

Tendering Process

The technical bid super scribed as "Technical Bid" and financial bid super scribed as "Financial Bid" should be submitted in the prescribed format in Annexure-I (Technical details) and Annexure-II (Financial details) separately in a sealed cover. Both the sealed envelopes containing technical bid and financial bid should then be submitted in a single sealed envelope super scribed-"Tender for Appointment of Statutory Auditors" The bid must be addressed to the Registrar , M.P.Nurses Registration Council, Gomati Parisar Jawahar chowk Bhopal -462003 and reach this address latest by 18 May 2016 before 5.00 p.m. Bids received with incomplete bid documents or without EMD will be summarily rejected. A pre bid session will be held in the above mentioned office of the on 20 MAY, 2016 at 2 p.m.

Sd/-

Registrar

Encl:

Bid Security

The Bidder shall furnish, as part of his bid, a bid security (EMD) for an amount of Rs 10,000 (Rupees ten thousand only) in the form of Demand Draft from any Nationalised Bank in favour of "Registrar, M.P. Nurses Registration Council" payable at Bhopal. The bid received without EMD will not be considered. The EMD will bear no interest whatsoever

Criteria for Selection of Chartered Accountants:

- The firm should have the head quarter in Bhopal.
- The firm should be partnership firm.
- At least one partner should possess DISA qualification course of ICAI.
- The firm must have been empanelled with Comptroller and Auditor General of India.
- The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.
- The firms should have at least 2 FCA's
- The firm should be auditors or should have experience in working with State PSU and carried out similar work.
- The firm must be at least 15 years old.
- The firm must undertake to deploy at least 1 FCA and 2 staff of the aforesaid assignments.
- The Authority reserves the right to cancel/reject any or all tender without assigning any reason thereof

Expression of Interest for short listing Chartered Accountant Firms for the Statutory audit of the accounts of Council for F.Y. 2014-15, 2015-16 & 2016-17

Technical Offer – Part I

Questionnaire to be filed in by the “Chartered Accountant Firm”

1. Name of the Firm :
2. Address with phone no. & e-mail :
 - a. Permanent :
 - b. For Communication :
3. Date of Registration of Firm :
4. Date of Establishment of firm :
5. Name of the Partners :
6. Registration of Firm with ICAI :
(Attach copy of Certification)
7. PAN of Firm (Attach copy of PAN) :
8. Service tax code (Attach copy of Registration)
9. Qualification of Partners :

Name of Partner(s)	Basic Qualification	Year of Registration in Firm	Registration Date & No. as Associate Member of ICAI	Additional qualifications, if any.
(1)	(2)	(3)	(4)	(5)

10. Experience of Firm :
(Attach photocopies of documents for proof for work exceeding ₹ 1.00 lacs in each case during last 3 F.Y.)

Name & Address of the Institution for which you have	Documents in favour of experience	Nature of work performed	Specific Certificates regarding details of work	Period of Work		Remarks specifically with reference to work conducted
				From	To	

2/15

As

worked.						and litigation etc.
(1)	(2)	(3)	(4)	(5)		(6)

11. Turnover of the Firm in last three Financial Years

1. 2012-13	2. 2013-14	3. 2014-15

12. No. of Article Clerk

13. CAG empanelment No

14. No. of Paid Assistants

15. Whether your firm has been Disqualified / Terminated / black listed/debarred by any of the Govt./PSU's/Educational Agencies

16. Whether the firm is engaged in any internal or External audit or any other services providing to any state govt corporation Govt. Company/Corporation or co-operative institution etc. If ' yes details may be given on a separate sheet.

We, the Partner of M/s.....(Name of the Firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and anything found incorrect may result in the cancellation of our firm's name

(Signature of the Applicant)

Date:

Place:

Note:

- All points must be answered.

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Professional Fee Offer – Part II

Financial Bid

Name of the Firm:

Sl No	Description	Amount
1	Statutory Audit fee (Year wise)	
2	Any other emoluments	
3	Others	
4	Service tax	
	Total	

Rs.

(Signature of the Applicant)

Date:

Place:

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Documents to be attached

The Chartered Accountant Firm should provide the details supported by documentary evidence in respect of the following points:

1. Name and Address Proof of the Firm (ICAI reg certificate).
2. Details of Registration with CAG and other Govt. agencies
3. Copy of PAN (Self Attested).
4. Certificate of constitution of firm as on 01.01.2016 Issued from ICAI
5. Copy of Service Tax Registration Document.
6. Income tax return of firm along with computation of income and Balance sheet and profit and loss account of the Last Three Years.
7. Income tax return of all partners of the firm along with computation of the Last Three Years.
8. Documents in support of clients held during last 3 financial years exceeding work of ` 1.00 lac.
9. Documents in support of Public Sector / Govt./Educational Agencies clients held during the past.

Note: Any other certificate besides the above if deemed necessary can also be enclosed.

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