



F. NO. SEEPZ-SEZ/EMS/GC/ACA/31/2015-16

Date: 06.10.2015

**Sub: Hiring of services from the Recognized  
Accountancy/Chartered Accountant Firm in SEEPZ-  
SEZ Authority.**

The SEEPZ-SEZ Authority invites sealed quotations for hiring services from the interested recognized Accountancy/Chartered Accountant Firm to entrust the work mentioned in the Scope of Work for a period of one year (extendable) with an annual turnover of not less than Rs. 1 crore.

The complete quotation document including the scope of work and terms and conditions is available on our website [www.seepz.gov.in](http://www.seepz.gov.in).

**(I) PROCEDURE FOR SUBMISSION OF QUOTATION :**

1. The Quotations should be submitted in a two Quotation system in two separate envelopes as under:

**Envelope 1** superscribed '**Technical Quotation**' should contain the documents required for Technical Eligibility, as stated in sub-paragraph III.

**Envelope 2** superscribed '**Financial Quotation**' should contain the Quotation value as stated in sub-paragraph IV;

2. Both sealed envelopes should be submitted together in larger cover superscribed as **“SEEPZ SEZ QUOTATION FOR HIRING OF SERVICES FROM THE RECOGNIZED ACCOUNTANCY / CHARTERED ACCOUNTANT FIRM IN SEEPZ-SEZ AUTHORITY 2015-16”** on the top addressing to **“The Manager (Estate), SEEPZ SEZ Authority, SEEPZ SEZ, Andheri (East), Mumbai - 400 096.**
3. The sealed envelope mentioned above will be received by this office up to **6.00 P.M.** on **05.11.2015, Thursday** by post/courier by the Applicant personally or through his authorized representatives or the same can be dropped in the Letter Box kept on the ground floor, near Inward Section especially for Quotations.
4. Quotations received late, unsealed and without superscription are liable to be rejected.
5. The quotation shall be duly signed with seal of Company/firm and complete in the printed form
6. Every page of the Quotation, including the specifications, etc. shall be duly signed by the Quotation, in the bottom at left hand corner;
7. Every correction/deletion/addition/overwriting/slip pasted in respect of the quotation shall be signed by Applicant;
8. Incomplete, ambiguous and conditional Quotations will not be entertained.
9. The Applicant shall submit the certificate of authorization of the Authorized Signatory/ies.
10. In the event of the quotation 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.

11. The Applicant should quote the rates in words and in figures; if the rates quoted in words, differ from the rate quoted in figures, the lowest of the two will be taken as correct rate.
12. The quotation of rate for the Quotation should be accompanied by Earnest Money Deposit (EMD) for Rs. 1,00,000/- (Rupees One Lac Only) in the form of Demand Draft/ pay order, drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority Fund". Cash payment, cheque and other mode of payment shall not be accepted.
13. The Applicant may represent themselves personally or through authorized representative, if any, at the time of opening of quotation.
14. The committee may, if so desire, relax/amend one or other condition to determine eligibility of the Quotation, without assigning any reason, thereof. Any enquiry, after submission of the Quotation, shall not be entertained.
15. The technical competence/infrastructure facilities of the Entities will be ascertained before Selection.
16. The Quotations not accompanied by EMD and the required documents mentioned, above will be summarily rejected.
17. The SEEPZ-SEZ Authority reserves the right to reject any or all Quotations at any time/stage, without assigning any reasons whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the Applicants.
18. In case of the withdrawal of the Quotation, the EMD will be forfeited.

**II) OPENING OF QUOTATION:**

1. The ENVELOPE 1 superscribed 'Technical Quotation' will be opened at **5.00 P.M.** on **06.11.2015, Friday** in the conference hall of the Office of the Development Commissioner, SEEPZ-SEZ in the presence of Applicant and or their representative(s) who may like to be present before the Committee and other officers, so authorized".
2. ENVELOPE 2 superscribed "Financial Quotation" will be opened only for eligible Applicant.
3. The date and time for opening the ENVELOPE 2 superscribed 'Financial Quotation' will be intimated to the Successful Applicant at the time of opening the ENVELOPE 1 superscribed 'Technical Quotation'.
4. All Quotations would be evaluated by committee, on the basis of documents, provided for Technical eligibility. After scrutinizing the documents, the Committee shall select the eligible Applicant.

**(III) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL QUOTATION:**

ENVELOPE 1 superscribed 'Technical Quotation' submitted by the Entities should contain the following documents to determine the Technical eligibility for empanelment:

1. Earnest Money Deposit (EMD) for Rs. 1,00,000/- (One Lac Only) in the form of Demand Draft/ pay order drawn on any nationalized or scheduled bank in favour of "SEEPZ Special Economic Zone Authority Fund".
2. Copies of PAN, TIN, VAT, Service Tax Number, Income Tax paid, Service Tax paid by the Firm for Last three years.

3. Proof of having 3 (Three) years experience of accounting work in minimum 2 PSU's/Central Government/Government of Maharashtra/Government of Maharashtra Autonomous Body and eligible for auditing of major PSUs.
4. Proof of empanelment with the Comptroller and Accountant General of India.
5. Proof of having more than 3 (Three) Chartered Accountants as partners, and having a minimum turnover of Rs. 1 crore for carrying out accounting work.
6. Proof of having experience of working in IT software
7. Proof of having principal place of business at Mumbai such as Certificate of Incorporation, Certificate of commencement of business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity bill, Telephone bill etc.
8. A copy of the acceptance of terms and conditions duly signed by the firm (s) in token of having understood and agreed to the same should be attached along-with the Quotation.
9. An Affidavit duly notarized stating that he has not been blacklisted nor come any adverse notice by any office of Government/ semi-Government/Public Sector undertaking.
10. An undertaking stating that the Applicant shall not assign, transfer, pledge or sub contract the performance of services of part of services and shall further undertake to comply with the terms and conditions of the quotation.

**(IV) FINANCIAL QUOTATION:**

1. ENVELOPE 2 superscribed "Financial Quotation" should contain the Quotation Value
  
2. The Financial Quotation should contain the indication of manpower and estimated cost for the work as mentioned in the scope of work.



(VP Shukla)  
Estate Manager  
SEEPZ-SEZ.  
Tel. Phone No. 28294770

**Scope of Work:**

- i. Generation of bills relating to Gate Pass on day-to-day basis. (approx. 2500 p.m.)
- ii. Generation of lease rent bills on monthly basis. (approx. 600 p.m.)
- iii. Generation of bills relating to financial penalties on day-to-day basis. (approx. 30 p.m.)
- iv. Ensuring the delivery of bills to the units.
- v. Ensuring bills are updated in Account Branch.
- vi. Receipt of payments in form of DDs'/Pay orders (other than cash) and issuing acknowledgment.
- vii. Depositing the DDs' etc. in bank and reconciliation of account on day-to-day basis.
- viii. Ensuring that all payments are updated in the Account Branch.





**: OTHER TERMS AND CONDITIONS :**

1. The Successful Applicant shall render the services as mentioned in the scope of work failing which the same will be treated as breach of contract/work order and in that case the Authority will have the right to cancel/terminate the contract/work order, without assigning any reason and EMD amount will be forfeited. No representation will be entertained in this regard.
2. The Successful Applicant shall provide minimum two manpower and its full particulars including the names and address.
3. The personnel/employees deployed shall have the required qualification and experience.
4. The personnel/employees so deployed shall comply with all the rules and regulations and the guidelines provided by the Authority from time to time and further ensure to maintain the discipline during working hours.
4. The Successful Applicant shall be solely liable for all the payments/dues of the personal/employees so deployed by him. The Successful Applicant shall at all time keep the authority indemnified against any claim from its personnel/employees in this regard.
5. Any financial loss or any damage sustained to the Authority due to any technical and/or procedural lapses on the part of Successful Applicant or his personnel/employees, the same shall be recovered by the Authority from the Successful Applicant.

6. In the event of person deputed by Successful Applicant being on leave/absent, the Successful Applicant shall ensure suitable alternative arrangement to make up for such absence.
7. Any violation or breach of terms and conditions or instruction/guidelines provided by the Authority or suppression of facts on the part of Successful Applicant or his personal/employees will attract cancellation/termination of the work order/contract without any reason and notice period.
8. Payment to the Successful Applicant shall be made on monthly/quarterly basis on submission of bill and on rendering satisfactory service to the Authority.
9. In case of any delay caused in compliance/performance of the services according to the scope of work, penalty of Rs. 1,000/- (One Thousand) for such delay will be imposed to Successful Applicant on daily basis.
10. The Successful Applicant shall give the acceptance within 3 days from the date of receipt of the work order failing which the work order issued will be treated as cancelled.
11. The Quotation is not transferable. The Successful Applicant shall not engage to any sub-contractor or any other organization in any matter and also not permitted to transfer his rights and obligations.
12. EMD of the Successful Applicant will be retained with the SEEPZ SEZ Authority as Security Deposit for due fulfillment of the work order and refunded on expiry of the same. This will be forfeited for non compliance of the terms & conditions of the Quotation document. The EMD of the other Applicants will be refunded. This amount will not bear any interest.

13. if the services of the Successful Applicant are not found to be satisfactory, the Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
14. On termination or cancellation of work order/contract, the Successful Applicant shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise
15. In case of any dispute arising between during currency of the contract/work order, the parties shall try to amicably settle and resolve the same. In the event, where such dispute, differences, non-compliance or non-payment cannot be mutually resolved within a reasonable time, the same shall be referred to Arbitration under the provisions of Arbitration and Conciliation Act, 1996 or any other law prevailing for the time being in force. Such matter shall be referred to Arbitration by a sole arbitrator and the sole arbitrator shall be appointed by the SEEPZ SEZ Authority and shall be held in the city of Mumbai at the place and venue as decided by SEEPZ SEZ Authority in English language. The decision of the sole Arbitrator shall be binding on the parties

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