

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 - 096.

Tel: 022-28294789/ 28294725 Fax: 022-28291754,

E-mail : [ddcseepz-mah@nic.in](mailto:ddcseepz-mah@nic.in), Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

## वर्ष 2017-18 के लिए नामिकागत चार्टर्ड एकाउंटेंट के नियुक्ति के लिए निविदा सूचना

विकास आयुक्त कार्यालय, सीपज़ - सेज़, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार राष्ट्रपति की ओर से वर्ष 2017-18 के लिए एक वर्ष की अवधि के लिए लेखा परीक्षा हेतु भारत के महानियंत्रक एवं लेखा परीक्षक द्वारा नामिकागत चार्टर्ड एकाउंटेंट फर्म की नियुक्ति हेतु मुहरबंद निविदाएं आमंत्रित करता है।

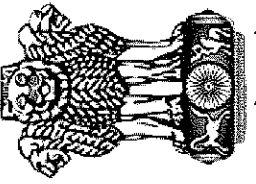
कार्य का क्षेत्र इस प्रकार हैः;

1. वित्त वर्ष 2017-18 के दौरान ईओयू / सेज़ यूनिटों / सेज़ विकासकों से प्राप्त वार्षिक निष्पादन रिपोर्ट (एपीआर) / अर्धवार्षिक निष्पादन रिपोर्ट (एचपीआर) तथा तिमाही निष्पादन रिपोर्ट (क्यूपीआर) का विश्लेषण करना। पिछले वर्ष के दौरान प्राप्त कुल वार्षिक निष्पादन रिपोर्टों की संख्या 1065 थी। तथापि, उक्त संख्या में परिवर्तन हो सकता है।
2. प्राप्त वार्षिक निष्पादन रिपोर्टों (एपीआर) / अर्धवार्षिक निष्पादन रिपोर्टों (एचपीआर) तथा तिमाही निष्पादन रिपोर्टों (क्यूपीआर) के संबंध में अनुवर्ती कार्रवाई।
3. अनुमोदन समिति के समक्ष प्रस्तुत करने के लिए रिपोर्ट तैयार करना।
4. बकाया निर्यात आगमों का विश्लेषण।
5. वर्ष के अंत में बॉन्ड मूल्य की सीमा का परिकलन।
6. फर्म / कंपनी को उपर्युक्त कार्यों का निष्पादन करने के लिए पूर्णकालिक आधार पर एक चार्टर्ड एकाउंटेंट तथा एक कार्यपालक उपलब्ध कराना होगा।

(महेश यादव)

उप विकास आयुक्त

सीपज़-सेज़



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 - 096.

Tel: 022-28294789/ 28294725 Fax: 022-28291754,

E-mail : [ddcseepz-mah@nic.in](mailto:ddcseepz-mah@nic.in), Web-site : [www.seepz.gov.in](http://www.seepz.gov.in)

## 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.

The Scope of work is as follows:-

1. 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.
2. Follow up action for receipt of APRs / HPRs / QPRs.
3. Preparation of report for submission to Approval Committee.
4. Analysis of outstanding export proceeds
5. Calculation limit of Bond value at the end of year.
6. The firm/company will have to provide one CA & one Executive on full time basis to execute the same above work.

(B) The terms and conditions are as follows:-

1. The firm should have been in practice for the last 10 years as on 28.07.2017.
2. The firm should have a turnover of atleast Rs. 25.00 lakhs per annum in the field.
3. The firm should have at least 3 Chartered Accountants.
4. The firm should be registered with the Association of Chartered Accountant of India and C.A.G. of India.
6. The firm should certify that they have not been black listed by the Association of Chartered Accountant or C.A.G. of India etc.
5. The firm should submit a list of at least 10 clients covering Government, public and Private sectors undertakings.
6. The firm should be registered with valid GST and have a PAN / GST No.
7. 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.

8. The CA firm should be functioning in the municipal limits of Mumbai or Greater Mumbai district.
9. The firm should submit a declaration to accept all the terms and conditions and shall comply with them strictly.
10. The payment will be released on quarterly basis after completion of the quarter. The Company will submit quarterly bill along with 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.
11. The empanelled firm / organization would be granted the work on the strict understanding that the quality of services is up to 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.
12. The successful bidder shall be required to deposit Performance Security @10% of the total tender cost.
13. The firm/company will have to provide one CA & one Executive on full time basis to execute the same above work.
14. Incomplete, ambiguous and conditional tenders will not be entertained.
15. The bidder should submit the certificate of authorization of the Authorized Signatory/ies. **(Applicable in case of the Association of Person/Company/Partnership firm)**
16. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a Power of Attorney authorizing him to do so.
17. The committee may, if so desired, relax/amend one or other condition to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry, after submission of the bid, shall not be entertained.
18. In case of the withdrawal the bid, the EMD will be forfeited.
19. The Development Commissioner may terminate the contract by giving written notice of 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.
20. 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.

21. The sealed quotation will be received by this office upto **2.30 P.M. on 08<sup>th</sup> August, 2017**. Quotation received after stipulated date and time shall not be entertained. The technical bids will be opened on the same date at **3.00 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.
22. The Office of Development Commissioner, SEEPZ-SEZ shall reserve the right to cancel any or all quotation without assigning any reason.
23. 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.
24. The firm (s) may represent themselves personally or through authorized representative, if any, at the time of opening of quotation.
25. 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.
26. The format of Pre-qualification / technical bid is appended at "Annexure- A".
27. The format of financial bid is appended at "Annexure-B"



(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

August 17, 2017

Encl.: 26. Format of Pre-qualification / Technical Bid format - Annexure - A.

27. Format of Financial Bid format - Annexure - B.

**(1) 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)

**(2) PRE-QUALIFICATION DETAILS:**

1. If the Tenderer is a Firm / Company (Attach proof)
2. A copy of valid GST registration No. (Attach proof)
3. Experience of last 10 years as on 28.07.2017 (Attach proof)
4. Turnover of at least Rs. 25.00 lakhs per annum (Attach proof)
5. The firm should have at least 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 :
- 13.

**"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.*

Seal \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Name & Designation \_\_\_\_\_



**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	Executing the above work by one CA & one executive. 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 this office.
B	Applicable GST			

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

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

