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**नवोदय विद्यालय समिति**  
मानव संसाधन विकास मंत्रालय  
(स्कूल शिक्षा और साक्षरता विभाग)  
(भारत सरकार)  
क्षेत्रीय कार्यालय :  
बे० न० 26-27, सेक्टर 31 ए,  
चण्डीगढ़-१६००३०



Gram : NAVSAM Tel : 0172-2638838  
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**NAVODAYA VIDYALAYA SAMITI**  
Ministry of Human Resource Development  
(Department of School Education & Literacy)  
(Govt. of India)  
**Regional Office :**  
Bay No. 26-27, Sector 31-A,  
Chandigarh - 160030

**Sub.: Tender for empanelment of Chartered Accountant Firms on the basis of lowest rates received for Audit of Accounts of the JNVs situated in Punjab, Himachal Pradesh, Jammu & Kashmir and Chandigarh under NVS (RO) Chandigarh Region for the Financial Year 2019-20.**

<b>Date of Sale of Tender w.e.f.</b>	<b>03.07.2019 from 9.00 A.M.</b>
<b>Last Date of Receipt of Tender</b>	<b>23.07.2019 by 2.00 P.M.</b>
<b>Date of Opening of Tender</b>	<b>24.07.2019 at 11.00 A.M.</b>

Sealed Tenders are invited from the Registered Chartered Accountant Firms having minimum 10 years' experience for audit of autonomous Central Government Organizations/ Central Government Organization/PSUs/ Educational Institutions etc. and also having their office at Chandigarh (UT) for conducting the audit of 24 Jawahar Navodaya Vidyalayas located in the state of Punjab, Himachal Pradesh, Jammu & Kashmir and Chandigarh under the administrative control of Chandigarh Region during the financial Year 2019-20.

The empanelment of Chartered Accountant firms will be made on the basis of lowest rate received in tender procedure. In other words, the other firms who have quoted higher rates will also be offered to work on the lowest rates received, if agreed by the concerned firm and his name will be inducted in panel.

The firms are requested to go through the appended brochure annexure-2 towards the work to be attended during the course of internal audit of JNVs and then submit the rates inclusive of all taxes i.e. Service tax /TA/DA on yearly basis.

The tender form can be purchased directly from this office between 9.00 a.m. to 5.00 p.m. from **03.07.2019 to 23.07.2019** on cash payment of Rs. 500/- or can be downloaded from this office website <https://navodaya.gov.in/nvs/ro/Chandigarh/en/home/index.html>. The forms downloaded from our website, the DD/Bank pay order of Rs.500/-payable in the name of Navodaya Vidyalaya Samiti, Chandigarh must be attached with tender form, otherwise the tender will not be considered.

The filled up tender form must be dropped in tender box placed in the office of undersigned under "Wax Sealed Cover" marked as "Tender for Empanelment of Chartered Accountant Firm to conduct Audit of JNVs for the Financial Year 2019-20." addressed to Deputy Commissioner, Navodaya Vidyalaya Samiti, Chandigarh and not by name, upto 23.07.2019 by 2.00 pm. The tenders will be opened in the Office of the undersigned on 24.07.2019 at 11.00 A.M. in the presence of available Tenderers. NVS will not be responsible for postal delay in case any firm send their tender form by post.

The tenders should be submitted according to the terms and conditions specified below. In the Tender document, it must be mentioned that the terms & conditions stipulated here under have been agreed by the Tenderer.

DEPUTY COMMISSIONER

## **TERMS & CONDITIONS :**

1. The CA firm must have their office at Chandigarh (UT).
2. The empanelment of Chartered Accountant firms will be made on the basis of lowest rate received in tender procedure. In other words, the other firms who have quoted higher rates will also be offered to work on the lowest rates received, if agreed by the concerned firm and his name will be inducted in panel.
3. The Chartered Accountants Firm must have minimum 10 years experience for similar job of other Central Government Organization/PSUs/Educational Institutions etc. in the State. The registration certificate of the firm must be attached alongwith the tender.
4. The Chartered Accountants firm will be required to conduct audit/ internal check of all transactions including purchase/ accounting etc. of allotted JNVs as per the instructions/guidelines attached with tender form in annexure-II.
5. There will be no restriction on the extent of depth of Internal Audit of the transactions of the units on the commercial/ managerial/ personnel/ accounting efficiency and proprietary aspects and Chartered Accountant will be free to access all records.
6. The Chartered Accountant will ensure that the system and procedures laid down by the Samiti in respect of purchases, administration, personnel, finance & accounts etc. as prescribed in the guidelines issued time to time are fully adhered to by the JNVs.
7. Chartered Accountant should ensure proper monitoring and implementation of the management's decisions, procedures and systems laid down for effective and smooth functioning of Samiti have been adopted and followed by the Principal.
8. Chartered Accountant will have to ascertain the adequacy/ reasonableness and correctness of receipts/ payments and ensure that these items are accounted in the proper heads of accounts.
9. Chartered Accountant will also check whether the Internal Audit observation reports & statutory audit observation reports for the previous years are fully and justifiably complied with, status of such outstanding if any is to be pointed out separately.
10. The persons handling the audit are required to maintain complete secrecy about the matters coming to their knowledge during the course of audit.
11. 100% vouching will be done for the entire period of audit.
12. Internal Audit should be done by a team of 3-4 qualified members in the line of Audit, headed by Chartered Accountant himself/herself to maintain the quality of Audit.
13. Chartered Accountant firm should intimate the detailed programme of Audit to the Principal JNV and this office at least 15 days in advance so that the records can be kept ready for internal audit.

14. Internal audit by Chartered Accountant is to be conducted on the basis of available rule/ regulations/ guidelines issued/ adopted GFR, FR, SR and Rules Regulations/ Guidelines issued by Samiti from time to time.

C:\Users\Premprakash\Downloads\CA TENDER agreement form with terms and conditions - Copy.docx

15. The Chartered Accountant so appointed would act as Internal Auditor only and will issue report in two copies (as per the format given in annexure-II) along with their findings and irregularities noticed, to the Deputy Commissioner of Regional Office, Chandigarh within 10 days of the conduct of Internal Audit.

16. The findings and irregularities noticed by the C.A. will be reported to the Principal in the form of Audit Memo. The CA will discuss the audit memo with the Principal on the last working day of the audit and obtain replies of all the memos. Afterwards, the CA will issue detailed report on the basis of all the audit memos and its replies to the undersigned.

17. The final audit report will be reviewed by a committee at NVS RO, Chandigarh to find out the quality of report therefore the report submitted by the C.A. should be in full satisfaction of the undersigned. In case of any deficiency, the report will be returned for further improvement. If the report is found still below satisfactory, no payment shall be released for that JNV.

18. Audit should be conducted during normal working hours of JNV in the office only. No record should be taken to any other place i.e. to Guest House /Hotel.

19. Chartered Accountant would furnish the tour programme of all the allotted JNVs. The copy of the said tour programme must be sent to this office also.

20. The rates quoted by the Chartered Accountants shall be valid upto 31/03/2020. No amendment in the rates will be accepted after the opening of tender & till the contract exists. The Contract Agreement can be extended further one more year on the same terms and conditions provided that the work of the Chartered Accountant is found satisfactory by the Samiti and agreed by CA Firm.

21. If any allotted JNV is audited for less or more than 1 year (12 months), the payment would be made on pro-rata basis.

22. Payment of Audit Fee is subject to TDS as applicable. The CA should furnish photo copy of PAN card of the firm.

23. No extra payment in form of any Tax, TA/DA etc will be payable to C.A., rates should be quoted inclusive of all Taxes.

24. In addition to fees payable to Chartered Accountant free boarding and lodging facilities as available in the JNVs will be provided. These facilities will also be provided to their team for the reasonable and acceptable duration of audit.

25. Internal Audit of allotted JNVs must be completed before 31/03/2020.

26. The undersigned reserves the rights for cancellation of empanelled Chartered Accountant firm at any point of time without assigning any reason, decision of Deputy Commissioner, NVS Chandigarh will be final in such cases.

27. The Deputy Commissioner, NVS RO, Chandigarh has also reserves the rights to reject or accept any or all tenders without assigning any reason thereof.

28. In case of any dispute, the decision of Samiti will be final and binding.

29. The audit fee will be paid by this office immediately after the receipt of audit report, submission of claim voucher/bill etc. and review report by the committee appointed by the undersigned as mentioned under point No.16.

30. The cost of Tender form is Rs. 500/- which can be paid through cash or by Demand Draft /Bankers Cheque drawn in favour of "Navodaya Vidyalaya Samiti" payable at Chandigarh if downloaded from website.

DEPUTY COMMISSIONER

### **AGREEMENT**

I have gone through the above terms and conditions from SL. No. 01 to 30 and agree to abide by all these Terms and Conditions.

**Encl.: Tender enclosed**

Chartered Accountants

Full Name & Rubber Stamp of firm)

Registration No.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE-1**

**APPLICATION FOR EMPALMENT OF INTERNAL AUDITORS FOR AUDITING  
JAWAHAR NAVODAYA VIDYALAYAS OF CHANDIGARH REGION AND AUDIT  
FEE RATE**

To

The Deputy Commissioner,  
Navodaya Vidyalaya Samiti,  
Regional Office,  
Bay No. 26-27, Sector 31-A,  
Chandigarh (UT)

Sir,

With reference to your advertisement No. \_\_\_\_\_  
dated \_\_\_\_\_ in the newspaper \_\_\_\_\_. Our firm introduces to be  
empanelled as Internal Auditor for the year 2019-20 with the following details:-

1.	Name & Address of the firm	
2.	Regd. No. & PAN/TIN No.	
3.	Firm's Bank & Bank A/c. No.	
4.	Name, Designation, qualification of all the members / partners of the firm with full address	
5.	Name & Address of the organization audited during last 10 years (if space give is less, attach separate sheet for information)	
6.	Rate for one year per JNV (inclusive of all TA/DA and service Taxes)	Rs. ....

We have gone through all the S.No. 1 to 30 terms and conditions as per the tender documents received from your office and shall abide by the same. Accepting the terms and conditions laid by your Office, we have signed the same and copy attached herewith.

Yours faithfully,

Chartered Accountants

(Full Name & Rubber Stamp of firm)  
Registration / Membership No.

Place:

Date:

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER FORM**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Whether enclosed (Yes/ No)</b>
1	Tender Form with rate in Annexure- 1	
2	Duly signed terms & conditions	
3	Income Tax Returns	
4	Valid Registration Certificate of the firm.	
5	Cost of Tender Document ie., Rs. 500/- in the form of Demand Draft or the cash receipt in original in case of directly purchased from NVS, Chandigarh office	
6	Tender envelope has been signed by the Firm along with seal.	
7	Copy of PAN Card has been attached.	
8	If any other(s) required documents/information is needed as per Tender document has been attached.	

Signature & Stamp

**Note: Please sign in all the pages of Tender documents with seal**