



## ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR MAINTAINING THE ACCOUNTS OF IIAC INITIALLY FOR THE PERIOD OF TWO YEAR:

### Terms & Conditions:

1. The quotation along with the duly filled proforma should reach to the Registrar, IIAC Plot No: 06, Vasant Kunj, institutional Area, Mahipalpur, New Delhi - 110070 **latest by 03.30 pm** on or before **06.03.2023**. Tender will be opened on the same day i.e. 06.03.2023 on 4.00 pm.
2. The firm will be required to make payment of Rs. 3000/- towards Application Money (Non-Refundable) through demand draft payable to India International Arbitration Centre, New Delhi. If the intended bidder fails to pay application Money, the quote of the Firm shall not be considered for the work.
3. The CA firm should be of New Delhi. The firm should have FCA on the date of application. The firm should have three years' experience for maintaining the books of account of Government Organization/Reputed firm/Limited company.
4. The firm should have an annual turnover of at least 15 Lakhs for the last three years. The copy of the Balance Sheet for the last three years should be attached with the application.
5. The firm should submit list of credentials (clients).
6. The firm should be registered with the Income Tax Department and have a PAN and GST number or GST applied for.
7. The firm should be on the panel of CAG during the last financial year. The proof of empanelment may also be enclosed.
8. The successful firm shall deposit a sum of Rs. 50,000/- as security deposit, in the shape of FDR.
9. The firm should be implementing quality control Policies and procedures.

10. There should be no court/arbitration/legal cases pending against the firm or its partners.
11. The firm proprietor or partners should not have been debarred or cautioned by ICAI.
12. Complete Address (Name, phone Number, Fax number, e-mail address) and name of the authorized representative of the firm should be attached.
13. Any quotation with inadequate information, those which do not meet the above criteria, or those received after the closing date will be rejected straightway.
14. The present contract will be valid initially for a period of two year from the start of work after the issue of work allotment letter which could be extended on year-to-year basis maximum for five years, if found satisfactory.
15. Offer should be in two covers, one super-scribed as "Pre-qualification/Technical bid" (Part-'A') the Second super-scribed as "Financial bid" (Part-'B'). These sealed covers shall be put in an envelope which shall also be sealed and super-scribed with the words "Pre-qualification/Technical Bid and Financial Bid for appointment of Chartered Accountants Firm".
16. The financial bid will only be opened after ascertaining that the firm is eligible on the basis of technical bid in Part "A".
17. Monthly Professional Fee / Charges for this work with taxes to be given in Part-"B"
18. i.e. "Financial Bid".
19. The firm should furnish declaration to the effect that all the terms & conditions are acceptable to them and shall comply with them strictly.
20. An agreement will have to be executed between both the parties and will be notarized afterwards.
21. Any quotation with incomplete information which does not meet the above criteria, or received after the closing date will be rejected straightway.
22. For any query/doubt, the Chartered Accountant Firm can contact at Mobile No. 8588815158 or E-Mail: [tenders@indiaiac.org](mailto:tenders@indiaiac.org)

**Scope of Work:**

1. Maintenance of subsidiary accounts books of the IIAC in software such as Journal, Ledger, Cash book, Trial Balance and Preparation of Balance Sheet for statutory audit. The accounts are required to be maintained in terms of New Delhi (India) International Arbitration Centre (Form of Annual Statement of Accounts) Rules, 2022. A copy of such Rules is available on the website [www.indiaiac.org](http://www.indiaiac.org)
2. TDS consultancy, filling of E-TDS Returns in Income Tax Department well-in-time for which no separate professional charges will be paid and only filing fee deposited

with the Income Tax Department will be charged. Providing of TDS Certificates (Form No. 16 & 16 A) for which no separate professional charges will be charged.

3. Monthly reconciliation of accounts with various banks and submission of accounts wise Monthly Reconciliation Statement to IIAC will be done regularly. Monthly Review Meeting between the CA Firm and IIAC officers will be held in the two days at the end of each month.
4. Handling all Scrutiny Cases of IIAC including previous years in the income Tax Department regarding Income Tax and TDS Correspondence at the level of Income Tax Department. It is also clarified that no separate professional charge will be paid.
5. Responsibility of deduction of TDS will lie with the firm in case payments are made after the clearance by CA which will either be confirmed by C.A. or its representative sitting in IIAC office in writing.
6. Either party can terminate these arrangements by giving four months prior notice i.e., prior to December in writing without assigning any reason and without payment of any compensation thereof.
7. Maintaining the proper register/record in respect of object-wise Budget and Expenditure as per the approved budget.
8. If there any dispute between the parties then the decision taken by the Chairperson IIAC would be final.

**PROFORMA FOR TECHNICAL BID FOR ENGAGING CHARTERED ACCOUNTANT FIRM FOR  
MAINTAINING THE ACCOUNTS OF HSTES FOR A PERIOD OF TWO YEAR**

**PART-A**

1. Status of the Firm Partnership Sole Proprietorship
2. Name of the firm (in Capital Letters) :
  - (i) Address of the Head Office
  - (ii) Address of the Branch Office  
(Head/Branch Office of the firm should be located in New Delhi)
  - (iii) Office Telephone No.
  - (iv) Office Fax No.
3. PAN No. of the firm
4. GST Numbers or GST applied for
  - (a) Firm Registration Numbers (FRN) with ICAI
  - (b) Region Name
  - (c) Region Code No.
5. Date of Constitution of the firm
6. Empanelment Number with CAG
7. Empanelment with CAG during the last financial year (proof to be enclosed)
8. Date since when the firm has a full time FCA (FCA is must of eligibility of a firm)
9. Whether the firm has three years' experience for maintaining the books of accounts of Government Organization/Reputed Firm/ Limited Company. If "YES" details may be given on a separate sheet. Yes/No
10. Whether the firm is implementing quality control Policies and procedures: Yes/No
11. Are there any court/arbitration/legal cases against he firm (If yes, give a brief note of the cases indicating its present status) Yes/No
12. Balance Sheet for the last three years (Turnover should not be less than Rs. 15 Lakh for the last three years) Yes/No
13. Whether Application Money (non-refundable) amounting to R000 Demand Draft payable at New Delhi has been attached with the bid

**UNDERTAKING:**

I / We the sole proprietor / partners of  
M/s-----

Chartered Accountants do hereby jointly and solemnly verify and declare-

- (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is not found correct at a later stage or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- (ii) that the firm proprietor or partners have not been debarred or cautioned by ICAI (if cautioned give details);
- (iii) that the firm accepts all the terms and conditions and scope of work attached with the application and shall comply with them strictly.

Place:

Date:

Encls.: Pages

Signature of Proprietor/Sole Partner (Seal of the firm)

DOCUMENTS TO BE ATTACHED WITH THE BID:

S. No. Documents to be attached by the bidder

Empanelment number with CAG (Yes/No) (Yes/No) (Yes/No)

Firm Registration Number (FRN) with ICAI (Yes/No) (Yes/No)

PAN No. of the firm

GST Numbers or GST applied for

Proof of Empanelment

Balance Sheet for the last three years (Turnover should not be less than Rs. 15 Lakh for the last three years (Yes/No)

Application Money (Non -Refundable) amounting to Rs. \_ /- through Demand Draft payable at New Delhi (Yes/No)

Three years' experience for maintaining the books of accounts of Government Organization/ reputed firm/ Limited company (Yes/No)

Copy of cancelled Cheques of Chartered Accountant Firm (Yes/No)

Authorised Signatory \_\_\_\_\_

Name ..... Designation \_\_\_\_\_

Date: Seal:

Place:

**PART-B**

**PROFORMA FOR FINANCIAL BID**

Name of the Firm

Address of the Firm

Telephone No.

Email Id alternate e-mail Id

Fax Number

Mobile No. and alternate Mobile No.

Monthly Financial Bid of Professional Fee/Charges for this work

Authorised Signatory \_\_\_\_\_

Name ..... Designation \_\_\_\_\_

Date: Seal:

Place: