



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA,
विकास आयुक्त का कार्यालय / OFFICE OF THE DEVELOPMENT COMMISSIONER,
सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE,
वाणिज्य और उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY,
अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.
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TENDER NOTICE FOR APPOINTMENT OF EMPANELLED CHARTERED ACCOUNTANT FOR THE YEAR 2017-18.

Sealed quotation(s) are invited by the Office of Development Commissioner, SEEPZ-SEZ, Ministry of Commerce & Industry, Govt, of India on behalf of the President of India for appointment of Chartered Accountant firm empanelled by CAG of India for Audit for the year 2017-18 for a period of 1 (One) year.

2. The Scope of work is as follows :

- (i) Analysis of Annual Performance Reports (APRs) / Half-yearly Performance Reports (HPRs)/ Quarterly Performance Reports (QPRs) received from the EOUs / SEZ Units / SEZ Developers during the financial year 2017-18. Total no. of APRs received during the last year was 1065. However, this no. may vary.
- (ii) Follow up action for receipt of APRs / HPRs / QPRs.
- (iii) Preparation of report for submission to Approval Committee.
- (iv) Analysis of outstanding export proceeds
- (v) Calculation limit of Bond value at the end of year.

3. The terms and conditions are as follows:-

- (i) The firm should have been in practice for the last 10 years as on 31.03.2017.
- (ii) The firm should have a turnover of atleast Rs. 25.00 lakhs per annum in the field.
- (iii) The firm should have at least 3 Chartered Accountants.
- (iv) The firm should be registered with the Association of Chartered Accountant of India and C.A.G. of India.
- (v) The firm should certify that they have not been black listed by the Association of Chartered Accountant or C.A.G. of India etc.
- (vi) The firm should submit a list of at least 10 clients covering Government, public and Private sectors undertakings.
- (vii) The firm should be registered with Income Tax Department and have a PAN / GIR / Service Tax No.

- (viii) Earnest Money Deposit in the shape of bank draft of Rs. 12,000/- in favour of the Pay & Accounts Officer, SEEPZ SEZ, payable at Mumbai.
- (ix) The CA firm should be functioning in the municipal limits of Mumbai or Greater Mumbai district.
- (x) The firm should submit a declaration to accept all the terms and conditions and shall comply with them strictly.
- (xi) The payment will be released on quarterly basis after completion of the quarter. The Company will submit quarterly bill alongwith the satisfactory performance reports from the concerned section in-charge, within one week of completion of the quarter to Office of Development Commissioner, SEEPZ-SEZ. This office will endeavor to make the payment at the earliest on receipt of a clear and correct bill. No advance payment will be made. No price variation will be allowed during the contract period.
- (xii) The empanelled firm / organization would be granted the work on the strict understanding that the quality of services is upto the satisfaction of the Development Commissioner. There can be no compromise on this issue. Any lapse in this regard may invite a penalty of Rs. 10,000/- at the first instance, Rs. 20,000/- at the second stance and a show cause notice for termination of contract if the situation shows no improvement. If for any reason the firm/organization is not in a position to render the service as required under the scope of work or to maintain the service standard(s) required, the Development Commissioner shall be entitled to hire the services from any other firm at the risk and cost of L-1 firm.
- (xiii) The empanelled firm / organization shall pay Security Deposit of Rs. 60,000/- by way of demand draft drawn in favour of "Pay & Accounts Officer, SEEPZ SEZ" payable at Mumbai, before commencing the work.
- (xiv) The Development Commissioner may terminate the contract by giving written notice to the vendor without compensation to the vendor. Provided that such termination will not prejudice or affect any right of action or remedy which has accrued.
- (xv) Offer should be in two covers, one super-scribed as "Pre-qualification / Technical bid" and the second super-scribed as "Financial bid". These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "**Pre-qualification / Technical bid and Financial bid for appointment of Chartered Accountants firm**". Incomplete or conditional quotation will not be entertained.

- (xvi) The sealed quotation will be received by this office upto **3.00 P.M. on 05th June, 2017**. Quotation received after stipulated date and time shall not be entertained. The technical bids will be opened on the same date at **3.30 P. M.** in the presence of the representatives of the firms who may like to be present. After scrutiny of technical bids, the financial bids will be opened on the same day or on some other day for which the notice will be issued afterwards.
- (xvii) The Office of Development Commissioner, SEEPZ-SEZ shall reserve the right to cancel any or all quotation without assigning any reason.
- (xviii) Quoting lowest rate does not entitle a firm to get the contract. The technical competence/infrastructure facilities of the firm shall be ascertained before awarding the contract.
- (xix) The firm (s) may represent themselves personally or through authorized representative, if any, at the time of opening of quotation.
- (xx) The period of contract will be one year from the date of award and can be extended for a further period, if required, on the mutually agreed terms and conditions.
3. The format of Pre-qualification / technical bid is appended at "Annexure- A".
4. The format of financial bid is appended at "Annexure-B".

For and on behalf of
the President of India



(Mahesh Yadav)

Dy. Development Commissioner

SEEPZ SEZ

Tel. No. 022-28294500

Email : ddcseepz-mah@nic.in

F. No. SEEPZ SEZ/ADMN/454/2015-16/vol.I

May 16, 2017

- Encl.: 1. Format of Pre-qualification / Technical Bid format – Annexure - A.
2. Format of Financial Bid format – Annexure – B.

ANNEXURE – A

(I) PRIMARY DETAILS :

1. Name of the Chartered Accountant Firm
2. Office Address
3. Contact telephone No.
4. Contact Mobile No.
5. Fax No.
6. E-mail address
7. PAN No. (Attach proof)

(II) PRE-QUALIFICATION DETAILS :

1. If the Tenderer is a Firm / Company (**Attach proof**)
2. Registration with VAT / Service Tax Department (**Attach proof**)
3. Experience of last 10 years as on 31.03.2017 (**Attach proof**)
4. Turnover of at least Rs. 25.00 lakhs per annum (**Attach proof**)
5. The firm should have atleast 3 Chartered Accountants (**Attach proof**)
6. Registration with Association of Chartered Accountant of India and CAG of India (**Attach proof**)
7. List of at least 10 clients covering Govt., Public and Private sector undertakings (**Attach proof**)
8. Self declaration to the effect that they have not been black listed by the Government or any Public and Private sector undertakings of Association of Chartered Accountants or C.A.G. or India etc.
9. The CA firm should be of Mumbai / Greater Mumbai district. (**Attach proof**)
10. Earnest Money Deposit in the shape of bank draft of Rs. 12,000/- in favour of the Pay & Accounts Officer, SEEPZ SEZ, payable at Mumbai (**Attach Demand Draft**)
11. Name of the responsible authorized representative of the firm
12. The firm should submit a following declaration :

"Acceptance

I / We hereby declare that all the terms and conditions of tender document has / have been read by me / us and I / We accept all the terms and condition mentioned in the tender and shall comply with them strictly.

Name of the authorized signatory:

Signature

Name and address of tenderers :

Seal of the firm

ANNEXURE – B

"Financial Bid Format for "Empanelment of Chartered Accountant Firm"

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A	Fees for the Financial Year 2017-18**			The service provider will raise the quarterly bills in duplicate on submission of the quarterly performance report to the office.
B	Service Tax as per applicable rate on the service provided	Exempted#		

** The quoted fee should be included of Professional Fee, Travelling, Food and Other Expenses.

in terms of notification No.12/2013- Service Tax dated 1st July, 2013.

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Seal _____

Signature _____

Date : _____

Name & Designation _____

Name & Address of Tenderer
with seal and signature