

## **HABITAT SERVICES CENTRE**

Hudco Place, Andrews Ganj, August Kranti Marg, New Delhi-110049.

Phone: 41012223, 26257036, 41754100

website: [www.hscdelhi.in](http://www.hscdelhi.in)

Ref.:HSC/AG/CA/32/2019/1070

Date.19.09.2019

Sealed tenders are invited on behalf of Executive Director, Habitat Services Centre (HSC), Hudco Place, Andrews Ganj, New Delhi-110049 for appointment of Auditor for audit services pertaining to financial year 2019-20 as per the scope of work defined in the later part of the tender document.

Issue of Tender Documents : 19.09.2019 to 25.09.2019.

Receipt of Tenders upto 3.00 PM : 26.09.2019

Opening of Tenders at 3.30 PM : 26.09.2019

Tender Fees : Rs.500/- (Rupees Five Hundred only)

**Instructions:** The tender documents with terms and conditions can either be collected from the Office of **Executive Director, Habitat Services Centre, Hudco Place, Andrews Ganj, New Delhi** or **download from HSC portal**. Tenders should be submitted in two separate sealed envelopes i.e. Part-I Technical Bid, Part-2 Price Bid.

Details are available at our website: [www.hscdelhi.in](http://www.hscdelhi.in)

Sd/-

Executive Director

## **INTRODUCTION**

Habitat Services Centre (HSC) – is a Society registered under the Societies Act, 1860. HSC is providing operation and maintenance services at Hudco Place, Andrews Ganj and August Kranti Bhawan, Bhikaji Cama Place, New Delhi. In addition to above HSC has also been rendering services of housekeeping, repairs, maintenance at HUDCO Bhawan, HUDCO residential flats at AGVC and Jangpura and HSMI Hostel at AGVC Complex.

### **General Terms and conditions :**

1. **Minimum fee for assignment : The minimum fee for the assignment should not be less than Rs.30,000/- for the assignment. In case any bidder quote the fee below Rs.30,000/- the bid will be rejected.**
2. **In case of same fee quoted by two or more bidder, work will be awarded to the Agency who has executed assignments of higher values of the work, during the three financial years upto 2018-19 based on the certificate of experience/fee received, strength of staff and partners, submitted alongwith the tender papers.**
3. The Executive Director, Habitat Services Centre reserves the right to accept / reject any application for issue of tender documents without assigning any reason and his decision shall be final in this regard.
4. The tenderers must go through the tender documents and acquaint themselves with the conditions fully and obtain all necessary information before submitting their offer.
5. **Mode of submission of Tender**
  - 5.1 Tender shall be in TWO PARTS and in TWO SEPARATE SEALED ENVELOPES (duly super scribed with name, reference number of tender, due date and time of opening) containing the required documents described in detail hereafter.
6. **PART-I (Technical Bid) shall consist of:**
  - i) Copy of Registration of GSTIN and PAN No.
  - ii) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
  - iii) List of assignments carried out during last three years, ending on 31<sup>st</sup> March, 2019 with amount per annum (as per Annexure-I).
  - iv) Details of CA Firm's professional income (Gross professional Fees received/earned) as per Annexure-II and self certification regarding Profit & Loss Account for last three years (2016-17, 2017-18 and 2018-19).
  - v) The firm has to submit "No blacklisting certificate".
  - vi) Bidder's detail as per Annexure-III.
  - vii) The firm should have turnover of Rs.50 lakhs p.a.
  - viii) The firm should have atleast two partners.
  - ix) Tender Fees (Demand Draft or Pay Order) in favour of "Habitat Services Centre" payable at New Delhi.

7. **PART-II (Price Bid) shall consist of:**
  - i) Price Bid duly filled-in with rates and amount.
  - ii) Original tender documents comprising of terms and conditions of Contract including this NIT with bidders' endorsement and company seal / stamp on each page thereof in token of their acceptance of terms and conditions.
8. If the tenderer chooses to submit both the envelopes mentioned above by keeping them in one envelope, they can do so; but the main envelope should be marked as Tender Bid- Part-I & II.
9. HSC shall not be responsible for any delay including postal delay in submission of sealed offer. As such, any request for accepting offer after the due date and time shall not be entertained.
10. **Tender Opening**
  - i) Tenders shall be opened in the office of Executive Director, Habitat Services Centre, Hudco Place, Andrews Ganj, New Delhi at 3.30p.m.on the last date of receipt of tenders.
  - ii) Tender Envelopes No.1 consisting of Technical Bid shall be opened as per schedule in the presence of those tenderers or their authorized representatives (on production of Authorization Letter to that effect from the officer signing the tender offer) who may like to be present.  
*Note:* In case scrutiny of Technical Bid takes more time on the date of technical bid opening, the opening of Part-II (Price Bid) shall be postponed and the date with time shall be intimated to all the successful Bidders later on.
  - iii) The Envelope No.2 consisting of Part-II (Price Bid) of offer shall be opened only if technically suitable bidders on a date to be notified.
11. Tenderers are advised not to deviate from tender conditions. Tender with conditions / deviations are liable to be rejected.
12. A tenderer which does not fulfill all or any of the terms and conditions contained in this tender or contains conditions not covered and / or contemplated in this tender, shall be liable to be rejected.
13. The firm, before submitting a tender, should clearly understand HSC's requirement, for any clarification, their representative may contact undersigned during any working day between 10 am to 5 pm before the closure of last date.
14. If at any point of time, the above mentioned job done is found unsatisfactory on account of quality or not matching with the specifications laid down by HSC, payment would not be released.
15. The firm will work in close co-ordination with the representative of HSC.
16. After opening of bids, no communication from the tenderer shall be entertained unless formally asked for.

17. The Executive Director is not bound to accept the lowest or any other tender, and reserves his right to reject any or all the tenders received without assigning reasons. Tenders not satisfying the prescribed conditions or tenders found incomplete in any way are liable to be rejected.
18. Canvassing directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing in any form shall be liable to rejection.
19. The rates shall be quoted neatly both in figures and words. In case of any discrepancy in the rates quoted in words and figures, rates quoted in words shall prevail.
20. Erasures / overwritings or other changes in the tender documents while quoting rates shall bear the initials of the person signing the tender.
21. Tender documents shall be returned duly completed, signed and stamped by an authorized signatory. Power of Attorney in favour of authorized signatory shall be furnished with the tender.
22. The tenderer shall sign and stamp at the bottom right hand corner of every page of the tender documents.
23. The tender for the work shall remain valid for a period of Forty Five (45) days from the date of its opening.
23. The initial period of the contract shall be one year which may further extended beyond the initial period of one year on the same terms and conditions including fee, subject to requirement of the HSC, or may be curtailed/terminated before the specified period, including on the ground of HSC, not being satisfied with the performance of such firm.
24. The person(s) signing the bid documents shall preferably signed and stamped all pages of the bid.
25. **Arbitration** : any dispute in relation to the process of selection of the Chartered Accountant firm under this process shall be subject to the exclusive jurisdiction of courts at New Delhi only. Any dispute arising post the award of contract shall be settled in accordance with the terms mentioned therein.
26. The applicant firm should be based in Delhi/New Delhi or in National Capital Region.
27. This Notice Inviting Tender shall form part of the contract documents. The successful tenderer, on acceptance of his tender by the competent authority, shall be required to sign the letter of award, the conditions of contract, specifications, enclosures etc. in token of his acceptance within 7 days from the date of issue of the award letter.

Sd/-  
Executive Director

## **SCOPE OF WORK**

1. Checking the maintenance of books of accounts and records.
2. Checking of various taxes/statutory compliance (i.e. PF, ESI, GST, TDS etc.) as per prevailing Act.
3. Checking the bank reconciliation statements.
4. Verification of Bank Book, Journal, Vouching along with vouchers of imprest cash.
5. To verify accounts with reference to the books of accounts i.e. ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
6. To make a review of the Income and Expenditure Account/Receipt & payment account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principals and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
7. **Schedule for completion of Audit**  
  
The firm will have to start and complete the Audit as per time schedule laid down by HSC.
8. **Payment Terms**  
  
The professional fee quoted by the firm shall be valid for the entire contract period. 75% Payment shall be made after finalization of accounts alongwith Audit Report (including filing of I.T. Returns) and balance 25% payment shall be made after three months.
9. TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by HSC.
10. **Confidential**  
  
The Audit firm shall not disclose the documented management system to any third party including their internal department.
11. **Sub-contracting :**  
  
Audit firm to whom work is awarded is not allowed to sub-contract the work to any other parties either in part or full.

**Annexure-I**

**List of assignments carried out during last three years, ending on 31<sup>st</sup> March, 2019**

<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>

Signature of the tenderer(s)

**Details of CA Firm's professional income  
(Gross professional Fees received/earned)**

(Rupees in lakhs)

Particulars	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19
Gross professional fees received/earned			

Date :

Signature :

Office seal :

Name :

Designation

**Note** : Enclose copies of Balance Sheet and Profit & Loss Account for last three years (2016-17, 2017-18 and 2018-19).

**Bidders Details**

Name of the Firm	
Address	
CA/CA Firm (Date of commencement of practice)	
Date of Registration	
Registration No./Certificate of practice (COP) Number (Please attach copy)	
PAN Card No. (Please attach copy)	
GSTIN (Please attach copy)	
Name of the authorized partner/associate/others	
Telephone No.	
Fax No.	
Mobile No.	
E-mail address	
Website address (if any)	
IT Returns for the last three F.Y. upto 2018- 19 (please attach copy of IT Returns)	



## PRICE BID/FINANCIAL BID

S.No.	Description of Service	2019-20 (Figures in Rupees)
1.	Audit fee including fee for filing of I.T. Returns	
	<b>Total</b>	

Amount in figures :Rs.....

Amount in words :Rs.....

**Note :**

- i) GST shall be paid extra as per prevailing rates prescribed in the Act.
- ii) **Minimum fee for assignment : The minimum fee for the assignment should not be less than Rs.30,000/- for the assignment. In case any bidder quote the fee below Rs.30,000/- the bid will be rejected.**
- iii) **In case of same fee quoted by two or more bidder, work will be awarded to the Agency who has executed assignments of higher values of the similar work, during the three financial years upto 2018-19 based on the certificate of experience/fee received, strength of staff and partners, submitted alongwith the tender papers.**
- iv) The above fee is inclusive of out of pocket expenses including travelling charges.

Date :

Signature :

Office seal :

Name :

Designation