

NAVODAYA VIDYALAYA SAMITI
Regional Office, Lucknow.
(An autonomous organization of Ministry of HRD, Government of India)
Lekhraj Panna Complex, Third Floor, Sector-2,
Vikas Nagar, Lucknow-226022 (U.P.)

F: No.1-8/CA-2018-19/NVS(LR)

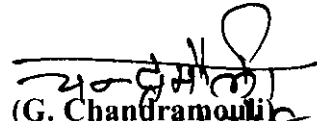
Dated 08.2018

TENDER NOTICE

Sealed Tenders are invited from Registered Chartered Accountant Firms having minimum 10 year experience of auditing to empanel for internal audit of the accounts of Jawahar Navodaya Vidyalayas located in the State of U.P. and Utrkhand. Tender forms with terms and conditions can be had from the office of the undersigned on cash payment of Rs.500/- (Non Refundable) w.e.f. 31.08.2018 to 14.09.2018 on all working days between 9.30 a.m. to 5.00 p.m. The tender forms can also be downloaded from the Samiti's website www.nvsrolk.org.in and the downloaded form will be accepted along with the tender fee of Rs.500/- by demand draft in favour of **Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Lucknow.** The last date for receipt of the tender forms either by registered post or be dropped in sealed box kept in this office upto 2.00 p.m. on 17.09.2018. The tender will be opened on 17.09.2018 at 3.00 p.m. in presence of tenderers or their authorized representative.

Phone No.:0522-2738692

Deputy Commissioner


(G. Chandramouli)
Deputy Commissioner

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नवोदय विद्यालय समिति, क्षेत्रीय कार्यालय, लखनऊ

NAVODAYA VIDYALAYA SAMITI, REGIONAL OFFICE, LUCKNOW

लेखराज पन्ना, तृतीय तल, सेक्टर-2, विकास नगर, लखनऊ-226022

LEKHRAJ PANNA, THIRD FLOOR, SECTOR-2,

VIKAS NAGAR, LUCKNOW-226022 No.1-8(A)/NVS(RO)/LKO/ 30.09.18

**TENDER FORM FOR EMPANELMENT OF CHARTERED ACCOUNTANTS FOR
AUDIT OF ACCOUNTS OF JNVS SITUATED IN UTTAR PRADESH &
UTTARAKHAND UNDER NVS, RO LUCKNOW REGION FOR THE FINANCIAL
YEAR 2018-19.**

Phone – 0522-2738692-94

Fax – 0522-2738695

E-mail- nvsrolko@rediffmail.com

website- nvsrolko.org

Last Date for purchase of tender form	14.09.2018	5.00 PM
Last date of submission :	17.09-2018	2.00 PM
Tender opening date:	17.09-2018	3.00 PM

SUB:TERMS & CONDITIONS OF TENDER FOR EMPANELMENT OF CHARTERED ACCOUNTANT TO AUDIT OF ACCOUNT OF JNVS SITUATED IN UTTAR PRADESH & UTTRAKHAND FOR THE FINANCIAL YEAR 2018-19 AND PENDING SINCE 2015-16.

Sealed Tenders are invited from the Registered Chartered Accountant Firms having minimum 10 years experience for audit and accounting job. The Chartered Accountant firms belonging to **Uttar Pradesh and Uttarakhand** are required for conducting the Internal Audit of Jawahar Navodaya Vidyalyas (JNVs) situated in **Uttar Pradesh (73)** and **Uttarakhand(13)** during the Financial year 2018-19. The filled in tender form must be dropped in tender box placed in the office of undersigned under **“Wax Sealed Cover”** marked as **“Tender for Empanelment of Chartered Accountants to conduct Audit of JNVs for the Financial Year 2018-19.”** addressed to Deputy Commissioner, Navodaya Vidyalyaya Samiti, Regional Office Lucknow (U.P.) and not by name, upto **17.09.2018 by 2.00 PM**. The tenders will be opened in the Office of the undersigned on **17.09.2018 at 3.00 PM**. in the presence of available Renderers’ and their representatives. The NVS RO Lucknow will not be responsible for postal delay in case any firm send their tender form by post and received after 2.00 PM on dated 17.09.2018. The undersigned may change this date, if so required.

The tenders should be submitted according to the terms and conditions specified below. In the Tender document, it must be mentioned that the terms & conditions stipulated here under have been agreed by the Tenderer.

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TERMS & CONDITIONS:

1. The CA/Firm may be stationed in Uttar Pradesh/Uttarakhand.
2. The Chartered Accountants Firm must have minimum 10 years experience for similar job of other Central/State Government Organisation/PSUs/Banks/ Educational Institutions etc.. **The registration certificate of the firm must be attached alongwith the tender form.**
3. The Chartered Accountants firm will be required to conduct audit/ internal check of all transactions including purchase/ accounting etc. of allotted JNVs.
4. There will be no restriction on the extent of depth of Internal Audit of the transactions of the units on the commercial/ managerial/ personnel/ accounting efficiency and proprietary aspects and Chartered Accountant will be free to access all records.
5. The Chartered Accountants will ensure that the system and procedures laid down by the Samiti in respect of purchases, administration, personnel, finance & accounts etc. as prescribed in the guidelines issued from time to time are fully adhered to by the JNVs.
6. The Chartered Accountant should ensure proper monitoring and implementation of the management's decisions, procedures and systems laid down for effective and smooth functioning of JNV has been adopted and followed by the Principal.
7. The Chartered Accountants will have to ascertain the adequacy/ reasonableness and correctness of receipts/ payments and ensure that these items are accounted for in the proper heads of accounts.
8. The Chartered Accountant will also check whether the Internal Audit observation reports & statutory audit observation reports for the previous years are fully and justifiably complied with, status of such outstanding if any is to be pointed out separately.
9. The persons handling the audit are required to maintain complete secrecy about the matters coming to their knowledge during the course of audit.
10. 100% vouchering must be done for the period allotted to Audit.

Continued-3;

11. Audit team should check the quantity and quality of items purchased by the JNV and their status of functioning.
12. Internal Audit should be done by a team of 3-4 qualified members in the line of Audit, headed by Chartered Accountant himself/herself to maintain the quality of Audit. All members should have their identity -cards with them.
13. Chartered Accountant firm should intimate the detailed programme of Audit to the Principal JNV and AC(Admn.)/AO at least 15 days in advance so that the records can be kept ready for internal audit by the concerned JNV.
14. Internal audit by Chartered Accountant is to be conducted on the basis of available rules/ regulations/ guidelines issued/ adopted by Samiti from time to time and as per provision of "General Financial Rules" issued by the Govt. of India.
15. The Chartered Accountant so appointed would act as Internal Auditor only and will issue **report in two copies along with their findings and irregularities noticed, to the Deputy Commissioner of Regional Office, Lucknow within a fortnight of the conduct of Internal Audit. Delay in submission of report will be viewed adverse remark.**
16. The findings and irregularities noticed by the C.A. will be reported to the Principal in the form of Audit Memo. The CA will discuss the audit memo with the Principal on the last working day of the audit and obtain replies of all the Audit memos. Afterwards, the CA will issue detailed report on the basis of all the audit memos and replies received from the concerned principal and will be submitted to the undersigned within 15 days after completion of Audit.
17. The report submitted by the C.A. should be in full satisfaction of the undersigned. In case of any deficiency, the report will be returned for further improvement. The final report will be reviewed by this office. If the report is found still below satisfactory, no payment shall be released for the Audit of that JNV.
18. Audit should be conducted during JNVs' office hours in the office only. No record should be taken away to any other place.
19. Chartered Accountants would furnish their tour programme of all the allotted JNVs. The said tour programme must be approved from Assistant Commissioner (Admn.)/Accounts Officer, NVS RO, Lucknow before commencing and conducting the Internal Audit.

Continued-4;

20. The rates quoted by the Chartered Accountants shall be valid upto **31/03/2019**. No amendment in the rates will be accepted after the opening of tender & till the contract exists. The Contract Agreement can be extended further one more year on the same terms and conditions provided that the work of the Chartered Accountant is found satisfactory by the Samiti.
21. The tenderers will have to enclosed a draft of an amount of Rs.10,000/- towards EMD alongwith tender form. The said amount of successful tenderers will be converted in to Security Deposit. The Security Deposit is refundable after satisfactory completion of the whole contract.
22. If any allotted JNV is audited for less or more than 1 year (12 months), the payment would be made on pro-rata basis.
23. Payment of Audit Fee is subject to TDS as applicable. The CA should furnish photo copy of PAN card of the firm including income tax form 16
24. No extra payment in form of any Tax etc. will be payable to C.A., rates should be quoted inclusive of all Taxes and inclusive TA/DA etc. in the tender.
25. In addition to fees payable to Chartered Accountant, the available free boarding and lodging facilities will be provided in the JNVs campus. These facilities will also be provided to their team for the reasonable and acceptable duration of audit. No other charges such as TA/DA, visiting fees etc. is payable by the JNV.
26. **The Chartered Accountants will have to quote the rate of fees in tender form for full one year i.e. for 12 Months. If in any case the audit is done for less/more then 12 months, the fees will be calculated on prorata monthly basis.**
27. The CA has to pay Rs.10,000/- towards Earnest Money along with the filled tender forms in shape of Demand Draft /Bankers Cheque drawn in favour of "Navodaya Vidyalaya Samiti" payable at Lucknow which will be refunded to the unsuccessful tenderers.
28. On acceptance of the tender, it will become a contract and the tenderers must abide by the terms and conditions of the tender mentioned herein, apart from signing a by Party-Agreement subsequently on the Stamp paper of Rs.500/- which will be purchase by his name at his cost.

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29. The undersigned reserves the right to reject or accept any or all tenders without assigning any reason thereof.
30. In case of any dispute, the decision of Samiti will be final and binding.
31. The cost of Tender form is Rs.500/- which can be paid through cash or by Demand Draft /Bankers Cheque drawn in favour of "Navodaya Vidyalaya Samiti" payable at Lucknow, if downloaded from website.
32. Since JNVs are fully residential co-educational institutions strict discipline, timings and decorum of audit team are expected.

- Sol -
DEPUTY COMMISSIONER

AGREEMENT

I have gone through the above terms and conditions from SL. No.01 to 32 and agree to abide by all these Terms and Conditions.

Encl.: Tender enclosed

Chartered Accountants

Full Name

Registration No.

Rubber Stamp of firm).....

Place : _____

Date : _____

Continued-6;

ANNEXURE-I

**APPLICATION FOR EMPANELMENT AS INTERNAL AUDITOR FOR AUDITING
JAWAHAR NAVODAYA VIDYALAYAS UNDERLUCKNOW REGION AND AUDIT
FEE RATE**

Sir,

With reference to your advertisement No. _____ dated _____ in the newspaper _____. Our firm introduces to be empanelled as Internal Auditor for the year 2018-19 with the following details:-

- 1] Name & Address of the firm :

- 2] (i) Regd. No. & (i) ;
PAN/TIN No. (ii) :

- 3] Firm's Bank & Bank A/c. No. :

- 4] Name, Designation, qualification
of all the members / partners of
the firm with full address :

- 5] Name & Address of the organization
Audited during last 10 years :

- 6] **Audit Fee per year (12Months)**
per Vidyalyaya :
Uttar Pradesh: Rs.
Uttarakhand : Rs.

- 7] EMD amount : Rs.

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D/D or B. Chq. No. :

Date :

Instrument Issuing Bank & Branch :

We have gone through the terms and conditions as per the tender documents received from your office and shall abide by the same. Accepting the terms and conditions laid by your Office, we have signed the same and copy attached herewith.

Yours faithfully, Place :

Date :

Place

Chartered Accountants

Full Name & Rubber Stamp of firm)

Registration / Membership No.

Continued-8;

DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER FORM

CHECKLIST

Sl. No.	Particulars	Whether enclosed (Yes/ No)
1.	Tender Form with rate in Annexure- I	
2.	Duly signed terms & conditions	
3.	Income Tax Returns	
4.	Valid Registration Certificate of the firm.	
5.	Demand Draft for Rs.10,000/- in the form of Earnest Money.	
6.	Cost of Tender Document ie., Rs. 500/- in the form of Demand Draft	
7.	Tender envelope has/ has been signed by the Supplier/ Firms along with seal (s).	
8.	Copy of PAN Card has been attached.	
9.	If any other(s) required documents/information is needed as per Tender document has been attached.	

Note: Please sign in all the pages of Tender documents with seal

Signature & Seal