

नवोदय विद्यालय समिति क्षेत्रीय कार्यालय जयपुर (राजस्थान)

आंतरिक लेखा परीक्षण हेतु सनदी लेखाकारों फर्मों से निविदा आमंत्रण की सूचना

नवोदय विद्यालय समिति जयपुर संभाग के प्रशासनिक नियंत्रण के अर्न्तगत चल रहे जवाहर नवोदय विद्यालय जो राजस्थान, हरियाणा व दिल्ली राज्यों के प्रत्येक जिले में स्थित हैं, के आंतरिक लेखा परीक्षण (**Internal Audit**) हेतु प्रतिष्ठित सनदी लेखाकार (Chartered Accountants) फर्मों जिन्हें 10 वर्ष का केन्द्रीय स्वायत्त संस्थान अथवा केन्द्रीय संस्थानों में लेखा परीक्षण का अनुभव हो एवम उनकी फर्म का कार्यालय जयपुर (राजस्थान) में स्थित हों से वित्तीय वर्ष 2018-19 हेतु निविदाएँ आमंत्रित की जाती हैं। निविदा प्रपत्र उपायुक्त, नवोदय विद्यालय समिति, संभागीय कार्यालय, 18, संग्राम कॉलोनी, महावीर मार्ग, सी-स्कीम जयपुर-302001 स्थित कार्यालय से किसी भी कार्यदिवस में रुपये 500/- के नकद भुगतान पर दिनांक 28.05.2018 से 18.06.2018 तक प्राप्त किये जा सकते हैं। इसके अतिरिक्त नवोदय विद्यालय समिति की वैबसाईट (www.nvsrojpr.gov.in) से भी निविदा प्रपत्र डाउनलोड कर प्राप्त किये जा सकते हैं जिसका भुगतान रुपये 500/- के डिमान्ड ड्राफ्ट/पे-आर्डर जो कि उपायुक्त नवोदय विद्यालय समिति जयपुर के पक्ष में देय होगा, निविदा प्रपत्र के साथ सलंगन कर प्रस्तुत करना होगा। पूर्ण रुप से भरे हुये सीलबंद निविदा प्रपत्र 18.06.2018 को साँय 02.00 बजे तक स्वीकार किये जायेगें तथा उसी दिन दिनांक 18.06.2018 को साँय 04.00 बजे निविदा प्रपत्र उपस्थित निविदादाताओं के समक्ष खोले जायेगें।

उपायुक्त

NAVODAYA VIDYALAYA SAMITI,
REGIONAL OFFICE, JAIPUR (RAJ.)

TENDER NOTICE FOR ENGAGEMENT
OF CHARTERED ACCOUNTANTS

Internal Audit Rates for the financial year 2018-19 are hereby invited from Reputed Chartered Accountants Firms who are having at least 10 years experience of audit of autonomous central government organizations and also having their office at Jaipur (Raj.) for conducting the audits of JNVs located in Rajasthan, Haryana and Delhi State under the administrative control of NVS (RO) Jaipur. The tender forms will be available in the office of Deputy Commissioner, Navodaya Vidyalaya Samiti (Regional Office), 18, Sangram Colony, Mahaveer Marg, C-Scheme Jaipur-302001 during working days on cash payment of Rs. 500/- or it can be downloaded from this office website www.nvsrojpr.gov.in. **w.e.f 28.05.2018 to 18.06.2018**. The firms who have downloaded the form from our website will pay the cost of tender form through Demand Draft/Bank Pay Order of Rs. 500/-payable in the name of Deputy Commissioner, Navodaya Vidyalaya Samiti, Jaipur which will be appended along with the tender form. The tender form will not be entertained in absence of Demand Draft. The last date of receipt of sealed filled tender forms is 18.06.2018 up to 2.00 P.M. and the same will be opened on the same day e. i. 18.06.2018 at 04.00 P.M. in presence of present bidders.

DEPUTY COMMISSIONER



नवोदय विद्यालय समिति NAVODAYA VIDYALAYA SAMITI

जयपुर सम्भाग – (राजस्थान, हरियाणा एवं दिल्ली राज्य)
JAIPUR REGION - (RAJASTHAN, HARYANA & DELHI STATES)
मानव संसाधन विकास मंत्रालय, विद्यालयी शिक्षा एवं साक्षरता विभाग का एक स्वायत्त संस्थान
An Autonomous Organization of Ministry of H.R.D., Department of School Education & Literacy
भारत सरकार / GOVT. OF INDIA

Phone 0141- 2375110 – Ext – 22 & 31 Fax 0141- 2375426.
email: nvsjpr@dataone.in , nvsjpr@mail.com Gram: NAVSAM

–क्षेत्रीय कार्यालय–
18,संग्राम कॉलोनी,
महावीर मार्ग, सी-स्कीम,
जयपुर-302001 (राजस्थान)

-Regional Office-
18, Sangram Colony, Mahaveer Marg,
C-Scheme, Jaipur -302001 (Rajasthan)

Web Site :
www.navodaya.gov.in [www.nvsrojpr.gov.in]

Sub.: Tender for Engagement of Chartered Accountants Firm for Audit of Accounts of the JNVs situated in Rajasthan, Haryana and Delhi under NVS RO Jaipur Region for the Financial Year 2018-19.

Date of Sale of Tender w.e.f	28.05.2018 to 18.06.2018 up to 2.00 PM
Last Date of Receipt of Tender	18.06.2018 by 2.00 PM
Date of Opening of Tender	18.06.2018 at 04.00 PM

Sealed Tenders are invited from the Registered Chartered Accountant Firms having minimum 10 years experience for audit of autonomous Central Government Organizations/ Central Government Organization/PSUs/ Educational Institutions etc and also having their office at Jaipur (Rajasthan) for conducting the audit of Jawahar Navodaya Vidyalayas located in the state of Rajasthan, Haryana and Delhi under the administrative control of NVS, Jaipur Region during the financial Year 2018-19.

The firms are requested to go through the appended brochure annexured-2 towards the work to be attended during the course of internal audit of JNVs and then submit the rates inclusive of all taxes i.e. Service tax /TA/DA on yearly basis.

The tender form can be purchased directly from this office between 9 am to 5 pm from 28.05.18 to 18.06.18 on cash payment of Rs. 500/- or can be downloaded from this office **website** www.nvsrojpr.gov.in. The forms downloaded from our website, the DD/Bank pay order of Rs. 500/-payable in the name of Navodaya Vidyalaya Samiti, Jaipur must be attached with tender form, otherwise the tender will not be considered.

The filled up tender form must be dropped in tender box placed in the office of undersigned under **“Wax Sealed Cover”** marked as **“Tender for Engagement of Chartered Accountant Firm to conduct Audit of JNVs for the Financial Year 2018-19.”** addressed to Deputy Commissioner, Navodaya Vidyalyaya Samiti, Jaipur and not by name, upto 18.06.2018 by 2.00 pm. The tenders will be opened in the Office of the undersigned on 18.06.2018 at 04.00 P.M. in the presence of available Tenderers. NVS will not be responsible for postal delay in case any firm send their tender form by post.

The tenders should be submitted according to the terms and conditions specified below. In the Tender document, it must be mentioned that the terms & conditions stipulated here under have been agreed by the Tenderer.

DEPUTY COMMISSIONER

TERMS & CONDITIONS :

1. The CA firm must have their office at Jaipur (Rajasthan).
2. The Chartered Accountants Firm must have minimum 10 years experience for similar job of other Central Government Organization/PSUs/Educational Institutions etc. in the State. **The registration certificate of the firm must be attached alongwith the tender.**
3. The Chartered Accountants firm will be required to conduct audit/ internal check of all transactions including purchase/ accounting etc. of allotted JNVs as per the instructions/guidelines attached with tender form in annexure-II.
4. There will be no restriction on the extent of depth of Internal Audit of the transactions of the units on the commercial/ managerial/ personnel/ accounting efficiency and proprietary aspects and Chartered Accountant will be free to access all records.
5. The Chartered Accountant will ensure that the system and procedures laid down by the Samiti in respect of purchases, administration, personnel, finance & accounts etc. as prescribed in the guidelines issued time to time are fully adhered to by the JNVs.
6. Chartered Accountant should ensure proper monitoring and implementation of the management's decisions, procedures and systems laid down for effective and smooth functioning of Samiti have been adopted and followed by the Principal.
7. Chartered Accountant will have to ascertain the adequacy/ reasonableness and correctness of receipts/ payments and ensure that these items are accounted in the proper heads of accounts.
8. Chartered Accountant will also check whether the Internal Audit observation reports & statutory audit observation reports for the previous years are fully and justifiably complied with, status of such outstanding if any is to be pointed out separately.
9. The persons handling the audit are required to maintain complete secrecy about the matters coming to their knowledge during the course of audit.
10. 100% vouching will be done for the entire period of audit.
11. Internal Audit should be done by a team of 3-4 qualified members in the line of Audit, headed by Chartered Accountant himself/herself to maintain the quality of Audit.
12. Chartered Accountant firm should intimate the detailed programme of Audit to the Principal JNV and this office at least 15 days in advance so that the records can be kept ready for internal audit.
13. Internal audit by Chartered Accountant is to be conducted on the basis of available rule/ regulations/ guidelines issued/ adopted GFR, FR, SR and Rules Regulations/ Guidelines issued by Samiti from time to time.

- 14.** The Chartered Accountant so appointed would act as Internal Auditor only and will issue report in two copies (as per the format given in annexure-II) along with their findings and irregularities noticed, to the Deputy Commissioner of Regional Office, Jaipur within 10 days of the conduct of Internal Audit.
- 15.** The findings and irregularities noticed by the C.A. will be reported to the Principal in the form of Audit Memo. The CA will discuss the audit memo with the Principal on the last working day of the audit and obtain replies of all the memos. Afterwards, the CA will issue detailed report on the basis of all the audit memos and its replies to the undersigned.
- 16.** The final audit report will be reviewed by a committee at NVS RO, Jaipur to find out the quality of report therefore the report submitted by the C.A. should be in full satisfaction of the undersigned. In case of any deficiency, the report will be returned for further improvement. If the report is found still below satisfactory, no payment shall be released for that JNV.
- 17.** Audit should be conducted during normal working hours of JNV in the office only. No record should be taken to any other place i.e. to Guest House /Hotel.
- 18.** Chartered Accountant would furnish the tour programme of all the allotted JNVs. The copy of the said tour programme must be sent to this office also.
- 19.** The rates quoted by the Chartered Accountants shall be valid upto 31/03/2019. No amendment in the rates will be accepted after the opening of tender & till the contract exists. The Contract Agreement can be extended further one more year on the same terms and conditions provided that the work of the Chartered Accountant is found satisfactory by the Samiti and agreed by CA Firm.
- 20.** If any allotted JNV is audited for less or more than 1 year (12 months), the payment would be made on pro-rata basis.
- 21.** Payment of Audit Fee is subject to TDS as applicable. The CA should furnish photo copy of PAN card of the firm.
- 22.** No extra payment in form of any Tax, TA/DA etc will be payable to C.A., rates should be quoted inclusive of all Taxes.
- 23.** In addition to fees payable to Chartered Accountant free boarding and lodging facilities as available in the JNVs will be provided. These facilities will also be provided to their team for the reasonable and acceptable duration of audit.
- 24.** Internal Audit of allotted JNVs must be completed before 31/01/2019.
- 25.** The undersigned reserves the rights for cancellation of empanelled Chartered Accountant firm at any point of time without assigning any reason, decision of Deputy Commissioner, NVS Jaipur will be final in such cases.
- 26.** The Deputy Commissioner, NVS RO, Jaipur has also reserves the rights to reject or accept any or all tenders without assigning any reason thereof.

27. In case of any dispute, the decision of Samiti will be final and binding.
28. The audit fee will be paid by this office immediately after the receipt of audit report, submission of claim voucher/bill etc. and review report by the committee appointed by the undersigned as mentioned under point No.16.
29. The cost of Tender form is Rs. 500/- which can be paid through cash or by Demand Draft /Bankers Cheque drawn in favour of "Navodaya Vidyalaya Samiti" payable at Jaipur if downloaded from website.

DEPUTY COMMISSIONER

AGREEMENT

I have gone through the above terms and conditions from SL. No. 01 to 29 and agree to abide by all these Terms and Conditions.

Encl.: Tender enclosed

Chartered Accountants

Full Name & Rubber Stamp of firm)

Registration No.

Place: _____

Date: _____

**APPLICATION FOR ENGAGEMENT AS INTERNAL AUDITOR FOR AUDITING
JAWAHAR NAVODAYA VIDYALAYAS OF JAIPUR REGION AND AUDIT FEE RATE**

To,

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
18, Sangram Colony, Mahaveer Marg,
C-Scheme, Jaipur (Raj.)

Sir,

With reference to your advertisement No. _____ dated _____ in the newspaper _____. Our firm introduces to be empanelled as Internal Auditor for the year 2018-19 with the following details:-

1	Name & Address of the firm	
2	Regd. No. & PAN/TIN No.	
3	Firm's Bank & Bank A/c. No.	
4	Name, Designation, qualification of all the members / partners of the firm with full address	
5	Name & Address of the organization audited during last 10 years (if space give is less, attach separate sheet for information)	
6	Rate for one year per JNV (inclusive of all TA/DA and service Taxes)	Rs.

We have gone through all the S.No. 1 to 30 terms and conditions as per the tender documents received from your office and shall abide by the same. Accepting the terms and conditions laid by your Office, we have signed the same and copy attached herewith.

Yours faithfully,

Place :

Date :

Chartered Accountants

(Full Name & Rubber Stamp of firm)
Registration / Membership No.

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH TENDER
FORM**

Sl. No.	Particulars	Whether enclosed (Yes/ No)
1.	Tender Form with rate in Annexure- 1	
2.	Duly signed terms & conditions	
3.	Income Tax Returns	
4.	Valid Registration Certificate of the firm.	
5.	Cost of Tender Document ie., Rs. 500/- in the form of Demand Draft or the cash receipt in original in case of directly purchased from NVS, Jaipur office	
6.	Tender envelope has been signed by the Firm along with seal.	
7.	Copy of PAN Card has been attached.	
8.	If any other(s) required documents/information is needed as per Tender document has been attached.	

Signature & Stamp

Note: Please sign in all the pages of Tender documents with seal