



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.

F.No.1(Audit)//Acctts/DPCC/2014/1514 -

Dated: 30-11-2016

Sub: Preparation of Annual Accounts for the year 2015-16 of Delhi Pollution Control Committee

Sir/Madam,

The Delhi Pollution Control Committee (DPCC) is an Autonomous Body under Administrative Control of Department of Environment, Govt of NCT of Delhi. DPCC maintains its accounts /financial statements on accrual & double entry accounting system. The Delhi Pollution Control Committee intends to outsource the financial accounting / book keeping work for the financial year 2015-16 to a eligible Partnership firm of Chartered Accountants (herein after called as "CA Firm") for the period of three months, as per the following eligibility criteria-

1. Eligibility Criteria:-

- (a) The CA firm must be registered with Institute of Chartered Accountants of India, and empanelled with CAG, for the last three financial years. (i.e. F.Y. 2013-14, F.Y. 2014-15, F.Y. 2015-16).(Please submit copy of Empanelment letter or acknowledgement of application for empanelment).
- (b) The CA firm must have minimum two fellow Chartered Accountants as partners (Please submit copy of Partnership Deed).
- (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. 08 lakhs during the last three financial years, (i.e. F.Y. 2013-14, F.Y. 2014-15, F.Y. 2015-16).(Please submit copy of Income Tax Return or Audited Balance Sheet).
- (e) The CA firm should have establishment of at least 05 years of track record as on 31-03-2016 from the date of registration of the firm or company. (Copy of self-attested registration certificate with ICAI be is required to be submitted).

- (f) The firm must have valid Service Tax Registration (Please submit Copy of Registration Certificate or copy of last Annual Return filed with Service Tax Authorities)

2. Technical Bid and Financial Bid:-

- (a) Interested firms are requested to submit their proposal in two bid systems viz., (i) Technical and (ii) Financial, separately to the Account officer Delhi Pollution Control Committee ISBT Building 6th Floor Delhi latest by **12.12.2016 up to 3.00 P.M.** Proposal should be submitted in sealed cover super scribing "PROPOSAL FOR PREPARATION OF ANNUAL ACCOUNTS FOR THE YEAR 2015-16 IN R/O DPCC".
- (b) The bid proposal should be submitted in Separate two envelopes- one envelop for Technical Bid along (**as per Annexure-"A"**) and another envelop for , Financial Bid- (**as per Annexure-"B"**).
- (c) Proposal should be deposited in tender box kept in the room of Accounts Officer, Delhi Pollution Control Committee, ISBT Building, 6th Floor, Delhi – 110006 on all working days (except Saturday and other public holidays) during working hours. The last date for submission of the Bid document is **12.12.2016 upto 3.00 P.M.**
- (d) Bid documents received beyond the time fixed as mentioned in above 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 bids documents will be opened on **12.12.2016 at 3.30 P.M.** in the Conference Room of Member Secretary (DPCC) at 5th Floor, Kashmere Gate, ISBT, Delhi-110006.

3. Scope of Work and terms & conditions

- (a) Preparation of voucher, ledgers, Trial Balance, Income & Expenditure Statement, Balance Sheet reconciliation of bank statements (approx. 10 Thousand entries annual) in Tally Software. There are four major revenue accounts of the DPCC.
- (b) Preparation and finalization of Annual Accounts of the DPCC for the financial year 2015-16 on accrual accounting basis in the prescribed format of all the accounts i.e. main Account, CPF, Air Ambience fund, water cess fund etc. The firm is expected to make best efforts to finalize the accounts within three months from the award of contract.
- (c) The Trial Balance, Income & Expenditure Statement, Balance Sheet and Reconciliation Statement of Bank Accounts of financial year with its statements and annexures shall be delivered by the CA firm, **duly authenticated on each and every page**, in form of Hard & Soft copies for the financial year 2015-16 within two months

from the award of work (+ one month grace period) to the Sr. A.O. of DPCC for his approval.

- (d) To attend and assist the statutory Audit for the year 2015-16 being specifically conducted by DGACR, New Delhi, or any other agency in DPCC premises from time to time.
- (e) To provide authenticated financial statements /information as per specific requirements of the Delhi Govt. & other agencies from time to time.
- (f) To suggest the measures for the improvement/automation of accounting procedures of DPCC.
- (g) All documents, information, approvals of authority if any, supporting bills, bank statements, sanction orders and other relevant information / administrative support etc will be provided by DPCC for accounting and auditing purpose.
- (h) Preparation and finalisation of Financial Accounts will be carried out in the office of DPCC office at 5th Floor, Kashmere Gate, ISBT, Delhi-110006 whereas the required infrastructure such as Accounting Software, computer systems, supporting documents, statements, papers, information, assistance etc will be provided by DPCC.
- (i) The successful Bidder shall be required to deploy at least one experienced accounting staff who should be a commerce graduate / CA (semi qualified) / CWA (semi qualified) and one supervisor who should be a qualified Chartered Accountant having at least 5 years of experience.
- (j) The above stated requirements are at 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 statement of accounts i.e. Trial Balance, Income/Expenditure Statement, Balance Sheet, and Reconciliation of Bank Statements.
- (b) 20% of the professional fee shall be paid after completion of statutory audit for the year 2015-16 by statutory auditors.
- (c) Service Tax/GST as the case may be, will be paid separately as applicable from time to time.

General Conditions

- (a) The work has to be done in the premises of the DPCC, Delhi unless otherwise permitted by the DPCC.
- (b) Minimum one professional, with minimum 5 year experience basically Tally Software and accounts conversant would be required full time on daily basis during office hours for the work to be performed at DPCC, in addition to regular supervision and work by the key person of the CA firm, who must be a Chartered Accountant and have an experience of minimum 5 years. They would be expected to work in close coordination with the concerned staff of the Accounts Department of DPCC.
- (c) The firm shall not assign, transfer or sub-contract all or any of the work to any third party without written permission of the DPCC.
- (d) The rates quoted shall be for complete work.
- (e) The firm should have the experience in preparation and finalization of Annual Accounts, taxation and Statutory/ Internal Audit of PSUs, Autonomous Bodies, other Govt. Bodies (Proof to be enclosed)
- (f) The decision of the DPCC with regard to acceptance or otherwise of the bids will be final and binding.
- (g) DPCC, authorized officials shall have the right to inspect the work being done by contracting firm.
- (h) All disputes would be subject to jurisdiction of Delhi.

For any clarification/details, Account Officer, Delhi Pollution Control Committee (Phone No 2386916) Delhi-110006 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

Technical Bid

(To be submitted on the letter head of firm)

Annexure-A

FORMAT OF TECHNICAL PROPOSAL			
Name & Address of the Firm			
Year of Establishment			
PAN No. (Copy to be enclosed)			
Service Tax No. (copy to be enclosed)			
Details of the full time partners of the firm with educational qualification & experience			
Gross Annual revenue / turnover	2013-14	2014-15	2015-16
Experience in preparation and finalization of Annual Accounts, taxation, Statutory or Internal Audit. (Proof to be enclosed)			
Copy of the Audited Balance Sheet of the CA firm for the immediate last three years			
Certificate of Registration with ICAI .			
Certificate of Registration with CAG, in case of CA firm.	(Empanelment No.)		

We hereby certify that information submitted as 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
(FOR FINANCIAL ACCOUNTING OF DPCC)
(To be submitted on the letter head of firm)

To,

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

Sr.No.	Particulars	Consolidated Professional Fee (in Rs.)
1.	Professional Fee in figure and words for PROPOSAL FOR PREPARATION OF ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2015-16 (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 the firm signed by Authorized Partner of the firm. The outer side of envelop must specify "FINANCIAL OFFER FOR PREPARATION OF ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2015-16". 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 Offerer:
Address of the Offerer:
Cell phone Number:
Email Address:

Name of the firm with
Rubber stamp & signature of the Partner