



**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN  
(ESTABLISHED BY GOVT. OF DELHI VIDE ACT 9 OF 2012)  
KASHMERE GATE, DELHI -110 006.**

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**NOTICE INVITING QUOTATIONS (NIQ) FROM DELHI/NCR BASED CAG EMPANELLED  
CHARTERED ACCOUNTANT FIRM**

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**INFORMATION & INSTRUCTION FOR BIDDERS:**

<b>Item</b>	<b>Details / Date</b>
Issue of Bid Document	Bid Document can be down-loaded from the University website <a href="http://www.igdtuw.ac.in">www.igdtuw.ac.in</a>
EMD Amount	Rs. 25,000/-
Bid Submission Start Date	19 <sup>th</sup> August 2020
Bid Submission End Date	31 <sup>st</sup> August 2020 (Up to 2:00 p.m.)
Bid Opening Date [Technical]	31 <sup>st</sup> August 2020 (at 3:00 p.m.)
Bid Opening Date [Financial]	2 <sup>nd</sup> September 2020 (at 2:00 p.m.)

**INTRODUCTION:**

Indira Gandhi Delhi Technical University for Women (IGDTUW) has been established by Govt. NCT of Delhi in May 2013 vide Delhi State Legislature Act 9, 2012, as a Non-Affiliating Teaching and Research University at Delhi to facilitate and promote Studies, Research, Technology, Innovation, Incubation and extension work in emerging areas of professional education among Women, with focus on

Engineering, Technology, Applied Sciences, Management and its allied areas with the objective to achieve excellence in these and related fields.

The objective of the University is to foster industry relevant research and innovations and empower the women of our country through value based higher education making them employable, self-reliant, responsible citizen of the country with concern for environment and society.

## **1. SCOPE OF WORK:-**

To prepare the Final Accounts for the Financial Year 2019-20, the University invites applications/interest for short listing of the CAG empanelled CA Firms, the brief details of works/activities are as under:

### **A) AUDITING/CERTIFICATION OF ACCOUNTS AND UTILIZATION CERTIFICATE FOR THE FINANCIAL YEAR 2019-20:**

1. Drafting & Auditing of Annual Accounts (Balance Sheet, Income & Expenditure and Receipts and Payment Account) of Indira Gandhi Delhi Technical University for Women as per the MHRD/UGC prescribed performa for the financial year 2019-20. The same shall be required to be completed in one month's time and/or as per requirement of the prevailing Act (Income Tax, GST etc) after award of work.
2. Performa Certification of Accounts and issue of Utilization Certificate for the year 2019-20.
3. Reconciliation of Receipts & Payment Account with that of Expenditure Statement (prepared on accrual basis) for the year 2019-20.
4. The firm will be responsible for internal auditing and finalization of Annual Accounts for the year 2019-20. The University will provide all the data maintained in Tally Software for the purpose as well as hard copy of vouchers, cash books, if required.
5. Auditing of Annual Accounts of CPF (Balance Sheet, Income & Expenditure and Receipts & Payment Account) of Indira Gandhi Delhi Technical University for Women for the year 2019-20.
6. Internal Audit Report.

### **B) ACCOUNTING WORK:**

1. Concurrent Audit of all accounts of University for the financial year 2020-2021 on quarterly basis and submission of quarterly concurrent Audit report within 15 days of completion of respective Quarter.
2. Feeding of all receipts, payments and journal vouchers (approx. 2500 annually) in Tally Software at IGDTUW, Delhi. There are 48 Major Accounts of the University.
3. Reconciliation of Fees/receipts.
4. Filing of Annual Income Tax Return of the University.

### **C) TAXATION WORK:**

1. Complete GST work including filing of GST Returns, preparation of data and reconciliation/correction in filled GST returns, assessment, reply to notice etc., if any.
2. Complete Income Tax related work including Filing of Income Tax Return, correction, revision, reply to notices and attending/representing University in proceedings/assessments of Income Tax, if any.
3. TDS returns will be filed by the University Staff while C.A. Firm should verify and certify TDS returns and inform the concerned Finance Section if any discrepancy has been found in the TDS returns (current or previous years) and if any notices/demands will be issued by the Department, the correction, revision, reply to notices etc. may be made by C.A. Firm if any. (Total numbers of entries for TDS returns in financial year 2019-20 was approx. 3000).
4. Issues/Filing of Income Tax form 15CA/15CB.
5. Opinion/Queries on GST, TDS and Income Tax matters.

### **D) OTHERS:**

1. Getting exemption of the University from the Income Tax Department under relevant Income Tax Rules.
2. Examination of the Financial Affairs, Statutory compliances of the University.
3. To suggest and carry out any improvements required in the method of accounting in compliance to Accounting Standard 12.
4. To carry out adjustments/rectifications of discrepancies pointed out by Pr. Accountant General (Audit) Delhi or Local Fund Audit, GNCT of Delhi along with explanatory notes.
5. Any other matter/ work pertaining to Finance assigned by the Competent Authority.

### **2) ELIGIBILITY CRITERIA FOR THE FIRMS: -**

1. The C.A. firm should be Delhi/NCR based and should have at least 05 years' experience out of which 2 years experience should be of Auditing University Account as per prescribed format of MHRD/UGC.
2. The firm should be empanelled with the Comptroller & Auditor General of India.
3. The firm should have an Income Tax Permanent Account Number (PAN) (A copy of PAN card is to be submitted).
4. The firm should have a valid Goods & Services Tax (GST) Registration Number (A copy of certificate to be submitted).

5. The firm should be registered with the Institute of Chartered Accountants of India (A copy of Registration with ICAI to be submitted).
6. The CA firm should be a partnership firm on the date of bid submission. (A copy of list of all partners is to be submitted).
7. List of main clients of the firm along with their address and telephone numbers & nature of work done should be submitted.
8. The CA firm should have carried out preparation and finalization of annual accounts of University/ Higher Education Institutions for at least two financial years during the last five completed financial years. The annual turnover of the University/Higher Education Institution whose accounts were prepared by the CA firm should have been Rs. 40 crores or above in that financial year. A copy of audited balance sheet of that University/ Higher Education Institution should be submitted.
9. The Annual turnover/ revenue of the CA firm shall not be less than Rs. 02 crores in each of last three financial years i.e. 2018-19, 2017-18 & 2016-17. Copy of audited Balance Sheet of the firm for the immediate last three years to be submitted.
10. A Certificate should be submitted that the CA firm has not been blacklisted or barred by any of University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body It should also be mentioned that no disciplinary action has been taken against its existing partners in past and no disciplinary enquiry is pending against partners by the Institute of Chartered Accountants of India.
11. Earnest Money amounting to Rs. 25,000/- along with bids through Demand Draft/FDR in favour of the Registrar, IGDTUW, Delhi-110006 is to be submitted alongwith the bid.
12. A NIQ acceptance letter must be attached along-with the technical bid as per Annexure-III.

### **3) BID SUBMISSION:**

1. "Technical Bid" shall comprise of all documents as per Annexure-I.
2. "Financial Bid" shall comprise of the price bids of the items included in Annexure-II.
3. NIQ acceptance letter must be signed by the authorized signatory of the bidder with seal as per Annexure-III
4. Conditional bids will not be accepted.
5. Bidder who has downloaded the NIQ from the University website [www.igdtuw.ac.in](http://www.igdtuw.ac.in) including download financial bid template in any manner, and in case the same is found to be tampered/modified in any manner, bid will be completely rejected and earnest money deposit (hereinafter referred to as EMD) would be forfeited and bidder is liable to be banned from doing business with IGDTUW, Delhi.
6. Intending bidders are advised to visit frequently the University website [www.igdtuw.ac.in](http://www.igdtuw.ac.in) on regular basis and at least 3 days prior to closing date of submission of bid for any corrigendum/ addendum/amendment, at any stage.

#### **4) OPENING OF FINANCIAL BID AND EVALUATION:**

The eligibility of bidders and their technical bids will be evaluated by a committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions laid down in the NIQ. The work will be awarded to the lowest bidder (inclusive of all taxes). A firm quoting price bid less than the applicable minimum wage will be disqualified from financial evaluation stage. Such a financial bid will be treated unresponsive and will not be considered.

#### **5) TERMS AND CONDITIONS OF NIQ :**

##### **Technical and Financial bids should be submitted separately.**

Technical Bid: - The technical bid should be submitted as per Annexure-I attached.

Financial Bid: Financial bid should be submitted as per Annexure-II attached.

A consolidated Professional fee should be quoted for the job mentioned in scope of work [A, B, C & D]. The fees quoted should be without taxes. Taxes as applicable should be quoted separately. Note: - Financial bids of only those firms will be opened who meet the eligibility criteria and qualify in the technical bids. Further, a consolidated fee should be quoted for the entire job mentioned in scope of work [A, B, C, & D] and not on monthly basis.

#### **6) GENERAL CONDITIONS:**

- I) The firm shall deploy required manpower to meet the deadlines. However, minimum one person fully conversant with latest Tally Software would be required on full time daily basis during office hours and Saturdays/Holidays as and when required for the Work to be performed at IGDTUW, Delhi. They would be expected to work in close coordination with the concerned staff of the respective finance branch. No Interns/Articles should be deputed by the firm. All the deputed persons must be Commerce Graduate and will be required to submit their resumes at the time of joining. Person deputed by the firm will observe the office decorum. Replacement of any deployed person would only be accepted on prior approval of the University. The wages to be given to the persons deployed in the University shall not be less than basic minimum wages laid down by the Government of NCT of Delhi for the corresponding category of Clerical and Supervisory staffs from time to time. The Firm must ensure payment of all statutory requirements pertaining to payment of wage and any loss to its employee due to the reason beyond control of the University and indemnify the University from such obligations.
- II) The work has to be done in the premises of the University unless otherwise permitted by the University.
- III) Loss to the University due to the act of deployed person shall be the responsibility of the C.A. Firm engaged.
- IV) The firm shall not assign, transfer or sub-contract all or any of the work to any third party without written permission of the University.

- V) To attend and to assist the Finance Branch at the time of Audit being specifically conducted by the Audit Department, GNCTD and CAG in University premises from time to time.
- VI) To advise on accounting automation and system oversight as and when required.
- VII) The University information shall not be shared with any other organization/person.
- VIII) The rates quoted shall remain valid till the completion of the work.
- IX) The period of work will be for one financial year. However, the University may renew the contract on yearly basis for next two financial years subject to satisfactory performance of the firm on same terms & conditions. The rates quoted for financial year 2020-21 should remain valid for the financial year 2021-22 & 2022-23 if the contract is renewed. University also reserves the right to terminate the services of the selected CA Firm by giving one-month notice and the payment would be made on pro-rata basis for the period firm has rendered its services.
- X) The Earnest Money Deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time. No interest on the Earnest Money shall be paid by the University.
- XI) Successful bidder would be required to submit Performance Security for an amount of 10% of the value of the contract in the form of Bank Guarantee from a Commercial Bank within 15 days from the date of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The Performance Guarantee shall be released after completion of the Contract and acceptance of the annual account by the Competent Authority of IGDTUW (Board of Management).
- XII) Payment will be made on quarterly basis after satisfactory completion of the work. Payment for last quarter will be made after approval of Annual Accounts by the Competent Authority of the University.
- XIII) There will be monthly progress meeting between Finance Branch of the University and Partner/Partners of the contracting C.A. Firms for work status report of the Annual Accounts and their working.
- XIV) The Contracting Firm shall provide implementation plan for the contract within seven days of the issue of work award letter.
- XV) The decision of the University with regard to acceptance or otherwise of the bids will be final and binding.
- XVI) It is compulsory for all bidders to comply with all the Terms and Conditions of Bid as well as General Conditions mentioned above and a certificate to this effect should necessarily be enclosed with the Technical Bid.
- XVII) In the case of a tie of lowest rate the firm will be selected based on the date of registration i.e. the older firm will be awarded the NIQ.
- XVIII) Upon verification evaluation/ assessment, if in case any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained and security shall be forfeited.
- XIX) If the selected firm is not able to fulfill its obligations under the contract/work order, which includes non-completion of the work, IGDTUW reserves the right to get the work accomplished through another Firm. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from his bills and remaining by sending a claim.

- XX)** IGDTUW is under no obligation to accept the lowest bid and reserves the right to reject any or all bids or cancel/ withdraw the invitation for bid at any stage without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.
- XXI)** Conditional Bids will be summarily rejected.
- XXII)** All disputes would be subject to jurisdiction of Delhi.

## **7) ARBITRATION AND SETTLEMENT OF DISPUTES: -**

- I)** University and the bidder shall make every effort to resolve any difference or dispute arising between them under or in connection with the University's work order, amicably by direct informal negotiation.
- II)** If after thirty (30) days from the commencement of such informal negotiations, University and the bidder have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- III)** Any dispute or differences whatsoever arising between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, IGDTUW, Delhi.
- IV)** The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings, unless the bidder is specifically directed by University to desist from working in this behalf.
- V)** The venue of arbitration shall be Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India.
- VI)** It is also a term of contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date, he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

**S/d**  
**[PROF. R. K. SINGH]**  
**REGISTRAR**

**TECHNICAL BID**

1. Name of the Firm:
2. Address (with Tel No. Fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) Year of establishment of Firm  
(b) Name & Contact details of all full time Partners
5. (a) Registration number with institute of Chartered Accountants of India \_\_\_\_\_  
(b) GST Number \_\_\_\_\_ (c) PAN Number \_\_\_\_\_
6. Confirm the Attachment: -

Sr. No	Document	Whether Attached	Page No.
1	Have you attached work order for carrying out the Accounting work for University/Higher Education Institution of at <b>least two Financial years</b> in the last five years	YES/NO	
2	Have you attached list of main clients of the firms alongwith their address and telephone numbers and nature of work done in <b>last five years</b> to be provided?	YES/NO	
3	Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached.	YES/NO	
4	Have you attached registration certification with Institute of Chartered Accountants of India.	YES/NO	
5	Have you attached a bid acceptance letter.	YES/NO	
6	Audited balance Sheet for last three years of CA Firm.	YES/NO	
7	Have you attached the audited balance sheet of the <b>University/ Higher Education</b> whose accounts were prepared by the CA Firm.	YES/NO	
8	Have you attached a certificate that the firm has not been blacklisted.	YES/NO	
9	Have you attached proof of submission of EMD of <b>Rs 25,000/-</b> by Bank demand draft (DD)/FDR.	YES/NO	
10	Have you attached certification/letter/order of the Firm being empanelled with CAG?	YES/NO	

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future.

**Signature of Authorized person  
with seal of firm**



**FINANCIAL BID**

Sr. No.	Description	Consolidated Annual fee for entire scope of work (in Rs.)	Taxes as applicable (in Rs.)	Total Amount (inclusive of all taxes) (in Rs.)
1.	<p><b><u>AUDITING/CERTIFICATION OF ACCOUNTS AND UTILIZATION CERTIFICATE FOR THE FINANCIAL YEAR 2019-20:</u></b></p> <p>1. Drafting &amp; Auditing of Annual Accounts (Balance Sheet, Income &amp; Expenditure and Receipts and Payment Account) of Indira Gandhi Delhi Technical University for Women as per the MHRD/UGC prescribed performa for the financial year 2019-20 and issue of Utilization Certificate.</p> <p><b>The same shall be required to be completed in one month's time and/or as per requirement of the prevailing Act (Income Tax, GST etc).</b></p> <p>2. Performa Certification of Accounts and issue of Utilization Certificate for the year 2019-20 <b>and Utilization Certificate for concurrent Audit on quarterly basis within 15 days of completion of respective Quarter.</b></p> <p>3. Reconciliation of Receipts &amp; Payment Account with that of Expenditure Statement (prepared on accrual basis) for the year 2019-20.</p> <p>4. The firm will be responsible for internal auditing and finalization of Annual Accounts for the year 2019-20. The University will provide all the data maintained in Tally Software for the purpose as well as hard copy of vouchers, cash books, if required.</p> <p>5. Auditing of Annual Accounts of CPF (Balance Sheet, Income &amp; Expenditure and Receipts &amp; Payment Account) of Indira Gandhi Delhi Technical University for Women for the year 2019-20.</p> <p>6. Internal Audit Report.</p>			
2	<p><b><u>ACCOUNTING WORK:</u></b></p> <p>1. Concurrent Audit of all accounts of University for the financial year 2020-2021 on quarterly basis.</p> <p>2. Feeding of all receipts, payments and journal vouchers (approx. 2500 annually) in Tally Software at IGDTUW, Delhi. There are 48 Major Accounts of the University.</p>			

	3. Reconciliation of Fees/receipts. 4. Filing of Annual Income Tax Return of the University.			
3	<p><b>TAXATION WORK:</b></p> <p>1. Complete GST work including filing of GST Returns, preparation of data and reconciliation/correction in filled GST returns, assessment, reply to notice etc., if any.</p> <p>2. Complete Income Tax related work including Filing of Income Tax Return, correction, revision, reply to notices and attending/representing university in and proceeding/assessment of Income Tax, if any.</p> <p>3. TDS returns will be filed by the University Staff while C.A. Firm should verify and certify TDS returns and inform the concerned Finance Section if any discrepancy has been found in the TDS returns (current or previous years) and if any notices/demands will be issued by the Department, the correction, revision, reply to notices etc. may be made by C.A. Firm if any. (Total numbers of entries for TDS returns in <b>year 2019-20 was approx. 2500</b>).</p> <p>4. Issues/Filing of Income Tax form 15CA/15CB.</p> <p>5. Opinion/Queries on GST, TDS and Income Tax matters</p>			
4	<p><b>OTHERS:</b></p> <p>1. Getting exemption of the University from the Income Tax Department under relevant Income Tax Rules.</p> <p>2. Examination the Financial Affairs, Statutory compliances of the University.</p> <p>3. To suggest and carry out any improvements required in the method of accounting in compliance to Accounting Standard 12.</p> <p>4. To carry out adjustment/rectifications of discrepancies pointed out by Pr. Accountant General (Audit) Delhi or Local Fund Audit, GNCT of Delhi along with explanatory notes.</p> <p>5. <b>Any other matter/ work pertaining to Finance assigned by the Competent Authority.</b></p>			
	<b>Total</b>			
	<b>Total Amount in words</b>			

**Signature of Authorized person  
with seal of firm**

**NIQ ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: **Acceptance of Terms & Condition of NIQ.**

NIQ Reference No: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the NIQ documents(s) for the above mentioned 'NIQ/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the NIQ documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s) ,etc.), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time by your department/organization/ too has also been taken into consideration, which submitting this acceptance letter.

4. I/We hereby unconditionally accept the NIQ conditions of above-mentioned NIQ document(s)/corrigendum(s) in its totality/entirely.

5. I/We do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector Undertaking and disciplinary action has not been taken against its existing partners in past and no disciplinary enquiry is pending against partners by the Institute of Chartered Accountants of India.

6. I/We certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall, without giving any notice or reason thereof, or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

**Yours faithfully,**  
**(Signature of the Bidder, with Official Seal)**