

NOTICE INVITING BID

Sub: Inviting Bids for Appointment of Chartered Accountants for conducting Statutory Audit and other advisory to DSCI for the Financial Year 2018-19.

Delhi State Cancer Institute is a full-fledged, independent and autonomous Institution for comprehensive treatment of cancer patients under the administrative control of Govt of NCT Delhi and fully funded by Govt. of NCT of Delhi in the form of Grant-In Aid of approx. 100 Crores per year.

Sealed bids are invited by DSCI from experienced duly incorporated and registered (with ICAI) practicing Chartered Accountant Firms for conducting statutory audit and other advisories to DSCI for the FY 2018-2019. The contract for next year (F/Y 2019-20) continuing with same fees and terms & condition subject to satisfactory performance of the Firm which shall be evaluated by the Finance Committee of the Institute checked by the Principal Secretary(Finance), Govt. of Delhi and accepted by the Governing Council of the Institute. The Bid should be submitted in **two stages as under:**

1 (a) Essential Pre- Qualification documents required to be submitted for validity of Technical Bids:

- i) The Firms intending to participate in the Bid should have minimum 10 years of experience in Audit of Annual Accounts of Central/State Autonomous bodies / Semi Govt. Organization/ Public Sector Undertakings and Filing of Returns of Income Tax/GST having annual budget of over Rs.100 Crores of at least one institution (*or at least 50 crores per annum of 3 Institutions each*) during the preceding 3 FYs i.e, 2015-16,16-17,17-18 in each case. (Copies of appointment orders for statutory Audit in autonomous bodies/PSU's as per Sub Annexure A-3).
- ii) Self-Certified Copy of Valid Pan Card of the Firm.
- iii) Self-Certified Copy GST Registration certificate.
- iv) The CA firm should have at least 3 qualified CA partners with relevant experience and engaged in full time Audit work as mentioned in the Bid document. Details required as per Sub Annexure A-2. (Copy of Membership Card of the Partners issued by ICAI.)
- v) *The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Sub-Annexure-A-1.***

Bidders not meeting the above minimum mandatory qualification criteria shall be out rightly rejected and not considered for any further evaluation. The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, falling which the contract can be terminated.

- vi) **Earnest Money:** Bids must be accompanied by Earnest Money Deposit for an amount of Rs. 10,000/- by way of Demand Draft drawn in favour of “**Delhi State Cancer Institutes**”, payable at Delhi. Tender received without EMD shall be summarily rejected. The said amount of successful bidders will be automatically converted into security Deposit. The security deposit (without any interest) shall be refundable after successful completion of the whole contract.

1.(b) Eligibility cum Selection Criteria for Pre – Qualification : (Technical Bid)

- i) Firms of practicing Chartered Accountants registered with the Chartered Accountant of India shall be considered for Appointment of Statutory Auditor for conducting Statutory Audit of the Institute.
- ii) The Chartered Accountant firm should have at least an experience of 7 years from the establishment or registration of the firm.
- iii) In addition to the above essential requirement, the following documentary evidence is to be submitted for selection process:-
- 1) Proof in r/o Empanelled with Comptroller and Auditor General of India (C &AG). (Copy of empanelment letter of C & AGI)
 - 2) Number of Audit staff on roll of the firm.
 - 3) Copy of Annual Turnover of the Chartered Accountant firm (Average annual in last three financial years) should not be less than Rs.25 Lakhs. (Sub Annexure-A4). Copies of Balance sheet and Profit & Loss Account of last three years (2015-16, 2016-17 and 2017-18)
 - 4) Copy of the IT Return of the Firm/full time partners/Sole proprietor/others as the case may be for the last three years
 - 5) **The firm must have their Head office / Branch office in Delhi. (Proof as per Annexure).**

Note:

- i) Bids should be un-conditional. Conditional bids shall be summarily rejected.
- ii) The Bidder shall not modify the financial bid format in any manner. If financial bid submitted in any other format will be treated as non-responsive and not considered for tabulation and comparison.
- iii) The EMD of unsuccessful bidders shall be returned /refunded after finalization of the contract without any interest.
- iv) EMD shall be forfeited at the sole discretion of DSCI in case tenderer after intimation from DSCI of the acceptance of his tender, either wholly or in part, refuses to accept the Work order / or changes any of the conditions of the tender or changes the price / or terms and conditions of the tender within validity period.

- v) **The firm must have their Head office / Branch office in Delhi. DSCI shall not bear the expenditure on travelling, boarding etc. of the staff deputed by the firm for auditing purposes or for representing the Institute before any official authorities in connection with settlement of Accounts for the year under review.**
- vi) The firm shall be liable to provide all its services from its branch situated in Delhi only.

1(c) Format for submission of Technical Bid is enclosed at Annexure– I.

1(d) Format of submission of Financial Bid is enclosed at Annexure–II.

2. Documents required for evaluation of Technical Bids (to be kept in Sealed Cover -1 super scribed as Technical Bid) duly signed with seal:-

- i) Information / Essential Documents / Annexure with support of eligibility criteria is required as mentioned at Annexure –I
- ii) Earnest Money : Rs. 10000/-, Tenders must be accompanied by Earnest Money Deposit for an amount of Rs. 10000/- by way of Demand Draft drawn in favour of Delhi State Cancer Institutes, payable at Delhi.
- iii) Duly signed and stamped of the entire pages of bid documents / tender along with annexure.

3. Documents required for evaluation of Financial Bids to be kept in Sealed Cover-2 super scribed as Financial Bid.

- i) Annexure-II duly signed with seal.

4. Scope of Work

- (i) The firm shall help the DSCI in maintaining books & Accounts as per the statutory requirements. The following books of accounts and records, shall be maintained and audited by the firm in accordance with the bye-laws of the DSCI:-
 - a) Cash book and Ledger Accounts
 - b) Donation Accounts
 - c) Reconciliation of Bank Statement
 - d) Preparation of Receipt & Payment Accounts
 - e) Income and Expenditure accounts/ Balance Sheet
 - f) Preparation and Checking of trial Balance
 - g) Vouching
 - h) Preparation of Utilization Certificate
 - i) Financial Statement of the Institute must be prepared as per prescribed format and Accounting Treatment of Government Grants as per Accounting Standard-12.
 - j) Filing of Annual Income Tax Return for the F.Y. 2018-19.

- (ii) Following shall be mandatory on the part of appointed CA :
 - a) To keep updated the system of book keeping & accounting.
 - b) To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
 - c) Regularity in Payment of Statutory Dues.
 - d) Assistance at the time of Govt. Audit of CAG & LFA, as and when required. The expert advice for Audit compliances and Govt's queries if needed to verify of reply against the Audit observation.
 - e) Dealing and finalization of the cases U/s 142(1) & 143(2), 272A(2)(e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, as and when required.
 - f) Dealing with any Government/Departmental queries, demand notices etc. related to Finance/Accounts of DSCI.
 - g) Any other work needed for Accounts finalization.

- (iii) Submission of GST Returns as per GSTR-7 and preparation of Certificates to be issued as per GSTR-7(A) of the CGST Act, within mandated time as a regular schedule for each month during 2018-19.

- (iv) As per Government Norms, the certified copy of the Annual Accounts inclusive of Issuance of Audit Report u/s 10(23C) & the Statutory Audit for the F.Y 2018-19 will have to be laid down before the GNCT of Delhi. Hence, the report of the statutory audit viz. certified copy of the annual accounts along with the auditor's report will have to be submitted on or before 30th September every year. It may be ensured that report of the statutory audit should be completed in time.

The tender documents are available at DSCI website – www.dsci.com and it also can be downloaded from the Govt. portal site.

Representative of the firm can be present at the time of opening of Technical Bid on bringing a letter of Authority from the Partner of the Firm.

Bids are to be submitted on or before **24.11.2018** up to **3.00 PM** by regd. Post/ speed post/courier/by hand (in the Tender Box placed in Purchase section, DSCI) at the following address:

**The Director,
Delhi State Cancer Institutes,
Dilshad Garden, Delhi -110095**

For any queries, please Contact:

**Dy. Controller of Accounts
+91-98685-42502**

The bids should be valid up to **31st December, 2018.**

Encl:

- 1) Format for submission of Technical Bid (Annexure- I)
- 2) Format for submission of Financial Bid (Annexure- II)
- 3) General Terms & Conditions (Annexure-A)

Annexure- I

Format for submission of Technical Bid

(On the letter head of the Bidder)

1. Name of the Chartered Accountant Firm: _____

2. Registration Number of the Chartered Accountant Firm: _____

3. Date of Registration of the Firm: _____

4. Particulars of the Firm:-

- I. Address of the Head office / Branch of the firm as registered with the Institute of Chartered Accountants of India : _____
- II. (a) Telephone Number with STD code : _____
(b) Mobile Nos. of the partners
- III. Email address of the firm
- IV. Website of the firm, if any
- V. PAN No. of the Firm (Self Certified with Seal Copy to be enclosed)
- VI. GST No of the firm (Self Certified with Seal Copy to be enclosed).
- VII. Name of the Firm in Bank A/c, A/C Number, Name of the Branch, IFSC code (For release the EMD purpose).
- VIII. DD No. of EMD of Rs. 10,000/- with date: _____

5. Technical Details (Self certified and stamped documents only):-

1	Copy of firm's Registration certificate issued by Institute of Chartered Accountants of India - to show the Experience in Practice (No. of years)	
2	The document showing empanelment number for registration with C&AG of India.	
3	Self-declaration Certificate as per Sub-Annexure A-1 to show that the firm is not black listed.	
4	Details as per Sub Annexure A-2 providing details of the Partners/FCAs/ACAs of the CA firm with relevant experience and engagement with respect to the Scope of Work as mentioned in the Bid document.	
5	Certificate providing details of the Audit employees/staff with respective qualification.	

6	Copy of the IT return of the Firm/full time partners/Sole proprietor/others, as the case may be, for the last three Financial years.	
7	Details as per <i>SUB-ANNEXURE A-3 with respect to the</i> experience in Audit of Annual Accounts of Central/State Autonomous bodies / semi Govt. organizations/ Public Sector Undertakings and Filing of their Returns of Income Tax/GST having annual budget of <u>over Rs.100 Crores of at least one institution (or with at least 50 crores per annum of minimum 3 Institutions each)</u> for the preceding 3 FYs i.e, 2015-16, 16-17, 17-18 in each case. <i>(Also attach copy of work orders/completion certificate in each case as evidence)</i>	
8	Copy of Ownership of Office/Rent Agreement with Electricity Bill/Copy of Certificate of Incorporation from ICAI as proof to show that the Firm's Head Office/Branch Office is situated in Delhi.	
9	Details to be provided as per <i>SUB-ANNEXURE A-4 to show the</i> average gross professional fee received/earned by the firm in last three financial years (2015-16, 2016-17 and 2017-18).	

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory

With Official Stamp

Annexure-II

**Financial Bid for Statutory Audit of DSCI for the year 2018-19
(On the Letter Head of the bidder)**

Sl. No	Particulars	<u>Quoted fees</u> in Figures(in Rupees) (Excluding applicable tax)*	Quoted fees (In words)
1	Fees Per annum (inclusive of all overheads)		

***Taxes, as applicable, at the time of payment shall be paid extra.**

Place :

Date:

**Authorised Signature
With Official Stamps**

Annexure-A

1. Conditions for Bid to be considered Valid.

The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:

“Application for prequalification and Appointment of Statutory Auditor“ vide Tender No. “_____”.

- a). **Cover-1** “**Technical Bid for prequalification and Appointment of Statutory Audit 2018-19**” as mentioned in Annexure I, **DD of EMD Rs 10,000/-**,duly signed and stamped of the entire pages of bid documents / tender along with annexure.
- b). **Cover-2**, “**Financial Bid for appointment of Statutory Audit 2018-19**” as mentioned in Annexure II.
- c). **The firm must have their Head office / Branch office in Delhi to provide all the required services to the institute under the concerned contract as per this tender.**
- d). Incomplete offers would be summarily rejected.
- e). No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.
- f). No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered.
- g). Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- h). While submitting the bid, bidders are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; DSCI will bear no financial implication on this account.
- i). DSCI takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- j). DSCI shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against DSCI for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by DSCI, even though DSCI may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.
- k). Any other requirements as deemed fit in view of the requirement of the institute as per law.

Self – Declaration – No Blacklisting
(On the letter head of the Firm)

To,

The Director

Delhi State Cancer Institutes,
Dilshad Garden, Delhi.

Sir,

In response to the Bid for selecting Statutory Auditors for DSCI for the financial year 2018-19, I/ We hereby declare that presently our Chartered Accountant (CA)..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

Details of CA Firm's Partners

S.N.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation

Details of CA Firm's Experience of Similar Services as per details of Bid Document

S No	Name of the assignment	Dates of Assignment		Name of the organization	Annual Budget of the Audited Firm for preceding three financial years each	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
		Start date	End date				
1					2015-16: 2016-17: 2017-18:		
2					2015-16: 2016-17: 2017-18		
3					2015-16: 2016-17: 2017-18		
4					2015-16: 2016-17: 2017-18		
5					2015-16: 2016-17: 2017-18		

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

SUB-ANNEXURE: A-4

Details of CA Firm's professional income
(Gross professional Fees received/earned)

(Rupees in lakhs)

Particulars	Financial Year 2015-16	Financial Year 2016-17	Financial Year 2017-18	Average for the last three years
Gross Professional fees received/ Earned				

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature :
Name :
Designation :

2. Evaluation criteria for Financial Bids:

- 2.1 The bids should be unconditional. Conditional bids would be summarily rejected.
- 2.2 Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only.
(The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
- 2.3 Evaluation of bids shall be done on the basis of rates quoted in the price bid separately.
(Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).
- 2.4 If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
- 2.5 **If any tie in price bids received from different bidders, then it shall be at the discretion of the Director (DSCI) to select the suitable bidder.**
- 2.6 Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman of the Governing Council of DSCI.
- 2.7 Currencies for bid and payment shall be in Indian Rupees only.

Detailed Terms & Conditions

1. Internal Audit of DSCI, Delhi, assignments shall be given to one firm only.
2. The job is to be taken up as early as possible.
3. The audit firm appointed by DSCI must not sub- contract the work.
4. If process/performance of the audit team are not found satisfactory, the management reserves the right to terminate the appointment of the firm at any time.
5. Shifting of Office file out of the office premises is not allowed in any case.
6. In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3 (three) years from the date of default.
7. **Payment Terms:** No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill submitted to the Institute. TDS shall be deducted as per Income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance during complete tenure.