



DELHI POLLUTION CONTROL COMMITTEE

An Autonomous Body Under Administrative Control Of
DEPT. OF ENVIRONMENT, GOVT. OF N.C.T. DELHI
4TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-06.

No.F/Audit/DPCC/2014/1354,

dated: 27/11/18

TENDER NOTICE

Sub: **Preparation of Statutory Audit Report & Balance Sheet for the year 2008-09 of Delhi Pollution Control Committee.**

Sir/Madam,

Delhi Pollution Control Committee is an Autonomous Body under Administrative Control of Department of Environment Govt. of NCT of Delhi. DPCC maintains its accounts /financial statement on accrual & double entry accounting system. The Delhi Pollution control Committee intends to outsource an eligible Partnership Firm of Chartered Accountants (herein after called as "CA Firm" for Statutory Audit and preparation of final accounts (including preparation of Income & Expenditure account & Balance Sheet etc. as per the following eligibility criteria-

1.Eligibility Criteria:-

- (a) The CA firm must be registered with Institute of Chartered Accountants of India, and registered with CAG, for the last three financial year i.e.F.Y.2015-16,F.Y.2016-17,F.Y.2017-18. (Please submit the copy of registration letter issued by CAG.)
- (b) The CA firm must have minimum two fellow Chartered Accountants as partners.
- (c) The CA firm must have a Head Office/Registered Office and or Branch office in Delhi NCR area.
- (d) The CA firm must have a minimum average Gross Annual Revenue/Turnover of Rs.10 lakhs during the last three financial years.(F.Y.2015-16,F.Y.2016-17,F.Y.2017-18).

(e) The CA firm should have establishment of at least 05 years of track record as on 31.03.2018 from the date of registration of the firm or company. (Copy of self-attested registration certificate with ICAI is required to be submitted).

(l)The firm must have valid GST Registration Number (Please submit copy of Registration Certificate or copy of last Annual Return filed with GST Authorities).

2. Technical Bid and Financial Bid:-

(a) Interested firms are requested to submit their proposal in two bid system viz.(i) Technical Bid and(ii) Financial Bid, separately to the Accounts Officer, Delhi Pollution control Committee ,ISBT Building, 5th Floor,Kashmere Gate, Delhi-110006 latest by 05.12.2018 upto 3.00 P.M. The proposal should be submitted in sealed cover upper scribing "PROPOSAL FOR STATUTORY AUDIT 2008-2009 IN DPCC"

(b) The bid proposal should be submitted in two Separate envelopes- one envelop for Technical Bid (as per Annexure-"A") and another envelop for Financial Bid-(as per Annexure-"B").

(c) Proposal should be dropped in tender box kept in the room of Accounts Officer, Delhi Pollution Control Committee, ISBT Building,5th Floor, Delhi-110006 on all working day(except Saturday and other public holiday).

(d)Bid documents received beyond the time fixed as mentioned at point 2(a) will not be considered in any case. If bid documents are not found qualified in technical bid as per the criteria mentioned in para 1 above, the financial bid of such bidder(s) will not be opened and will be liable to be rejected.

(e) The bid documents will be opened on 06.12.2018 at 3.00 P.M. in the Chamber of Sh.D.K. Singh, Chairman of purchase committee at 5th Floor, Kashmere Gate, ISBT, Delhi-110006.

3. Scope of work & terms and Conditions

(a) Preparation of Statutory Audit Report, Income & Expenditure Statement, Balance Sheet.

(b) The Statutory Audit Report, Income & Expenditure Statement, Balance Sheet & Reconciliation Statement of bank accounts with its statements and annexure shall be delivered by CA firm, duly authenticated on each and every page, in form

of Hard & Soft Copies for the financial year 2008-09 within 03(Three) months from starting of the work to the Accounts Officer of DPCC for his approval.

(c) All documents, information, approval of authority if any, supporting bills, bank statements, sanction orders and other relevant information etc. will be provided by DPCC for audit purpose.

(d) Preparation of Statutory Audit Report, balance sheet & other statement will be carried out in the office of DPCC 5th Floor, Kashmere Gate whereas the required infrastructure such as Trial balance, Accounting Software, computer system, supporting documents, bank statements, stationery item, information, assistance etc. will be provided by DPCC.

(f) To suggest the measure for completion of statutory audit

(g) The above stated requirements are minimum and the DPCC reserves the right to request for any additional requirements.

4. Terms of payment of Professional Fee:-

(a) 80% of the professional fee shall be paid after submission of authenticated Statutory Report, financial statement i.e. Income & Expenditure Statement & Balance Sheet.

(b) 20% of the professional fee shall be paid after approval of Statutory Audit Report by DPCC Board.

(c) GST as applicable, will be paid separately as applicable from time to time.

General Terms & Conditions

(a) The work has to be done in the premise of the DPCC, Delhi unless otherwise permitted by DPCC.

(b) The firm shall not assign, transfer or sub-contract all or any of the work to any third party.

(c) The rates quoted shall be for complete work.

(d) The decision of DPCC with regard to acceptance of bids will be final and binding.

- (e) DPCC's, authorized officials shall have the right to inspect the work being done by contracting firm.
- (f) DPCC will have the option to extend the contract period for statutory audit of subsequent financial year after seeking the approval of competent authority subject to satisfactory services and on the same rates & other terms & conditions.
- (g) All disputes would be subject to jurisdiction of Delhi.

For any clarification/details, Accounts Officer(Phone No.23869161) may be contacted on any working day(Monday to Friday) between 10 a.m. to 04 p.m.

Yours faithfully,



(D.K DHAWAN)

ACCOUNTS OFFICER:DPCC

F.No.DPCC/Statutory Audit/Accts/2017-18

Dated:

Copy to:

- 1.SEE (IT) for upload on DPCC Website.
2. In-charge(Enquiry count) for display on DPCC notice Board.
- 3.P.S. to Chairman, DPCC
- 4.P.A to Member Secretary, DPCC

Technical Bid

(To be submitted on the letter head of firm)

Annexure-A

FORMAT OF TECHNICAL PROPOSAL			
Name & Address of Firm			
Year of Establishment			
PAN No.(Copy to be enclosed)			
GST No.(Copy to be enclosed)			
Details of full time partners of the firm with educational qualification & experience			
Gross Annual Revenue/Turnover	2015-16	2016-17	2017-18
Experience in Statutory Audit (Proof to be enclosed)			
Copy of the Audited Balance sheet of the CA firm for the immediate last 3 years			
Certificate of Registration with ICAI			
Certificate of Registration with CAG	(empanelment No.)		

We hereby certify that the information submitted above is true and in case of acceptance of the bid, we shall comply with all the terms and conditions of the contract and abide by the General Conditions mentioned therein.

Name of the Firm with
Rubber Stamp & signature of the Partner.

Annexure-B
PROFORMA FOR FINANCIAL BID
(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM)

To,

The Member Secretary,
Delhi Pollution Control Committee
5th Floor, ISBT, Kashmere Gate
Delhi-110006.

Sl.No.	Particulars	Consolidated Profession Fee(in Rs.)
1.	Professional Fee in figure and words for PROPOSAL FOR PRATION OF STATUTORY AUDIT REPORT AND BALANCE SHEET FOR THE FINANCIAL YEAR 2008-2009(inclusive of all charges, out of pocket expenses etc.) (Fee is exclusive of Service Tax/GST) In words.	

NB: This financial offer should be submitted separately (in separate sealed envelope) on a letter head of firm signed by Authorized Partner of the firm/. The outer side of envelop must specify " FINANCIAL OFFER FOR PREPARATION OF STATUTORY AUDIT REPORT & BALANCE SHEET FOR THE FINANCIAL YEAR 2008-2009". The financial offer submitted in envelop of Technical bid will be rejected and the firm will not be considered as responsive bidder.

Date:

Place

Name of the Firm with
Rubber Stamp & signature of the Partner.