

# **TENDER DOCUMENT**

NATIONAL COOPERATIVE CONSUMER FEDERATION OF INDIA  
LIMITED. (NCCF),  
B-4, H Road Mahanagar Extension, Lucknow-226006

Tender notice No.: NCCF/LKO/ACS/2016-17

Dated 11-11-2016

## **ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR ACCOUNTING AND TAXATION WORKS**

LAST DATE FOR SUBMISSION OF APPLICATION: 24.11.2016 at 2:00 PM

DATE FOR OPENING OF APPLICATION (Technical Bid): 24.11.2016 at 4:00 PM

TENDER FEE: NIL

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KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

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NATIONAL COOPERATIVE CONSUMER FEDERATION  
OF IDNIA LIMITED. (NCCF),  
B-4, H Road Mahanagar Extension, Lucknow-226006

Tender Notice No.:NCCF/LKO/ACS/2016-17

Dated-11-11-2016

**Engagement of Chartered Accountant Firm for Accounting  
and Taxation works.**

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**TENDER NOTICE**

**ENGAEMENT OF CHARTED ACCOUNTANT FIRM FOR ACCOUNTING  
AND TAXATION WORKS**

National cooperative consumers Federation of India Limited, B-4, H road, Mahanagar Extension Lucknow intends to invite the offer from reputed and experienced Firm/Agencies for **“Engagement of chartered accountant firm for accounting and Taxation works”** of NCCF of India Limited, Lucknow on the prescribed format provided by Federation authority. The engagement of firm will be valid for One year and extendable up to another **02 year subject to satisfactory performance.**

Interested Agency/Firm having empanelled/registered with CAG (Comptroller and Auditor General of India) and the Institute of Chartered accountants of India are requested to send their offer in two bid systems (technical and Financial).

The details tender documents consisting of schedule of tender, prescribed application form, requisite eligibility, contract declaration form, Scope of work, General Terms & Conditions etc. is available on our H.O. website [www.nccf-india.com](http://www.nccf-india.com). The last date of application (Bid) submission is 24 Nov. 2016 at 2:00 P.M.

(Regional Manager)

**NATIONAL COOPERATIVE CONSUMER FEDERATION  
OF IDNIA LIMITED. (NCCF),**

**B-4, H Road Mahanagar Extension, Lucknow-226006**

Tender Notice No.:NCCF/LKO/ACS/2016-17

Dated-11-11-2016

**ENGAEMENT OF CHARTED ACCOUNTANT FIRM FOR ACCOUNTING  
AND TAXATION WORKS**

**SCOPE OF WORK**

1. Review, recovery and adjustment of all advances.
2. Statutory compliances related to Income Tax, Service Tax, and professional Tax, WCT, VAT etc.
3. Preparing bank reconciliation statements for all bank accounts on monthly basis.
4. scrutiny and review of accounting records on day to day basis.
5. Preparing and maintenance of Fixed Assets Register.
6. Provision Entry at the year end to ensure that accounting is done on accrual basis.
7. Generate monthly Trial Balance as well as at the end of financial year.
8. Production of related records to the visiting audit team during the course of audit and submission of reply to audit para.
9. Review of contractual/Agreements entered with the customer & Suppliers.
10. Review of tenders terms & Conditions supply.
11. Ensure proper preparation of statutory return i.e. VAT, Service tax, TDS & filling thereof alongwith timely deposition of tax.
12. Any other works related to accounts Department which is required for preparation of annual accounts as per time and accuracy norms.
13. Complete functional transparency will be maintained with the NCCF Authorities. Institute authorized official should have full access to it and they should be allowed to take monthly back up of the database in the Federation server. NCCF have the sole right on the database. Authorized

accounts officials of the institute should be given adequate operational training from time to time.

14. Ensure proper billing by coordinating with finance and marketing department simultaneously.
15. Review of suspense entries in bank statement on daily basis.
16. Ensure preparation of stock register if any pertaining to business transaction.
17. Physical verification of FDRs Made with the bank at regular intervals.
18. Dealing with the bank for receiving TDS, Interest certificates & Bank statements at regular intervals and booking of interest income on FDR accordingly.
19. Reconciliation of balances of sundry debtors & Sundry Creditor on a monthly basis.
20. Ensuring timely deposit of TDS, VAT, WCT, Service Tax etc. with respective Government departments.
21. Dealing with the respective Government department like VAT, Service tax, WCT departments etc. for handling pending cases under litigations under the relevant Acts.
22. To get conducted VAT audit for the current and previous years.
23. Assistance in any other legal and statutory compliance
24. Ensuring maintenance of fixed Assets register either manually or in a computerized form.
25. Ensure daily posting of vouchers and if in computerized form, the print outs of all vouchers should be taken hand to hand and should be filed with due supporting.
26. Assistance in preparation of age wise list of debtors and creditors on monthly basis.
27. Assistance in preparation of Management Reports and balance sheet & profit loss account on a monthly basis/regular interval.
28. Assistance in compliance of internal auditors' report and statutory auditors' report.
29. Assistance in conducting internal and statutory audit at due time.
30. Ensuring timely reconciliation of inter branch balance and the balance maintained with Head office.
31. Assistance in preparation of any other report required by any departments or head office.
32. Assistance in any other work assigned as per the requirement.

### **Eligibility Criteria for the CA Firm:**

1. The firm should have prior experience of auditing/accounting Govt. funded organization/public sector undertaking (PSUs) etc.
2. The firm should have adequate experience of handling Income tax and service tax matters.
3. The firm should be empanelled with the institute of chartered accountants of India and also CAG empanelled audit firm.
4. The firms should not have been indicated or convicted by Court of law or no adverse orders have been passed against the firm by regulatory authorities.
5. No investigation by regulatory authority should be pending against the firm.
6. should not have been barred from appointment by any Govt. and/Semi Govt. entities.
7. Should have Registration No., PAN no., service Tax No., EPF Registration No., Documentary proof of each should be submitted.

### **Bid Procedures:**

1. Rate The financial bid should include the all charges & Taxes as levied by Central and State Governments including all statutory requirements and obligations (Pocket expenses for travels & incidentals), However the percentage of taxes and service charges must be clearly indicated, If any.
2. Tender document should consist of Registration No., PAN No. Service Tax No. EPF, Documentary proof of each should be submitted.
3. Firm should submit a declaration stating that the firm or its subsidiaries has not been blacklisted by any reputed organization/deptt.
4. Canvassing directly or indirectly in connection of the bid is strictly prohibited and bids submitted by the parties who resort to canvassing will be summarily rejected.
5. This contract will be for One year and extendable up to another, 2 years subject to satisfactory performance.
6. Any application received after due date will be rejected outrightly.
7. Acceptance and Rejection: Committee constituted for this purpose reserve the right to shortlist/reject any or all tenders without assigning any reason with the approval of authorities.

8. Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the District of Lucknow.

### **Payment terms**

1. Fee will be paid on quarterly basis after deducting TDS as applicable .

### **Confidentiality**

2. The proprietor/partners and employee of the CA firm shall not disclose any proprietary or confidential information relating to assignment, the service or the information of the office of NCCF, Lucknow without written consent of the Regional Manager,
3. The firm/company shall not share the data/information and analysis relating to NCCF, Lucknow obtained during course of their assigned job, with authorizes person, entity or agency.

(Regional Manager)

**NATIONAL COOPERATIVE CONSUMER FEDERATION  
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**TECHNICAL BID**

(For engagement of chartered accountant firm at National cooperative consumers Federation of India Limited, Lucknow for Accounting and Taxation work)

1) Details of CA Firm:

1	Name of the CA Firm	
2	Official address of the firm with complete contact details	
	Telephone No.	
	Mobile No.	
	E-mail Address	
3	Registration No of the firm (copy enclosed)	
4	Pan No. (Copy enclosed)	
5	Service Tax Reg. No. (Copy enclosed)	
6	List of major audits carried out during the last 3 years	
7	List of major accounting work carried out during last 3 years	
8	List of major taxation assignment handled during last 3 years	

2) Detail of proprietor/partners (Status as on 01-11-2016)

S. No.	Name and contact number	Member ship No.	Designation	Qualification ACA/FCA



3) Details of staff members.

a) No of qualified employees:

b) No of other employees:

4) Status of firm

a) CAG empanelled firm:

yes/No (Copy enclosed)

b) Registered firm of ICAI:

Yes/No (Copy enclosed)

Enclosures:

1. Certificate of practice and status of the firm on 01/11/2016 as per ICAI records.
2. Declaration about firm for the truth and correctness of data submitted on non judicial stamp paper of Rs. 100.00.
3. Duly signed copy of the Scope of work.
4. Copy of Pan Card.
5. Copy of service tax registration.
6. Copy of appointment order from State Govt./Central Govt./PSU's etc. for the last three years.

For,

Name of the Firm:

Chartered Accountants

(CA.....)

Prop/Partner

Membership No.

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**FINANCIAL BID**

(For engagement of chartered accountant firm at National cooperative consumers Federation of India Limited, Lucknow for Accounting and Taxation work)

SL No.	Description of work	Yearly charges (inclusive of all charges/taxes as applicable) in Rupees
	Signed copy of scope of work attached	Rs.....

(Rupees in words).....only.

We hereby undertake to provide all the required services, as mentioned in the tender documents.

Place:

Signature of Bidder

Date:

Name.....

Full Address.....

(Official seal)

**Declaration Form**

Tender Notice No.....Date.....  
I/We.....Partner/Proprietor of  
M/s.....Address.....  
.....hereby declare that:

1. We have read and understood all the terms and condition of the tender. We fulfill all the terms and conditions and applied for the tender for engagement of chartered accountants firms at NCCF of India Limited, Lucknow for accounting and taxation works.
2. Certified that our firm is a CAG empanelled audit firm and rated as category-I by the Institute of Chartered Accountants of India.
3. Our firm/our partners and our employee will not disclose any proprietary or confidential information relating to assignment, the services or the information of the office at NCCF, Lucknow to any unauthorized person or any outside agency without written consent of the Regional Manager of NCCF, Lucknow
4. The documents attached and information provided herewith is true and correct to the best of our knowledge and belief. We know that if the information/documents attached are found incorrect/false (at any stage of the tender process or even after awarding the work order), we may be debarred from the empanelment and when appointed, the appointment shall be treated as cancelled. The disciplinary action may be taken against the person/ the form for incorrect information of false declaration.
5. This also certified that this firm have not been indicted or convicted any court of law or no adverse orders have been passed against this firm by regulatory authorities, Further no investigation by any regulatory authority is pending against the firm. This firm have not been barred from appointment by any Govt. and/or PSUs and/ or Semi Govt. entities.
6. Our firm will use.....Accounting software (version.....) for the accounting purpose. Complete transparency will be maintained. NCCF authorized official will have full access to the software and they will be allowed to take monthly back up of the database in the NCCFserver. NCCF have the sole right on the database. Authorized account officials of the NCCF will be given adequate operational training of the software from time to time.

I/We also understand that the decision of Regional Manager, NCCF, Lucknow will be final.

for,  
Name of the Firm:  
Chartered Accountants  
  
(CA.....)  
Prop./Partner  
Membership No:.

Place:

Date