



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

F. No. NSEZA/14/2016

Dated 25.09.2019

**NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(NSEZA)**

(A Government of India Statutory Body)

Ministry of Commerce & Industry,
Department of Commerce,
Govt. of India

**Service Centre, Noida Special Economic Zone Authority
Noida Dadri Road, Phase-2,
Noida
Tel. 0120-2567268-70
Email ID- dc@nsez.gov.in
Fax: 0120-2567276, 0120-2562314**

e-Tender

for

Hiring of Services of a CA firm for accounting work of NSEZ Authority.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उप्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-02-

Index

Sr. No.	Caption	Page
1.	Subject	3
2.	Scope of work	3
3.	Eligibility Criteria	4-5
4.	Earnest Money Deposit	5
5.	Security Money Deposit	5
6.	Forfeiture of EMD & Security Money	6
7.	Procedure for submission of Bids	6
8.	Procedure for opening of Bids	6
9.	Technical Evaluation	7
10.	Financial Evaluation	7
11.	Employment	7
12.	Payment Terms	7
13.	Securities & safeties	8
14.	Providing Services	8
15.	Penalty Clause	8
16.	Contract period and termination of Contract	9
17.	Terms and Condition	9
18.	Information	10-11



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा वादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उप्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-03-

1. Hiring of Services of a CA firm for accounting work of NSEZ Authority -Reg.

On behalf of Chairman & CEO, NSEZ Authority, Technical & Financial Bids are invited from eligible CA firms for accounting work of NSEZ Authority.

The last date and time for submission of proposal online is 14.10.2019 up to 15:00 hrs. In case of any query, the firm may visit this office on any working day for any clarification/information or may contact telephonically over Phone No. 0120-2567268-70 extension no. 51. The queries may also be sent to NSEZ Authority through email at rpverma@nsez.gov.in, ddcrks@nsez.gov.in

2. Scope of Work:

- Preparation of Annual Report as per schedule – IV of Rule 12(2) to the SEZ Authority Rules, 09.
- Preparation of Balance Sheet.
- Maintenance of Income & Expenditure Accounts including day to day work of Bank.
- Preparation of Schedules to the Financial Statements.
- Preparation of contingent liabilities and notes on Accounts.
- Preparation of statement of Receipt and payment account as prescribed by the CAG.
- Detailed note on Plan & Non plan expenditure.
- Submission of IT returns, Returns to Deptt. of Commerce, and to other Deptts., if required.
- Preparation of Budget.
- Submission of returns to GST department under GST Act, 2017 and the follow up for legal matters and resolving thereof.
- Routine work of Authority shall be undertaken on tally in the office of CEO, NSEZA by employing full time staff.
- Other works related to Accounts such as maintenance of cash book, Advance Register, TA register, lease rent register, loading of outstanding lease rent data on online system and other Statutory Registers as prescribed by CAG.
- Compliance measures and explanations for the issues raised by the CAG and resolving thereof.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-04-

3. **Eligibility Criteria:-**

- a) The services are to be provided at Noida. Therefore, only Delhi/NCR based firms will be preferred so that their service is available on immediate basis. Head office/Branch office of the firm shall be in Delhi/NCR.
- b) The firm should be registered with the GST and carry a valid PAN.
- c) The firm should deploy at least full-time one qualified CA and one experienced accountants to carry out the work.
- d) The firm should have a valid registration number with ICAI.
- e) **Experience:** 03 years in the field of preparation and maintenance of Accounts & Financial Statements and related reports in the Central Government / Autonomous Bodies/ PSUs.
- f) **Turnover-** Not less than Rs. 50.00 Lacs average of last 3 years
- g) **Earnest Money-** Rs. 50,000/- in favour of NSEZ Authority payable at Noida
- h) Attested copies of Articles of Association (in case of Registered firm), Bye laws and Certificates for Registration (in case of registered Societies), partnership deed (in case of partnership firm) etc. as applicable are to be provided.
- i) An undertaking (staff certified) that the firm hasn't been blacklisted by any of its clients and there has been no litigation with any of its clients in the past three years.
- j) In order to consider the bids for evaluation, the documentary evidence for compliance to each of the above- mentioned eligibility criteria must be attached by the firms along with the bid.
- k) Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, shall be highlighted and all pages of the bid document should be serially numbered.
- l) Undertaking for subsequent submission of any of the above document will not be entertained under any circumstances. However, NSEZ Authority reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-05-

- m) All documents should be uploaded online and shall be presented before Tender Committee at the time of opening of tender, in original, including Demand Draft. In case bidders fail to show the original documents as uploaded online, their bid for this tender shall not be entertained.
- n) Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained. It is the responsibility of the firm to verify the authenticity of any third party document being submitted as part of the eligibility requirements. EMD will be forfeited if any forged or false documents are submitted.
- o) The bid submitted by any firm not fulfilling the eligibility conditions / criteria stipulated above, will not be considered.
- p) In order for their bid to be considered, the participating firms should submit information on the above in document with an index of pages numbers.
- q) The firm who is looking after internal auditing work in NSEZ Authority shall not be eligible for this work i.e. maintenance of accounts.

4. Earnest Money Deposit

- a) The bidder shall furnish Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft / Banker's Cheque, from a scheduled commercial bank, drawn in favour of "NSEZ Authority, payable at Noida" physically at the time of opening of Technical Bids, otherwise bid will be rejected.
- b) No Bank Guarantee towards EMD will be acceptable. The EMD of unsuccessful bidders shall be returned, without any interest after the after the finalization of the tender.
- c) EMD of successful bidder shall be returned without any interest after they sign the letter empanelment/contract with NSEZ Authority and on submission of Security Money valid for the period of empanelment/contract which will be released after the completion of empanelment/contract.
- d) Tender not accompanied with required Earnest Money in the prescribed manner shall be rejected outright and will not be evaluated.

5. Security Money:

The successful Firm shall deposit Security money equivalent to bid amount of one month in the form of DD or Bank Guarantee in favour of NSEZ Authority.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उप्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-06-

6. Forfeiture of Earnest Money & Security Money:

The Earnest Money Deposit can be forfeited if a Bidder

- Withdraws its bid during the period of bid validity.
- Does not accept the correction of errors.
- In case of the successful Bidder fail to sign the contract within the stipulated time.
- Security deposits will be forfeited in case of termination of contract due to poor performance by the contractor.

7. Procedure for submission of Bids

- Applicants have to apply online through prescribed e-tendering module before last date & time at our website at www.nsez.gov.in.
- The firm shall attach all requisite documents in the PDF format such as financial position (Audited financial statement for last 3 years), previous experience certificate, copy of the passport, voter ID card etc.
- The offers submitted by fax / Email or any manner other than specified above shall not be considered. No correspondence will be entertained on this matter.
- The participating firms are advised to study the document carefully. Submission of the offer shall be deemed to have been done after careful study and examination of all instructions, eligibility, terms and requirement specifications in the document with full understanding of its implications. The offer not complying with all the given clauses in this document are liable to be rejected. Failure to furnish all information required in the Document or submission of an offer not substantially responsive to the document in every respect will be at the service provider/participant risk and may result in the rejection of the offer.
- No deviation in terms and condition will be accepted.

8. Procedure for opening Bids:

- The Technical bids will be opened on 14.10.2019 by the Tender Committee in the Conference Hall of NSEZ at 16:00 hrs. in the presence of firm's representative (only one) who may choose to remain present. The technical bids will then be examined by the Tender Committee.
- The financial bid of only technically qualified firms will be opened.
- In case of non-availability of members on the same day, the next date shall be given by the email and website to the bidders.
- All Bidders must present before the Tender Committee with all documents, in original, at the time of opening of tender failing which participation shall be withheld.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner

Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-07-

9. Technical Evaluation:

- When deemed necessary, NSEZ Authority may seek clarifications on any aspect from the participating firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered. This would also not mean that the bid has been accepted.
- The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this document.

10. Financial Evaluation:

- NSEZ Authority reserves the right to accept any offer, and to cancel/abort the process and reject all offers at any time prior to award of Contract, without thereby incurring any liability to the affected firm or agencies, of any obligation to inform the affected firm or agencies of the grounds for NSEZ Authority's action and without assigning any reasons.
- There will be no negotiations regarding the financial/commercial offers. However, if NSEZ Authority considers necessary, revised Financial/Commercial offers can be called for from the technically shortlisted Agencies, before opening the original Financial/Commercial offers. In that case, the revised offers should not be higher than the original offers, otherwise offer will be rejected.

11. Employment:

The CA firm shall deploy one experienced Accountant having experience 7-10 years. The stipend of accountant should not be less than Rs. 25,000/- per month. The principal of the firm shall visit this office weekly and check all transactions of a week thoroughly. Other work force if required to implement scope of work shall have to be deputed by CA firm.

12. Payment Terms:

- The Payments to the firm will be made monthly after submission of bill in triplicate along with working report for that month.
- The Payment will be made within 30 days of submission of complete documents along with the bill.
- Payments shall be subject to deductions of any amount for which the firm is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961 and any other taxes.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-08-

13. Securities & Safeties:

- The Firm shall also undertake that any information/data gained by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, NSEZ Authority will take action against the Firm as deemed fit.
- The firm's staff shall abide by the existing security rules/regulations/precautions as per instructions given from time to time. NSEZ is a Customs bonded area and entry and exit would be from the main gate only, goods and vehicle coming in and going out of NSEZ shall be liable for checking by NSEZ Security/Customs staff.

14. Providing Services:

- The firm shall deploy professionals, who are on the rolls of the firm, having requisite qualifications and experience and who have unblemished character & antecedents.
- The firm shall be responsible for any damage to equipment, property and third party liabilities caused by acts on part of its employees /representative at NSEZ Authority's premises.
- Medical or any other allowances to the staff deployed will not be borne by NSEZ Authority.
- NSEZ Authority will only pay the monthly fixed amount as finalized through this tender. All expenses in carrying out the work at NSEZ Authority premises such as TA/DA, overtime etc. will be borne by the Firm.
- For the staff deployed, the firm shall keep with it, their present and permanent address, educational and technical qualification, etc. and furnish these details/information to NSEZ Authority, as and when called for.
- The firm or his employee deployed in the NSEZ Authority shall not cause any nuisance/inconvenience of whatsoever nature resulting in disturbance/inconvenience to allottees/workers of units/ visitors. The contractor shall be liable for such action on the part of his employees deployed in the NSEZ Authority.
- The firm shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.

15. Penalty Clause:

- In case, the work is not undertaken properly and found unsatisfactory, a penalty as imposed by the Development Commissioner/ CEO NSEZA shall be deducted from the monthly bill.
- NSEZ Authority reserves the right to cancel the empanelment/contract, forfeit the EMD/Security Deposit and get the work completed from alternate sources at the risk and cost of the defaulting firm.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ०प्र०)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-09-

16. Contract Period and termination of Contract:-

- a) The contract shall be initially for one year extendable for a further period of two years at the same rate, terms & conditions, at the option of Chairman & CEO, NSEZA after evaluation of their services, if found satisfactory and such extension shall be binding on the contractor. Notice of intention to extend the contract will however, be given 30 days before expiry of the contract. The Chairman & CEO, NSEZA reserves the right to terminate the full contract or a part at any time without assigning any reason therefore by giving 30 days notice in writing. The contractor shall not be entitled for any compensation on account of such termination.
- b) Security deposit will be forfeited in case of termination of contract due to poor performance by the contractor. The penalty imposed, if not possible to be deducted against the work done, shall be adjusted against the Security Deposit.

17. Terms & Conditions:-

- a) Tenders are invited through two bid systems (i) Technical Bid (ii) Financial Bid as prescribed on e-tendering module.
- b) The principal of the firm shall attend all meeting organized by this office whichever and No conveyance shall be paid.
- c) The details given in the terms & conditions of contract are tentative only and not exhaustive. NSEZ Authority will issue further necessary details as per requirement during executions from time to time and the work will be done in accordance therewith.
- d) No transport shall be provided by the NSEZ Authority.
- e) NSEZ Authority reserves the right to reject any of all the tender(s) received or to allot the work to one or more contractor(s) without assigning any reason thereof.
- f) The contractor has not been convicted, and has not been formally investigated, in corruption/crime and
- g) The contractor has not and will not resort to bribery or any other form of corruption in the context of the respective contract.
- h) Misinformation by the firm under this clause would give NSEZ Authority the right to cancel the contract unconditionally and immediately.
- i) The firm shall execute an agreement in respect of Terms & Conditions on non-judicial stamp paper of Rs. 100/-.



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)

Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner

Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-10-

18. INFORMATION SHEET:

- (a) Name of the Firm:
(b) Incorporated as _____ in year _____ at _____
(c) (State Sole Proprietor, Partnership, Private Limited or Limited Firm)
(d) Whether any Legal! Arbitration/proceedings is instituted against the Firm or the Firm has lodged any claim in connection with works carried out by them. If yes, please give details.

(e) Registered Office Address

Name of the top executive:

Designation:

Telephone Numbers:

Fax Numbers:

E-mail:

Mobile No:

- (f) Registration with statutory bodies: Attach attested photocopy of the documents
GSTIN No.
Income Tax No.(PAN)
C&AG Registration No. etc.

(g) Experience information:

- (i) List of clients where the firm has carried out the work in the field of preparation and maintenance of Annual Accounts & Report, Balance Sheet, Income & Expenditure, Financial Statements etc. :

S.No.	Name of the Organization	Govt.	Year in which work was out
1.			
2.			
3.			

- (ii) List of the organizations (Central Government / Autonomous Bodies/ PSUs /Export Promotion Councils etc.) where you was assigned the work

S. No.	Name of the Organization	Category (Central Government / Autonomous Bodies/ PSUs /Export Promotion Councils)	Experience
1.			
2.			
3.			



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस.2, नौएडा.201305, जिला गौतम बुद्ध नगर (उ0प्र0)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

-11-

(h) (i) Earnest Money Details:

Particular	Amount (Rs.)	Draft No.	Date	Bank	Branch
EMD					

(ii) Any other information Firm would like to furnish:

Signature of the firm with stamp

Date
Place