

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

Hospital based autonomous academic Institute, under
Government of National Capital Territory of Delhi, dealing with

"Brain – Mind Problems & their Solutions"

Dilshad Garden, Delhi 110 095 (India)

Tel.: 2259 7750 Fax: 2211 4066,

E-mail: directoroffice-ihbas@delhi.gov.in, website: www.ihbas.delhigovt.nic.



SERVICES OF CHARTERED ACCOUNTANT FIRM FOR PREPARATION OF BALANCE SHEET FOR THE FINANCIAL YEAR 2024-2025

IHBAS is an autonomous Institute of GNCT of Delhi, registered under Registration of Societies Act and engaged in medical, educational & research activities. Open Tender invited for Audit and Certification of the Accounts of this Institute for the Financial Year 2024-25. At present this institute is fully funded by GNCT of Delhi.

For and on behalf of the Director, IHBAS E-tender under Two Bid Systems is invited for one year and, extendable further two years on the basis of satisfactory performance of the firm. The tender can be seen and downloaded from the website <https://govtprocurement.delhi.govt.in>. No tender form shall be sold by the Institute. Corrigendum in respect of this tender, if any, shall be uploaded only on the above-mentioned website shall not be advertised in the newspapers. Firms should participate either Account preparation & others or Balance Sheet. If firms are participated in both the tender, then tender will be rejected.

The allocation of the Grant-in-Aid to this Institute from Delhi Government for the Financial Year 2024-25 is Rs.165 crores to undertake the following works:-

- Preparation of Balance Sheet for the Financial Year 2024-25.

Validity of Tender:- Validity of the tender shall be 180 days from the date of tender opening.

This e-tender will pass through Two Bid System as follows:-

- Technical Bid
- Price Bid/Financial Bid

Important Dates:-

- Last date for submission of tender on 11.03.2025
- Date and time of opening of Tender: 03.00 p.m.
- Financial Bid will be opened after the finalization of Technical Bid.

Each tenderer shall upload the visible copy of the following documents on e-procurement site:-

- EMD for Rs.10,000/- in the form of FDR/Bank Guarantee issued from scheduled nationalized bank favouring "Director, IHBAS payable at Delhi valid for six months should be submitted with technical proposal.
- The firm should be a firm of Chartered Accountant.
- The firm registration no. with ICAI and one FCA Partner (5 years' experience)
- 15 years standing of firm
- The proof of profit of the firm

- vi. An undertaking should be submitted in Affidavit form that Firm should not be blacklisted by Govt. of India and State Govt.
- vii. The firm should have and experience of at least 08 years in the Hospitals
- viii. Copy of valid PAN card and GST Registration.
- ix. The Chartered Accountant should be empanelled in CAG along-with empanelled no.
- x. The firm of Chartered Accountant should be in Delhi based.
- xi. The firms should be Two Partners of firm.
- xii. ECS/RTGS details

Performance Bank Guarantee:-The final selected CA firm shall to submit Performance Bank Guarantee of Rs.10,000/- in the form of FDR/Bank Guarantee issued from scheduled nationalized bank favouring "Director, IHBAS" valid for 12 months from the date of signing of agreement

Price Bid:-Price Bid submitted as per Annexure-B

General Terms and Conditions:-

- a) No TA/DA and any other incidental charges are payable.
- b) Payment will be made after receiving of bill and released after submission of Balance Sheet for the financial year 2024-25.
- c) The same services may be extended for consecutive year's maximum upto 2 years (total three years) subject to satisfactory performance. Fees acceptable plus GST as applicable for audit and certification of annual accounts of Institute.
- d) The Chartered Accountant shall not sublet, transfer or assign the service to any other firm or person.
- e) The Balance Sheet for the financial year 2024-25 shall be submitted in time otherwise penalty will be imposed per day Rs.100/-.



**Officer-In-Charge Purchase
(Non-Medical)**

Format for Financial BID

S. No.	Particulars	Total Amount (in rupees)
(a)	Preparation of Balance Sheet for the financial year 2024-25	

Sawati