

## TENDER SCHEDULE

Last date & time for submission of quotation Documents	02.03.2017 by 4.30 PM
Place of submission of completed quotation Document	SCTE&VT, Odisha, Unit-VIII, Near Raj Bhawan, Bhubaneswar-751012
Mode of submission	In Sealed Cover through Speed Post or Registered Post only Superscribing "Engagement of Chartered Accountant"
Place, Date & Time for opening of Technical and Financial Bid	State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar. Date: 02.03.2017 Time: 4.30 PM
Tender Fee	Rs.210/- (inclusive of VAT) in shape of DD in favour of V.C., SCTE&VT, Odisha, Bhubaneswar
EMD	Rs.2000/- in shape of DD in favour of V.C., SCTE&VT, Odisha payable at Bhubaneswar

Sd/-  
VICE CHAIRMAN  
SCTE&VT, ODISHA, BHUBANESWAR

# **DRAFT TENDER DOCUMENT**

## **(TERMS & CONDITIONS)**

### **BACK GROUND:**

State Council for Technical Education & Vocational Training, Odisha (SCTE&VT) is an autonomous organization registered under Societies Act, 1860 functioning under the Administrative control of the Skill Development & Technical Education Department, Government of Odisha. The primary work of SCTE&VT, Odisha are registration, examination & issuance of certificates and mark sheets for students of ITIs/Engineering Schools & Polytechnics of the State. The total expenditure of the Council per year comes to Rs.10 to 12 crores approximately.

The sealed quotations are invited in two bid system, namely, Technical Bid and Financial Bid. Technical Bid and Financial Bid should be superscribed separately and kept in a single sealed Envelope Superscribing "Engagement of Chartered Accountant". The last date of submission of the Bid is on or before 02.03.2017 by 4.00 PM in State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar. The sealed quotation will be opened as per the Tender Schedule. Technical Bid will be opened first and Financial Bid of the technically qualified Bidders will be opened next in the Office of Vice Chairman, State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar in presence of Quotation Committee members and Quotationers/Representatives. The Chartered Accountant Firms shall carry out the works like, preparation of Annual Accounts, Balance sheet, Reconciliation of Bank statements etc. relating to the activities of SCTE&VT, Odisha, Bhubaneswar for the financial year 2016-17 as per the terms provided in the Tender Document. The Tender Document can be downloaded from the website – **[sctevtodisha.nic.in](http://sctevtodisha.nic.in)**

### **Tender Document:**

Quotations are invited from the Chartered Accountant Firms for carrying out the audit of the accounts relating to the activities of State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar for the financial year 2016-17 as per the terms provided herein below:-

**a. Minimum eligibility criteria for Chartered Accountant Firm:**

Following firms are eligible to quote for the said works:-

1. The firm shall have minimum average annual turnover of Rs.10.00 lakhs for last three financial years (Financial years- 2013-14, 2014-15 & 2015-16).
2. The firm shall have registered with ICAI for at least 3(three) years as on 31.03.2016,

**b. Period to be covered under Audit:**

Financial Year 2016-17.

**c. Financial Transactions to be covered under audit:**

Receipt and expenditure relating to activities of SCTE&VT, Odisha, Bhubaneswar.

**d. Time line:**

Preparation of Annual accounts, Balance Sheet and Reconciliation be carried out and be submitted to SCTE&VT, Odidha within two months.

**e. Tender fee:**

At the time of submission of the Tender, the Tender Fee of Rs.210/- (including VAT) to be deposited in shape of DD in favour of V.C., SCTE&VT, Odisha, Bhubaneswar.

**f. Earnest Money Deposit:**

At the time of submission of the Tender, an EMD of Rs.2000/- is to be deposited in shape of DD in favour of V.C., SCTE&VT, Odisha payable at Bhubaneswar. The EMD of the unsuccessful Bidders will be returned to them within 30 days of the work order is issued. Non submission of EMD leads to rejection of Tender Document.

**g. Technical Bid:**

The Technical Bid is to be submitted by the chartered Accountant Firm in the enclosed format (**Annexure – A**) with a forwarding letter of the firm in sealed envelope separately.

**h. Financial Bid:**

Financial Bid is to be submitted by the Chartered Accountant Firm in the enclosed format (**Annexure – B**) with forwarding letter of the firm in sealed Envelope.

**i. Selection:**

Bids received in the office of State Council for Technical Education & Vocational Training, Odisha, Bhubaneswar within the stipulated period will be considered for evaluation.

**j. Award of Contract:**

The contract will be awarded in favour of the Chartered Accountant Firm/ Chartered Accountant whose price is the lowest in the Financial Bid in their respective categories.

**k. Submission of the Bid:**

Interested bidders should submit their bid in sealed envelopes separately for Technical and Financial Bid. The last date of submission is on or before 02.03.2017 by 4.00 PM by Speed Post/ Regd. Post only in the office of SCTE&VT, Odisha, Bhubaneswar.

**l. Declaration regarding Blacklisting:**

A declaration for not blacklisted by any Government/Public Undertaking for conducting audit should be submitted in the format at **Annexure-C**.

**m. SCTE&VT's Reservation:**

The Council reserves the right to cancel any bid and the Tender at any point of time without assigning any reason thereof. This Tender is valid for 03 years subject to renewal on yearly basis taking into consideration the performance of the Chartered Accountant/Chartered Accountant Firm.

**TECHNICAL BID FORMAT**

**(Photo copy of documents to be attached)**

**Annexure - A**

Sl. No.	Item Name	Details	
01.	Name of the CA Firm		
02.	Name of Proprietor/Partner/Director		
03.	Full Address of Registered Office, Telephone No., FAX No., E-mail Address.		
04.	Full Address of Operating/Branch Office, Telephone No., FAX No., E-mail Address if any		
05.	Name, Address & Telephone No. of Authorized Officer/Person		
06.	Annual average turnover for last 3 years	2013-14	
		2014-15	
		2015-16	
07.	Firm Registration Number		
08.	Year of Establishment of the Firm		
09.	PAN Card Number		
10.	TAN Number		
11.	Service Tax Registration Number		
12.	Bank Details Bank Account Number Name of the Account Holder Name of the Bank/Branch IFS Code		

Date:

Signature of Authorized Person

Place:

Name:

Seal:

**FINANCIAL BID FORMAT**

**ANNEXURE - B**

**i) For SCTE&VT, Odisha**

Sl. No.	Item of Work	Total cost of Audit
1.	Preparation of Annual Accounts, Balance Sheet, Reconciliation of Bank Statement and Cash Book, Verification of Vouchers and Income and Expenditure.	

Date:

Place:

Signature of Authorized Person

Name:

Seal:

**DECLARATION**

**Annexure - C**

1. I,....., Son/Daughter/Wife of Sri.....  
Proprietor/Partner/Director/Authorized signatory of the Chartered Firm above and competent to sign this declaration and execute this tender document.
2. I/ any member of the firm or Organization is not blacklisted by any Government/ Public Undertaking for conducting Audit.
3. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them;
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

We hereby declare that we have not been penalized/blacklisted by any Government Department or Undertaking for professional negligence as conducting Audit.

Date:

Signature of Authorized Person

Place:

Name:

Seal: