

GIRI INSTITUTE OF DEVELOPMENT STUDIES, LUCKNOW

No. GIDS/ 04/2022 Date- 04.01.2022

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR STATUTORY AUDIT & OTHER ANCILIARY SERVICES AT GIRI INSTITUTE OF DEVELOPMENT STUDIES, LUCKNOW FOR THE FINANCIAL YEAR 2021-22.

Sealed quotations are invited from the Chartered Accountants Firm for providing Statutory Audit and other ancillary services of Giri Institute of Development Studies, Lucknow (GIDS, Lucknow) for the financial year 2021-22. Giri Institute of Development Studies (GIDS) is a premier centre for advanced research and training focusing on the development concerns of India and its regions. Established in 1973 by a group of eminent academicians and leading public personalities and named after the former President and eminent labour leader Late Shri V.V.Giri, the Institute has emerged a vibrant centre of policy oriented and analytical multidisciplinary research in the country. GIDS is supported by Indian Council of Social Science Research (ICSSR) (under Ministry of Education, GoI) and Government of Uttar Pradesh as an autonomous institute of national importance. Giri Institute of Development Studies (GIDS) receives grant under salary and development fund head account of Rs. 5 Crores from ICSSR and State Govt. of UP.

The engagement of Chartered Accountants Firm shall be submitted through two bid systems i.e. (Technical & Financial) separately and their quotation should be reached to Director, GIDS, Lucknow at given below address by 28th January, 2022 at 5:00 pm.

Detailed terms & conditions along with Tender Paper will be available in website www.gids.org.in

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Director

Giri Institute of Development Studies

Sector-O, Aliganj, Beside CMS,

Lucknow – 226024 (UP)

Contact Person – Shri Ranjay Kumar, Accounts Officer

Contact No.- 0522-4001667, 7981719932

Summary of Tender

Cost of Tender document	Rs.500.00+@18%GST Extra (through NEFT/ DD/ Pay Order) Non-Refundable
Start date of downloading of Tender document	05.01.2022,10:00 AM
Last date for submission of Tender document	28.01.2022 up to 05:00PM
Venue of Tender Opening	GIDS
Date of opening of Technical Bid Stage-1	03.02.2022 at 04.00PM
Date of opening of Financial Bid Stage-2	Date will be intimated of Stage-1 qualified Applicants
Award of Contract	The Application found L-1 in Financial bid i.e. Stage-2 will be awarded contract after approval from competent authority

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Giri Institute of Development Studies (GIDS) invites quotations in TWO PARTS (Technical and Financial) from interested Chartered Accountants Firm. Quotation is to be submitted in two separate sealed envelopes and both the envelopes are to be placed in another one envelopes. The Chartered Accountants Firm should submit their offer in the prescribed format (Annexure A & B) of this invitation.

Scope of Work:

- (i) The Conducting audit in-depth & certification of accounts books and ancillary records and submit report on half-yearly basis of GIDS Institute Accounts, CPF Trust Account and Corpus Fund Account.
- (ii) 100% verification of vouchers, Head of Account wise entries as Receipts & Payment in Cash Book/other financial statements/tally software.
- (iii) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- (iv) Filing of quarterly TDS return, Preparation of Form 16 & 16A, GST return, IT return and other returns as applicable from time to time of GIDS.
- (v) Certification of Project accounts and related documents as per requirement.
- (vi) Assisting in any legal matter related to income tax authority, GST Authority, PF authority and others as and when required.
- (vii) Help in the preparation of compliance of the CAG/ Local Fund Audit reports.
- (viii) Preparation/help/check in preparation of any information/reports required by the management as and when required.
- (ix) After completion of the assigned work, the CA Firm shall mandatorily give their overall finding/views/suggestions /comments etc. for proper maintenance of accounts adopting latest available procedures.

Period of Engagement:

The period of engagement will be on year to year basis extendable for a maximum period of 3 (three) years depending on the satisfactory completion of assignment during the year. Performance shall be primarily assessed on the basis of quality and timeliness of the report.

Chartered Accountants Firm will provide adequate and qualified staff for not less than 120 man-days in one financial year to the Institute. CA presence/engagement with CA during the period will be counted as double of normal man-days.

Performance Security:

The successful bidder will be required to deposit Rs. 5000/- of the bid amount towards Performance Security in the form of Bank Guaranty/FDR of any scheduled bank before execution of work. The Performance Security must be valid for 03 years and 06 months from the date of the contract.

Audit Fee:

The payment for the said assignment shall be as specified in Annexure – “B” The fees shall be inclusive of out-of-pocket expenses. No TA/ DA or out-of-pocket expenses shall be paid. However, the fees shall be exclusive of GST and shall be paid on submission of final audit report.

Other Terms & Conditions

- (i) Interested Chartered Accountants Firm may send their quotation as per above mentioned information within stipulated time. Tender fee will be **Non-refundable** amount of Rs. 500/- + 18% GST by way of NEFT/ DD/Pay Order only in favour of “Director, Giri Institute of Development Studies, Lucknow”
Bank Details for NEFT payment is as below-
Name – Director, Giri Institute of Development Studies
Account Number- 568904010017001
IFSC- UBIN0556891
Bank Name & Address – Union Bank of India, Sector-O, Aliganj, Lucknow
- (ii) The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet the audit assignment. **Sub-letting of work is strictly prohibited.**

- (iii) Chartered Accountants Firm may aware about latest statutory provisions and other applicable rules/regulations in case of Institute, government financial rules etc.
- (iv) **The Chartered Accountants Firm/Chartered Accountant must have been in operation for at least 08 years after its COP registration. Chartered Accountants Firm should have 3 years' experience of similar nature in Central/ State Government, Autonomous Educational/ Research Institution/Council/ Universities, PSUs etc.**
- (v) Selection of CA Firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Internal Audit work / Statutory Audit Work experience etc. Shortlisted CA Firms will be called for presentation & other discussion.
- (vi) **Chartered Accountants Firm should be based in Lucknow only and should have sufficient qualified staffs.**
- (vii) Incomplete applications shall be summarily rejected.
- (viii) **Penalty Clause:**
 - (a) The Institute reserves the right to deduct amount from the bill raised by the Chartered Accountant Firm/Chartered Accountant subject to maximum 10% of total bill for unsatisfactory service or delay in providing of services.
 - (b) Any interest /penalty which become payable by institute to any tax authorities due to delay in filing of statutory returns and/or delay in deposit of statutory taxes/dues which is attributable to the negligence of the staff deployed by the Chartered Accountants Firm/ Chartered Accountant then such amount shall be deducted from the payment due to the Chartered Accountants Firm/ Chartered Accountant or shall be recovered in such a manner as the Institute may deem fit.
- (ix) The terms and conditions enumerated in this document can be modified at any time by GIDS at its sole discretion.
- (x) Queries, if any, may be contacted at given mobile number before last date of submission.
- (xi) **Last date of submission 28.01.2022 at 5:00 pm.**

Annexure - A**Technical Proposal**

Details to be filled by Chartered Accountants firm on letter head and submit with supporting.

Sl. No.	Particulars	Details
01	Name of the firm	
02	Address of the Registered/Head Office	
03	Telephone No. and E-mail address	
04	ICAI Registration No. with Region Name and code no. of Chartered Accountant/s	
05	Date of constitution of the firm	
06	PAN no. of the Firm	
07	GST No. of the firm	
08	Latest 3 Financial Years copy of IT Return filed by firm	
09	Details of full time Partners/ Proprietors – (i) Name of the Partner (ii) Membership No. (iii) Date of Joining the Firm (iv) Contact Number	
10	Name & contact number of Full Time qualified/semi qualified Employees and articles as on 05.01.2022	
11	Experience details of previous 3 years (separate sheet to be attached on firm letter head)	
12	Any other relevant information	

Undertaking

I/We the following partners of M/s. _____, Chartered Accountant/s do hereby jointly and severally verify and declare 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;

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

Annexure - B

Financial Proposal
(on firm's letter head)

(in rupees)

Name of the Work	Amount	
Total	(in figures)	(in words)

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....