



DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity

(A group of autonomous institutions under the Govt. of NCT of Delhi)

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Notice Inviting Quotations (NIQ)

Through Internet/ local enquiry
& web site of DSCI

Sub: Appointment of Chartered Accountant for conducting Statutory Audit and other advisory to DSCI for the Financial Year 2017-18.

The Director DSCI invites e-tender from the Chartered Accountants for conducting Statutory Audit and other advisory services to DSCI for the Financial Year 2017-18

The quotation may be submitted to the Director by **06-01-2018** in the format as given at Annexure-I (the letter head of Firm) as per the following terms and conditions. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Proprietor/firm should be a Registered Chartered Accountants firm approved and empanelled under C & AG.
2. The Proprietor/firm should be a Chartered Accountants firm and have at least 7 years of experience from the date of registration of the firm. (Copy of the self attested Registration Certificate is required to be submitted).
3. CA Firm should have conducted either Statutory audits and/or internal Audits, Taxation and Revenue Audit, Legal matters, etc. of the autonomous bodies/statutory bodies/Educational Institutions/PSUs etc.
4. The Annual average turnover of the interested CA firm should not be less than Rs. 10.00 lakhs/per year for last year viz. F.Y 2014-15, 2015-16, & 2016-17.
5. The Firm submitting quotation must have Registration Certificate of the Firm, Fellow Membership No (FCA), PAN Card No. and Service tax number. Firms are required to submit proposals in 2 covers. The first cover shall contain a valid copy of Registration Certificate, Fellow Membership Registration No., PAN No. and GST registration no. The second cover shall contain the Financial Quote as given at Annexure-I. The first cover shall be opened at first and firms who have submitted Registration Certificate of the Firm, Fellow Membership Registration No., PAN Card No. and GST registration, shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the lowest Financial Quote. Both the covers should be submitted in a third sealed cover envelope mentioning "Appointment

of Chartered Accountants in DSCI for conducting Statutory Audit" in response to this NIQ bearing no Appointment CA/2017-18 dated 21-12-2017

6. The firm shall help the DSCI in maintaining books & Accounts as per the statutory requirements. The following books of accounts and records, shall be maintained and audited by the firm in accordance with the bye-laws of the DSCI:-
 - a) Cash book and Ledger Accounts
 - b) Donation Accounts
 - c) Reconciliation of Bank Statement
 - d) Preparation of Receipt & Payment Accounts
 - e) Income and Expenditure accounts/ Balance Sheet
 - f) Preparation and Checking of trial Balance
 - g) Vouching
 - h) Preparation of Utilization Certificate
7. As per Government Norms, the certified copy of the Annual Accounts alongwith the auditor report will have to be laid down before the GNCT of Delhi. Hence, the report of the statutory audit viz. certified copy of the annual accounts along with the auditor's report will have to be submitted on or before 30th September every year. It may be ensured that report of the statutory audit should be completed in time.
8. DSCI shall not bear the expenditure incurred on the boarding of the staff deputed by the firm. However, firm should make their own arrangement for the same.
9. The financial proposal is for a period of one year i.e. F.Y. 2017-18. The same may be renewed on the similar terms and conditions for a period of another two years after satisfactory services.
10. Payment shall be made only through cheque of NEFT/RTGS within fifteen days on receipt of claim after the completion of job, subject to satisfactory performance during complete tenure. Details of Bank A/c (name of account holder, nature of account, account number, bank name/branch) shall be specified in the quotation.
11. DSCI reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
12. Quotation shall be submitted to the Director in sealed envelope superscribing "Quotation for Appointment of Chartered Accountant in DSCI" in response to DSCI's NIQ bearing no. _____ Appointment CA/2017-18 dated _____ " so as to reach by 06-01-2018.

(DIRECTOR)
DELHI STATE CANCER INSTITUTE

Annexure-I

Format (should be on the letter head of the Firm submitting the quotation)

Letter No

Dated

To
The Director (DSCI)
GTB Hospital Complex
Dilshad Garden, Delhi

Sir,

Please find our quotation with respect to your NIQ bearing no _____
Appointment CA/201-18 Dated _____

Sl. No.	Items	Amount in Rs
(i)	Statutory Audit for the F.Y 2017-18	
(ii)	Issuance of Audit Report u/s 10(23C)	
(iii)	Filing of Annual Income Tax Return for the F.Y. 2017-18	
(iv)	Assignment Basis (raised by DSCI) viz. cases U/s 142(1) & 143(2), 272A(2)(e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, if required.	
	Total	
Total amount Rs /- (in words.....Only)		
I accept all the terms and conditions stated in the NIQ issued bearing no _____		
Appointment CA/2017-18 dated _____		

Signature of Authorized Signatory
Name of the firm with stamp and date

