

	<p align="center">National Council for Teacher Education</p> <p align="center">(A Statutory Body of the Government of India under Department of School Education & Literacy, MHRD, Govt. of India)</p> <p align="center">G-7, Sector-10, Dwarka, New Delhi – 110075. Landmark: Dwarka Sector-10 Metro Station</p>
<p align="center">TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANTS FIRM</p>	
<p>The National Council for Teacher Education (NCTE) intends to invite Tender from reputed and experienced Chartered Accountants firms based in Delhi/NCR for handling of Accounts and Tax related jobs of NCTE Hqrs. and its Regional Offices / Committees of NCTE and also for providing onsite training in Accounting to NCTE personnel.</p> <p>Interested firms of practicing Chartered Accountants empanelled with Comptroller & Auditor General of India having committed professionals/resource persons may apply to the Member Secretary, NCTE on prescribed proforma. For further details please refer to NCTE website: https://ncte.gov.in</p> <p align="right">Member Secretary</p>	

The National Council for Teacher Education (NCTE) is a statutory body established by an Act of Parliament under the Ministry of Human Recourse Development, Govt. of India to effect planned and co-ordinated development of teacher education. In order to handle the various accounts and tax related jobs, it has been decided to invite the Technical & Financial bid from the selected Chartered Accountant firms in the prescribed proforma. The Chartered Accountant firms should have minimum 5 year' experience in the field of audit compilation of accounts, Income tax matters, GST matters (SGST,CGST, IGST)etc., service tax matter . Out of 5 year, two year experience in the accounts of State/Central Government Organisation. The firm should have not less an average turnover of Rs. 10 Lakhs for the last three financial year 2016-17, 2017-18 & 2018-19. Self attested copies of income tax return / audited balance sheet of the firm are to be submitted in support of turnover. This information is to be furnished with the technical bid. The Technical bid of the firms will be examined first and the financial bid will be opened in respect of only those firms who qualify the norms under the Technical bid.

The Technical & the financial bid are to be sent in two separate envelopes and marked Technical / financial bid respectively. The last date for submission of Technical & financial bid is _____. The bids received after due date will not be considered under any circumstance. If the work of the selected Chartered Accountant firm for the financial year 2019-20 is found satisfactory then the authority may extend the period for another two year on the same terms and conditions. Details of work, format of Technical bid, Financial bid and Format of check list are annexed with this letter.

In case, interested, please submit the Technical & Financial bid to the **Deputy Secretary, NCTE, Room No.112, First Floor, G-7, Sector-10, Dwarka, New Delhi – 110075**. The NCTE reserves the right to cancel any or all bids without assigning any reason thereof.

Yours faithfully,

Name: _____

Designation:_____

Annexure-1**Details list of works**

1. Reconciliation of fee paid by the learners against enrollment for admission and registration for examination, particularly the fee received by Regional Offices/Committees and Headquarters in the shape of demand draft, shall be analyzed for total fee due, fee received during the block/ year and realized in the NCTE A/c and differences (+/-), if any.
2. Verify whether transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
3. Verify whether transactions are in accordance with significant accounting policies of the Council, delegation of financial powers, GFR-2017 and Govt. rules as applicable from time to time.
4. Verification of Utilization of external/Project funds is in accordance with financing agreements & rules.
5. Goods and services have been procured in compliance with the GFR-2017 with prior approval of the competent authority
6. Transactions are duly supported by proper supporting documents.
7. Checking of the maintenance of books of accounts and records.
8. Checking of the bank reconciliation statements.
9. Checking of component wise, category-wise and account head wise expenditures.
10. Checking of various taxes/statutory compliance.
11. Review of the Cash Book & Bank Book regularly;
12. Reconciliation of accounts w.r.t. Cash Book and Bank Statement regularly at the end of every month;
13. Review of Control on frequent withdrawal of Cash (Heavy amount) from Regional Director A/c;
14. Reconciliation of Fees a/c w.r.t the learner enrolled and appeared in the public examination;
15. Review on management of GFR-2017 for Purchase of goods & Services and finance management
16. Verifications of Stock Register/Asset Register for consumable and Non-consumable items;
17. Annual Physical Verification of stocks;
18. Report on maintenance of files & records properly;
19. Payment of Advances to Examination Centers and their timely adjustment;
20. Verification of Ledger;
21. Verification of contingent Advance Register & Expenditure Control Register
22. Verification of Sale of wastepaper/ disposal of used and unused Answer Books etc. and maintenance of 'Sale A/c'
23. Procedure of writing off the losses and method of making entries in Cash Book/Bank Book and Ledger
24. Verification of Maintenance of files & ledger pertaining to payment of late sitting charges.
25. Verification of records of contractual and daily wages staff
26. Verification of files/records of electricity & water charges, telephone bills, maintenance charges of equipments & furniture including maintenance of Generator, Xerox machines, Computer hardware.

Technical Proposal**(Form-I)****APPLICATION****Details to be filled by Chartered Accountants firm for the Internal Audit of Regional Offices/Committees and Headquarters:**

Sl. No.	Particulars	Details	
1	Name of the firm		
2	Address of the Registered/Head Office		
3	Telephone No. and E-mail address		
4	ICAI Registration No. with Region Name and code no.		
5	CAG Empanelment No.		
6	Date of constitution of the firm		
7	PAN no. of the Firm		
8	Date since when the firm has a full time FCA		
9	Number of Full-time Partners as on 31-03-2018 (Details to be provided in “ Annexure-D ”		
10	Number of Full Time qualified Chartered Accountants Employees and articlesvas on 31-03-2018		
11	Number of Branches (Details To Be provided in “ Annexure-E ”		
12	Whether the firm is engaged in Internal Audit Training of Educational Institution, Council, Board, Universities and Private or Govt. Companies/PSU, Autonomous and Academic Institutions etc. (If yes, details may be given “ Annexure- F ”		
13	Average turnover in last 3 years		
14	Details of Experience		

Annexure-A
(On Firms Letter Head) Undertaking

I/We the following partners of M/s _____, Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

(On Firms Letter Head)

Annexure-B**Details of Full Time Partners of the Firm**

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA	Date of Joining the Firm (full time)	Station & Region where Residing At Present

(Signature of Authorized Person with Seal of the Firm)

Place:
DELHI
Date:

(On Firms Letter Head)
Annexure – C

Particulars of Branches (including foreign branches, if any)

Sl. No	Station at Which Located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

(On Firms Letter Head)
Annexure- D

Details of Statutory/Internal Internal Audit Work / Any Other Accounting Work of Academic Institutions under Central Govt./ Autonomous Educational Institutions, Council, Board, Universities etc. during the last five years.

Name of Client	Type of Internal Audits (Tick appropriate Box)	
	Statutory	Internal Audit
Autonomous Educational Institutions		
Board Council Universities		
Academic Institutions		
Private /Govt. Companies PSU		

(Signature of Authorized Person with Seal of the Firm)

Place: Date:

Financial Proposal**(Form-2)****(On Firm's Letter Head)****(To be kept in a separate Envelope sealed properly while sending the proposal)**

To
 The Member Secretary,
 National Council for Teacher Education (NCTE)
 G-7, Sector-10, New Delhi – 110075
Landmark: Near Dwarka Sector-10 Metro Station

Subject: Appointment of Chartered Accountants Firm/Professional firm for conducting Internal Audit of Regional Offices/Committees and Headquarters of NCTE.

Table for Quoting Fee for the Assignment in terms of the Tender.

Particular	Price bid (all inclusive) shall be quoted in (Rs) for the entire scope of work covered under the Terms of the Tender on a Firm price basis (With no. escalation provision for whatever reason) valid till the complete execution of the assignment.	
	In figure	In words
Internal Audit: All –inclusive Lump sum fee (including TA/DA, Boarding & Lodging and other out of pocket expenses / contingencies etc.) payable on monthly basis.		

Please Note:

- (i) The above quoted Lump sum fee shall be inclusive of all expenses/charges except Goods Services Tax (GST).
 (ii) The firm shall raise its Invoice on monthly basis.
 (iii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Signature.....
 Full name.....
 Designation/ Firm Name.....
 Address.....
 Phone.....FAX.....
 Mobile No.....E-Mail.....
 Seal

Date:
 Place: