

GIRI INSTITUTE OF DEVELOPMENT STUDIES, LUCKNOW

No. GIDS/ 419/2019 Date- 07.02.2019

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF
CHARTERED ACCOUNT FIRMS FOR STATUTORY AUDIT &
OTHER ANCILIARY SERVICES OF GIRI INSTITUTE OF
DEVELOPMENT STUDIES, LUCKNOW FOR THE FINANCIAL
YEAR 2018-19.**

Sealed quotations are invited from the Chartered Accounts Firm for providing Statutory Audit and other ancillary services of Giri Institute of Development Studies, Lucknow (GIDS, Luknow) for the financial year 2018-19. GIDS, Lucknow is, registered under Societies Registration Act, 1860, a premier centre for advanced research and training under the aegis of ICSSR, New Delhi (under MHRD, GoI) and State Govt. of Uttar Pradesh. GIDS receives grant around of Rs. 5 Crores from government.

The engagement of Chartered Accounts Firm shall be submitted through two bid systems i.e. (Technical & Financial) separately and their quotation should be reached to Director, GIDS, Lucknow at given below address by 25th February, 2019 at 4:00 pm.

Detailed terms & conditions along with Tender Paper will be available in website www.gids.org.in

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Director

Giri Institute of Development Studies

Sector-O, Aliganj, Beside CMS,

Lucknow – 226024 (UP)

Contact No.- 0522-2321860, 7981719932

GIRI INSTITUTE OF DEVELOPMENT STUDIES, LUCKNOW

No. GIDS/ 419/2019 Date- 07.02.2019

Giri Institute of Development Studies (GIDS) is a premier centre for advanced research and training focusing on the development concerns of India and its regions. Established in 1973 by a group of eminent academicians and leading public personalities and named after the former President and eminent labour leader Late Shri V.V.Giri, the Institute has emerged a vibrant centre of policy oriented and analytical multidisciplinary research in the country. GIDS is supported by Indian Council of Social Science Research (ICSSR) and Government of Uttar Pradesh as an autonomous institute of national importance. Giri Institute of Development Studies (GIDS) receives grant under salary and development fund head around of Rs. 5 Crores from ICSSR and State Govt. of UP.

Giri Institute of Development Studies (GIDS) invites quotations in TWO PARTS (Technical and Financial) from interested Chartered Accountants Firm. Quotation is to be submitted in two separate sealed envelopes and both the envelopes are to be placed in another one envelopes. The Chartered Accountants Firm should submit their offer in the prescribed format (Annexure A & B) of this invitation.

Scope of Work:

- (i) The Conducting audit & certification of books accounts and ancillary records and submit report on half-yearly basis of GIDS Institute Accounts, CPF Trust Account and Corpus Fund Account.
- (ii) 100% verification of vouchers, Head of Account wise entries as Receipts & Payment in Cash Book/other financial statements/tally software.
- (iii) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- (iv) Filing of quarterly TDS return, Preparation of Form 16 & 16A, GST return, IT return as applicable from time to time of GIDS.
- (v) Certification of Project accounts and related documents as per requirement.
- (vi) Assisting in any legal matter related to income tax authority, PF authority and others as and when required.
- (vii) Help in the preparation of compliance of the CAG/ Local Fund Audit reports.
- (viii) Preparation/help/check in preparation of any information/reports required by the management as and when required.
- (ix) After completion of the assigned work, the CA Firm shall mandatorily give their overall finding/views/suggestions /comments etc. for proper maintenance of accounts adopting latest available procedures.

Period of Engagement:

The period of engagement will be on year to year basis extendable for a period of 3 (three) years depending on the satisfactory completion of assignment during the year. Performance shall be primarily assessed on the basis of quality and timeliness of the report.

Audit Fee:

The payment for the said assignment shall be as specified in Annexure – “B” The fees shall be inclusive of out of pocket expenses. No TA/ DA or out of pocket expenses shall be paid. However, the fees shall be exclusive of GST and shall be paid on submission of final audit report.

Other Terms & Conditions

- (i) Interested Chartered Accountants Firm may send their quotation as per above mentioned information within stipulated time. There shall be no fee for submission of quotation.
- (ii) The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet the audit assignment.
- (iii) Chartered Accountants Firm may aware about latest statutory provisions and other applicable rules/regulations in case of Institute, government financial rules etc.
- (iv) Chartered Accountants Firm should have minimum 2 members and minimum 3 years experience of similar nature in Central Government, Autonomous Educational Institution/Council/ Universities, Govt. Companies, PSUs etc.**
- (v) Selection of CA Firm will be done only after detailed scrutiny of the credentials of the firm, their competency, no. of qualified Chartered Accountants & employees to be engaged for the Internal Audit work experience etc. Shortlisted CA Firms will be called for presentation & other discussion.
- (vi) Chartered Accountants Firm should be based in Lucknow only.**
- (vii) Incomplete applications shall be summarily rejected.
- (viii) Queries, if any, may be contacted at given mobile number before last date of submission.
- (ix) The terms and conditions enumerated in this document can be modified at any time by GIDS at its sole discretion.
- (x) Last date of submission 25.02.2019 at 4:00 pm.

Technical Proposal

Details to be filled by Chartered Accountants firm on letter head and submit with supporting.

Sl. No.	Particulars	Details
01	Name of the firm	
02	Address of the Registered/Head Office	
03	Telephone No. and E-mail address	
04	ICAI Registration No. with Region Name and code no.	
05	Date of constitution of the firm	
06	PAN no. of the Firm	
07	GST No. of the firm	
08	Latest copy of IT Return filed by firm	
09	Details of full time Partners – (i) Name of the Partner (ii) Membership No. (iii) Date of Joining the Firm (iv) Contact Number	
10	Name & contact number of Full Time qualified/semi qualified Employees and articles as on 31.01.2019	
11	Experience details of previous 3 years (separate sheet to be attached on firm letter head)	
12		

Undertaking

I/We the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare 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 later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....

Financial Proposal
(on firm's letter head)

(in rupees)

Name of the Work	Amount	
Total	(in figures)	(in words)

(Signature of Authorized Person with Seal of the Firm)

Place:.....

Date:.....