



National Judicial Academy

Suraj Nagar, Bhopal- 462044 (M.P.)
Tel.: EPABX: 0755-2432500, Fax: 0755-2696904
Website: www.nja.gov.in

No. NJA/Adm/Accts/Audit/2018/02

Dated 11/02/2018

ADVERTISEMENT FOR APPOINTMENT OF AUDITOR FOR NATIONAL JUDICIAL ACADEMY AT BHOPAL

National Judicial Academy (NJA) is an independent society, established in 1993 under the Societies Registration Act, 1860. NJA invites bids from the reputed Chartered Accountant firms for the appointment of Auditor who are empanelled with the Comptroller and Auditor General of India. For details, please visit www.nja.gov.in or www.tenders.gov.in or www.eprocure.gov.in

The due date & time for submission the bid is 10/03/2018 up to 02:30 pm

Director



National Judicial Academy, India

Bhadbhada Road, P.O. Suraj Nagar, Bhopal- 462044 (M.P.)

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1. INTRODUCTION:-

- 1.1 National Judicial Academy (NJA) is an independent society, established in 1993 under the Societies Registration Act, 1860. National Judicial Academy (NJA) is the Apex Body of the country in the field of Judicial Education. The Chairperson of NJA is Hon'ble the Chief Justice of India. The Governing Council of NJA includes Hon'ble the Chief Justice of India, the two senior most Judges of the Supreme Court of India, Secretary, Department of Justice, Government of India, Secretary, Department of Expenditure, Government of India, Director, NJA and the Secretary General, Supreme Court of India. It is regulated by different bodies of NJA which include, besides others, the Judges of Supreme Court of India.

2. Eligibility Criteria for appointment:-

- 2.1 NJA invites bids from the reputed Chartered Accountant in practice/Chartered Accountant firms must have empanelled with Comptroller and Auditor General of India for appointment of Auditor.
- 2.2 The Chartered Accountant in practice/ Chartered Accountant firm must have at least 10 years experience in the profession.
- 2.3 The Chartered Accountant in practice/ Chartered Accountant firm must be holding valid certificate of practice issued by the Institute of Chartered Accountants of India.
- 2.4 The Chartered Accountant in practice/ Chartered Accountant firm should have their office at Bhopal duly registered with the institute.
- 2.5 The bidder's average annual financial turnover (Gross) during the last three financial years should not be less than ₹25.00 Lakh.

3. Document Control Sheet:-

3.1

Bid Number & Date	NJA/Adm/Accts/Audit/2018/02 dated 11/02/2018
Type of Bid	Two Part Bid (Two envelopes)
Place of Sale of Bid document	National Judicial Academy, Bhadbhada Road, P.O.- Suraj Nagar, Bhopal-462044.
Last date of Sale of Bid document	10/03/2018 at 11.30 am
Price of the Bid Documents	₹500/- + GST as applicable
Bid Security	₹2500/-
Closing date and time for receipt of bids	14:30 hours on 10/03/2018
Time and date of opening of Bid	15:30 hours on 10/03/2018 (Technical Bid)
Place of opening of Bids	National Judicial Academy, Bhadbhada Road, P.O. – Suraj Nagar, Bhopal-462044.

3.2 Interested Chartered Accountant in practice / Chartered Accountant Firms are requested to submit their offers.

4. Audit Fees:-

4.1 Chartered Accountant in practice/ Chartered Accountant firm are required to quote the audit fees for the Work defined under scope of work for the year 2017-18 to 2020-21 (Year wise).

4.2 Tax components if any shall be quoted separately. The Academy will perform such duties in regard to the deduction of, such taxes at sources as per applicable law. For this purpose, the tax component of the total quoted price may be specified separately by the Chartered Accountant in practice/ Firm in the bills.

5. Award Criteria:-

5.1 The Academy will award the Audit work to the Bidder whose Bid has been determined to be responsive to the Bidding Documents and who has offered the lowest evaluated Bid price for the complete work as mentioned in scope of work and Financial bid for four year period (contract value of 1st year to 4th year together will be considered for evaluation purpose), provided that such Bidder has been determined to be eligible/qualified in accordance with the provisions laid down in the document under clause-(2).

5.2 The Academy will award the Audit work to the Bidder whose Bid has been determined to be responsive to the Bidding Documents and who has offered the best evaluated Bid.

- 5.3 The Academy will issue work order on year to year basis. Work order for the 2nd, 3rd & 4th Year will be issued by the Academy on the basis of performance of the preceding year(s).
- 5.4 Other Bidders whose bids are ranked below the best evaluated bid may be empanelled at the discretion of the Academy. Purpose of such empanelment is that, in case of failure of the best evaluated bidder to provide services as per the terms and conditions of the contract, then looking to the nature of the job, his contract may be terminated on short notice and other empanelled bidders after negotiations in order of second best evaluated bid and subsequent, may be asked to provide services at mutually agreed rates.

6. Scope of work:-

- 6.1 Chartered Accountant in practice / Chartered Accountant firm will start conducting the Audit work in the month of April of every year and will submit the following Reports to the Academy at the earliest.
- (i) Auditors Report on Annual Accounts of the Academy.
 - (ii) Audit Report under Section 12A (b) of the Income Tax Act 1961 along with annexures.
 - (iii) Furnishing and submission of Income Tax return of the Academy.

7. Bid Validity:-

- 7.1 The Bid shall remain valid for the period not less than 120 days after the last date of bid submission.
- 7.2 A bid submitted for a bid validity of shorter period may be rejected by the Academy as non responsive.
- 7.3 In exceptional circumstances, prior to expiry of the original time limit, the Academy may request that the bidders may extend the period of validity for specified additional period. The request and the bidder's response shall be made in writing. The bid security provided under clause 8 shall also be extended suitably. The bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will not be required or permitted to modify his bid. Bidder shall also not be entitled for any interest on the bid security amount.

8. Bid Security:-

- 8.1 The Bidder shall furnish, as part of his bid, a bid security in the amount as shown in Contract Data for particular category of the work and is normally to remain valid for a period of 45 days beyond the final bid validity period. The Bid Security shall be in favour of "**National Judicial Academy**" may be in one of the following form:-
- a) A Bank Guaranty issued by a Commercial Bank and acceptable to the Academy.
 - b) FDR from any Commercial Bank in favour of National Judicial Academy in an acceptable form to the employer (FDR in joint form is not acceptable).
 - c) An A/c payee banker's Cheque/ Demand Draft in favour of '**National Judicial Academy**' payable at **Bhopal** issued from any Commercial Bank. No interest or any other incidental charges shall be payable by the Employer on this account.

- d) Online payment into saving bank account of the Academy. No interest or any other incidental charges shall be payable by the Employer on this account.
- 8.2 The bid security is required to protect the Employer against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to Sub clause 8.6.
- 8.3 Any bid not accompanied by an acceptable bid security and not secured in as indicated in sub clause 8.1 above shall be rejected by the Employer as non-responsive.
- 8.4 The bid security of unsuccessful bidder will be returned within 30 days of the end of the bid validity period.
- 8.5 The bid security of successful bidder will be discharged after he has signed the Agreement and furnished the required performance security.
- 8.6 The Bid security may be forfeited if :
- i. The Bidder withdraws the bid after Bid opening during the Bid Validity period.
 - ii. The bidder does not accept the correction of the bid price.
 - iii. The successful bidder fails within the specified time limit to;
 - a) Sign the Agreement.
 - b) Furnish the required Performance Security.

9. Performance Security

- 9.1 Within, 15 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in any of the forms given below for an amount equivalent to 10% of the annual contract price (first year contract value).
- a) In the form of bank guarantee of any Commercial Bank or
 - b) In the form of A/c payee Demand Draft or FDR from any Commercial Bank in favour of National Judicial Academy (FDR in joint form is not acceptable) or
 - c) Online payment into saving bank account of the Academy.
- 9.2 If the performance security is provided by the successful Bidder in the form of a Bank Guarantee, DD or FDR, it shall be issued by a Commercial bank.
- 9.3 Failure of the successful Bidder to comply with the requirements of Sub Clause-9.1 shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the Bid Security.
- 9.4 The validity of such performance security shall be valid until a date of 60 days from day of completion time of contract.

10. Other Terms & Conditions:-

- The appointment of auditors is subject to the following terms & conditions:-
- 10.1 Chartered Accountant in practice / Chartered Accountant firm must not sub-contract the work.
- 10.2 Neither the Chartered Accountant in practice / Chartered Accountant firm nor its partner or Associates have any interest in the affairs of the Academy.
- 10.3 The Chartered Accountant in practice / Chartered Accountant firm partners holding certificate of practice issued by institute of Chartered Accountants of India are in whole time practice.
- 10.4 The Chartered Accountant in practice / Chartered Accountant firm shall undertake that data given to the Auditor by NJA and any information generated from the date provided shall not be used by the Auditor for any other purpose.

- 10.5 The Chartered Accountant in practice / Chartered Accountant firm will be debarred from getting in future, the audit of NJA.
- i) If, the firm obtains the appointment on the basis of false Information/false statement.
 - ii) If, the Firm does not take up audit in terms of appointment letter.
 - iii) If, the Firm does not submit the audit report, complete in all respect in terms of Appointment.
 - iv) If, the Firm violates any of the stipulations under various clauses.
- 10.6 The offer should be submitted strictly as per the terms & conditions laid down in the document. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes must be sealed and super scribed with the Bid No. & date mentioning "**Appointment of Auditor**". The name and address of the firm must be indicated on the envelope. Technical Bid & Financial Bid should be enclosed / submitted in separate envelope & both the envelope should be enclosed in a bigger envelope.
- 10.7 Bid may be submitted on or before **10/03/2018 by 02:30 PM** at the office of the National Judicial Academy, Bhadbhada Road, P.O. Suraj Nagar, Bhopal or sent by post to the above address, NJA, however, does not take any responsibility for loss of application in transit. Bid sent through Telegram, Telex, Fax or E-mail will not be considered. Technical Bid will be opened in the presence of the bidders or their accredited representative at 03:30 P.M. on 10/03/2018.
- 10.8 Bid received at NJA as stated above after due date and closing time of submissions of Bid shall not be considered. Any Bid received late due to any reason whatsoever will not be accepted.
- 10.9 Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subjected to the jurisdiction of Bhopal Court only.
- 10.10 Bid document can also be downloaded from the websites www.nja.gov.in or www.eprocure.gov.in or www.tenders.gov.in and in this case no cost of bid document shall be payable.
- 10.11 All Bids must be accompanied by the bid security at the rates and in the Form prescribed in the bid document.
- 10.12 The financial bid of only those bidders will be opened whose technical bids will be found in order.
- 10.13 In case date of opening the bid happens to be holiday, the bids will be received and opened on the next working day at same time.
- 10.14 The rates may be quoted in lump-sum inclusive of TA & DA as such no other charges shall be payable by NJA. The GST shall be quoted separately. However the bidder will be solely responsible for deposit of GST to the respective Government Authority under his liability.
- 10.15 The price quoted by the Chartered Accountant in Practice/Chartered Accountant firm should be on fixed price basis and are not subject to any escalation what so ever. However, only statutory variation limited to taxes are considered for adjustment of contract Price.
- 10.16 The payment will be made against bill/ invoice after the completion of work / submission of reports approved by the Governing Council of the Academy.

- 10.17 The Bidders shall submit their personal profile along with bid on prescribed form attached therewith.
- 10.18 Cost of bid document and bid security shall not be accepted by cheque.
- 10.19 The bidder shall bear all costs associated with the preparation and submission of the bid, attending bid meetings, if required and NJA will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- 10.20 The rates shall be offered for the year 2017-18 to 2020-21, but work order shall be issued by the Academy on yearly basis subject to satisfactory performance of the preceding year(s).
- 10.21 For selection of Chartered Accountant in practice/Chartered Accountant firm for appointment on the basis of the above details NJA's discretion shall be final and reserves the right to reject or accept any prospective applicant without assigning any reason whatsoever.

11.Financial Bid:-

Audit fees for the year **2017-18 to 2020-21** should be quoted in the Financial Bid sealed in separate envelope and attached at Part-II. **GST**, shall be quoted separately.

12.Submission of Offer:-

The Bid documents complete in all respect shall be submitted in 2 (two) parts i.e. Part-I (Technical Bid) and Part-II (Financial Bid) sealed in 2 (two) separate envelopes clearly Super scribing. "TECHNICAL BID" and "FINANCIAL BID" on the respective envelopes. Both the Bids i.e. Technical Bid and Financial Bid shall be sealed in a 3rd separate envelope with complete bid details superscripting Bid No. & Date, Name & Address of the Bidder.

Interested Chartered Accountant in practice/ Chartered Accountant firm may send their application forms along with the bid documents mentioned above, so as to reach this office latest by **02:30 PM** on **10/03/2018** addressed to the **Registrar (Administration), National Judicial Academy, Bhadbhada Road, P.O. Suraj Nagar, Bhopal- 462044.**



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TECHNICAL BID PART-I PROFORMA FOR SUBMISSION BY BIDDER

Sl. No.	PARTICULARS	Details	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm		
2.	Address of the Firm:		
	Head Office Name of the In-charge Phone No.: Fax No.: Mobile of Head Office In-charge:		
	Branch Office (if any) Name of the In-charge Phone No.: Fax No.: Mobile of Head Office In-charge: (Particulars of each branch to be given		
3.	Firm GST Registration No.		Attach copy of Registration (if applicable)
4.	Firm Income Tax PAN No.		Attach copy of PAN card
5.	Registration No. With ICAI		
6.	Empanelment No. with C & AG		Attach proof of latest empanelment with C&AG for the year under Audit
7.	No. of Years of Firm Existence & Date of establishment of Firm		Attach copy of Partnership Deed
8.	Valid Certificate of practice issued by the ICAI		Attach copy of Valid Certificate

9.	Registered office at Bhopal		Attach copy of Registered with the Institute
10.	Turnover of the Firm in last three completed years: Year 2016-17 Year 2015-16 Year 2014-15 Average		Attach audited accounts for the last three completed year Rs..... Rs..... Rs..... Rs.....
11.	Audit Experience of the Firm: 1. Number of Assignments in Autonomous Body/ commercial / Statutory Audit 2. Other Assignments		Copy of the Offer Letter & the Fee Charged. Copy of the Offer Letter & the Fee Charged.
12.	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner. • Date of becoming ACA and FCA • Date of joining the firm • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. 		Attested copy of Certificate of ICAI Provide the details in a separate sheet in a tabular format.
13.	Details of full time CA Employee(s)		With similar details as above.
14.	Details of other Employees, CA-Inter/ IPCC/ATC/ etc		Details of qualification and experience.

Date:

Place:

Signature of Authorized Signatory with Seal



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Financial Bid-Part-II

Bid reference No. NJA/Adm/Accts/Audit/2018/02

Dated 11/02/2018

Name of Chartered Accountant in practice/ Chartered Accountant firm:

Address:

Audit work of NJA

Sl. No.	Year	Minimum fee in line of announcement dt. 04/04/16 of ICAI (₹)	Audit fee * (Exclusive of GST) (₹)
01	2017-18	20900.00	
02	2018-19	22990.00	
03	2019-20	25290.00	
04	2020-21	27820.00	
Total			

*Note: GST is payable extra on the basis of rates applicable on the date of billing.

Total Rupees.....

Date:

Place:

**Signature of Authorized
Signatory with Seal**