

**NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH
(MINISTRY OF EARTH SCIENCES)
(GOVERNMENT OF INDIA)
HEADLAND SADA, VASCO-DA-GAMA,
GOA -403 804**

Issue Date : 07/11/2019
Last Date : 10/12/2019 by 17.00 hrs
Bid Opening Date: 11/12/2019 at 11.00
At NCPOR.

**SUBJECT: TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR
PREPARATION OF ANNUAL ACCOUNTS, INTERNAL AUDIT AND VARIOUS
REGULATORY WORKS**

Sealed quotations are invited for engagement of reputed chartered accountant firm for preparation of Annual Accounts, conduct of Internal Audit and performing various regulatory works as mentioned in the attached list (Annexure E – Scope of work and other terms and conditions).

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” as per Annexure D and Sealed Cover -II containing “Financial Bid” in the prescribed format should be placed in a third sealed cover superscripted “Tender for engagement of Chartered Accounts firm for various works” may be submitted in the Finance & Accounts Division of the NCPOR on or before due date . Quotations received after the scheduled date and time shall be summarily rejected.

NCPOR reserves the right to reject any or all the quotations without assigning any reason thereof. Incomplete and conditional tenders/quotations shall be rejected.

(S.Anoop)
Admin Officer,
NCPOR

Annexure -A

NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH

SUBJECT: TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR PREPARATION OF ANNUAL ACCOUNTS, INTERNAL AUDIT AND VARIOUS REGULATORY WORKS.

1. Name, address of Firm/Agency :
And Telephone Nos.

2. Registration No. of the Firm/ :
Agency (ICAI registration).

3. Name, Designation, address and :
Telephone Nos. of Authorize
person of Firm/ Agency to deal
with.

4. Copy of PAN card issued by :
Income Tax Department.

5. Copy of Service tax no./ GST No. :

6. Copy of CAG empanelment No :

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)

Name & Address :
(with seal)

Annexure:-B

UNDERTAKING

To,
The Director
NCPOR
Vasco Da Gama
Goa

Sir,

- 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 this tender document 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 is acceptable and has not been blacklisted by any agency in India or abroad.

Date:

Signature of the Tender
With seal

Place:

Name of the Tenderer :

With Address :

Annexure-C

NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH

Format of Financial Bid

Sl.No.	Description	Consolidated annual remuneration including GST, etc
1	PREPARTION OF ANNUAL ACCOUNTS, INTERNAL AUDIT AND VARIOUS REGULATORY WORKS	

* The financial Bid shall be inclusive of GST/ service tax, education cess and secondary and higher education cess or any other applicable taxes. The taxes as may be levied by the Government from time to time shall be charged by the firm in addition to the rates quoted in the bid by the firm.

10% of the tendered amount needs to be deposited with NCPOR as Security deposit in the form of Demand Draft which shall be released only after satisfactory completion of works.

Date:

Signature :

Place:

Name :

Address :

Seal of firm :

Annexure -D

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 minimum annual turnover of 50 lacs during each of 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 10 cores (At least 3 companies) in any of the last 3 Financial Years.
- e. No of qualified CA's with the Firm - The firm should have at least 3 employees as Chartered Accountants/Accountants on the date of Tender submission.
- f. The Firm should have Head Office / Branch Office in Goa.
- 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. Copy of Registration certificate/allotment letter of service tax number to be submitted.
- j. The firm needs to submit documents of at least two currently running contract of similar nature alongwith the satisfactory service certificate.

Note: Eligibility criteria may be relaxed for the firms who are having excellent track record and experience subject to approval of Competent Authority.

Annexure -E
Scope of work and terms and conditions of the tender

1. Compilation and Finalizing of the Annual Accounts of NCPOR alongwith incorporating the consultancy account as per the CAG requirements/format for submission to the AGCR audit team.
2. Assisting the NCPOR in getting the Annual Accounts audited by the party of CAG, assisting in complying and replying the observations of CAG.
3. Assisting in removing the persistent audit queries observed while conducting statutory audit by the CAG in earlier years.
4. Preparation of reconciliation statement of all the bank accounts of NCPOR on monthly basis and suggesting necessary accounting entries.
5. All GST related work like filing of return/ Advise on related matters etc.
6. Preparation of Broad sheets/ Schedules for CPF, temporary advances, TA , LTC and other advances of staff alongwith reporting on the outstanding advances.
7. Internal Audit of the books of accounts of the NCPOR comprising transaction verification i.e. each voucher shall be subject to checking by the audit firm. Person deployed in the organization shall check the entries made on the SAP/tally (as the case may be) on the daily basis.
8. Checking of accounting of Central Government Grants, Endowment Funds, Plans & Non- Plan Expenses etc.;
9. Review of books of accounts of the NCPOR and to suggest corrective actions after discussions & deliberations;
10. Determination of surplus funds on time bracket basis and advising on deployment thereof in order to earn maximum out of the surplus funds;
11. Submission of internal audit report on quarterly basis including action taken report on the observations of the previous report.
12. Maintenance of the GST account related work and its reconciliation including the timely challan generation and deposit the tax liability, issue of the GST Certificate.
13. To look into the income tax defaults of the current year and previous year and their necessary rectification.
14. To monitor the investment of the NCPOR and further course of action required at the time of matured investment as per status of funds available in the accounts.
15. Computation of the income tax of the NCPOR employees, contractors, staff etc. and checking and resolving of discrepancy if any, in the 26AS and issue of TDS Certificate. It also includes filing of income tax return and generating form 16A or form 16, as the case may be.
16. Matters related to the new pension scheme, helping in timely uploading of the employee data to the NPS website and transfer of cont./subscription of the employee after generating the challan from NPS Websites.
17. Preparation of tax liability and timely deposit of the challan to the Bank.
18. Advice/facilitation on different regulatory matters/finance matters of Government of India needs to be rendered to the organization as and when required for which no additional charge shall be given/granted by NCPOR.

19. The CA firm has to depute suitable competent accounting personnel at least once a month on working days between Monday to Friday from 9:00 AM to 5:30 PM. for carrying out the work as mentioned. The CA firm has the option of getting the work completed at its office also. All the stationary/equipment used for conduct of various work needs to be provided by CA firm only.
20. Period for engagement: Initially for a period of one year from the date of issue of the work order which may be extended for another Two years on yearly basis on same terms and conditions as mentioned in the Tender Document.
21. Payment to the firm shall be made on quarterly basis only after successful completion of quarterly work.

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 Tenderer

Date:

Seal: