

**INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
KASHMERE GATE : DELHI-110006.**

No.F. 24/IGDTUW/Accts./Audit-2016-17/CA/2016/1593

Dated: 14-09-2016

To

M/s.....

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Subject:- Notice inviting tender for engagement of a capable Delhi/NCR based Chartered Accountant Firm for writing/maintaining of ledger /preparation of Balance Sheet, Receipt and payment Account and Income & Expenditure Account for the year 2016-17 -setting up Computerized commercial Accounting Systems-Implementation, Installation and Customization of Tally.

Sir,

The Indira Gandhi Delhi Technical University, Kashmere Gate, Delhi intends to invite sealed limited tenders under Two Bid System i.e. (i) Technical bid for deciding eligibility criteria (Annexure – I)and (ii) Financial bid (Annexure II) for selecting the successful bidder/firm who are technically qualified for engagement of capable Delhi / NCR based empanelled with the Controller of Audit General of India Chartered Accountant for **writing/maintaining of ledger, preparation of Balance Sheet, Receipt and payment Account and Income & Expenditure Account for the year 2016-17 -setting up Computerized commercial Accounting Systems-Implementation**, setting up computerized commercial Accounting System –implementation, installation & customization of Tally. Both sealed envelopes should be kept in third sealed envelope super scribing “bid for engagement of chartered Accountant firm for IGDTUW”.

Interested firms Should drop their tender in the box placed **in Room No.212 G.A. Branch (1st Floor) Administrative Block, IGDTUW on 7.10.2016 by 12.00p.m.** and the same shall be opened immediately in the office of the Registrar, IGDTUW, Kashmere Gate, Delhi in the presence of the representatives of the firm, who may like to be present.

The assignment shall be initially for one year which is further extendable on year to year basis, by the competent authority of IGDTUW, at its discretion.

The interested C.A. Firms, if desired, may have visit in Office of the Dy. Finance Officer at the aforesaid address between 10 a.m. to 5 p.m. on any working day regarding detail of scope of work, the coverage, and time span within which the work is to be completed.

Contd...2/-

The terms and conditions are as under :-

Terms and conditions

A. ELIGIBILITY CRITERIA FOR TECHNICAL BID

THE TECHNICAL BID SHOULD CONSIST THE FOLLOWING DOCUMENTS

1. EMD for Rs. 10000/- in the shape of DD drawn on any nationalized bank in favour of Registrar, IGDTUW .
2. The C.A. Firm Should be Delhi/NCR based.
3. The Firm should be empanelled with the Comptroller & Auditor General of India.
4. The Firm should have Income Tax Permanent Account Number.
5. The Firm should have Service Tax Registration Numbers.
6. The Firm should have 3 years experience of commercial Accounting through Tally in Govt. Tech. Institute /any University under Govt./ Govt. autonomous organization.

B. OTHER TERMS & CONDITIONS

1. The rates received by post/by hand shall not be accepted.
2. The tenders received after the due date and time of will not be accepted.
3. The Registrar, IGDTUW reserves the right to cancel any bid or all and recall the tender.
4. The successful firm should furnish performance security for an amount of Rs. 20000/- with in fifteen days of receipt of letter of (offer) valid for 13 months from the date of award of contract in the shape of F.D.R. drawn in favour of Registrar, IGDTUW, Kashmere Gate, Delhi from nationalized bank. Failure to submit the Performance Security will result in forfeiture of the EMD.
5. The successful firm will be required to execute an agreement with the university with in period of 30 days from the date of receipt of letter offer.
6. The software will be installed & customized within 2 weeks of the issue of this order.
7. Latest versions of tally software Multiuser will be provided.
8. The payment will be released quarterly on satisfactory performance basis.
9. The fault in the system will removed within 2 hrs. of its detection.
10. One Tally Accounting Software Expert will be provided by the firm for accounting work.
11. The expert will also be made available during emergency in non-working days also.
12. The support staff will also provide the training to the IGDTUW staff as per requirement.
13. The CA will provide consultancy on one full day with physical presence basis twice a month for execution of day to day accounting transaction, suggestions in formulation of accounting policies & procedures, monthly accounts and in finalization of annual accounts.
14. The CA will visit immediately as and when called for in emergency in order to guide the Accounts personnel as per requirement.

Contd...3/-

15. The Annual accounts of Financial Year will be finalized before 30th of April of succeeding financial year.
16. The firm shall abide by and comply with all relevant laws and statutory requirements covered under various laws as applicable to time to time with regard to the personnel engaged by the firm for the University .
17. Service Tax / PAN number must be given on the face of the bill.
18. Failure of installation, customization in full or a portion in time or breach of any of the condition stipulated above and in the agreement will entail enforcement of the
 - a) Cancellation of the order in part or in whole;
 - b) Recovery or extra cost if any incurred by the University in securing the Services from other sources by adjustment from money due to the defaulter or otherwise.
 - c) Forfeiture of Performance Security.
19. No revision in the price will be allowed in the duration of contract period.
20. The IGDTUW reserves the right to levy liquidated damages up to 2% of the value of the order for delayed installation & customization, services & consultancy.
21. Dispute resolution :-
 - (a)) Any dispute and or differences arising out of relating to this contract will be resolved through joint discussion of the authorities/representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, the matter will be referred for adjudication to a sole Arbitrator appointed by the Vice Chancellor, IGDTUW.
 - (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by the Indian Arbitration and Conciliation Act, 1996 *as amended from time to time*.
 - (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings , the currency of contract, neither party shall be entitled to suspend the work/service to which the dispute related on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi only.
22. The courts of Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement .

C. SCOPE OF WORK

MAINTAINING COMPUTERISED COMMERCIAL ACCOUNTS

1. Conducting System study & defining of manual procedures in order to implement the commercial system with reference to the documents maintenance, accounts book maintenance and ensuring internal control in such a manner so that errors and mistakes can be fully checked at the entry level.
2. Installation of Tally Multiuser of latest version.
3. Customization & implementation of Income-Tax (TDS) & Service Tax.
4. Customization & implementation of head wise expenditure.
5. Customization & implementation of head wise receipt and payment account.
6. Coding of payment & receipt accounts.
7. Customization & implementation of receipt & payment account.
8. Customization & implementation of Income & Expenditure account.
9. Customization & implementation of settlement of Advance accounts.
10. Voucher numbering.
11. Customization & implementation of Officer-wise T.A. Account.
12. Customization & implementation of CPF Accounts.
13. Customization & implementation of Cash-Book..
14. Customization & implementation of Fees Account – Stream-wise & Semester-wise (B.Tech, M.Tech, B.Arch.,PhD. Etc.)
15. Customization & implementation of Budget.
16. Report of Bank wise Deposits.
17. Customization & implementation of Security Control.
17. Writing / maintaining Ledger /Books of Accounts.
18. Preparing the final accounts and balance sheet.
19. Feeding of records on the basis of inputs provided by the Accounts Department, voucher generating and bank reconciliation under the supervision and expertise of Chartered Accountant. He would also take care of any problem which may occur in tally in accounting terms so that the work of University may not suffer.
20. C.A would provide one tally accounting software expert for accounting work.
21. C.A. would provide consultancy on one day physical presence basis twice in a month for consultancy of execution of day to day accounting transactions and suggestions in formulations of accounting policies and procedures. However, C.A. would visit immediately as and when required in order to guide the accounts personnel on their day to day requirements.
22. The C.A. should provide hard copy of ledger and other accounts at the end of each month..
23. Any other related work

Yours faithfully,

**Dy. Finance Officer,
IGDTUW**

Dated: 14-09-2016

No.F. 24/IGDTUW/Acctts./Audit-2016-17/CA/2016/ 1538

Copy to :-

- 1 PS to Hon'ble V.C.
- 2 PA to Registrar
- 3 Notice Board
- 4 In-charge, Web server, with the request to upload this alongwith its Annexures on IGDTUW web-site

TECHNICAL BID

01.	Name of Firm	
02.	Complete Address with Office Tel. No., Mobile No. and Fax No. of the Firm	
03.	No. of Partners in the Firm **	
	Name of partners with Mobile No.(Please write FCA/ACA against name of partners	
04.	Name of responsible person/partner with Mobile No. and details who will co-ordinate the work/audit.	
05.	CAG Empanelment Number (Please attach documentary proof)	
06.	Name of the Govt. Institutions/Autonomous Organizations/Universities/Educational Institutions etc. where commercial accounts in Tally maintained during last 3 years.(Please attach proof)	
07.	Permanent Account Number(PAN)(Please attach proof)	
08.	Service Tax registration Number(with proof)	
09.	EMD Submitted	Draft no..... date.....amount.....

** Complete profile of key person should be enclosed.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my /our knowledge.

Signatures of Authorized Signatory

Name of Authorized Signatory

Seal of the Firm

Date

FINANCIAL BID

01.	Name of Firm	
02.	Complete Address with Office Tel. No., Mobile No. and Fax No. of the Firm	
03.	Rate quoted for execution and completion of work as per tender enquiry form.	

Signatures of Authorized Signatory

Name of Authorized Signatory

Seal of the Firm

Date