



Indian Sign Language Research and Training Centre (ISLRTC)

Department of Empowerment of Persons with Disabilities, Divyangjan

Ministry of Social Justice & Empowerment, Govt. of India

A- 91, 1st Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 20

Telephone: 26387558/59, Email- islrctnewdelhi@gmail.com

NOTICE INVITING SHORT TERM TENDER

Sub: Engagement of Chartered Accountant Firm as an Internal Auditor and for preparation of the Annual Accounts of the Institute including dealing with Income Tax related works.

Indian Sign Language Research and Training Centre, New Delhi was established as an Autonomous body under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment in September, 2015. The main objectives of the Centre is to develop manpower for using, teaching and conducting research in Indian Sign Language (ISL), to promote the use of ISL as an education mode, to carry out research through collaboration with universities, to orient and train various groups i.e. Govt. Officials, teachers, community leaders, public at large etc. and to promote and propagate ISL.

2. The Centre is interested in engaging the services of the Professional Chartered Accountants Firms who are having experience of more than 5 years in preparing Accounts of Govt. Autonomous bodies and empanelled with C&AG of India. The CA firm is engaged for Finalization of Accounts, Processing and Submission of TDS & GST Returns, etc. and they have to work as a Internal Auditor of the Centre initially for the period of 01 year (financial year 2018-19), further it may be extended based on the performance of the firm.

3. The interested Chartered Accountancy Firms may submit their bids/quotations for the above mentioned work addressed to the “**Section Officer, ISLRTC, A- 91, 1st Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 110020**”; in a sealed envelope super-scribing: Quotations for Engagement of Chartered Accountant firm. The Quotations must reach this office by 4 PM on or before 22.6.2018. The tender may be tentatively opened on 26.6.2018.

The tender document may be downloaded from www.islrct.nic.in.

Section Officer,
ISLRTC, New Delhi



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Two bid Tender for Engagement of CAG empanelled Chartered Accountant firm as an Internal Auditor for the financial year 2018-19

Sub: Engagement of Chartered Accountant Firm as an Internal Auditor and for preparation of the Annual Accounts of the Institute including dealing with Income Tax related works.

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2. The Institute is interested in engaging the services of the Professional Chartered Accountants Firms who are experienced in preparing Accounts of Govt. Autonomous bodies, preferably accredited by the C&AG of India for the under mentioned works:-

- a) To conduct Internal Audit for the financial year 2018-19 and consecutive years (Upto the period of contract) on quarterly basis and submit the Internal Audit Report and arrange to complying corrective measures so as to prepare error free Annual Accounts.
- b) Preparation of Annual Accounts of the ISLRTC for the financial year 2018-19 and consecutive financial years of the contract. The annual accounts has to be prepared within 3 months of the closing of the financial year. They may also appear before the General Council and Executive Council of the Institute to explain the queries at the time of its submission for approval; if required;
- c) Submission of Annual Income Tax Return of the Institute for the year 2018-19 and consecutive years of the contract. Further to submit and upload Certificate in Form 10 of Income Tax Rules and / or Tax Audit Report, if required by the Income Tax Authority;
- d) To provide reply to the queries of the C&AG's Audit Party during their Annual Audit and also of Ministry's query related to the Annual Accounts; as and when required.
- e) To attend to all queries of the Income Tax Authorities in respect of the Financial Year 2017-18 and also for earlier period for which Assessment has not been completed, if required.
- f) Submission of TDS returns of Salaries staff; Contract / Professional on Quarterly Basis and also annual returns including that preparation of Form 16/16A. Also to submit the reply against any demand generated against filing of TDS Returns.
- g) Submission of GST on monthly basis and also of Annual Returns of the Institute besides providing professional advices related to Accounts and Finances as and when required by the Institute.

3. The interested Chartered Accountancy Firms may submit their bids/quotations for the above mentioned works addressed to the “**Section Officer, ISLRTC, A- 91, 1st Floor, Nagpal Business Tower, Okhla Ph- II, New Delhi- 110020**”; in a sealed envelope super-scribing: Quotations for Engagement of Chartered Accountant firm (FY 2018-19).

The Quotations must reach this office by 22.06.2018. The tender may be tentatively opened on 26.06.2018.

The Terms and Conditions:-

- 3.1 The Bid is to be submitted in a Single large Envelop under **Two Bid System** containing 2 separate Envelops i.e.
(i) Pre-qualification of Bid **ii) Financial Bid.**
- 3.2 **Pre-Qualification Bid:** The interested firms should inter-alia furnish the information/documents in the form at **Annexure I** duly filled and signed with all necessary supporting duly attested in envelop subscribing as “**Checklist for Pre-Qualification Bid**”. The envelop must having the below detailed documents else the tender will be rejected summarily:
a) Proof of incorporation/inception/ registration of the firms;
b) Proof of empanelment with C&AG of India;
c) Copy of PAN Card; and
d) Copy of Service Tax Registration; TIN No; GST as applicable
e) List of Govt. Autonomous bodies whose Accounts prepared with work order;
f) Demand Draft in original amounting to Rs.500/- (Rupees Five Hundred only) towards the Tender Fee favouring “INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE” payable at “NEW DELHI”.
g) Demand Draft in original amount to Rs.5,000/- (Rupees Five Thousand Only) favouring “INDIAN SIGN LANGUAGE RESEARCH AND TRAINING CENTRE” payable at NEW DELHI towards Earnest Money Deposit (EMD).
- 3.3 The bidder should furnish a declaration in the format as at **Annexure – II** (to be signed by the authorized signatory) that his firm has not been blacklisted by any Ministry /Department / Autonomous Body / PSU / any other organization. **This declaration is to be placed in envelope containing document of Pre Qualification Bid.**
- 3.4 Bidders are required to submit prescribed **Tender Fee and EMD amount** in the form of Demand Draft and it has to be placed **in envelope containing documents of Pre Qualification Bid.** Tenders received without cost of tender document and EMD shall be summarily rejected.
- 3.5 **Financial Bid:** The rates must be quoted as per the Commercial Bid format at **Annexure-III** only. The rates are to be submitted in a **seal envelop subscribing “Financial Bid”**. In case the rates are not quoted as per the format, the tender submitted by the firms would be liable for rejection.
- 3.6 Escalation clause shall not be accepted on any grounds during the currency of the Contract. Rates once quoted shall be valid for the entire duration of the contract.
- 3.7 **Performance Security:** The successful bidder has to submit the Performance Security in the shape of Demand Draft @ 10% of the total Contract Value within 15 days of issue of work Order along with duly acceptance of the work order. The performance security in that case shall be valid for the period of the contract. The Performance Security is to be deposited through Demand Draft favouring “Indian Sign Language Research and Training Centre” payable at New Delhi.

- 3.8 The Quarterly Internal Audit of the Accounts must be completed within a month after completion of the quarter.
- 3.9 The Annual Account of the Institute is to be prepared within two month of the closing of the financial year.
- 3.10 The firm will depute adequate nos. of staff as per requisite qualifications and technical knowledge.
- 3.11 The Chartered Accountant of the firm will visit the ISLRTC office during the period of preparation of the Accounts to ensure correctness of work done by their staff and also visit as and when called for particularly during the course of audit; both (internal and external) of accounts and in case of notice received from the Income Tax Authority in connection with Income Tax Return to settle the queries of audit as well of the Income Tax Authority.
- 3.12 The Accounts shall be prepared in the premises of ISLRTC and the firm should bring their own laptop for preparation of the Accounts. After completion of the Accounts the firm should provide soft copy and adequate number of Hard Copies for further official use in ISLRTC.
- 3.13 The firm shall not engage the services of any sub-contractor or transfer the contract to any other person.
- 3.14 Payment will be released in the following manner:-
- I. 40% after completion of six months internal audit, Q1 & Q2 TDS returns, April to September GST returns 50%.
 - II. 40% after completion of next half year internal audit, finalization of Annual Account, Q3 & Q4 TDS Return, October to March monthly and yearly GST returns.
 - III. 20% after filing of Income Tax Return of the Institute.
TDS will be deducted at the prescribed rate.
- 3.16 In case the service of the firm is not found satisfactory after completion of first year, the Institute reserves the right to cancel the contract for the second year.
- 3.17 The Institute reserves the right to cancel any or all the quotations without assigning any reason thereof.
- 3.18 The Chartered Accountant firm having more than 5 years experience of the Audit in the Central Autonomous bodies or similar organizations of Central / State Govt.

Section Officer,
ISLRTC, New Delhi

Tender Form cum Checklist for Pre-Qualification for Bid for Award of Work of Internal Auditor

Sl. No.	Particulars	Information to be filled up	Copy Enclosed or not (If Yes then enclosure No.)
1	Name of Firm & Address		-
2	Name and Contact details of the Authorized person		-
3	Type of Firm		Yes / No
4	Valid Registration No.		Yes / No
5	Service Tax Registration / GST / as applicable		Yes / No
6	PAN No.		Yes / No
7	TIN NO.		Yes / No
8	copy of income tax return of the last financial year.		Yes / No
9	Copy of ITR of last 3 Financial Years with Audited Balance Sheets	1. The copies of last 3 years Income Tax Returns and Audited Annual Accounts are to be enclosed.	Yes / No
10	Tender Fees Details	DD No. DATE	Yes / No
11	Earnest Money Deposit	DD No. DATE	Yes / No
12	Proof of experiences of last 5 financial years along with satisfactory performance certificates from the concerned organization	1. Enclose the list of Govt. Organizations / Autonomous Bodies / Statutory Bodies etc. where works was awarded as internal auditor / annual account finalization.	Yes / No
13	Any Other Documents if Required		

Signature of the Bidder
(Name & Address of the Bidder with Seal)

DECLARATION

It is declared that our firm namely M/s_____

has not been blacklisted by any government ministry / department, Public Sector Undertaking or Autonomous Body.

(To be signed by the authorized signatory
Of the firm with seal of the firm)

Details of the work during the Contract

Particulars	Quoted Rate in Rupees (without tax)
Internal Audit six month basis, Preparation of Annual Accounts of the Institute, Income Tax Returns, Tax Audit Report (if required), TDS Return Qtly with form 16/16A, GST Returns, finalization of Accounts and post submission Consultancy on TDS, GST and other financial matters. Filing of revised tax returns in case it is required. General cases of Income Tax Department related to Income Tax issue through Centre. Any other consultancy as detailed in the tender document.	
Details of Tax as Applications	

(To be signed by the authorized signatory
of the firm with seal of the firm)