

**National Board of Accreditation**  
 4<sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar,  
 Bhisham Pitamah Marg, New Delhi-110003  
 Phone No: 011-24360620-22, Telefax: +911143084903  
 website: [www.nbaind.org](http://www.nbaind.org)

**Notice Inviting Tender**

Sr. No	BID DATA SHEET	
1	Tender Number	3-1/2021/NBA(FIN)
2	Yearly Estimates Cost of Tender	Rs1.00 Lakh
3	Bid validity	120 Days
4	Issue of Tender Forms	Tender Forms can be Downloaded from the NBA website: <a href="http://www.nbaind.org">www.nbaind.org</a> ; and from Central Public Procurement Portal(CPPP): <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
5	Tender Document Delivery Mode	Through Speed Post /Registered Post/Courier or in person at the following address: National Board of Accreditation, 4 <sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi-110003
6	Bid Security/ Earnest Money Deposit (EMD)	Rs 25,000
7	Publish Date	05-03-2021 at 14:00 hours
8	Document Download / Sale Start Date	05-03-2021 at 15:00 hours
9	Document Download / Sale End Date	15-03-2021 at 17:00 hours
10	Pre-bid Meeting Date	NA
11	Bid Submission Start Date	05-03-2021 at 15:00 hours
12	Bid Submission End Date	16-03-2021 up to 14:30 hours
13	Bid Opening Date	16-03-2021 at 15:00 hours
14	Contact Person	For Queries: Dr. Jagdish Arora, Advisor Email: <a href="mailto:advisor@nbaind.org">advisor@nbaind.org</a> Tel: 011 24360620-22 (During Office hours 9:30 am to 5:30 pm (Mon-Fri)
15	Contact Address	National Board of Accreditation 4 <sup>th</sup> Floor, NBCC Place, East Tower, Pragati Vihar, Bhisham Pitamah Marg, New Delhi-110003

## NOTICE INVITING TENDER

### **Invitation of Bids for Appointment of Firms of Chartered Accountants for conducting Statutory Audit for the Financial Year 2020-21 in National Board of Accreditation**

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#### **1. Introduction:**

The National Board of Accreditation herein after called as NBA has been set-up as an independent autonomous body under the Ministry of Education, Government of India to assess the qualitative competence of the programs offered by technical educational institutions from diploma level to post-graduate level in engineering and technology, management, pharmacy, architecture and related disciplines, which are approved by AICTE and other regulatory bodies.

NBA invites sealed bids under two bid system ( Technical & Financial Bid) from experienced duly incorporated and registered (with ICAI) practicing Chartered Accountant Firms for conducting statutory audit for Financial Year 2020-21.

#### **2. Scope of Work**

##### **Statutory Audit as per CAG Guidelines for the Financial Year 2020-21**

##### **Items of Work**

- i) Preparation of Receipt & Payment Account, Income & Expenditure account, Balance Sheet and all related schedules to give a clear picture of the NBA.
- ii) To check whether the transactions are recorded as per Generally Accepted Accounting Principles and are booked to proper accounting heads.
- iii) To ascertain utilization of fund in accordance with Government rules/guidelines
- iv) To ascertain that transactions are duly supported by proper supporting documents.
- v) To check various taxes/statutory compliance.
- vi) To check maintenance of books of accounts and bank reconciliations statements.
- vii) Verification of all payments, I.T and TDS return etc.
- viii) Verification of all cash books, ledger books, vouchers and all other related documents.
- ix) Issue of physical verification report of Fixed Assets.
- x) To give executive summary incorporating all points/matters which are of very important in nature.

##### **Important note:**

**It shall be preferred, if the firm has experience of working with reputed educational institutions.**

### 3. Eligibility Cum Selection Criteria ( Technical Bid)

- i) The Firms of practicing Chartered Accountants registered with the Institute of Chartered Accountants of India shall be considered for Appointment as Statutory Auditors.
- ii) The Firms intending to participate in the Bid should have minimum 5 years of experience in Audit of Annual Accounts of Central/State Autonomous bodies / Semi Govt. Organization/ Public Sector Undertakings and Filing of Returns of Income Tax/GST having annual budget of over Rs. 25 Crores of at least one institution or at least Rs. 10 crores per annum of 3 Institutions each, during the preceding 3 FYs i.e, 2017-18, 2018-19 and 2019-20 in each case. (Copies of appointment orders for statutory Audit in autonomous bodies/PSU's as per Sub Annexure A-3) to be attached along with Technical Bid.
- iii) Possession of Valid PAN Card of the Firm and GST Registration certificate.
- iv) The firm or any partner of the firm should not be black listed by any Government Department, C&AG, PSU or any other organization in respect of any assignment or behaviour. The firm has to submit the No blacklisting certificate as per Sub-Annexure-A-1.
- v) The CA firm can be Proprietorship/partnership and should have relevant experience and engaged in full time Audit work as mentioned in the Bid document. Details are required as per Sub Annexure A-2. (Copy of Membership Card of the Partners issued by ICAI.) The firm should have sufficient number of qualified Audit staff on roll of the firm.
- vi) The Annual Turnover of the Chartered Accountant firm (Average annual in last three financial years) should not be less than Rs. 15 Lakhs. (Sub Annexure-A4). Copies of Balance sheet and Profit & Loss Account of last three years (2017-18, 2018-19 and 2019-20 are to be attached along with Technical Bid.
- vii) Evidence of filing of IT Return of the Firm/full time partners/Sole proprietor/others as the case may be for the last three years should be attached with Technical Bid.
- viii) The firm must have their Head office / Branch office in Delhi. (Proof as per Annexure).

**Bidders not meeting the above minimum mandatory qualifications shall be outrightly rejected and not considered for any further evaluation. The eligibility based on which the audit firm initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.**

### 4. Terms & Conditions for Bid

- i) The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as described at (a) & (b) of section 6. These two sealed envelopes should be kept under another

- sealed envelope and must be sent / delivered clearly super scribing: “ Bids for Appointment as Statutory Auditor in National Board of Accreditation”
- ii) Both the bids should be submitted in the prescribed format as described above. The bids that are not submitted in the prescribed format would be summarily rejected. The financial bid should be submitted in a separate sealed envelope.
  - iii) The firm must have their Head office / Branch office in Delhi to provide all the required services to the NBA under the concerned contract as per this tender.
  - iv) Incomplete offers would be summarily rejected.
  - v) No extension of time shall be permitted for the submission and opening of Tender.
  - vi) Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
  - vii) While submitting the bid, bidders are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; NBA will bear no financial implication on this account.
  - viii) NBA takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
  - ix) NBA shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NBA for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NBA, even though NBA may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.
  - x) The audit work shall be taken up as and when due to ensure timely completion.
  - xi) The audit firm appointed by NBA must not sub- contract the work.
  - xii) If process/performance of the audit team are not found satisfactory, NBA reserves the right to terminate the appointment of the firm at any time.
  - xiii) Moving of Office files/ Records shall not be permitted to take out of office premises.
  - xiv) In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3 (three) years from the date of default and EMD would be forfeited.
  - xv) Payment Terms: No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill submitted to NBA. TDS shall be deducted as per Income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job and subject to satisfactory performance during complete tenure.
  - xvi) Disputes, if any, shall be resolved by sole Arbitrator nominated by the Chairman of NBA. The jurisdiction of any dispute shall be New Delhi.
  - xvii) The bids should be unconditional. Conditional bids would be summarily rejected
  - xviii) Any other requirements as deemed fit in view of the requirement of NBA as per law.

## **5. Bid Opening and Evaluation**

i) **Technical Bids**

- a. Technical bids would be evaluated based on Eligibility cum Selection Criteria for Technical Bids as given at section no 3 above and documents required for evaluation of technical bids given at section no 8. Bidders qualifying the eligibility criteria duly supported with documents mentioned at section no 8 would qualify for financial bid opening and would be notified for financial bid opening.

ii) **Financial Bids**

- a. Financial Bids of qualified bidders shall be opened in the presence of representative of the qualified bidders who wish to attend the financial bid opening. The Date & Time for opening of Financial Bids shall be intimated to the technically qualified Bidders later on.
- b. Evaluation of bids shall be done on the basis of rates quoted in the price bid separately. (Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).
- c. No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered.
- d. If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
- e. If any tie in price bids received from different bidders, then it shall be at the discretion of the Member Secretary, NBA to select the suitable bidder depending upon experience and other eligibility criteria.
- f. Currency for bid and payment shall be in Indian Rupees only.

**6. Format for submission of Technical & Financial Bids**

Format for submission of Technical Bid is enclosed at Annexure– I.

Format of submission of Financial Bid is enclosed at Annexure–II.

“Application for prequalification and Appointment of Statutory Auditor“ vide Tender No. “3-1/2021/NBA(FIN)”.

a). Cover-1: “Technical Bid for prequalification and Appointment of Statutory Auditor for Financial Year 2020-21” as mentioned in Annexure I along with Demand Draft/Banker’s Cheque/Fixed Deposit of any scheduled bank of Rs 25,000/, duly signed and stamped on all the pages of bid documents .

b). Cover-2: “Financial Bid for Appointment of Statutory Auditor for Financial Year 2020-21” as mentioned in Annexure II

## **7. Earnest Money and Performance Security Deposit**

### **i. Earnest Money:**

Bids must be accompanied by Earnest Money Deposit for an amount of Rs. 25,000/- by way of Demand Draft/Banker’s Cheque/Fixed Deposit of any scheduled bank drawn in favour of “National Board of Accreditation”, payable at Delhi. Tender received without EMD shall be summarily rejected. The said amount of EMD of successful bidders will be automatically converted into performance security deposit. The EMD of unsuccessful bidders shall be returned /refunded without any interest after finalization of the contract.

### **ii. Performance Security:**

Successful bidder would be required to furnish performance security of Rs. 25,000.00 which may be deposited by way of Demand Draft/Banker’s Cheque/Fixed Deposit of any scheduled bank drawn in favour of “National Board of Accreditation”, payable at Delhi.

## **8. Documents required for Evaluation of Technical Bids (to be kept in Sealed Cover -1 super scribed as Technical Bid) duly signed with seal**

a. Format for submission of Technical Bid for furnishing information / essential Documents with support of eligibility criteria is mentioned at Annexure –I

b. Earnest Money : Tenders must be accompanied by Earnest Money Deposit as mentioned at section 7(i) above.

All the pages of bid documents / tender along with annexures should be signed and stamped.

**9. Documents required for evaluation of Financial Bids to be kept in Sealed Cover 2 superscribed as Financial Bid**

- i) Annexure-II duly signed with seal.
- ii) The bids should be valid for six months.
- iii) The tender documents are available at NBA website – [www.nbaind.org](http://www.nbaind.org) and Central Public Procurement Portal(CPPP): [www.eprocure.gov.in](http://www.eprocure.gov.in)
- iv) Representative of the firm can be present at the time of opening of Technical Bid on bringing a letter of Authority from the Partner of the Firm.
- v) Bids are to be submitted as per details mentioned in the Bid Data Sheet.

**10. Bid Submission and Opening**

Please refer to Bid Data Sheet for submission and opening of Bid

**11. Redressal of Disputes**

- i) In the event of any dispute or difference arising out of the appointments of CA firms or otherwise shall be referred to sole arbitration of Chairman, National Board of Accreditation (NBA), New Delhi or his nominee, to act on his behalf and the decision of Chairman, National Board of Accreditation, or the person so authorized would be final and binding on all parties.
- ii) All disputes shall be subject to the jurisdiction of courts at Delhi only.

**12. Address for Communication**

Member Secretary  
National Board of Accreditation  
4<sup>th</sup> Floor, East Towers, NBCC Pragati Towers  
Bhisham Pitamah Marg , Lodhi Road  
New Delhi -110003

For any queries, please Contact:

Dr. Jagdish Arora, Advisor  
Email: [advisor@nbaind.org](mailto:advisor@nbaind.org)  
Tel: 011 24360620-22  
(During Office hours 10.00 am to 5:00 pm (Mon-Fri))

Encl:

- 1) Format for submission of Technical Bid (Annexure- I)
- 2) Format for submission of Financial Bid (Annexure- II)
- 3) General Terms & Conditions (Annexure-A )



## Format for submission of Technical Bid

(On the letter head of the Bidder)

1. Name of the Chartered Accountant Firm: \_\_\_\_\_
2. Registration Number of the Chartered Accountant Firm: \_\_\_\_\_
3. Date of Registration of the Firm: \_\_\_\_\_
4. Particulars of the Firm:-
  - I. Address of the Head office / Branch of the firm as registered with the Institute of Chartered Accountants of India : \_\_\_\_\_
  - II. (a) Telephone Number with STD code : \_\_\_\_\_  
(b) Mobile Nos. of the partners
  - III. Email address of the firm
  - IV. Website of the firm, if any
  - V. Name of the Firm in Bank A/c, A/C Number, Name of the Branch, and IFSC code (For release the EMD purpose).
  - VI. Demand Draft/Banker's Cheque/Fixed Deposit of any scheduled bank. of EMD of Rs. ....with date: \_\_\_\_\_

## 5. Technical Details (Self certified and stamped documents only):-

1	Copy of firm's Registration certificate issued by Institute of Chartered Accountants of India - to show the Experience in Practice (No. of years)	Remarks	Enclosed Yes/No (Reference)
2	Self-declaration Certificate as per Sub-Annexure A-1 to show that the firm is not black listed.		
3	Details as per Sub Annexure A-2 providing details of the Proprietor/ Partners/FCAs/ACAs of the CA firm with relevant experience and engagement with respect to the Scope of Work as mentioned in the Bid document.		
4	Certificate providing details of the Audit employees/staff with respective qualification.		
5	Copy of the IT return of the Firm/full time partners/Sole proprietor/others, as the case may be, for the last three Financial years.		

6	Self-Certified Copy of Valid Pan Card of the Firm		
7	Self-Certified Copy GST Registration certificate.		
8	Details as per Sub - Annexure A-3 with respect to the experience in Audit of Annual Accounts of Central/State Autonomous bodies / semi Govt. organizations/ Public Sector Undertakings and Filing of their Returns of Income Tax/GST having annual budget of <u>over Rs.25 Crores of at least one institution (or with at least 10 crores per annum of minimum 3 Institutions each)</u> for the preceding 3 FYs i.e, 2017-18, 2018-19 and 2019-20 in each case. (Also attach copy of work orders/completion certificate in each case as evidence)		
9	Copy of Ownership of Office/Rent Agreement with Electricity Bill/Copy of Certificate of Incorporation from ICAI as proof to show that the Firm's Head Office/Branch Office is situated in Delhi.		
10	Details to be provided as per Sub- Annexure A-4 to show the average gross professional fee received/earned by the firm in last three financial years (2017-18, 2018-19 and 2019-20)		
11.	Any other document which the bidder would like to submit in support of bids		

We hereby confirm the acceptance of all provisions and terms & conditions of the invitation without any deviation.

Place:

Date:

Authorized Signatory

With Official Stamp

Financial Bid  
(On the Letter Head of the bidder)

Bid for Statutory Audit for Financial Year 2020-21

Sl. No	Particulars	<u>Quoted fees</u> in Figures(in Rupees) (Excluding applicable tax)*	Quoted fees (In words)
1	Fees Per annum *  (inclusive of all overheads)		

\*Taxes, as applicable, at the time of payment shall be paid extra.

Place :

Date:

Authorised Signature  
With Official Stamps

The fees would be paid on completion of audit on yearly basis

1. Conditions for Bid to be considered Valid.

The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:

“Application for prequalification and Appointment of Statutory Auditor“ vide Tender No. “ 3-1/2021/NBA(FIN)”

- a). Cover-1 “Technical Bid for prequalification and Appointment of Statutory Auditor for Financial Year 2020-21” as mentioned in Annexure I , Demand Draft/Banker’s Cheque/Fixed Deposit of any scheduled bank of Rs 25,000/-,duly signed and stamped of the entire pages of bid documents / tender along with annexure.
- b). Cover-2, “Financial Bid for Appointment of Statutory Auditor for Financial Year 2020-21” as mentioned in Annexure II.
- c). The firm must have their Head office / Branch office in Delhi to provide all the required services to the NBA under the concerned contract as per this tender.
- d). Incomplete offers would be summarily rejected.
- e). No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.
- f). Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- g). While submitting the bid, bidders are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; NBA will bear no financial implication on this account.
- h). NBA takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- i). NBA shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NBA for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NBA, even though NBA may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.
- j)The job is to be taken up as early as possible.

- K) The audit firm appointed by NBA must not sub- contract the work.
- L) If process/performance of the audit team are not found satisfactory, NBA reserves the right to terminate the appointment of the firm at any time.
- m)) Shifting of Office file out of the office premises is not allowed in any case.
- n) In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3 (three) years from the date of default.
- o) Payment Terms: No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill submitted to NBA. TDS shall be deducted as per Income Tax Act, 1961 and the relevant prevailing rules at the time of release of payment, only after the completion of job, subject to satisfactory performance during complete tenure.
- p) Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman of NBA.
- q) Any other requirements as deemed fit in view of the requirement of NBA as per law.

2. Evaluation criteria for Financial Bids:

- 2.1 The bids should be unconditional. Conditional bids would be summarily rejected.
- 2.2 Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only.  
(The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).
- 2.3 Evaluation of bids shall be done on the basis of rates quoted in the price bid separately.  
(Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating Technical/financial bid).
- 2.4. No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered.
- 2.5 If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
- 2.6 If any tie in price bids received from different bidders, then it shall be at the discretion of the Member Secretary, NBA to select the suitable bidder.
- 2.7 Currencies for bid and payment shall be in Indian Rupees only.

Self – Declaration – No Blacklisting  
(On the letter head of the Firm)

To,

Member Secretary  
National Board of Accreditation  
4<sup>th</sup> Floor, East Towers, NBCC Pragati Towers  
Bhisham Pitamah Marg , Lodhi Road  
New Delhi -110003

Sir,

In response to the Bid for selecting Statutory Auditors for NBA for the financial year 2020-21 I/ We hereby declare that presently our Chartered Accountant (CA)..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Details of CA Firm's Proprietorship/ Partners

S.N.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:

Name: OFFICE SEAL

Designation

Signature:

Details of CA Firm's Experience of Similar Services as per details of Bid Document

S No	Name of the assignment	Dates of Assignment		Name of the organization	Annual Budget of the Audited Firm for preceding three financial years each	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
		Start date	End date				
1					2017-18 2018-19: 2019-20:		
2							
3							
4							
5							

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:

Name: OFFICE SEAL

Designation:

Signature:



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

(Rupees in lakhs)

Particulars	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average for the last three years
Gross Professional fees received/ Earned				

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:  
OFFICE SEAL

Signature :  
Name :  
Designation :