

NOTICE INVITING TENDERS

For Engaging Statutory Auditors for Audit of Accounts / Accounts related work of the Society of Delhi Institute of Tool Engineering (DITE)

Delhi Institute of Tool Engineering (DITE) is a society registered under the Society Registration Act 1860 and functioning under the administrative control of the Department of Training & Technical Education, Government of NCT of Delhi and intends to invite Sealed Quotations from the Registered / Reputed Experienced Chartered Accountants based in Delhi/NCR region under two bid system to conduct the audit of accounts and accounts related work for the financial year 2017-18 [extendable up to maximum three years on year to year basis subject to satisfactory performance and approval of the Governing Council]. Accordingly sealed quotations are invited stating (Consolidated Professional Fee (all inclusive)+ Taxes, if any) along with EMD of **Rs. 2000/- (Rupees Two Thousand only)** in the form of DD/ in favour of Delhi Institute of Tool Engineering or through RTGS details available at <http://dite.delhigovt.nic.in/circular/DITE-RTGS-DETAILS.pdf> and also given below [by sending the RTGS details information at secdite@gmail.com] to this office, by super scribing on the envelope **“Quotations for engaging statutory Auditor”** in a sealed cover containing sealed envelope super scribed with Technical bid and sealed envelope super scribed with Financial Bid addressed to the Director-cum-Principal , Delhi Institute of tool Engineering, Govt. of NCT of Delhi, Wazirpur Industrial Area, Delhi-110052 for the above mentioned scope of work on or before 26th June, 2017 up to 11.00 A.M.

RTGS DETAIL

S.NO	PARTICULARS	DETAIL
1	NAME OF THE ORGANISATION	DELHI INSTITUTE OF TOOL ENGINEERING, GOVT OF NCT OF DELHI, WAZIRPUR INDUSTRIAL AREA, DELHI-52
2	BANKERS NAME, BRANCH AND ADDRESS	PUNJAB NATIONAL BANK, B-23, ASHOK VIHAR, PHASE-I , DELHI-110052
3	BANKERS MICR CODE	110024002
4	BANKERS NEFT (IFSC CODE)	PUNB0063700
5	ACCOUNT NAME	DELHI INSTITUTE OF TOOL ENGINEERING
6	ACCOUNT TYPE	SAVING A/C
7	ACCOUNT NO.	0637000104215713

1. SUBMISSION OF BIDS:-

1.1. The bidder shall submit the bid in sealed envelope super scribed with **“Quotations for engaging statutory auditor”** containing Technical Bid in sealed envelope super scribed with **“Technical Bid”** and Financial bid in sealed envelope super scribed with **“Financial bid”** addressed to Director-cum-Principal, Delhi Institute of Tool Engineering, Wazirpur Industrial Area, Delhi -110052 on or before 26th June, 2017 up to 11.00AM . The bids will be opened on 26th June, 2017 at 11.30 AM in the office of Director-cum-Principal by the designated authorised committee at the above mentioned address in the presence of the bidders who wish to be present.

1.2. **Technical Bid:-**

The Technical Bid should consist of Self attested duly signed and under the seal stamp of the firm/bidder of the legible copy of following documents:-

- (a) Earnest Money Deposit for an amount of **Rs. 2000/- (Rs Two Thousand Only)** in the form of an Account Payee DD in favour of **“Delhi Institute of Tool Engineering”**. **However, Bidder / CA may also submit the EMD amount through RTGS as per detail given above in Notice Inviting Tender and they must submit the detail of Transaction made in the Technical bid.**
- (b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also (As per Annexure I);
- (c) Self attested legible copy of PAN card under Income Tax Act;
- (d) Self attested legible copy of Constitution Certificate issued by ICAI.
- (e) Self attested legible copy of Service Tax Registration Number;
- (f) Self attested legible copy of Valid Registration No. of the Agency/Firm;
- (g) Self attested legible Proof of Average Annual turnover as stated in Serial No. 1 of Annexure V supported by audited Balance Sheet of Financial Year 2013-14, 2014-15, 2015-16;
- (h) Self attested legible Proof of experience as stated in Serial No 2 of annexure V supported by documents from the concerned organizations;

- (i) Self attested legible Proof of experience as stated in Serial No 3 of annexure V supported by documents from the concerned organizations;
- (j) Duly filled Annexure- I, II, III, IV, V and VI signed and sealed under the stamp of the firm/bidder

2. **Financial Bid**

A consolidated professional fee (all inclusive) + Taxes as applicable in Rupees in the prescribed Performa as per Annexure VII must be filled and submitted along with Financial bid.

3 **Bid Opening and Evaluation:-**

- a The designated and approved committee of the Department will open the Technical Bids in the presence of the Bidders or their authorised representatives who choose to attend at the appointed place and time.
- b The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.
- c Conditional bids will also be summarily rejected.
- d Subsequently, the technical bids will be evaluated as per the methodology given in the Annexure-III of the Tender document.
- e Financial bids of only the technically qualified bidders will be considered for evaluation in the presence of qualified bidders.
- f Lowest bidder will be decided as per the clause mentioned in Annexure ó III.(Evaluation criteria for Technical and Financial bid)

TERMS AND CONDITIONS OF CONTRACT

Terms & Conditions:-

1. The Chartered Accountant/(s)/bidder (s) should have experience of auditing the accounts of at least one Govt.organisation / Autonomous bodies under the administrative control of Govt. department.
2. The firm / bidder should be based in Delhi or NCR region
3. The quotation should be duly signed by the Proprietor / Chartered Accountant himself or by all the partners of the firm with official stamp or the authorized signatory of the firm.
4. Bidder should quote the consolidated fees (all inclusive) + Taxes for a period of one year for the functions to be discharged which is mentioned in this tender.
5. The fees quoted shall remain valid for the financial year 2017-18.
6. Payment will be made after satisfactory completion of the scope of work on quarterly basis after submitting all necessary audited statements, annexure along with audit report/ observations and utilization certificate.
7. All auditable record/ information will be provided by the Delhi Institute of Tool Engineering (DITE) at its office located at Wazirpur Industrial Area, Delhi- 110052.
8. Work will be assigned to the lowest bidder as per the criteria mentioned in the Annexure óIII of the tender document (Technical Evaluation Criteria for Technical and Financial Bid).
9. The competent Authority reserves the right to reject any or all quotations, without assigning any reason thereof.
10. In case of any dispute in the contracted agreement, the jurisdiction of court will be at NCT of Delhi.
11. Work shall be awarded on yearly basis up to three financial years subject to performance of Auditors /CA/ bidder/ service provider.
12. No payment except the consolidate professional fees (all inclusive) + taxes as quoted will be paid.
13. It is requested to put transparent cello tape on the quoted fee to avoid tampering.
14. Bidder must submit their registration certificate issued by Institute of Chartered Accountant of India (ICAI) and their PAN No and Service tax registration no.
15. **The minimum consolidated fee (all inclusive) for work of statutory auditor as mentioned in the scope of work of this tender is Rs 50,000/- (Rupees Fifty Thousand only) . Statutory Taxes Extra as applicable.**

Annexure-I

DELHI INSTITUTE OF TOOL ENGINEERING

1.

Affix Duly
Attested P.P.
Size recent
Photograph of
the prospective
Bidder.

2. Due date for tender
3. Opening time and date of tender

4. Names, address of firm/Agency
and Telephone numbers.

5. Registration No. of the Firm/
Agency.

6. Name, Designation, Address
and Telephone No. of
Authorized person of Firm/
Agency to deal with.

7. Please specify as to whether
Tenderer is sole proprietor/
Partnership firm. Name and
Address and Telephone No.
of Directors/partners should
Specified.

8. Copy of PAN card issued by
Income Tax Department and
copy of previous three Financial
Years Income Tax Return.

09. Details of Bid Security deposited:

(a) Amount

: Rs. _____
(Rupees in words also)

(b) RTGS Detail/ or DD No. _____

in

favour _____

(c) Date of issue:

(d) Name of issuing authority:

10. Any other information:

11. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address
(with seal)

ANNEXURE-II

DELHI INSTITUTE OF TOOL ENGINEERING

SCOPE OF WORK

The indicative scope of work is listed below:

- 1 100% scrutiny of vouchers.
2. Scrutiny of all ledgers, bank cash book and all statutory payments.
3. Scrutiny of Receipts and payments, income and expenditure statement and balance sheet.
4. Preparing necessary annexure, audit report and necessary explanations at the time of adoption of accounts on the AGM of DITE.
5. Preparation of utilization certificate for GIA ó Recurring and Non Recurring.
6. Any other work pertaining to accounts within the domain of Statutory Auditors.

ANNEXURE-III

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL BIDS

POINTS

Scoring of Marks will be based on Average Annual Turnover, Experience of work performed in preceding years, Experience of working in Govt/ autonomous bodies under the administrative control of govt department as prescribed in the (Annexure-V) of the tender (The concerned Technical committee may fix the marks accordingly)

Agencies scoring minimum 70% i.e. 210 points will only be technically qualified and eligible for opening the financial bid. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the agency, which quoted the lowest total bid amount. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.

In case of equal marks in technical evaluation, the Work will be awarded to the L-1 bidder having maximum marks in serial no. 3 of Annexure V (Experience of doing Similar audit work in Government Academic Institutions/ or autonomous organisation under the administrative control of Govt. department).

If in case, equal marks in point no. 3 of Annexure V , the Contract will be awarded to the L-1 bidder having maximum marks in serial no. 1 of Annexure V (Annual Turnover).

ANNEXURE -IV

DELHI INSTITUTE OF TOOL ENGINEERING

CHECK LIST

Sl. No.	Documents asked for	Page Number at which document is placed
1.	Bid Security (EMD) of Rs. Two Thousand Only in the form of RTGS/ DD issued by any scheduled commercial bank in favour of Delhi Institute of Tool Engineering, Delhi	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Self attested Undertaking as per format prescribed in Annexure-VI.	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last three financial years.	
5.	Self attested copy of Registration No of CA (Constitution Certificate).	
6.	Self attested copy of valid Registration number of the firm/agency.	
7.	Annual returns of previous three years supported by audited balance sheet (Serial No 1 of Annexure V)	
8.	Proof of experiences as specified in Serial. no 2 of Annexure V of the Tender along with satisfactory performance certificates from the concerned employers.	
9.	Proof of experiences as specified in Serial. no 3 of Annexure V of the Tender along with satisfactory performance certificates from the concerned employers.	
10.	Any other documents.	

Please note that failure to upload any one of the above said scanned certificates/documents shall render the tender invalid.

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

ANNEXURE-V

DELHI INSTITUTE OF TOOL ENGINEERING

Checklist for Technical Evaluation and Technical Evaluation Criteria

I	II	III	IV	V	VI
Sl. No.	Information to be provided	To be filled by the Bidder (Please attach the relevant documents in support.)	Criteria of Marks Max. 10 of each.	Multiplying factor	Total
1	Annual Turnover (in Lakhs) (average of three consecutive years-2013-14, 2014-15, 2015-16) (5 points for average annual turnover upto 10 lakhs , 7 points for average annual turnover upto 15 lakhs and 10 points for average annual turnover more than 15 lakhs.)			10	
2	Experience of doing similar work of statutory audit in Private / Govt. organisation of repute (5 points for experience upto 5 years , 7 points for experience upto 10 years and 10 points for experience more than 10 years)			10	
3	Experience of doing similar work of statutory audit in Government Academic Institutions / Autonomous bodies under the administrative control of govt department (5 points for experience upto 5 years , 7 points for experience upto 10 years and 10 points for experience more than 10 years)			10	
Total Points (Maximum 300 Points)					

Criteria for evaluation of Technical BID

- No. of points will be calculated out of 10 as specified in col. No.-II
- These points will be multiplied with the multiplying factor given at col. No.-V and total point will be summed up
- Agencies scoring less than 70% i.e. 210 points will not be eligible for opening the financial bid.
- All supporting documents to be attached by the bidder otherwise no points will be given for same**

ANNEXURE-VI

UNDERTAKING

To,

The Director cum Principal,
Delhi Institute of Tool Engineering,
Wazirpur Industrial Area ,
Delhi-110052

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. The firm is not Black listed on previous occasions by any of the Department/Institutions/Local bodies/Municipalities/Public Sector Undertaking etc. in Govt. of NCT Delhi.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No.

Annexure VII

FINANCIAL BID

A complete price in Rupees in the following format must be filled and submitted along with the Financial Bid.

S.No	Description	Amount in Words in Rs	Amount in Figures in Rs	Remark
1	Consolidated professional fees for the complete scope of work as mentioned in the tender document including transportation, and other charges (all inclusive)			
2	Taxes			

NOTE:

* The financial bid of only technically qualified bidders will be opened.

** The work will be awarded to the agency, which quoted the lowest total bid amount. In case the financial bid of more than one bidder is same as L-1, then the work will be awarded to the bidder which gets the highest marks in Technical evaluation.

*** In case of equal marks in technical evaluation, the Work will be awarded to the L-1 bidder having highest marks at serial no. 3 of Annexure V (Experience of doing Similar audit work in Government Academic Institutions/ or autonomous organisation under the administrative control of Govt. department).

***** If in case, equal marks in point no. 3 of Annexure V , the Work will be awarded to the L-1 bidder having highest marks at serial no. 1 of Annexure V (Annual Turnover).