

**Government of National Capital Territory of
Delhi
Directorate of Education Delhi**

**Notice for Inviting Tender (Limited) From
NICSI Empanelled Firms**

**Setting of 03 Project Monitoring Units (PMUs)
to Audit/Inspect the Records of the Private
Unaided Recognized Schools**

DISCLAIMER

1. Though adequate care has been taken while issuing this Notice Inviting Tender, the Applicants should satisfy itself / himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of issue of the tender notice, then this office shall consider that the document uploaded is complete in all respect.
2. The Director of Education reserves the right to change any or all of the provisions of this tender before the date of submission. Such changes would be uploaded on the website: <https://edudel.nic.in> of the Directorate of Education before date of submission.
3. The Director of Education reserves the right to reject any or the entire Proposal without assigning any reasons whatsoever. No correspondence will be entertained on this account.

The Director of Education,
Directorate of Education, Old Secretariat,
Delhi-110054

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Schedule of Date of Tender Notice

1.	Name of the work	Setting of 03 PMUs to Inspect the Records of the Private Unaided Recognized Schools
2.	Type of Tender	Limited Tender through NICSI Empanelled Agency The Tender will be submitted in Two Parts: Part Ist: Technical Proposals Part IInd: Financial Proposal
3.	Mode of Submission of Tender	Two Hard Copies and soft copy in 1 CD. Each technical proposal should be marked "Original" or "Duplicate" as appropriate. Each part shall be kept in double covers inner ones being sealed. All envelopes must display the name of the bidder and its address. If there are any discrepancies between the original and the duplicate copies of the Proposal, the original prevail. In the event of any discrepancy between the hard copy and soft copy, the hard copy shall prevail.
4.	Estimated Cost of Project	At the rate of 70,000 per CA per month
5.	Earnest Money Deposit (EMD) INR	Earnest Money Deposit will be Rs.1,00,800 (Rupees One Lac eight Hundred only) in shape of Bank Guarantee/bank draft drawn in favor of "Controller of Accounts" Directorate of Education payable at Delhi.
6.	No. of Districts	13 Districts
7.	Composition of PMUs	1 st PMU will comprise of 24 Chartered Accountants 2 nd PMU will comprise of 10 Chartered Accountants 3 rd PMU will comprise of 10 Chartered Accountants
8.	Selection Procedure	Top 3 Qualified agencies will be selected on the basis of their Technical and Financial evaluation. Rank 1- will be awarded 24 Chartered

		Accountants Rank 2 & 3 will be awarded 10 Chartered Accountants each.
9.	Period of Engagement	03 months which can be extendable for another period of 03 months
10.	Availability of the Bid Document	Documents can be downloaded from the department website https://edudel.nic.in Start Date: 31.01.2018 End Date:07.02.2018 upto1:00 PM only
11.	Date of Presentation	09.02.2018 form 10 AM onward
12.	Manner, Last Date, Time and Place for Submission of Bid	Manner: Hard Copies 07.02.2018 upto1.00 PM Venue: Office of Director of Education, Old Secretariat, Delhi 110054
13.	Date, Time and Place for Opening of Technical Bid	Date: 09.02.2018 Time: 4 PM Venue: Office of Director of Education, Old Secretariat, Delhi 110054
14.	Submission of Original DD for EMD, Affidavit, undertaking and signed Documents.	Date: 07.02.2018 Time upto: 1:00 PM only Venue: "Controller of Accounts" Directorate of Education.
15.	Opening of Financial Bid	To be decided in due course after opening technical bid.
16.	Help line No. for further clarification and communication on the Tender documents	011-23890008 till 02 February, 2018

Director of Education
Directorate of Education, Old Secretariat,
Delhi-110054

Section 1: BACKGROUND

1.1 About Directorate of Education and Notice Inviting Tender: -

Education holds the key to economic growth, social transformation, modernization and national integration. Keeping this in mind, The National Policy on Education was formulated in 1986 and modified in 1992 aiming to provide education of a comparable quality up to a given level to all students irrespective of their caste, creed, residence or sex. It aims at promotion of a nation, a sense of common citizenship and composite culture and national integration. It lays stress on the need for a radical transformation of the education system to improve its quality at all stages and gives much greater attention to Science and Technology. All children are proposed to be provided free and compulsory education up to 14 years of age. The Directorate of Education earnestly endeavors to implement the policy. It is one of the India's largest school education system.

The educational facilities are provided in stages i.e. pre-primary, primary, middle, secondary, senior secondary and university level. Pre-primary and primary educations are mainly the responsibility of the local bodies. Middle, secondary and senior secondary education is primarily looked after by Directorate of Education, Government of Delhi.

Although pre-primary and primary education is mainly the responsibility of the local bodies, the Govt. of Delhi has converted its 326 schools into composite schools now known as Sarvodaya Vidyalayas having classes from I to XII. At the University level, Govt. of Delhi is running 28 Degree Colleges being funded by UGC and Delhi Govt. NDMC, though mainly concerned with primary education, is also running a selected number of middle, secondary, senior secondary schools in its areas at present. Apart from this a number of private organizations are also engaged in imparting education at all levels of schooling. These organizations are given grant-in-aid by Govt. of Delhi to meet the expenditure on education. Besides these, recognized unaided schools are also being run in Delhi by registered trusts and societies.

Currently there are approximately 1,700 private unaided recognized schools running in Delhi, on the private land and lands allotted by the DDA/ other land owing agencies with the stipulated condition in their allotment letter. In this regard limited tender are invited for hiring 03 PMUs through NICS I empanelled agencies for completing the Audit/Inspection of private schools and ensure the compliance of the provisions of the Act and Rules by these private schools.

1.2 About Notice Inviting Tender (NIT)

- ▶ Notice Inviting Tender is invited from the reputed & experienced chartered accountants' firms or Limited Liability Partnership (LLP) who is empanelled with NICS I. (hereinafter referred as Bidder)
- ▶ Tender documents etc. are available in downloadable form at website of <https://edudel.nic.in>.
- ▶ All the correspondence about this tender shall be made with Deputy Director (Education), PSB branch, Directorate of Education, Old Secretariat, Delhi-110054
E-mail id: doeact1@gmail.com

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- ▶ The Technical Part will be opened on the date and at time stated in the notice, in the office of the Director of Education, Old Secretariat 110054 Delhi in the presence of the tenderers or their authorized representatives. Opening of Financial bid of the technically qualified bidder will be informed later.
 - ▶ **Validity Period of Tender:** - Tenderer should specify the validity period of their offer which should be valid for a minimum period of 120 days from the date of opening the tender. The offers which are not kept valid for at least 120 days from the date of opening the tender will be rejected outright.

1.3 Modification and Withdrawal of Tender

- a. The Bidders may modify or withdraw their tender after submission but before expiry of the last date & time for submission of tender, provided a tender withdrawal/ modification notice is issued within the tender submission date and time.
- b. The intimation for bid withdrawal/ modification received after last date & time for bid submission shall be ignored and bid already submitted shall be deemed to be a validly submitted bid.
- c. No bid will be withdrawn/ modified after the last date & time for submission of bid till bid validity period
- d. Withdrawal or modification of bid after bid submission date and time during bid validity period will result in forfeiture of EMD.

1.4 Submission of bids

The bidder will have to submit their proposals as per Notice Inviting Tender in two parts –

- a. Technical Proposal (as per Annexure I and II formats);
- b. Financial Proposal (as per Annexure II and IV formats).

1.5 Earnest Money

- Tender must be accompanied with an **Earnest Money of Rs. 1,00,800/ from each Chartered Accountants Firm/ LLP** failing which the tender will be out rightly rejected.
- The Earnest Money should be deposited with Finance and Accounts (F&A) in the shape of Bank Guarantee/bank draft drawn in favor of “Controller of Accounts” Directorate of Education payable at Delhi.
- No Earnest Money will be accepted after opening of the Technical Bid.
- The Earnest Money deposit will be refunded to each of the unsuccessful bidders on application. In case of successful Bidder, it will be retained and no interest on Earnest Money will be payable.
- In the event, if the successful Bidder fail to sign the contract agreement with Directorate of Education **within one week** after receiving notice of award of contract and fail to submit a Performance Guarantee as specified in this document, the Earnest Money Deposit will be forfeited to compensate damage / loss caused to

Directorate of Education. The Earnest Money of the successful bidders shall be returned after they furnish the Performance Guarantee.

- This Earnest Money is required to protect the rights of the Directorate of Education against the risk of the bidder's conduct which would warrant the Forfeiture of the Earnest Money under the conditions detailed in the specification.

General Terms for the Selection of Consultants/Auditing firms to inspect the record of the private unaided schools

2 General Conditions

2.1 Performance Guarantee

It should be clearly understood that in the event of the bidders failing to accept and execute the work order, if it is placed within the validity period of the offer, then the full amount of Performance Guarantee will be forfeited and the decision of Director of Education in this respect shall be final and binding on successful bidders.

Prices quoted in the bid document shall be firm and not subject to adjustment during the performance of the contract due to any changes in the cost of service or otherwise.

2.2 Performance Securities

An amount of 10% (Ten percent) of each contract value will have to be deposited by the successful Bidder in following manner: -

- a. Bank Guarantee of the amount equivalent to 10% (Ten percent) of each contract value shall be deposited after receipt of Letter of Intent (LOI) and before the execution of the agreement.
- b. The Bank Guarantee shall be in the approved format of Directorate of Education.
- c. The Bank Guarantee shall be issued from a Nationalized/scheduled Indian Bank and shall become acceptable to the Directorate of Education only after verification by finance department, which will be valid for a **minimum period of 90 days after date of completion of work i.e. upto at least 90 days beyond the expected date of completion of the work.**
- d. The selected bidder shall have to extend the validity period of the Bank Guarantee beyond **90 days after date of completion**, in case, the actual date of completion of the work is delayed due to any reason.
- e. No Bank charges or interest shall be payable against the Bank Guarantees.

2.3 Declaration by Authorized Applicant

Sl. No	Description	To be filled by the Applicants
1	Name of Authorized Applicant of the bidder	
2	Designation of Applicant	
3	Name of the Firm/LLP	
4	Head Office Address (in detail, including phone no, email id and web site)	

I hereby certify that all information and data furnished by me with regard to Notice Inviting Tender are true and complete to the best of my knowledge. I further certify that I am duly authorized representative of the above-mentioned Firm/ LLP and a valid power of Attorney (if applicable) to this effect is enclosed.

Signature of Authorized Applicant
(With Name and Address)

Place:

Date:

2.4 Following Documents shall be submitted by the Bidder

1. Audited Annual Accounts: - Audited Annual Accounts of previous three (3) financial years to establish the capability of the bidder to successfully perform the work.
2. Self-Attested copy of PAN Card.
3. Self-Attested copy of Goods and Service Tax (GST) Registration certificate.
4. Certificate/Work Order regarding work experience of the bidder firm in Auditing and Advisory Services.
5. Certificate in support of the claim that bidder successfully completed at least 03 assignment of education sector in India.

2.5 Undertaking regarding

1. The bidder should enclose an undertaking on their letter head with the tender disclosing their status regarding Blacklisting by Govt. undertaking/ Govt. department failing which their tender shall not be accepted.
2. Bidder has to submit an undertaking on their letter head for the effect that the documents submitted by them are TRUE & GENUINE along with they are presently not debarred/ blacklisted by any Institution/Department.

2.6 Extension of Order

- (i) The circumstances may arise where due to time constraints or any other factor, the extension Order against an existing order is to be placed without inviting further offer of Price. Such orders are called Extension Orders which may be placed against previous orders **(except those placed on single Bidder)** without further going through the normal inviting price offer after taking approval of competent authority as per the Delegation of Powers (DoP).

-
- (ii) Extension order will be placed duly recording the reasons leading to placement of Extension order and the proposal for extension orders will be on existing terms, conditions and specifications.
 - (iii) A reasonable assessment and certification by the competent authority, that there has been no downward trend in prices, shall be made before giving repeat order. Extension Order shall not be placed more than once.
 - (iv) The performance of the Chartered Accountants Firm/ LLP must be satisfactory.

2.7 Consequences of Default

- (a) If an Event of Default occurs and would be continuing, Director of Education may forthwith terminate the Contract by giving written notice.
- (b) In the Event of Default, Director of Education may, without prejudice to any other right granted to it by law, or the Contract, take any or all of the following actions:
 - Recover any losses and / or additional expenses, which the Directorate of Education may incur as a result of Consultant's default.

2.8 Indemnity for Losses

The successful bidder, its successor and assignee shall indemnify to Directorate of Education from all current & future liabilities/losses that may arise out of contract entered into between the Bidder & the Directorate of Education.

2.9 Termination of contract

- (i) In case a successful bidder is falling behind in its responsibility to progress with a contract or part thereof as per agreed work schedule, the officer in charge, immediately on noticing of such slippage, shall send detailed communication to the Contractor to expedite the contract.
- (ii) In case the successful bidder subsequently fails to expedite the contract despite various reminders, it shall be considered sufficient default, for initiating Termination procedure in terms of default clauses of General Conditions of Contract.
- (iii) Before initiating Termination process, it shall be ensured that the successful bidder has been given fair and equitable chance to make good on its default and sufficient documentary evidence exists against the successful bidder for not working to the satisfaction of officer in charge to merit Termination on justifiable grounds.
- (iv) Successful bidder shall be given a final fifteen days' notice to make good the Default. In case it fails to remedy the Default and expedite the work on contract during the period to the satisfaction of officer in Charge, then a seven day final notice for intention to terminate the Contract shall be issued to the successful bidder by the concerned officer in charge.
- (v) In case of fresh presentation by successful bidder, if officer in charge is convinced of successful bidder's intent and capability to make good the lost time, the seven day notice may be withdrawn.

(vi) In case, the successful bidder fails to remedy the Default even in the seven day notice period, then the contract shall be terminated after giving a final 48 hours' notice to successful bidder to wind up and clear the site free of all encumbrances.

(vii) On or before Termination, Directorate of Education shall encash performance guarantee.

The powers, referred above are in addition to the rights and remedy available to the Directorate of Education under the General Law of India relating to contracts. The decision of the Directorate of Education shall be final as regards the acceptability of the work done by the successful bidder and the Directorate of Education shall not be required to give any reason in writing or otherwise at any time for the rejection of works performed by the successful bidder.

2.10 Blacklisting/ Debarment

Debarment /Banning of Business Dealings with successful bidder will normally be resorted to in the event of serious lapses in performance or misdemeanour such as abandoning, repeated failures in timely execution of the contracts, resorting to unfair means (including false certification), adoption of unethical business practices, furnishing manipulated documents, gross misconduct or misbehaviour with utility executives.

Debarment/ Blacklisting dealings shall be done in a transparent manner after careful evaluation of the performance, facts and circumstances of the case by a duly constituted committee after issue of show cause notice.

If debarred/ blacklisted successful bidder feels that they have justifiable reasons to defend their case, they may appeal to Director of Education, before going for litigation.

2.11 Penalty

- a. Usual term of penalty is @ 0.5 % per week of total value of contract or part thereof subject of maximum ceiling of 10%. In case successfully bidder fails to perform the services as per scope of work.
- b. The Contractor has to accept the penalty clause as stated above otherwise the bid will be considered as invalid.
- c. The Directorate of Education reserves the right to cancel the work order/contract in part or in full for default or delayed in execution of the assigned work.
- d. The Directorate of Education reserves the right to reject part or whole of any or all the tenders without assigning any reason.
- e. Events of Default: - Each of the following events or occurrences shall constitute an event of default ("Event of Default") under the Contract:
 - o Successful bidder fails or refuses to pay any amount due under the Contracts.

-
- Successful bidder fails or refuses to deliver work conforming to his Bid document/ specifications, or fails to execute the works assigned to them **within the period specified in Terms of Reference of the contract or any extension thereof.**
 - Successful bidder becomes insolvent or unable to pay its debts when due, or commits any act of bankruptcy, such as filing any petition in any bankruptcy, winding-up or reorganization proceeding, or acknowledges in writing its insolvency or inability to pay its debts; or the contractor's creditors file any petition relating to bankruptcy of contractor.
 - Successful bidder otherwise fails or refuses to perform or observe any term or condition of the Contract and such failure is not remediable or, if remediable, continues for a period of 30 days after receipt by the Contractor of notice of such failure from Directorate of Education.

2.12 General

Please again note that the incomplete Bid not having specific comments on all the points of our specification and not supported by various information desired in our specification may be rejected. All paper certificates, documents, etc. submitted with the EOI must be signed and stamped by the consultant (Self authenticated).

2.13 Jurisdiction of Court:

The Civil Court of Delhi shall alone have an exclusive jurisdiction to decide any differences/dispute/claim for and against Directorate of Education /Contractor arising out in respect of the said notice inviting tender, contract agreement or Work order.

2.14 Force Majeure

In the event, service provider delays in performing their obligations under the contract, and such delay is caused by force majeure, including but not limited to war, civil insurrection, fire, floods, epidemics, earthquakes, quarantine restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of obligation delayed. If a force majeure situation arises, the Service provider shall notify to officer in charge at once.

Special Terms for the Selection of Chartered Accountants Firms or LLP to inspect the records of the school and other finance related matters.

3 Special Conditions:

3.1 Minimum Qualifications and Skill Requirements: -

- The selected Chartered Accountants Firm/ LLP should have knowledge of and access to a range of professional skills relevant to the aforesaid Notice Inviting Tender (NIT) in an Indian environment.

-
- The bidder firms must be empanelled with NICS as on the date of submission of Bid.
 - The team of Chartered Accountants in fulltime employment and/or associate of Chartered Accountants Firm/ LLP and preferable should have experience of similar work in the education sector and having comprehensive understanding of the legal and performance issues involved in special inspection under such contracts.
 - Firm should have valid GST registration and Permanent Account Number (PAN).
 - The deployed Chartered Accountant should have minimum experience of 03 years and should have good communication and writing skills in English language. Experience in education sector is preferable.

3.2 Scope of work:

As the education department has been receiving mainly complaints against the private unaided recognized schools in respect of financial malpractice, charging of excess and excessive fee hike. Therefore, it has been felt that while audit have ordered on many such complaints received would not be sufficient steps to grab all the irregularities hence, a comprehensive audit of all the private unrecognized schools is conducted under the relevant provisions of the DSEAR, 1973. The proposed audit should be will be in 3 stages:

Stage 1: This stage will be a table top exercise wherein deputed team shall analyze 03 years financial statements of the school and will identify the apparent anomalies/ malpractice and suspicious transaction appearing in the accounts of the schools based on SOP prepared by the Director of Education.

Stage 2: Under this stage, the team will go to the schools and examine their accounts, bills, tally the fee, enrollment of the students and that reported in the accounts, conduct physical verification wherever required etc. based on the anomalies and suspicion raised in stage-1 above.

Stage 3: The team stationed at HQ level will examine the reports prepared by the team as mentioned in stage -2 and will tally the same with questionnaire prepared in stage-1. The team will examine the replies of the schools after sharing the report with them. Final order on the basis of audit reports as well as response of the school shall be prepared and forwarded for approval/ signature of the Director.

The PMUs shall in the direct supervision of the Deputy Directors Education/ Regional Directors/ Special Directors Education/ Additional Directors of Education/ Director (Education) and undertake audit/ inspection of the schools /of the records submitted by the schools in the light of provisions of Delhi School Education Act and Rules, 1973 (DSEAR, 1973) and other circulars, orders & notifications etc. issued from time to time and also draft the reports and orders as per the instruction of the Directorate of Education.

The PMUs shall also look into the other financial matters as well as inspections of schools as referred to them by the Directorate of Education.

3.3 Period of Engagement

The period of engagement shall be 03 months from the date of award of contract.

3.4 Evaluation of bids

The evaluation of bids would be done on QCBS basis, with 80% weightage being given to the Technical Proposal score and 20% weightage being given to the Financial Proposal score.

The technical proposal submitted by the bidder will be evaluated by committee formed by the competent authority.

The Experience certificate of each consultant must be issued by the head of the organization/ competent authority.

3.5 Technical Bid Evaluation

Sr. No.	Criteria	Maximum Marks															
	FIRM EXPERIENCE	25 Marks															
1.	The bidder must have been successfully completed/ on-going, at least 5 assignments in education sector of regulatory nature in India. <i>(5 marks for each assignment)</i>	25															
2.	Power Point Presentation	75 Marks															
	PowerPoint presentation shall be evaluated on the basis of following criteria: <ul style="list-style-type: none"> Approach and Methodology for proposed Assignment Team Compositions: 	35															
	Key Staff: (17 Marks)	40															
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Staff's Name</th> <th>Years of Experience (Minimum)</th> <th>Designation</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>XXX</td> <td>10</td> <td>Partner/ Manager (7 Marks)</td> <td>Responsible for monthly / bi-monthly meeting on the progress of work. However, he /she will not be part of the Team.</td> </tr> <tr> <td>2</td> <td>XXX</td> <td>8</td> <td>Team Leader (10 marks)</td> <td>Responsible for day to day monitoring & Supervision and to be stationed at DoE</td> </tr> </tbody> </table>	S. No.	Staff's Name	Years of Experience (Minimum)	Designation	Role	1	XXX	10	Partner/ Manager (7 Marks)	Responsible for monthly / bi-monthly meeting on the progress of work. However, he /she will not be part of the Team.	2	XXX	8	Team Leader (10 marks)	Responsible for day to day monitoring & Supervision and to be stationed at DoE	
S. No.	Staff's Name	Years of Experience (Minimum)	Designation	Role													
1	XXX	10	Partner/ Manager (7 Marks)	Responsible for monthly / bi-monthly meeting on the progress of work. However, he /she will not be part of the Team.													
2	XXX	8	Team Leader (10 marks)	Responsible for day to day monitoring & Supervision and to be stationed at DoE													
	Other Staff: - (23x1=23 Marks) (the proposed CAs should be on permanent rolls of the firm/LLP having experience more than 3 years)																

Sr. No.	Criteria					Maximum Marks
	S. No.	Staff's Name	Years of Experience	Years of Experience with the Firm	Designation in the Firm	
	1					
	2					

	23					
	GRAND TOTAL					100 Marks

After scrutiny and evaluation of technical bids, firm / LLP who have secured minimum 60 marks shall be qualified for opening the financial proposal.

3.6 Financial Bid Evaluation

- The financial bids of the short-listed bidders will be opened in presence of the bidders or their authorized representative(s) who wish to be present.
- The financial bid with lowest quoted total bid price for Directorate of Education will be given a financial score of 100. All Other financial bids of the bidder shall be given financial score as under:
(Lowest bid price quoted by bidder / highest bid price quoted by bidder) X 100

3.7 Total Bid Evaluation

The total score shall be obtained by weighing the technical and financial scores and adding them. The weight given to the technical and financial proposals are:

Technical Proposal: **0.80**

Financial Proposal: **0.20**

The bid will be awarded to the Highest Mark achiever as per the formulae below: -

❖ **Aggregate Marks Calculation = (Technical Marks *0.80) + (Financial Marks *0.20)**

Note:

- **Three Firm/ LLP with the highest aggregated marks shall be selected for award of the contract.**
- **The contract shall be awarded to all the three successful bidders at the lowest price found amongst the selected bidders as above. In case any successful bidder refuses to accept the lowest bid price in this case his EMD will be forfeited and negotiation with next qualified bidder will be done.**

3.8 Time lines for completion of work:

The above work shall be carried out within a period of 03 months from the date of award of contract.

3.9 Terms of Payment

The fees would be paid to the Successful Bidder on completion of initial period of 3 months.

3.10 Paying Authority

Payment will be made by the Directorate of Education against submission of quadruplicate bill duly verified by the Deputy Directors/ Regional Director/ Special Directors/ Additional Directors of Education of the districts.

3.11 Officer in charge:

The concerned Deputy Directors/ Regional Director/ Special Directors/ Additional Directors of Education of the districts shall be the officer in charge.

3.12 Work Place.

Delhi-NCR

Seal & Signature

Director of Education

Directorate of Education, Old Secretariat,

Delhi-54

Annexure I – TECHNICAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

With reference to the present notice inviting Tender document, we the undersigned have examined the Bid Documents, including scope of work as detailed above. We would like to offer the required services as detailed in the notice inviting tender Document.

Submitting of the Proposal in line with the requirement of the NIT Documents, we have submitted the following NIT documents Form:

- 1 Annexure I: TECHNICAL PROPOSAL SUBMISSION FORM
- 2 Annexure II: FORMAT FOR SUBMISSION OF FIRM'S EXPERIENCE AND CREDENTIALS
- 3 SELF ATTESTED COPY OF PAN NUMBER
- 4 SELF ATTESTED COPY OF GST NUMBER

Until a formal Contract is prepared and executed between us, this Bid documents, together with your written acceptance thereof in the form of your Notifications of Award shall constitute a Contract between us for all legal purpose.

We understand that you are not bound to accept the lowest or any bid that you may receive or might have received.

We, hereby, declare that the person or firm interested in this proposal are named herein and that no person or firm other than mentioned herein have any interest in this proposal or in the Contract to be entered into, if the award is made on us. This proposal is made without any connection with any other person, firm or party likewise submitting a proposal of their own, and without any collusion or fraud.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure-II FORMAT FOR SUBMISSION OF FIRM'S EXPERIENCE AND CREDENTIALS

[Using the format below, provide information on each assignment or which your firm/LLP was legally contracted either individually or as a firm/LLP, for carrying out services similar to the one requested under this assignment.]

Assignment name:	Approx. value of the contract (INR):
Country: Location within country:	Duration of assignment(months):
Name of Owner:	Total No. of man-months of the assignment:
Address:	Approx. value of the services provided by your firms/ LLP under the contract (INR):
Start date (month/year): Completion date (month/year):	No.... of professional man-months provided by the consultants/ auditing firms
Name of Partner or Auditing firms, if any:	
Narrative description of Project:	
Description of actual services provided in the assignment:	

Annexure III- FINANCIAL PROPOSAL SUBMISSION FORM

To,

Date:

The Director of Education,
Directorate of Education,
Old Secretariat,
Delhi-110054

Dear Sir,

We, the undersigned, offer to provide the services related to various activities as mentioned in the scope of work of the notice inviting tender regarding inspection of school regards and other matters related thereto in accordance with your notice inviting tender dated [insert Date]and our Technical Proposal.

Our attached Financial Proposal is for the sum of [insert amount(s) in words and figures].

The breakup of our costs and fees has been provided in Annexure IV - BREAKUP OF FINANCIAL OFFER. Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before 120 days from the bid submission date.

We understand you are not bound to accept any Proposal you receive.

Thanking You,

Yours Faithfully,

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure IV – BREAKUP OF FINANCIAL OFFER

Amount in Rupees

Particulars	No. of Unit (Person)	Lump-sum fee per month	Fixed CA per	Total Amount
	(A)	(B)		(C) =(A)X(B)
Engagement of Chartered Accountants	24	X		XXX
Total quoted price				

Note: The above quoted amount/fee will be inclusive of all applicable taxes and the rate of per CA per month should be within the limit prescribed by NICSI.

Dated this _____ day of _____

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm

Annexure V– Checklist for submission of Requisite Documents

[Attach Copy of the documents mentioned as under]

S No.	Name of the Document	Whether Copy attached or not
1.	Scanned copy of EMD	
2.	Declaration by Authorized Applicant (as mentioned at point 2.3)	
3.	Audited Annual Accounts of Previous 03 financial years to establish the capacity of the bidder to successfully perform the work. (as mentioned at point 2.4)	
4.	Self-Attested Copy of PAN Card (as mentioned at point 2.4)	
5.	Self-Attested Copy of Goods and Service Tax (GST) Registration Certificate. (as mentioned at point 2.4)	
6.	Certificate/Work order regarding work experience of the bidder firm in Auditing and/or Advisory Services. (as mentioned at point 2.4)	
7.	Certificate in support of the claim that bidder successfully completed/ongoing, at least 05 assignment of education sector in India. (as mentioned at point 2.4)	
8.	An undertaking on letter head of the Firm with the Bid disclosing their status regarding Blacklisting by Govt. undertaking/ Govt. department failing which their Bid shall not be accepted, as mentioned in point 2.5.	
9.	Duly filled and signed Annexure-I, II, III&IV	

(Authorized Signature)

(Name & Title of Signatory)

Name and Address of the Firm