

कॉलेज ऑफ वोकेशनल स्टडीज

(दिल्ली विश्वविद्यालय)

त्रिवेणी शेरव सराय फेस-II, नई दिल्ली-110017

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संदर्भ संख्या

Ref. No. CVS/2018/1604

दिनांक

Dated

02.12.2019

E-TENDER

FOR

Appointment of CHARTERED ACCOUNTANT

DATE & TIME OF ISSUE OF TENDER DOCUMENT (downloaded from website)	04.12.2019 From 6.00 P.M.
LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT	09.01.2020 up to 11.00 A.M.
DATE & TIME FOR OPENING OF TENDER DOCUMENT - (TECHNICAL/FINANCIAL BID)	06.01.2020 at 11.00 A.M.

The e-tender shall be accepted under Two Bid System. The interested Partners are advised to submit Technical & Financial bids through e-portal of e-procurement website (www.eprocure.gov.in)

Principal

[Signature]

TENDER DOCUMENT

For

Appointment of CHARTERED ACCOUNTANT

CONTENTS OF TENDER DOCUMENT

S. NO.	DESCRIPTION OF CONTENTS
01	Notice
02	Technical Bid
03	Scope of Work
04	Terms & Conditions (General)
05	Performa for Company Profile
06	Financial Bid

Note: 1. Tender document for viewing can be downloaded from the website www.cvs.edu.in

1. The e-Tender Form can be filled up from the www.eprocure.gov.in website.
2. Tender Fee : Rs. 2,500/- in form of DD favoring "Principal, CVS".
3. Earnest Money Deposit : Rs. 25,000/- in form of DD favoring "Principal, CVS".

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 is mostly on 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.

TECHNICAL BID

1. Firm should have at least three years of experience in preparation of the accounts of the Public Funded Educational Institute as per the formats prescribed by UGC/MHRD.
2. Average turnover during the last three financial years should not be less than 7.5 lacs.
3. The tenderer firm should have submit an undertaking with the Technical bid to the effect that he has not been black listed from any department/ college/ university or any other firm.
4. The Party should submit the last 5 years ITR and profile of the Firm.

SCOPE OF WORK

1. Preparation of Cash Book/Receipts and Payment Account.
2. Ledger Accounts.
3. Bank Reconciliation Statement.
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.
7. Preparations of TDS Return.
8. Other Accounts Related Work.
9. GST related Work.
10. Internal Audit

TERMS AND CONDITIONS (GENERAL)

1. The tenderer must submit the technical and financial bid as per the rules.
2. The tenderer should send EMD to the college in a sealed envelope in form of DD before the closing date.
3. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
4. The College reserves the right to relax, amend, with draw any of the terms and conditions contained in this tender document without assigning any reason thereof.
5. Any inquiry after submission of the quotation will not be entertained.
6. The Bids received incomplete or filed after the due date shall be summarily rejected.
7. The tenderer shall quote all prices including all statutory taxes, duties etc.
8. Upload only relevant documents.
9. Tender without EMD shall be rejected. The EMD of the unsuccessful bidder shall be returned after finalization of the tender.

PERFORMA 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	Name, Designation and Mobile No. of the person authorized to deal with the Board	
8	Permanent Account Number under Income Tax	
12	Experience	
13	Annual turnover	
14	Black List (Yes/No)	

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

Performa for Financial Bid

<u>Sr. No.</u>	<u>Item</u>	<u>Rate</u>	<u>GST@%</u>	<u>Total</u>
1				