



**GOVERNMENT POLYTECHNIC EDUCATION SOCIETY
MORNI, DISTT. PANCHKULA**

gpmorni@gmail.com; www.gpmorni.edu.in. ; Contact No. 01733- 250096(O)

From

Principal
Govt. Polytechnic,
Morni (Panchkula)

To

The Director
Public Relation Haryana,
Sector 7, Chandigarh.

Memo No. GPM/ /2022/

Dated:

Subject :- Publishing of GP Morni- Tender Notice for hiring of CA firm

You are requested to publish the advertisement as enclosed with the letter in the following news paper as per details given below:

S. No.	Name of News Paper	Date of Publication	Editions
1.	Danik Bhaskar	06/04/2022	Chandigarh
2.	The Hindustan Times		
3.	Danik Jagran		
4.	The Tribune		

The bills in duplicate along with the copy of the advertisements published in the relevant news paper may be sent to this office for making the payments.

Endst. No.GPM/ /2022/ 896

11
Principal
Govt. Polytechnic
Morni (Panchkula)

Dated: 5-4-22

A copy of the above is forwarded to the following for information.

1. Chairman Committee, GP Morni
2. O/I Estt. Branch, GP Morni.
- ✓ 3. O/I e-Control Room for hoisting the same on institute web-site and mail to DPR for publishing the adv..

Accepted
Principal
Govt. Polytechnic

Morni, Panchkula.

Stamp A new 12/4/22



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NOTICE INVITING TENDER/QUOTATIONS

Sealed tenders/quotations are invited from CA Firms/Companies/Organizations by the Principal, Govt. Polytechnic Education Society Morni Distt Panchkula, for the work/job details as given below:

S. No	Name of work with brief specifications	Key Dates
1	Audit & Certification work of the society accounts for the financial year 2022-23. Details of scope of work are given in tender document	<ul style="list-style-type: none">• Sale of Tender Document: from 07-04-2022 to 22-04-2022 (upto 5:00 PM)• Receipt of Tender Document: Upto 25-04-2022 (upto 5:00 PM)• Opening of Bids: 27-04-2022 (12:00 Noon)

A complete set of tender document containing scope of contract, instructions to the bidders, terms & conditions of contract etc. may be purchased by interested eligible bidders from the office of Principal, GP Morni (Panchkula) during office hours (09:00AM to 05:00PM) upon payment of non refundable amount of Rs. 1000/- in the form of payment receipt at the institute /DD favoring Principal, Govt. Polytechnic Education Society, Morni. Distt. Panchkula. (Tender document can also be downloaded from institute website www.gpmorni.edu.in)

Tender /Quotations for Audit & certification work must be mentioned on the top of envelope.

Accepted
Principal
Govt. polytechnic
Morni (Panchkula)

[Handwritten signatures and initials]

DNIT Sr. No /2022



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Tender Cost : Rs. 1000/-

TENDER DOCUMENT

Audit & Certification of Society Accounts

for

Financial Year 2022-23

At GP Morni (PKL)

For any details, please contact

**Govt. Polytechnic Morni (Panchkula)
01733-250096**



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Tender/Quotation Notice: GPM/T-11/ /2022/

Dated:

SHORT NOTICE INVITING TENDER/QUOTATIONS

Sealed tenders are invited from CA firms by the Principal and Member Secretary Govt. Polytechnic Morni Distt Panchkula for the Audit & Certification Work of the Society accounts for F.Y. 2022-23 at Govt. Polytechnic Education Society Morni Distt Panchkula. The details are as under :

- 1. Purpose and period:** The contract is for carrying out Audit and Certification Work of the society accounts for the financial year 2022-23 w.e.f. the start of work after issue of work allotment letter which can be extended on year to year basis , if work is found satisfactory.
- 2. Eligibility Criteria for Bidder:**
 - a. The CA Firms should be empanelled /approved from CAG.
 - b. The Firms must have experience of minimum 5 years for maintaining the books of accounts out of which at least 2 year must be of Govt Department/Govt Institution/Govt. Firm.
 - c. The firm must be situated in Tri-city (Chandigarh/Panchkula and Mohali)
- 3. Tender availability and submission:** A complete set of tender documents containing the scope of the contract, instructions to the bidders, terms & conditions of the contract etc. may be purchased by interested eligible bidders from the office of Principal, Government Polytechnic Morni Distt. Panchkula upon payment of a non-refundable amount of Rs. 1000/- (Rs. One thousand only/-) in the form of Payment Receipt at the institute/ Demand Draft favoring Principal, Govt. Polytechnic Morni Distt. Panchkula. (Tender document can also be downloaded from the Website www.gpmorni.edu.in and must be enclosed with a tender fee of Rs.1000/- by way of D.D. non-refundable)
- 4. Important Dates:** Dates of sale of the tender document- **07th April 2022 to 22nd April 2022 (up to 5:00 PM)**, last date of receipt of bids- **25th April 2022 (till 5:00 pm)** and opening of bids- **27th April 2022 (12:00 Noon)** in the office of Principal, Govt. Polytechnic Morni Distt Panchkula in the presence of bidders who choose to attend.
- 5. Requirement of documents for submission:** Bidders are requested to submit the required information as per 'Application Form' with submission of supporting documents, Annexure 'I' related to Financial Bid and Annexure 'II' related to undertaking.
- 6. Institute Intake and Staffing Position:** Total sanctioned intake in the institute for FY 2022-23 is $150 \times 3 = 450$ and Total enrolled students against sanctioned intake in the institute (All years & All Branches) for the financial year 2022-23 is approx. 250 which may vary from year to year. Staffing position is around 100.
- 7. Scope of work:** The details of the scope of work are as under:

S. No.	Name of Account	Scope of Work	Quantity
1	<i>Society Main Saving A/C No. 25220001001 24409 and Society Current account 36369060872</i>	<ol style="list-style-type: none"> 1. Checking of whether all entries of any type of receipt/debit related to the account have been entered in Manual Cash Book, Manual Ledger on monthly basis. 2. Checking of whether all entries of receipts/debit have been entered in Computerized Cash Book, Computerized Ledger on monthly basis. 3. Checking whether all vouchers are being stored/maintained as per the rules on monthly basis. 4. Preparation and submission of all type of TDS Returns or any other mandatory financial requirement of the Society as per provisions of relevant Law. 5. Compilation of Mid Year Accounts (as on September end) (Which are Trading A/c, Profit & Loss A/c, Receipts & Payments A/c and Balance Sheet) and submission of Mid Year Audit Reports. 6. Certification of Final Accounts as on 31st March (Which are Trading A/c, Profit & Loss A/c, Receipts & Payments A/c, Balance Sheet and Utilization Certificate) and Submission of Final Year End Audit Report 7. Preparation and submission of all type of Service Tax Returns or any other mandatory financial requirement of the Society as per provisions of relevant Law. 8. Posting of society Accounts data in tally software on monthly basis. 	Complete account work of the society for the relevant period
2	<i>Society Student Fund A/C 25220001001 29051</i>	<ol style="list-style-type: none"> 1. Checking of whether all entries of any type of receipt/debit related to the account have been entered in Manual Cash Book, Manual Ledger on half yearly basis. 2. Checking of whether all entries of receipts/debit have been entered in Computerized Cash Book, Computerised Ledger on half yearly basis. 	
3	<i>Society N.S.S Account .25220001001 86694</i>	<ol style="list-style-type: none"> 3. Checking whether all vouchers are being stored/maintained as per the rules on half yearly basis. 4. To carry out Bank Reconciliation of Cash Book and Bank Statement of relevant bank accounts on half yearly basis. 	
4	<i>Society Mess A/C 25220000100 132949</i>	<ol style="list-style-type: none"> 5. Preparation and submission of all type of TDS Returns or any other mandatory financial requirement of the Society as per provisions of relevant Law. 6. Certification of Final Accounts as on 31st March (Which are Trading A/c, Profit & Loss A/c, Receipts & Payments A/c, Balance Sheet and Utilization Certificate) and Submission of Final Year End Audit Report 	
5	<i>Any other A/C</i>	<ol style="list-style-type: none"> 7. Posting of society Accounts data in tally software on monthly basis. 	
6	<i>All financial issues of Society Accounts</i>	<p>Represent the society in the Income Tax Office at Panchkula for any routine matter clarification/ reply to notices issued to the society by the Income Tax Department if any.</p>	

8. Terms & Conditions: -

- 1) Rates should be quoted for annual basis.
- 2) Taxes and other must be quoted separately and clearly.
- 3) Payment will be made for the financial year 2022-23 w.e.f. the start of work after issue of work allotment letter.
- 4) Payment will be made on half yearly basis. The first installment of payment of 1st six months for the amount agreed upon for the year will be made after 30-9-2022 on the submission of Compilation and Certification of Final Accounts of the society for midyear subject to submission of the bill in this regard and its verification by the O/ I Cash GP Morni for the work done for the period.
- 5) The second installment of final payment of remaining 6 months period will be made on the submission of Final Compilation and Certification of Final Accounts of the society for the Year 2022-23 for which the firm should submit the bill in this regard and its verification by the O/ I Cash GP Morni for the work done for the period.
- 6) You should quote your any other terms and conditions also.
- 7) Any work here tendered may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.
- 8) In case tendering day happens to be a holiday, the tenders/quotations will be received / opened on next working day at the same time.
- 9) Tender/quotations having conditional rebates shall be considered invalid and shall be out rightly rejected.
- 10) Any injury/damage caused to staff deputed by the CA while performing this work at this polytechnic will be the liability of the CA Firm.
- 11) Principal Govt. Polytechnic Morni Distt. Panchkula reserves the right to accept/reject any or all tenders without assigning any reason. No correspondence will be entertained in this regard.
- 12) If the CA Firm leaves in between the period without completing the complete work, no payment will be made to him. Any cost incurred by the CA firm will be his own responsibility and the same will not be reimbursed by this institute.
- 13) Notice inviting tender/quotations can be seen at web site www.gpmorni.edu.in
- 14) Tender document and all supporting documents should be signed by the authorized person of the CA Firm on each page.
- 15) CA firm must be situated in Tricity i.e. Chandigarh, Panchkula and Mohali areas for which address proof is to be attached with all other documents.
- 16) Authorized person from CA firm will visit the institute (GP Morni) atleast on monthly basis for collecting records/ data /vouchers etc. for preparing account statements or for resolution of any other issue in this regard.

Principal
GP Morni (Panchkula)

Application Form



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**APPLICATION FOR SUBMISSION OF TENDER FOR AUDIT & CERTIFICATION WORK OF
SOCIETY AT GP MORNI (PANCHKULA) for F.Y. 2022-23**

Tender No. GPM/T-11/2022/ Dt :

Due on :

From

Date:

To,

**The Principal
Govt. Polytechnic Education Society
Morni Distt. Panchkula
Haryana**

Dear Sir/Madam,

I/We hereby submit the tender document in the prescribed form for job work of Audit & Certification Work of the society at GP Morni (Panchkula).

I/We have understood the terms of the tender annexed to the invitation to the tender and have thoroughly examined the specifications or pattern quoted or referred to therein and am/are fully aware of the nature of the services to be provided to the society and my/our offer is to provide Audit & Certification work in accordance with the requirements subject to the terms & conditions as laid down in the contract communicating the acceptance of these conditions.

Please find enclosed

- 1. Attested Certificate of the registration of CA Firm from their competent authority**
- 2. Attested Certificate of the firm for empanelment/ approval by CAG**
- 3. Attested Certificates of experience (Photocopy of the Orders) from the Govt. organizations/department/ institute and from private firms where Audit & Certification works were provided by tenderer as testimonials.**
- 4. Address proof proving the fact that firm is located in tricity (Chandigarh, Panchkula, Mohali)**
- 5. Annexure 'I' related to Financial Bid.**
- 6. Annexure 'II' related to undertaking.**

Signature of Tenderer

Date :

(SEAL)

UNDERTAKING

(To be provided by the Tenderer on a Rs.10/- Stamp Paper)

I/ We hereby agree that if the contract for the FY 2022-23 is awarded to us, I/ We will agree with the terms and conditions as mentioned in the tender document for the work of Audit & Certification of the society.

Date :

1. Tenderer's Signature_____

2. Name_____

3. Address_____

4. Seal of the Tenderer_____