provides the services.

20. In the event of any disputes the decision of the DDGE, ERO shall be final and binding. 21. In case of any dispute arising out of this business or interpretation of any clause of the

agreement, the Court of Kolkata. Alone shall have the jurisdiction to try and decided.

22. The Tender document as a whole shall also be part of this agreement.

IN WITNESS WHEREOF both the parties have set and subscribed their respective hands

with their Seal in Kolkta in the presence of the witness.

ERO, Bureau of Indian Standards

Witness:

1.

2.

AGENCY

Witness:

1.

2. Annexure to Agreement

TERMS AND CONDITIONS OF CONTRACT FOR "Hiring of services of CA Firm"

(Annexure to Agreement)

A. SCOPE OF WORK: "Hiring of services of CA Firm" ON CONTRACT BASIS at

BIS, 1/14, C.I.T. Scheme, VII-M, V.I.P. Road, Kankurgachi, Kolkata-700054 by  
deploying

required number of contract personnel.

B. TERMS & CONDITIONS:

1. The said contract will be initially for a period of one year commencing from the  
date of

signing the contract which may be extended further for a maximum period of one  
year with

same terms & conditions subject to mutual consent of both the parties and subject to

satisfactory performance of contract. However, in normal circumstances the Agreement is

terminable by giving two month notice in writing by either party to the agreement.

2. The Contracting Agency shall render the services as mentioned in the scope of work in

annexure –I of the tender document to BIS, ERO.

3. The working hours will be as under:

From 9:00 AM to 5:30 PM from Monday to Friday. Saturday and Sunday are holiday on

account of being weekend days. They may also be called on

Saturdays/Sundays/Gazetted holidays as and when required for which extra payment per

person per day basis will be given.

4. The personnel deployed shall be healthy, active. Nobody shall have any communicable

diseases.

5. The CA firm shall bear all expenses regarding preparation of Identity card, compensations,

wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel

engaged by him and abide by the provisions of various labour legislations. Payment to the

firm shall be made on monthly/quarterly basis on submission of bill by the firm and on

rendering satisfactory service by the firm.

6. Replacement of person as required by the Bureau will be effected promptly by the CA

firm; if the firm wishes to replace any of the personnel, the same shall be done after prior

consultation with the Bureau. The full particulars of the personnel to be deployed by the

contractor including the names and address shall be furnished to the Bureau along with

testimonials before they are actually deployed for the job. Firm should not make too frequent

changes in the CA.

7. In case of any loss that might be caused to the Bureau due to lapse on the part of the

personnel deployed by the manpower agency discharging their responsibilities, such loss

shall be compensated by the contracting Agency and in this connection, the

Bureau shall have the right to deduct appropriate amount from the bill etc. to make good of

such loss to the Bureau besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the Bureau shall be within its right to

terminate the contract forthwith or take any other action without assigning any reason

whatsoever.

8. In case of death or mishap leading to any injury or disability whatsoever, occurred during

discharging the duty, the compensation /legal or any other liability will solely rest with the

CA firm.

9. That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the BIS, ERO or the office in charge of

Accounts at BIS, ERO at least once a month to get a feedback on the services rendered by the

contractor vis-a-vis corrective action required to make the services more efficient

10. In the event of person deputed by CA firm being on leave/absent, the CA firm shall

ensure suitable alternative arrangement to make up for such absence.

11. The successful bidder would have to deposit an amount of 10% of Annual contract of

value towards security deposit through Demand Draft/pay order/FDR/Bank Guarantee from a

commercial bank in favour of BIS which would remain with BIS during the contract period

and no interest shall be payable on the Security Deposit amount.

12. The person deployed by the CA firm shall have the required qualification. In case of noncompliance/non-performance

of the services according to the terms of the contract, the

Bureau shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the

bill without prejudice to its right under other provisions of the contract. Penalty upto 5% may

also be imposed, if there are frequent changes of employees deployed at this office by the

contractor.

13. The CA firm shall be solely liable for all payment/dues of the workers employed and

deployed by him with reliable evidence provided to the Bureau. In the event,

Bureau makes any payment or incurs any liability; the contractor shall indemnify the Bureau

completely;

14. In case of any dispute arising out of this agreement then DDGE, ERO, BIS shall nominate any officer of the BIS a sole arbitrator to adjudicate upon the issue involved in the

dispute and the provisions of the Arbitration Act shall be applicable.

15. In case of any dispute with regard to providing services and interpretation of any clause

of the Agreement, Calcutta Court will have the jurisdiction to settle and decide all the disputes.

16. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per

applicable laws.

17. Any violation of instructions/agreement or suppression of facts will attract cancellation of

agreement without any reference.

18. The CA firm will be held wholly responsible for any action taken by statutory bodies for

violation/non-compilation of any such provision/rule. 19. If any of the personnel of the contractor indulges in theft or any illegal/irregular

activities, misconduct, the contractor will take appropriate action as per law and rules against

its erring personnel in consultation with this office and intimate the action taken to this

office. If need be, an FIR should be lodged against the erring personnel. Such personnel who

indulge in such type of activities, should not be further employed in this office by the contractor in any case.

20. Whenever there is a duplication of clause either in the terms and conditions or in the

agreement, the clause which is beneficial to the ERO, BIS will be considered applicable at

the time of any dispute/following any statutory rules.

.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between BIS, ERO and the Agency and any non-compliance shall be deemed as breach of the Contract/Agreement.