



Indira Gandhi Delhi Technical University for Women

(Established by Govt. of Delhi vide Act 09 of 2012
(Formerly Indira Gandhi Institute of Technology)

NOTICE INVITING QUOTATIONS

NIQ No. Accts/2019-20/01 dt: 06/05/2019

Subject:- Notice inviting quotations (NIQ) from Delhi/NCR based CAG empanelled (for the year 2018-19 & 2019-20, if finalized) Chartered Accountant Firm for the following works:

1. Auditing/certification of Annual Accounts and Utilization Certificate for the financial year 2018-19 in r/o of University all accounts.
2. Concurrent Quarterly basis Audit of University all accounts for the financial year 2019-20.

The Indira Gandhi Delhi Technical University, Kashmere Gate, Delhi intends to invite sealed limited quotations from Delhi/NCR based CAG empanelled (for the year 2018-19 & 2019-20, if finalized) Chartered Accountant Firms for the following works as per details given below:

1. Auditing/certification of Annual Accounts and Utilization Certificate for the financial year 2018-19 in r/o of University all accounts.
2. Concurrent Quarterly basis Audit of University all accounts for the financial year 2019-20.

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|----|--|--|
| 1. | Last date, time and venue for submission of quotations | 31.05.2019 up to 02.00 P.M., in the O/O Registrar, 1 st Floor, Admn. Block, IGDTUW, Kashmere Gate, Delhi – 110006 |
| 2. | Date and time for opening of quotations | 31.05.2019 at 02.30 P.M., in the O/O Registrar, 1 st Floor, Admn. Block, IGDTUW, Kashmere Gate, Delhi – 110006 |
| 3. | EMD/Bid Security | Rs.10,000/- |
| 4. | Estimated cost of the works | Rs.2.00 Lakhs |

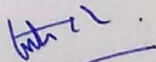
The interested CAG empanelled C.A firms Shall drop their sealed quotations along with original EMD/Bid Security of Rs.10,000/- in the form of DD in favour of Registrar, IGDTUW payable at Delhi and the following documents in the box placed in the O/O Registrar, 1st Floor, Admn. Block, IGDTUW, Kashmere Gate, Delhi – 110006 latest by 31.05.2019 up to 02.00 P.M. and the same shall be opened on the same at 02.30 P.M. in the office of the Registrar, IGDTUW, Kashmere Gate, Delhi in the presence of the representatives of the firm, who may like to be present.

1. Undertaking by the C.A firm on letter head that:-
 - a) The C.A firm has not been barred or blacklisted by any of the Central/State Government/Department/Organization/Central or State PSU.
 - b) The proprietor/partner of the C.A firm do not have any relative employed with IGDTUW
 - c) The C.A firm should have valid PAN Card and GST number.

Contd..2/-

Terms & Conditions:

1. The Quotations without EMD/Bid Security will be summarily rejected.
2. The C.A firm should be Delhi/NCR based.
3. The C.A firm should be empanelled with CAG for the year 2018-19 and for the year 2019-20, if empanelment is finalized by CAG before the last date of submission of NIQ.
4. The C.A firm should have Income Tax Permanent Account Number.
5. The C.A firm should have valid GST number.
6. The rates/quotations received by post/by hand shall not be accepted.
7. The quotations received after the due date and time prescribed will not be accepted.
8. The Registrar, IGDTUW reserves the right to cancel any quotation or all and recall the quotations.
9. The successful C.A firm should furnish performance security for an amount of Rs.20000/- with in one week of receipt of work award letter, for a valid period of 15 months from the date of award of work in the form of FDR drawn in favour of Registrar, IGDTUW, Kashmere Gate, Delhi from Nationalized Bank. Failure to submit the performance security will result in forfeiture of the EMD/Bid Security.
10. The rates should be quoted in figures and words.
11. The work shall be awarded on the lowest rate basis quoted, (inclusive of both the works) mentioned in NIQ.
12. The payment will be released after completion of each work on satisfactory performance basis.
13. The C.A firm will visit immediately as and when called for in emergency during the performance of work mentioned at Sl.No.2 above to guide the Accounts/University personnel as per requirement.
14. The Auditing/certification of Annual Accounts and Utilization Certificate for the financial year 2018-19 in r/o of University all accounts should be completed within one month from the date of award of work.
15. The firm shall abide by and comply with all relevant laws and statutory requirements covered under various laws as applicable to time to time with regard to the personnel engaged by the C.A firm for the University.
16. The C.A firm may visit the University on any working day during office hours to ascertaining volume of work.
17. No revision in the price will be allowed in the during of the contract/work period.
18. The Univrsity reserves the right to terminate the contract of work at any time after giving one month notice period without assigning any reason. The C.A firm will not be entitled to claim any compensation against such termination.
19. Failure to completion of work within the time schedule or breach of any of the conditions stipulate above will entail enforcement of the following
 - a) Cancellation of the order in part or in whole.
 - b) Recovery of extra cost if any incurred by the University in securing the services from other sources by adjustment from money due to the defaulter or otherwise.
 - c) Forfeiture of Performance Security.
20. All the disputes are subject to the jurisdiction of the Delhi courts only.


REGISTRAR
IGDTUW
Contd...3/-

BID DOCUMENT

| | | |
|-----|---|------------------------------------|
| 01. | Name of C.A Firm | |
| 02. | Complete Address with Office Tel. No., Mobile No. and Fax No. of the Firm | |
| 03. | No. of Partners in the Firm ** | |
| | Name of partners with Mobile No.(Please write FCA/ACA against name of partners | |
| 04. | Name of responsible person/partner with Mobile No. and details who will co-ordinate the work/audit. | |
| 05. | CAG Empanelment Number for the year 2018-19 & 2019-20 (Please attach documentary proof) | |
| 06. | Permanent Account Number(PAN)(Please attach proof) | |
| 08. | GST registration Number(with proof) | |
| 09. | EMD Submitted | Draft no..... date.....amount..... |
| 10. | Rate quoted for execution and completion of work at Sl.No. 1.of NIQ for all University Accounts as per previous balance sheet. (for the financial year 2018-19) | |
| | Rate quoted for execution and completion of work at Sl.No. 2.of NIQ for all University Accounts (for the financial year 2019-20) | |
| | GST/Taxes, if any | |
| | Grand Total of Rate quoted: | |

** Complete profile of key person should be enclosed.

Contd....4/-

DECLARATION

1. I hereby certify that the information furnished above is true and correct to the best of my /our knowledge.
2. I have inspected the work mentioned in the NIQ before submitting the quotation.
3. I/We hereby agree to all terms and conditions mentioned in the NIQ.

Signatures of Authorized Signatory

Name of Authorized Signatory

Seal of the Firm

Date