



TENDER NO. NBT/ACCTT/CA/02/2022-23 & 2023-24

NOTICE INVITING TENDER

**Notice for tender for engagement of reputed Chartered Accountants
firms for Audit of Accounts, Tax Matters & other Statutory
Compliances on behalf of National Book Trust, India (NBT)**

Due date & time for submission: upto 11:00 hrs. on 24.03.2022
Due date & time of Technical bid opening: at 11:30 hrs. on 24.03.2022



TENDER NO. NBT/ACCTT/CA/02/2022-23 & 2023-24

National Book Trust, India
Department of Higher Education
Ministry of Education, Government of India
Nehru Bhawan, 5, Institutional Area,
Phase-II Vasant Kunj, New Delhi-110 070
Ph. No.011-26707700.
E-mail: office.nbt@nic.in Website: www.nbtindia.gov.in

Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts, Tax Matters & other Statutory Compliances on behalf of National Book Trust, India (NBT)

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Shiv Kumar Panda
Dy. Director (Cost & Finance)
NBT, India
Vasant Kunj
New Delhi-110070

National Book Trust, India
Department of Higher Education
Ministry of Education, Government of India

Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts, Tax Matters & other Statutory Compliances on behalf of National Book Trust, India (NBT)

Important Points to Note

TENDER FOR CA FIRM DOCUMENT NO.	NBT/ACCTT/CA/02/2022-23 & 2023-24
TENDER INVITED FOR	Appointment of CA Firm for the F.Y 2022-23 & 2023-24
VALIDITY OF THE BID	90 days
PUBLISHING OF TENDER DOCUMENTS ON WEBSITE	04.03.2022
PERIOD OF DOWNLOADING BIDDING DOCUMENT	24.03.2022
CLARIFICATION START DATE	04.03.2022
CLARIFICATION END DATE	21.03.2022
START DATE & TIME FOR SUBMISSION OF BID	04.03.2022 (11.00 Hrs)
END DATE & TIME FOR SUBMISSION OF BID	24.03.2022 up to 11:00 Hrs.
TIME & DATE OF OPENING OF TECHNICAL BID	24.03.2022 at 11:30 Hrs.
Date and Time of Interview	Eligible Bidders will be informed separately by mail.
TIME & DATE OF OPENING OF FINANCIAL BID	Eligible Bidders will be informed separately by mail.
PLACE OF OPENING OF TECHNICAL BID & FINANCIAL BID	NBT, India Nehru Bhawan, 5 Institutional Area, Phase-II Vasant Kunj, New Delhi-110 070
FOR FURTHER DETAILS PLEASE VISIT	https://www.nbtindia.gov.in/

National Book Trust, India
Department of Higher Education
Ministry of Education, Government of India

Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts, Tax Matters & other Statutory Compliances on behalf of National Book Trust, India (NBT)

NOTICE INVITING TENDER ON OCBS BASIS

- 1.1 National Book Trust, India an apex body of Ministry of Education, Govt of India intends to engage reputed Chartered Accountant Firms (already on the panel of C&AG and RBI) for Audit of Accounts and other Tax Compliances related work, issue of certificates and appearance before Compliance Authorities on behalf of National Book Trust, India for the **Financial Year 2022-23 & 2023-24** (extendable for another one year on satisfactory performance and on the discretion of Director, NBT on the same rate, terms and conditions as per original award).
- 1.2 National Book Trust, India has been established under Societies Registration Act XXI of 1860 fully funded and established by Ministry of Education, Government of India. It is governed by Memorandum of Association Rules and Regulations (Bye Laws). The objectives of the NBT are to produce and engage the production of good literature in English, Hindi and other Indian Languages and to makes such literature available at moderate prices to the public and to bring out book catalogues arrange book fairs/exhibition and seminars and take all necessary steps to make the people book minded.
- 1.3 The detailed TENDER document indicating the scope of work, qualifying requirement, forms and process for submission of proposal for TENDER can be **obtained from the Office of Dy. Director (C&F) National Book Trust, India, Nehru Bhawan, 5, Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 OR may be download from NBT official website at www.nbtindia.gov.in** on or before 24.03.2022 upto 11:00 Hrs. The proposal may be submitted to the “Tender Box” at the main gate National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 on or before 24.03.2022 upto 11:00 Hrs. NBT reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.
- 1.4 The tender document consists of two volumes –Volume-I Technical Bid and Volume-II – Financial Bid.
- 1.5 The complete tender document shall be submitted to the office of **Dy. Director (C&F), National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070**, as tender offer on or before the due date and time of submission.

1.6 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Section-I Volume I Technical Bid and bidders are advised to submit below mentioned documents to qualify for the award of the contract.

- a. The bidder should submit a declaration on Rs. 100/- Stamp Paper in Original stating that the bidder has not been blacklisted/debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
- b. Self-attested copies of all the documents required to meet the eligibility criteria, as per Format-I & Format-III along with relevant documents, in the Tender Document – Technical Bid and shall be submitted.
- c. The Tender shall be submitted in **Two-cover system**. All pages of TENDER document dully filled and signed by the authorized signatory along with all supporting documents as mentioned in **Volume-I TECHNICAL BID** (duly signed) should be submitted in a sealed envelope duly super scribed as “**TECHNICAL BID**”. The covers shall be super scribed clearly whether it is “**Technical Bid**” (**Envelope-I**) or “**FINANCIAL BID**” (**Envelope-II**). Both the envelopes, after being sealed properly, shall be put into a Third envelope, which should be properly sealed before it is sent/ submitted. **The Third envelop will contain both technical and financial bids separately duly sealed and superscribed as “TENDER for engagement of reputed Chartered Accountant firms”**and addressed to **The Deputy Director (C&F), National Book Trust, India and shall be accepted in the office of the National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on on before 24.03.2022 11.00 hrs.**
- d. National Book Trust, India do not bind to accept any tender and reserves the right to accept or reject any tender without assigning any reason thereof.
- e. Director, National Book Trust, India reserves the right to cancel the tender process at any stage without assigning any reason thereof.
- f. The last due date of submission of bid will be 24.03.2022 at 1100 hrs. unless otherwise notified. In case of any changes in the schedules, Deputy Director (C&F), NBT, India will notify the same only through NBT website i.e. <https://www.nbtindia.gov.in/>.

- g. Bidders are requested kindly see the NBT, India website i.e. <https://www.nbtindia.gov.in/> regularly for any update/information/corrigendum.
- h. If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection and no communication in this regard shall be entertained.

National Book Trust, India
Ministry of Education, Government of India

GENERAL INFORMATION

The National Book Trust, India is an apex body established by the Ministry of Education, Government of India in the year 1957. The objectives of the NBT are to produce and encourage the production of good literature in English, Hindi and other Indian languages and to make such literature available at moderate prices to the public and to bring out book catalogues, arrange fairs/exhibitions and seminars and take all necessary steps to make the people book minded.

The object for which the Trust is established are:

- 1.1 To produce and to encourage the production of good literature, and to make such literature available at moderate prices to the public;
- 1.2 In furtherance of the above objective to publish more particularly books of the following Types in English, Hindi and other languages recognized in the Constitution of India:
 - i) The classical literature of India;
 - ii) Outstanding works of Indian authors in Indian languages to another;
 - iii) Translation of outstanding books from foreign languages;
 - iv) Outstanding books of modern knowledge for popular diffusion;
- 1.3 To bring out book lists, arrange exhibitions and seminars and take all necessary steps to make the people book minded;
- 1.4 To establish or promote the formation of regional Book Trusts in different parts of the Country with objectives similar to those of the Trust;
- 1.5 To take over or amalgamate with any other Society, Trust, Institute or Association, having objects wholly or in part similar to the objects of the Trust, and to aid any such existing institution in such manners as the Executive Committee of the Trust may think fit;
- 1.6 To acquire by gift, purchase, lease or otherwise any property, movable or immovable, which may be necessary or convenient for the purposes of the Trust and to construct, alter and maintain any buildings for purposes of the Trust;
- 1.7 To draw, make, accept, endorse, discount and negotiate Government of India and other Promissory notes, bills of exchange, cheques and other negotiable instruments;
- 1.8 to invest the funds of the Trust in such securities or in such manner as may, from time to time, be determined by the Executive Committee and, from time to time, to sell or transfer such investments;
- 1.9 To do all such things as the Trust may consider necessary, incidental or conducive to the attainment of the above objects.

1.10 NBT Offices and Book Promotional Centres

<p>National Book Trust, India (HQ) Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase-II, New Delhi-110070. Ph. No.011-26707700. E-mail: office.nbt@nic.in Website: www.nbtindia.gov.in</p>	
Regional Offices:	Book Shops:
<p>Northern Regional Office National Book Trust, India Nehru Bhawan, 5 Institutional Area, Vasant Kunj Phase-II, New Delhi-110070 Ph. No. 91-11-26707700, 711,704,710 E-Mail: nro.nbt@nic.in GSTIN: 07AAATN8160G1ZJ GSTIN: 07DELN00043B1DX</p>	<ol style="list-style-type: none"> 1. NBT Metro Book Shop Kashmere Gate Metro Station Delhi 2. NBT Metro Book Shop Vishwavidyalaya Metro Station Delhi 3. Book Promotion Centre, Lucknow(UP) Vishwavidyalaya Metro Station 4. Book Promotion Centre, Patna Patna, Bihar 5. Book Promotion Centre, Dehradun Uttarakhand 6. Book Promotion Centre, Bhopal Madhya Pradesh 7. NBT, India Central Warehouse, Sahibabad (U.P)
<p>Eastern Regional Office National Book Trust, India Jalanseva Trust Building, 2nd Floor 61, Mahatma Gandhi Road Kolkata – 700 009. Ph. No.: 033-22413899 Fax: 033-22413899; E-Mail: ero.nbt@nic.in GSTIN: 19AAATN8160G1ZE</p>	<ol style="list-style-type: none"> 1. Book Promotion Centre, Guwahati 2. Book Promotion Centre, Agartala 3. Book Promotion Centre, Cuttack
<p>Western Regional Office National Book Trust, India Ravindra Natya Mandir, First Floor, P.L.Deshpande Maharashtra</p>	<p>NBT Book Shop-Cum-Book Promotion Centre Mumbai</p>

<p>Kala Akademy, Prabhadevi, Mumbai- 400025 Ph. No.: 022-23720442, 24320380 Fax: 022-23720442; Email: nbtindiamumbai@yahoo.com, wro.nbt@nic.in GSTIN: 27AAATN8160G1ZH</p>	
<p>Southern Regional Office National Book Trust, India Hall No. 1 BDA Shopping Complex Banashankari II Stage Bangalore – 560070. Ph. No.: 080-26716303 Fax: 080-26711994; E-Mail: sro.nbt@nic.in GSTIN: 29AAATN8160G1ZD</p>	<ol style="list-style-type: none">1. NBT Book Shop-Cum-Book Promotion Centre Bangalore2. Book Promotion Centre, Chennai3. Book Promotion Centre, Hyderabad4. Book Promotion Centre, Kochi

Note: More Business Operations are under process and may be in operation soon.

Section I

SCOPE OF WORK

Being an autonomous organization fully funded by the Department of Higher Education, Ministry of Education, Government of India, the financial Audit of the Trust is subject to Audit by C&AG before placing it on the Table of Parliament through Ministry of Education. The NBT also falls under the compliance of various Tax laws of Govt. of India.

National Book Trust, India intends to engage experienced reputed Chartered Accountant firm for Audit of Accounts & other related Tax Compliance work so that financial statements of Trust depicts true & clear picture & all compliances under the Tax laws could be made within the allotted time frame.

1. The Chartered Accountant Firm would be required to carry out the activities indicated below:

- 1.1 Vetting of Annual Accounts of NBT HQ & its branches.
- 1.2 Assistance & guidance regarding preparation of Accounts & Financial Statements.
- 1.3 Tax Audit.
- 1.4 Filing of Income Tax Returns.
- 1.5 To update about relevant changes/amendments/judgments in the Income Tax Act & Rules and GST Act & Rules (more specifically having implications on NBT).
- 1.6 To advise on the tax-planning like benefits/rebates/deductions/exemptions available under Income Tax Act.
- 1.7 Filing of TDS Return/revised TDS Return & TDS mismatch rectification.
- 1.8 Special Assignments as per the requirements (Audit of Manpower Agencies as per the Labour Act, PF Act & ESIC Act)
- 1.9 Filing of GST return (including TDS under GST) of all GSTIN of NBT, India.
- 1.10 New GST Registrations including Casual GST registration if any
- 1.11 Filing of Annual GST Return and GST Audit of all GSTIN of NBT, India.
- 1.12 Issue of certificates for remittance to foreign country (Filing of Form 15 CA and CB and issue of certificate for remittance to foreign country).
- 1.13 Appearing before Tax Authorities/Online Assessment on behalf of the NBT, India (To examine any order/communication received from Income Tax/ GST Department or any other Government Department/Agency and advise further course of action).
- 1.14 Annual Audits & certification of special projects.
- 1.15 Registration under various statutes (Registration under GST/Other Acts applicable to NBT, India).
- 1.16 Preparation and reply of Audit Para (Preparation of reply of Audit Para's raised by C&AG).

- 1.17 Consultancy Services (To provide consultancy services on any other work related to Income Tax/GST/Accounts/Societies Act 1860/other statutory compliance applicable to NBT, India).
- 1.18 Certification required of Statutory Compliances (e.g. Income tax, GST, Societies Act, Registrar of Newspapers for India, Other Certifications required under Statutory Compliances applicable to NBT, India).
- 1.19 The consultant will be required to visit two days (3-4 hours a day) in a week at the NBT, India HQ at Vasant Kunj, New Delhi.
- 1.20 The consultant will be required to provide quarterly report of its observations on regular Statutory Compliances to be followed by NBT, India.

2. Internal Audit of National Book Trust, India and its Regional Offices:

- 2.1 Internal Audit of NBT (HQ) on annual basis.
- 2.2 Internal Audit of NBT Regional Offices (Delhi, Kolkata, Bengaluru and Mumbai) on annual basis.

Volume -I Technical Bid

Eligibility Criteria:

1) The Bidders/Applicants should fulfill the following eligibility criteria:

S. No	Eligibility Criteria	Minimum Marks	Maximum Marks	Documents to be submitted
1.	The Bidder should be a Chartered Firm/LLP of Chartered Accountants registered in India having an experience of 10 (Ten) years. The experience will be considered from the date of Registration of CA Firm with ICAI. Minimum & maximum marks for 10 years' experience will be 05.	05	05	Certified copy of CA Partnership Firm Registration /LLP with Institute of Chartered Accountants of India.
2.	CA Firm shall have following experience: Having Experience of minimum 05 nos. annual accounts/Tax Compliance/ audits works with Central Govt Organisation, State Government Organisation, PSUs, and Autonomous Body who were having annual Budget/turnover of Rs. 100 crores or more. Marks for minimum 05 Audit works will be 10. For each additional audit experience, 01(one) additional mark will be awarded subject to maximum of 15 marks.	10	15	Copy of award letter issued by Central Govt Organisation, State Government Organisation, PSUs, and Autonomous Body must be submitted in technical bid. A Summary list of Work Experience.
3.	The Bidder should have minimum 02 (Two) full time qualified CA's as Partners out of which at least 01 (One) should have at least 5 years' experience (Experience of both past and present firm will be considered while calculating the experience of Partner).	05	10	List of the partners along with the resume giving the brief details of relevant experience and the membership number. Experience of Partner other than the present firm shall be indicated separately.

S. No	Eligibility Criteria	Minimum Marks	Maximum Marks	Documents to be submitted
	Minimum marks for the criteria will be 05 For each additional partner, 01 additional mark will be awarded subject to maximum of 10 marks.			
4.	Minimum Staff Strength should be 20 (Twenty) including Partner, Paid Assistant, Article Minimum and maximum marks for the criteria will be 05.	05	05	List of Staff Strength must be provided with other Bid document.
5.	Having Experience of minimum 02 nos. (Two) Special Audit/Investigation with Central Govt Organisation, State Government Organisation, PSUs, and Autonomous Body Minimum marks for the criteria will be 05. For each additional Audit, 1 additional mark will be awarded subject to maximum of 10 marks	05	10	Copy of award letter issued by Central Govt Organisation, State Government Organisation, PSUs, and Autonomous Body must be submitted with technical bid.
6.	The CA Firm/bidder should have minimum average turnover of Rs.100 lakhs during last three financial years i.e. 2018-19, 2019-20 and 2020-21. Minimum marks for the criteria will be 05. For each additional Rs. 10 (Ten) Lakh turnover, one (01) additional mark will be awarded subject to maximum of 10 marks. Turnover for this purpose is rounded off to nearest Lakh for ease of marking.	05	10	Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return
7.	CA Firm should be registered with C&AG and RBI with minimum experience of 3 years Minimum and maximum marks for the criteria will be 05.	05	05	Certified/Empanelment copy issued by C&AG and RBI
	Total (A)	40	60	

S. No	Eligibility Criteria	Minimum Marks	Maximum Marks	Documents to be submitted
8.	Interaction with Management Committee (B)	-	40	Bidder will be required to present himself/herself before the committee.
	Total Marks (A) +(B)		100	
	Other criteria:			
1.	The Bidder should have registered office (HQ) in Delhi/NCR			Proper documentary evidence
2.	The bidder should not have been barred/ black listed/ disqualified by CG/SG, PSUs, Autonomous Body, regulators/ statutory body in India			Declaration on Rs. 100/- Stamp Paper and notarized as per Format VII
3.	The Firm or any partner of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI or any form and they should not have suffered any disqualification.			A self-declaration to be submitted on the letter head of the firm

Note:

- A. If the Bidders not meeting the above minimum mandatory qualification & criteria in all categories shall be treated as rejected and not be considered for any further evaluation.
- B. 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.
- C. **The bidder scoring at least 70% marks of Total ‘A’ (in Eligibility Criteria) will be selected for Interview.**
- D. In case, any firm obtained minimum marks in each field of eligibility criteria but fails to achieve minimum score of 70% marks of Total ‘A’ (in Eligibility Criteria), on overall basis, shall be rejected and will not be considered for further process.
- E. The Technical bid prepared by the bidder shall comprise of:
 - (i) Unconditional Acceptance Letter as specified in Format II.
 - (ii) Eligibility criteria as specified in Format III along with all documentary evidences.
- F. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
- G. Detailed technical evaluation will be carried out based on the Technical Bid along with all documents in the form of evidence as mentioned above.
- H. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
- I. Self-declaration needs to be signed by authorized signatory(s).

2) Interview

- A. Eligible bidders will be called for interview on a date which will be intimated by mail.
- B. Only eligible professional, as per tender criteria, is required to attend the same.

Section II

Volume -II

Financial Bids shall be opened of technically qualified bidders Only.

The price shall be and inclusive of all applicable taxes & duties except GST as applicable.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Financial Bid format (Format -IV)

While quoting the price in the financial bid (Format IV) kindly follow the notification dated 07/04/2016 issued by the ICAI regarding minimum fee.

Note: Any other work which is assigned and accepted by the CA firm, and which is out of the scope of work mentioned in Section-I 1 & 2, shall be dealt with as per the ICAI minimum rates and guidelines.

Section III

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Chartered Accountants Firm shall be for Two Financial years i.e. 2022-23 & 2023-24 and the same can be extended for another one year on satisfactory performance and on the discretion of Director, NBT on the same rate, terms and conditions as per the contract originally awarded.

Further, in case of non-satisfactory performance during the tenure of contract or any change in scope of work, the contract may be terminated by NBT, India by Serving Notice.

Director, NBT reserve the right to cancel the tender at any time without assigning any reason thereof.

2. Performance Security/Guarantee

The successful bidder will have to submit the Performance Security/Guarantee to the value of 3% of the basic value of contract in the form of Demand Draft or through RTGS/NEFT as per details given below to NBT within Seven days from the date of issue of Offer. The Performance Security/Guarantee so deposited will be retained till conclusion of the Fair and refunded along with balance payment without any interest.

NBT India Bank Details

Beneficiary	NATIONAL BOOK TRUST, INDIA
Bank	CANARA BANK
A/C	3159101000299
IFSC	CNRB0003159
MICR Code of Bank	MICR Code of Bank 110015187
Address	Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070, India

3. Submission of Tender

COVER – I DETAILS: TECHNICAL BID

The following documents shall be submitted with Technical Bid:

S.No	Particulars	Page no. of enclosed documents
1.	Copy of entire set of tender documents including duly signed and sealed by the authorized signatory in all pages, as an acceptance of Tender document along with the term & conditions of Tender Documents	
2.	Copy of the Certified copy of Registration with Institute of Chartered Accountants of India	
3.	Copy of the Resume of the partners giving the brief details of relevant experience with membership no.	
4.	Copy of CA Partnership Firm Registration /LLP with C&AG and RBI	
5.	Copy of Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc.) and document proof showing annual Budget/turnover of Rs. 100 crores or more of the organisation as per Eligibility Criteria no. 2 of Technical Bid	
7.	Copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return.	
8.	Declaration about Blacklisted/Non-Blacklisted company on Rs.100/- stamp paper & notarized, as per Format VI.	
9.	Copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
10.	Copy of GSTR 3B for the Last quarter of 2021-22	
11.	Copy of 26AS for the Assessment Years 2019-20, 2020-21 and 2021-22	
12.	Copy of Unconditional Letter of Acceptance as per FORMAT-II	
13.	Undertaking/Declaration/Certificate as per Format V, VII,	

4. EVALUATION PROCESS:

- 1) **A proposal shall be considered responsive if –**
 - a) It is received by the proposed Due Date and Time.
 - b) All required documents including tender documents Stamped & Signed by the Authorized Person.
 - c) It contains the information and documents as required in the Tender Document.
 - d) It contained letter of Un-Conditional Acceptance on Company's letter Head. Letter of Power of Attorney in the name of the person signing on behalf of the Authorized Person, if any.
 - e) It provides the information in reasonable detail. The NBT, India reserves the right to determine whether the information has been provided in reasonable detail or not.
 - f) There are no significant inconsistencies between the proposal and the supporting documents.
 - g) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
 - h) The NBT, India reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the NBT, India in respect of such Tenders.
 - i) The NBT, India would have the right to review the Technical Qualification and seek clarifications or other seek necessary documents through email wherever necessary.

- 2) Since the tender involves selection based on pre-qualification criteria, the approved committee will examine and seek clarification, if any, and list out the firms, which are found technically qualified. **Cover-II containing Financial Bid of such tenders only will be opened.**
 - a) The date and time will be intimated to tenderers (Through Email) whose offers are found suitable and **Cover – II (Financial Bid) of such tenderers will be opened in the presence of their representative.**
 - b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through registered Post/Courier or through directly at NBT HQ, Vasant Kunj, New Delhi prior to closing time and date of the tender will be taken as valid. Delayed by Post/Courier is not the responsibility of NBT, India and applications received after due date due to any reason shall be liable to be rejected in all manners.

- 3) The decision of NBT, India in all matters regarding appointment of CA Firm will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the NBT, India in this regard.

4) OPENING OF TENDER

(a) The Technical Bid shall be opened on **24.03.2022** at 11:30 hours in the presence of the bidders or their authorized representatives.

**National Book Trust, India,
Nehru Bhawan,
5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi-110070.**

(b) The Financial bid of those bidders who are technically qualified, shall be opened (Eligible Bidders will be informed separately by mail).

(c) NBT, India reserves the right to extend the date of receiving/opening of the bids.

(d) NBT, India reserves the right to call for any other details or information /documents from any of the bidder(s).

5) Selection Criteria

The final selection of the successful bidder from the technically qualified bidders be done by considering the technical bid and financial bid by using the following criteria and weightage: -

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score Financial
Financial	20	The bidder with the lowest quote will be awarded 20 Marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 20 marks. A bidder quoting Rs.100/-will get $(60/100) \times 20=12$ marks.
Technical	80	The bidder with the maximum technical score will be Awarded 80 marks and other bidders will be awarded proportionately less marks. For example, if, the highest technical score is 90, bidder having this will get 80 marks. Bidder having technical score of 80 will get $[80/90] \times 80 = 71.11$ marks.
Total	100	

NOTES:

- The Financial Bid as per Format IV has to be submitted in separate envelop with technical bid.**
- All marks will be rounded off up to 2 decimal places.**
- In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the NBT, India can award the assignment to any one of the bidders at its sole discretion.
- NBT, India reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- NBT, India reserves all rights to accept or reject any or all bids without assigning any reason thereof.

- f) The Financial Bids of the technically qualified bidder shall be opened in the presence of their representatives, on a specified date and time and Venue, which will be intimated to the Technically Qualified bidders.
- g) If there is a discrepancy between words and figures, the figures written in words shall prevail.

5. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of Attorney in the name of the person signing on behalf of the Auditor shall be furnished along with the offer.

The Auditor's (Bidder's) name stated on the proposal shall be the exact legal name of the firm.

Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

6. Rejection of offer/Cancellation of contract

If the firm/LLP/organization gives wrong information in its offer, NBT, India reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

Section IV

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 2 (two) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the NBT, India shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by NBT, India by issue of addendum /corrigendum.

Addendum/corrigendum, if any, will be hosted at NBT, India Website and shall become a part of the tender document. All Tenderers are advised to see the NBT, India Website for addendum/ corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderer reasonable time in which to take the addenda/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by NBT, India.

3. REJECTION OF BID

I. NBT, India reserves the right to reject the conditional or incomplete offer.

II. NBT, India also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for NBT, India action

4. WORK NOT TO BE LET OUT

Sub-contracting, in part or full, of the assignment awarded to the successful Bidder, is not permitted.

5. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the CA Firm shall at all times remain the legal and absolute property of NBT, India and the engaged CA Firm shall have no rights to use the information for any purpose other than that expressly authorized by NBT, India.

6. Termination of services

The engagement of Consultant/Auditor can be terminated by the Director NBT, India without assigning any reason, whatsoever, at any time during the contract period.

7. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the NBT, India.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

8. LEGAL JURISDICTION

Legal Jurisdiction shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi, and the Courts within NCT of Delhi only will have jurisdiction to the exclusion of all other Courts.

9. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

10. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

- 11.** Bidder shall have proper infrastructure including lap-top, internet connection, stationery, etc. to carry out the work when they are required to work in NBT, India premises. NBT, India shall be providing only necessary furniture and electric connection to the CA Firm when they are required to work in NBT, India premises.
- 12.** The soft copies of the data/information pertaining to conducting Statutory Compliances and Internal Audit as well as the printouts of the data/information provided during the contract period, shall be the property of NBT, India and the CA Firm shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of NBT, India at any stage.
- 13.** NBT, India shall be authorized to make statutory deductions as applicable from the amount payable to the CA Firm.
- 14.** All the above terms & conditions, scope of work and guidelines as mentioned in Section I to Section VII shall form part and would be treated as terms and conditions of the contract.



Format: I

National Book Trust, India
Tender Application and Technical Information
TENDER NO. NBT/ACCTT/CA/02/2022-23 & 2023-24

Dated:

From

To
The Director,
National Book Trust, India,
New Delhi

Subject: Submission of Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts, Tax Matters & other Statutory Compliances on behalf of National Book Trust, India (NBT)

Dear Sir,

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

Sr. No.	Particulars	Page no. of submitted documents
1.	Self- Attested copy of the Certified copy of Registration with Institute of Chartered Accountants of India	
2.	Self- Attested copy of the Resume of the partners giving the brief details of relevant experience with membership no.	
3.	Self- Attested copy of Payroll listing for the qualified CA to fulfil the Eligibility criteria no. 3	
4.	Self- Attested copy of Proof of execution of services / other credentials (e.g. appointment letter, certificate of completion indicating services provided etc) and Audited P&L of the Client as	

Sr. No.	Particulars	Page no. of submitted documents
	per Eligibility Criteria no. 2 in respect of Experience	
5.	Self- Attested copy of Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement for the Assessment Year 2019-20, 2020-21 & 2021-22 are to be submitted.	
6.	Self-Certified copy of C& AG and RBI empanelment	
7.	Declaration about blacklisted on Rs.100/- stamp paper & notarised as per Format- VI.	
8.	Self- Attested copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
9.	Self- Attested copy of filed Format I, Format III and Format V	
10.	Chartered Accountant Certified Turnover Certificate as per Format-VII	
11.	Self- Attested copy of entire set of tender documents duly signed and sealed by the authorized signatory on all pages.	
12.	Self- Attested copy of Unconditional letter of acceptance as per Format II	
13.	Self-Declaration on letter head of company providing list of Partners or paid C.A.'s	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

Signature of the bidder or Authorized Signatory: _____

Name of the bidder: _____

Company Seal: _____

Format: II

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
Dy. Director (Cost & Finance)
National Book Trust, India,
Nehru Bhawan, No.5,
Institutional Area, Phase-II,
Vasan Kunj
New Delhi-110070

Sub: - Acceptance of NBT, India Tender notice conditions-reg

“Notice for tender for engagement of reputed Chartered Accountants firms for Audit of Accounts, Tax Matters & other Statutory Compliance on behalf of National Book Trust, India (NBT) for the Financial Year 2022-23 & 2023-24”

Tender ID: NBT/ACCTT/CA/02/2022-23 & 2023-24

Sir,

I/We have read all the clauses, terms and conditions of tender by NBT, India for “Appointment of Chartered Accountants Firm for Audit of Accounts & other Tax compliances related work & appearance before Assessment Authority on behalf of NBT, India” and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of NBT for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NBT asks for bribe/gratification, I/We shall immediately report it to the Director, NBT.

The required Bid Security Declaration Undertaking for this work has also been submitted and the Signed copy of Bid Security Declaration Undertaking is enclosed herewith.

Date:

Sincerely yours

Place:

(Signature of the Tenderer with rubber stamp)

Format: III

TECHNICAL BID

1	Name of the Firm/ LLP	
2	Complete Postal Address:	
3	Pin code / Zip code:	
4	Contact Information: Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-mail: Name & Designation of Contact Persons, Email, Mob Nos.	
5	Year of Establishment: (enclose a copy of the registration certificate)	
6	Nature of Business:	
7	Details of Partners with Professional qualifications:	
8	Registration Details (attach proof) Firm/LLP Registration Number & Date: Income Tax PAN & TAN No: GST Registration No.: TDS-GST Registration No.: Others, if any:	

9	Details of experience (should be supported with copy of work order/agreement: *Completion certificate to be enclosed.	Sl. No.	Year for which appointed	Name of the PSU/ Unit	Gross turnover/ Budget of the Govt Org / PSU / Autonomous Body	Nature of Assignment	Date of completion of assignment*
10	Turnover of Chartered Accountant Firm (Year wise)	Year	F.Y 2018-19	F.Y 2019-20	F.Y 2020-21		
		Turnover					
Average Turnover:							
11	Registration / empanelment with C&AG & RBI	Empanelment with	Date of Empanelment	No of Years			
		C&AG					
		RBI					
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/No					
13	Bank Account Particulars: Name of the A/c Holder Complete Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code						
I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.							
Name, seal & signature of the Authorized signatory							

Format: IV

Financial Bid in respect of National Book Trust, India and its Regional Office
(To be filled by bidder)

Name of Job/ services: Engagement of Chartered Accountant Firm

Name of Organization: National Book Trust, India

TENDER NO.: NBT/ACCTT/CA/02/2022-23 & 2023-24

Name of Bidder:

Sl. No.	Description of Work	Unit	Amount (In Rs.)
1.	Retainership and Internal Audit Fees (Consolidated) for services as per S.No 1 & 2 of 'Scope of Work' (Section 1):	Annually	
	Total Rs. (in figures)		
	Total Rupees (in words):		

Note: The above rates shall be exclusive of GST.

Signature	
Name of signatory	
Designation of signatory	
Official seal	

Evaluation criteria for Financial Bids:

- 1.1 The bids should be unconditional. Conditional bids would be summarily rejected.
- 1.2 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).

- 1.3 Evaluations of bids shall be done on the basis of rates quoted in the financial bid separately.
- 1.4 If some discrepancies are found between the rates given in words and figures the rate as quoted in words shall be adopted.
- 1.5 **If any tie in price bids received from different bidders, then it shall be at the discretion of the Director (National Book Trust, India) to select the suitable bidder.**
- 1.6 Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman, National Book Trust, India.
- 1.7 TA/DA and other allowances will be paid equivalent to the Officer of Level-11 of the Trust for Partner/Paid Assistant (CA) of CA firm and for other Staff including Article of the CA Firm equivalent to Level-6 of the Trust.

Format: V

SELF DECLARATION

I/We, name of the firm _____ declare that we have
Conducted following statutory audit/Internal audit/ Statutory Compliances/Investigation/Tax
Compliance works of Central Govt/State Govt/ PSU/ Autonomous Body as per detail given
below:

S. No.	Name of the Organisation	Financial year in which work conducted

Authorized Signatory (Partner):

Name & Seal of the Firm:

Date:

Place:

Format: VI

Declaration about Blacklisting/non blacklisting
(On Rs. 100 Stamp Paper)

We hereby declare that we have not been black listed/ debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Authorized Signatory (Partner):

Name & Seal of the Firm:

Date:

Place:

Format: VII

Turnover Certificate
(To be submitted on letter head of the practicing Chartered Accountant Firm)

TO WHOMSOEVER IT MAY CONCERN

We have verified the books of accounts and related record of M/s. _____ situated at Address of the Firm/Agency _____ and on verification of the records, we hereby certify that average Turnover and net worth of this mentioned entity/firm during the last three financial years which are as under:

Sr. No	Financial Year	Amount of Turnover Rs.
1.	2018-19	
2.	2019-20	
3.	2020-21	
Total		
Average Annual Turn Over of last three years		
Avg. amount in words:		

Place:

Sign and seal of Chartered Accountant

Date:

Name & Seal of the Firm:

Membership No:

Firm Reg. No:

UDIN: