

**TENDER FORM: APPOINTMENT OF CHARTERED ACCOUNTANT IN  
ARMY PUBLIC SCHOOL MEERUT CANTT**

Tel No. 0121 – 2970133

Email- [apsmeerut559@gmail.com](mailto:apsmeerut559@gmail.com)

1. Name of the Firm/Agency : \_\_\_\_\_
2. Name of the Contractor/Prop : \_\_\_\_\_
3. Address of the Firm/Agency : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
4. Residential address of proprietor : \_\_\_\_\_  
: \_\_\_\_\_

Tel No.: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile \_\_\_\_\_

5. Business Experience Firm in Yrs (attach copy) : \_\_\_\_\_
6. Name and contact No. of organization/institution where service is being provided currently (Please attach certificate/proof) (i) : \_\_\_\_\_  
(ii) : \_\_\_\_\_  
(iii) : \_\_\_\_\_
7. GST Registration No. : \_\_\_\_\_
8. Photocopy of Pan Card (as applicable) (a) Firm \_\_\_\_\_  
(b) Proprietor \_\_\_\_\_
9. Photocopy of Adhaar Card of proprietor: \_\_\_\_\_
10. Photocopy of following certificates: -
  - (a) Firm Registration Certificate \_\_\_\_\_
  - (b) ICAI Registration Certificate \_\_\_\_\_
  - (c) CAG Registration (optional) \_\_\_\_\_

Date :

\_\_\_\_\_  
(Signature of Contractor)

**Last date for submission of Tender Form: 24 Oct 2023 (1200 hrs)  
Tender will be opened at 1300 hrs on 25 Oct 2023**

1. Army Public School, Meerut wishes to appoint Chartered Accountant firm for the school for auditing of school accounts for session 2023-24.
2. The agency should have minimum 03 yrs experience of providing same type of services during the last 3 yrs in Central /State/ semi-Govt./PSU office. The copy of experience certificate should be enclosed and should not have been black listed by any dept. The relevant documents should be attached in the Technical Bid.
3. The firm must have adequate manpower capacity to audit school financial account and services within the given time schedule.
4. You are requested to give your **TECHNICAL BIDS** and **COMMERCIAL BIDS** separately in two different sealed envelopes. The format for **Technical bid** is attached as **Appendix 'A'** and for **Commercial Bid** is attached as **Appendix 'B'** to this letter. The duly compiled Technical Bid and Commercial Bid for your firm/agency, in sealed Envelops dropped in respective Tender Box at School main Gate. No other mode is accepted.
5. The envelopes should be clearly marked TECHNICAL/ COMMERCIAL BIDS. The Technical Bid will be opened first and only if found valid & suitable then the commercial Bid would be opened. During the intervening period the Board of Officers is at liberty to visit the shop/establishment of the bidder and select the firms /dealers for opening of Commercial Bids. The decision of the Board shall be final & binding on all and no representations in this regard will be entertained.
6. **Opening of Tenders:** Date and Time for opening of technical and financial Bids shall be communicated separately. It is advised that one of your representatives is present accordingly. Commercial bid will be opened after opening of valid Technical Bids.
7. The school reserves the right to alter the quantities mentioned or to reject any tender without assigning any reasons thereof and no representation in this regard would be entertained.
8. **Scope of Work.** The school desires the following services from the CA during the tenure of work:
  - (a) To assist/guide in finalizing the Annual Accounts of the Army Public School Meerut including preparation of Income and expenditure statement as per applicable Accounting Standard on a quarterly & annual basis.
  - (b) To audit, prepare and finalize the Annual accounts, Balance sheet, Income & Expenditure statements, Bank reconciliation statement, Cash flow statement and Trial Balance as per rules.
  - (c) To Filing of Income Tax Return of the Army Public School Meerut. The Chartered Accountant shall submit Annual Audit Report within two months after completion of financial year
  - (d) Monthly reconciliation of all Bank Accounts of School. Monthly balances shall be authenticated in cash book including Bank reconciliation.
  - (e) Assessment of TDS of APS employees on a quarterly & annual basis and filing it duly when required. Generating Form 16 and Form 16A.

(f) The Chartered Accountant shall make himself available to the Army Public School Meerut on call, to resolve any query, in respect of the school accounts, within city limits.

(g) Resolving all the issues of the school pertaining to finance and providing necessary advice & guidance to the school for all the queries regarding to income tax on any present/ past Tax matters including TDS returns, School accounts and general regulation of Govt policies at regular intervals and connected financial matters as and when required verbally or in writing as per requirements and benefits of the school.

(h) Any other work assigned by the management from time to time and any previous year's case regarding Taxes raises is to be resolve by the Chartered accountant without charging any additional fees for the same.

(i) Any penalty/fine by any Tax authorities due to negligence of CA firm during his tenure should be paid the CA firm and school has no such liability to pay.

(j) All services shall be provided within Army Public School Meerut timings.

(k) To appear before the Income Tax/ Service Tax and other taxation authorities on behalf of Army Public School Meerut as and when required. To prepare replies/ assist in preparing the replies to the notices issued by the various taxation authorities on behalf of School well in time.

(l) The Army Public School Meerut Management reserves the right to pass additional instructions for better services whenever these are issued and will be binding on the Chartered Accountant.

3. **Periodicity of visit** The qualified Chartered Accountant/ trained representative(s) of the firm shall visit Army Public School Meerut office at least once in two weeks as per convivence of the both parties and as per requirement of the work of the school.

4. **Period of Contract**

(a) The contract period would be for one year. However, extension beyond one year will be at the discretion of the Management as per the rules and regulations.

(b) Maximum No. of extensions will be only two after seeking approval of management. Total No. of years for providing services to the Army Public School Meerut will not exceed three years. After three years fresh tender/ quotations will be called for.

5. **Payment terms**

(a) The payment (after deducting TDS) will be made after completion of one year and submission of reports subject to satisfactory performance of the firm.

(b) APS Meerut reserves the right to forfeit 10% amount of the contract value in the event of non-performance/ unsatisfactory performance by the firm for any particular year during which the unsatisfactory performance was noticed/ observed.

6. **Dispute Settlement** In the event of any dispute arising under these conditions of contract/ performance of the firm, the dispute shall be resolved by the both parties with mutual discussions, failing which matter shall be put up before the Chairman APS. The decision of the Chairman APS shall be final and binding on both the parties.

7. **Termination of Contract** Army Public School, Meerut Cantt reserves its right to terminate the contract of the firm in case of unsatisfactory services.

**Appendix 'A'**

(Refers to terms and conditions Para 4 of Tender Form)

**TECHNICAL BID**

The following documents and specification will also be submitted with Technical Bid: -

<b><u>S. No</u></b>	<b><u>Documents</u></b>	<b><u>Document Produced by Vendor Yes/ No</u></b>	<b><u>Document/ Certificate No.</u></b>	<b><u>Ser No. of Pages attached</u></b>
(a)	Firm/ Agency Registration Certificate			
(b)	GST Registration Certificate of Firm/ Agency			
(c)	Nos of years of experience in providing similar type of services (attach copy of different years)			
(d)	ICAI Registration Certificate			
(e)	Membership Registration Certificate			
(f)	Aadhar Card of Proprietor (both side) optional			
(g)	PAN Card of Firm/Agency /Proprietor			
(h)	Last Two-Year Income Tax Return of firm			
(f)	Address proof of Firm			
(g)	Certificate stating firm should have not been black listed by any department			
(h)	Terms and conditions accepted or not (Should be on company/firm letter pad duly stamped and signed)			

Note: Please refer to Terms and conditions attached to this letter as Appx 'A' The same are required to be duly signed by authorized and competent representative of the firm/ agency/ company and attached with other relevant documents for the Technical Bid.

Date:

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(Signature & Stamp of Contractor)

**Appendix 'B'**

(Refers to terms and conditions Para 4 of Tender Form)

**COMMERCIAL BID****QUOTATION FOR CHARTERED ACCOUNTANT SERVICES  
FOR SESSION 2023-24****(SHOULD BE ON FIRM LETTER HEAD)**

<b><u>Ser No.</u></b>	<b><u>Work Descriptions</u></b>	<b><u>Mode</u></b>	<b><u>Fees/ Rate per job)</u></b>	<b><u>Amount</u></b>
1.	Prepare and finalize the Annual accounts, Balance sheet, Income & Expenditure statements, Bank reconciliation statement, Cash flow statement and Trial Balance as per applicable Accounting Standard.	Yearly		
2.	Annual Audit and vetting of Annual Audit of Army Public School Meerut Financial Accounts statements	Yearly		
3.	Filing of Annual Income Tax Return	Yearly		
4.	Filing of E-TDS return salary and other than salary and TDS Return	Quarterly		
5.	Issue of Form 16 (Approx.240 employees)	Yearly		
6.	Issue of Form 16A (Approx. 20 vendors)	Yearly		
7.	Fund Utilization Certificate	As & when required		
	Taxes (If any)			
	<b><u>Total Amount (Incl of all taxes)</u></b>			

Date:

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(Signature & Stamp of Contractor)