



राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
Ministry of Jal Shakti, Government of India  
(Department of Water Resources, River Development and Ganga Rejuvenation)



No.: GEN-25/1/2024-O/o DD(T)/ 1895-97  
Computer No. 3630

Dated: 04/03/24

**Notice Inviting Tender for Selection of Chartered Accountant Firms for Professional Services for the year 2024 - 25.**

Executive Engineer (HQ), NWDA, New Delhi invites Tender on behalf of Director General, NWDA under two bids system for Selection of Chartered Accountant Firms for Professional Services for the year 2024 - 25 from reputed firms. The schedule of tender is as under:

S. No.	Name of the tender	Date of release of tender	Last Date & time for submission of tender	Earnest Money Deposit required	Time & date for opening of tender
1.	Selection of Chartered Accountant Firms for Professional Services for the year 2024 - 25 for NWDA	04.03.2024	18.03.2024 up to 15:00 Hrs	₹25,000/-	18.03.2024 at 15:30 Hrs

The EMD of ₹ 25,000/- (Rupees Twenty Five Thousand only) should be paid by Demand Draft / Banker's cheque in favour of "NATIONAL WATER DEVELOPMENT AGENCY, NEW DELHI". No other method of payment shall be accepted.

While submitting bids, the bidders must submit (i) Technical Bid in one envelope and (ii) Financial Bid in another envelope. In the technical bid, the bidder will provide documents to be submitted as referred in Technical Bid (**Annexure - 1**). The Financial bid format (**Annexure - 2**) should contain rates offered clearly in allotted space.

It should be written boldly on top of both the envelopes as "TECHNICAL BID" and "FINANCIAL BID". Both the envelopes should be submitted in a single sealed cover duly

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addressed and superimposed with words "Bid for Selection of CA Firms for Professional services" on top and should reach Executive Engineer (HQ), NWDA, 18 - 20, Community Centre, Saket, New Delhi on or before **18<sup>th</sup> March, 2024 (15:00 hrs.)**. The bids shall be opened on the same day at 15:30 hrs and date & time of opening of financial bid will be intimated to the bidders at appropriate time. The Bidders who wish to be present at the time of opening of bid may present themselves or authorize their representatives with authority letter.

The earnest money will be returned to the unsuccessful bidders after award of the contract to successful bidder and the earnest money of the successful bidder will be released after the Bidder sign the final agreement and furnishes the Performance Guarantee.



(Ashok Bhatele)

I/C Executive Engineer (HQ)

National Water Development Agency

New Delhi

Phone No: 011-26569339

Email: eehqnwda@gmail.com

अधिसारी अभियंता (ए.ए.)/Executive Engineer (HQ)  
राष्ट्रीय जल विकास अभियंत्रण  
National Water Development Agency  
पञ्च संसद, नदी विकास और जल संचयन विभाग, भारत सरकार  
Ministry of Water Resources, PDS, Govt. of India  
नई दिल्ली / New Delhi

Copy to:

1 Director (F), NWDA, Saket, New Delhi - 110 017

✓ 2 Director (MDU), NWDA, Saket, New Delhi with the request to make the bid uploaded on the departmental website.

3 Notice Board.

## 1. INTRODUCTION:

The National Water Development Agency (NWDA), a Registered Society under the then Ministry of Irrigation [now Ministry of Jal Shakti (MoJS), Department of Water Resources, River Development & Ganga Rejuvenation (DoWR, RD&GR)] was set up in the year 1982 to carry out detailed studies, surveys and investigations in respect of Peninsular Component under National Perspective Plan (NPP) for Water Resources Development. NWDA is a fully funded (100% grantee) by Govt. of India since its inception. The Accounts of the NWDA are prepared as per standard accounting procedure as applicable to the Central Autonomous Bodies issued by Ministry of Finance.

### Objective of the quotations:

Quotations for Selection of Chartered Accountant Firm for "Professional Services for the F.Y. 2024-25."

## 2. Schedule and scope of Work

The job responsibilities shall, inter alia, specifically include the following:

### A. ACCOUNTING for the F.Y. 2024-25 of NWDA including all projects.

- Prepare vouchers for payment, receipt, JVs etc. and maintain all day to day accounting transactions into the Tally software.
- Prepare Budget and maintain grant heads in Tally for day to day requirement.
- Preparation of monthly Trial Balance & bank reconciliations for NWDA.
- Preparation and vetting of Annual Accounts as per standard accounting procedure as applicable to the Central Autonomous Bodies issued by Ministry of Finance on before 10<sup>th</sup> May, 2025.
- Consolidation of Head Quarter and Circle Offices, Receipts & Payment Accounts, Income & Expenditure Accounts and Balance sheet for the year 2024-25 and accordingly prepare Utilisation Certificate.
- Assist in resolving Audit Para during the course of CAG/Internal Audit.

### B. Income Tax Calculation of NWDA Staff

- To calculate (every month) & submit (signed copy) the projected tax based on the documents provided by NWDA and employees tax declarations.
- To calculate the final tax deductions based on actual salary figures provided by NWDA & submit (signed copy) documents provided by employees against tax deductions claimable under various sections.
- To resolve/compliance all queries of employees pertaining to income tax.

  
अधिकाारी अधिबंता (पु.)/Executive Engineer (HO)  
राष्ट्रीय जल विकास अधिबंता  
National Water Development Agency  
जल संधारण, नदी विकास और गंगा संरक्षण अधिबंता, भारत सरकार  
Ministry of Water Resources, RD&GR, Govt. of India  
नई दिल्ली / New Delhi

**C. All Statutory Compliances as per Income tax rules, GST rules and any other applicable law to NWDA.**

- a. Prepare & submit monthly/quarterly/yearly TDS, GST, TDS on GST & Income tax etc. returns as applicable to NWDA.
- b. Providing Form 16 & 16A as per returns.
- c. Advising on applicability of any other tax, rules, laws, regulations which may be applicable on the NWDA and all matters / items covering its scope and applicability in case of agencies from which NWDA is availing the services.
- d. A letter / recommendation regarding the accuracy of accounts being maintained at the NWDA should be given on monthly basis by firm.

THE ABOVE LIST IS INCLUSIVE AND NOT EXHAUSTIVE, PLEASE NOTE.

In nutshell, the CA firm shall be responsible for total maintenance of all Accounting and financial records in tally with backup of the NWDA and doing all legal & statutory compliances in respect of Accounts, Income Tax, Goods & Service Tax (GST) etc (if any). The CA firm shall also compile the Annual Accounts for submission to C&AG and other authorities before stipulated time. The CA firm shall assist in written replies & submissions to C&AG for all the accounting and financial queries that may be raised from time to time regarding accounting matter required from Tally Accounting System.

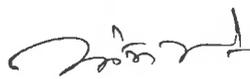
**3. Time Period & Execution**

The contract is initially for a period of one financial year, which may be renewed further on "annual basis" for a total term of 3 financial years. On successful completion of the initial term of 3 financial years, the contract term may, at the sole discretion of the NWDA, be further extended for another term of 2 financial years with "yearly renewals" on the same terms and conditions. It's clarified that even though the total term of the contract is 3 financial years, the contract may be renewed annually at the option of the NWDA. However, if the performance of the CA firm is not found satisfactory as per NWDA's sole judgment & standards, the NWDA has the right to refuse the renewal / extension at any time.

Notwithstanding anything contained herein above, the NWDA reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period. The intention to renew the contract should be given at least 2 months in advance (before the expiry of the annual contract) by the CA firm. Otherwise it shall be presumed that the CA firm is not interested in its annual renewal.

The Chartered Accountant Firm will be deputed their qualified personnel(s) at the NWDA, at their own costs, as may be required depending upon the volume of Accountancy work involved. This team shall be headed by at least one qualified Chartered Accountant, who shall supervise their work on day to day basis.

The team members of the CA firm shall be interviewed by the Director (Finance) of the NWDA



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जल संवर्धन, नदी विकास और जल संरक्षण विभाग, भारत सरकार  
Ministry of Water Resources, RDS&R, Govt. of India  
नई दिल्ली / New Delhi

and his consent taken before posting them on the job. The Director (Finance) shall have the right to request for change of any staff personnel deputed at the NWDA if his / her performance / conduct is not found satisfactory. The qualifications of the staff and experience must be mutually discussed and agreed upon with the Director (Finance) before deputing them on the job. The Qualified CA will report to "Director (Finance)" of the NWDA at least once a month, to discuss and review the work progress. The CA shall also submit a "Monthly Review / status report" to the Director (Finance) showing the status of the books & accounts and also the pending issues, if any. This report shall be vital for timely processing of their bill. All salaries / wages / stipend / conveyance and all other costs of the staff deputed at the NWDA shall be paid and borne by the CA firm and NWDA shall be in no way responsible / liable for payment of any statutory dues / benefits to them.

**4. Support and Inputs to the Firm**

NWDA shall provide office space, computer(s) / printer(s), requisite stationery items to the firm to perform its services as required during the period of deployment of concerned persons of firm.

**5. Eligibility Criteria:**

- I. The Chartered Accountant Firm should be having at least one member as proprietor / partner who must be a FCA member.
- II. The Chartered Accountant Firm should be registered with 'The Institute of Chartered Accountants of India (ICAI)' and have PAN & GST registration.
- III. The Firm should have been in operation for at least 5 years after its registration alongwith atleast 2 years working experience in Central Government, Autonomous bodies & PSUs.
- IV. The Average Annual Turnover of the Firm in the last 3 financial years must be equal to or more than 15 Lakh.
- V. The firm must have an office, headed by a Chartered Accountant (Head office and/or Branch Office), within Delhi/NCR.

**PLEASE GO THRU THIS ELIGIBILITY CLAUSE VERY MINUTELY AS THIS IS ONE OF THE MOST IMPORTANT CRITERIA.**

6. Earnest Money to be deposited by the tenderer is Rs. 25,000/-. EMD should be in the form of Demand Draft / Banker's cheque / Bank Guarantee of nationalized bank, New Delhi in favour of "NWDA, New Delhi". EMD of unsuccessful tenderer shall be refunded after Finalization of the tender without interest. EMD shall be forfeited if any tenderer withdraw/alter their offer before finalization of the tender or fails to submit acceptance within 15 days from the date of order.

7. Price should be clearly written in numbers as well as in words in Annexure-2 (Financial Bid). There should be no cutting/over writing while quoting price. Quotations with over writing/cutting will be summarily rejected.

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National Water Development Agency  
जल संधारण, नदी विकास और गंगा संरक्षण विभाग, भारत सरकार  
Ministry of Water Resources, RD&GR, Govt. of India  
नई दिल्ली / New Delhi

## 8. Performance Security

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security through Demand Draft / Banker's cheque / Bank Guarantee of nationalized bank, New Delhi within 7 (seven) days from the date of issue of letter awarding the contract and before execution of the agreement.

The Performance Security will remain with NWDA throughout the period of contract and three months thereafter and shall carry no interest at all.

9. Each page of the Tender Document and papers submitted along with, should be serially numbered, signed and stamped by the authorized signatory.

## 10. Payment Terms

The payment shall be made against the services provided by firm, subject to the following

### terms and conditions:

- i) The payment during the entire contract period shall be made in accordance with the financial quotation submitted by the selected firm and accepted by the NWDA. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of increase in price on whatever account will be entertained. No extra payment on account of any out of pocket expenses shall be paid.  
However, NWDA may, at its sole discretion, consider giving an annual increment @ 10% on the last retainer ship / settled Fee charged, subject to satisfactory performance by the CA firm as per NWDA's judgment and standards.
- ii) GST is payable extra as per applicable rates.
- iii) Payment shall be subject to TDS & TDS on GST under applicable rates.
- iv) Payment shall be made on Quarterly basis after submission of the bill along with all the requisite monthly compliances/statements.
- iv) The NWDA reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the NWDA will be the final in this regard.
- vi) Any interest / penalty which becomes payable by NWDA to any tax authorities due to delay in filing of statutory returns and / or delay in deposit of statutory taxes / dues, which is attributable to the negligence of the CA firm then such amount shall be deducted from the payment due to such CA firm or shall be recovered in such a manner as the NWDA may deem fit.

### 11. Notices:

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered by post / e-mail / hand delivery under acknowledgment to an authorized representative of the respective Parties. However, where such communication is by way of e-mail, the same shall be only from the official E-Mail ID(s) followed by written confirmation duly signed by authorized signatory.

### 12. Arbitration:

All disputes relating to this agreement or claims arising out of or relating to this agreement or breach, termination or the invalidity thereof or on any issue whether arising during the progress of the services or after the completion or abandonment thereof or any matter directly or indirectly connected with this agreement shall be referred to DG, NWDA on receipt of such request form either party. The arbitrator shall be appointed within a period of thirty days from date of receipt of written notice / demand of appointment of arbitrator from either party by DG, NWDA. The decision of arbitrator, appointed by DG, NWDA shall be binding on all the parties. The cost of arbitration shall be borne by respective parties equally. The venue of such arbitration shall be Delhi / New Delhi. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996, as amended from time to time including provisions in force at the time the references made.

### 13. General:

This document is meant to provide information only and upon the express undertaking that recipients will use it only for the purposes set above. No representation or warranty, expressed or implied is or will be made as to the reliability, accuracy of the competence of any of the information contained herein. While this document has been prepared in good faith, neither NWDA, nor any of its officers make any representation or warranty or shall have any responsibility or liability whatsoever in receipt of any statements or omissions made herein.

By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for selection of service provider. Accordingly interested recipients should carry out an independent assessment and analysis of the requirement of the information, facts and observation contained therein.

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National Water Development Agency  
जल संचालन, नदी विकास और मत्स्य संरक्षण मंत्रालय, भारत सरकार  
Ministry of Water Resources, RD&GR, Govt. of India  
नई दिल्ली / New Delhi

## TECHNICAL BID

S. No.	Criterion	Particulars	Description	Index - Reference Page No.
1	The firm must have its Head Office or / and Branch Office within Delhi/NCR.  The CA Firm should be registered with the ICAI and must possess permanent account number (PAN) under Income Tax and registration under GST <i>(Provide copies of all supporting documents)</i>	Name of the Firm		
		Address of HO		
		Telephone / Mobile No.		
		E-mail:		
		Registration No. with ICAI		
		Date of Registration		
		PAN No. of Firm		
		GST Registration No.		
		Address of branch, if any		
2	The CA Firm should be in operation for at least 5 years after its Registration <i>(Provide necessary evidence)</i>	Year of Registration / Starting operation		
		No. of years in operation after Registration (in years)		



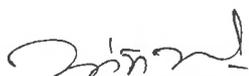
अधिसूची अधिवक्ता (प्र.)/Executive Engineer (HQ)  
राष्ट्रीय जल विकास अशिक्षरण  
National Water Development Agency  
जल संवर्धन, नदी विकास और नदी संवर्धन निकाय, भारत सरकार  
Ministry of Water Resources, RD&GR, Govt. of India  
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3	Average Annual Gross Professional Fee earned of the CA Firm for the last 3 (three) years	Average Annual Gross Professional fee earned by CA Firm in last 3 (three) years		
4	The CA Firm should have experience of Audit and / or preparation of Annual Accounts	No. of Organizations	Nos. (in figure) Nos. (in words)	
5	No. of Partners in the Firm (Submit certificate From ICAI Giving details of Partners of The firm)	Nos. of Partners	Nos. (in figure) ..... Nos. (in words) .....	
6	No. of FCA Partners— At least One ( Details as per Annexure A — 2)	No. of FCA partners	Nos. (in figure)..... Nos. (in words).....	

Certified that the above particulars are true & correct. In the event of any such information / document is found to be incorrect / false / manipulated, the NWDA is at liberty to reject the proposal of the CA Firm without assigning any reasons thereof and without giving any opportunity of being heard.

Date:  
SEAL:

Signature: \_\_\_\_\_  
Name and Designation: \_\_\_\_\_



अधिकांकी अभियंता (सु.)/Executive Engineer (HQ)  
राष्ट्रीय जल विकास अधिकरण  
National Water Development Agency  
जल संधारण, नदी विकास और जल संरक्षण विभाग, नया दिल्ली  
Ministry of Water Resources, R21311K, Govt. of India  
नई दिल्ली / New Delhi

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## FINANCIAL BID

	Consolidate Amount	
	Total Rupees (in Figure)	Total Rupees (in Words)
<b>Fee for Professional Services for the F.Y. 2024-25 of NWDA</b> A. ACCOUNTING for the F.Y. 2024-25 of NWDA including all projects. B. Income Tax Calculation of NWDA Staff C. All Statutory Compliances as per Income tax rules, GST rules and any other applicable law to NWDA. (Full details in Para 2 : Schedule and scope of Work of the tender documents)		

## Notes:

- Amount mentioned is inclusive of Professional Fee, taxes, Travelling, Food and all other Expenses.
- ONLY GOODS & SERVICE TAX SHALL BE PAID EXTRA on the above quoted fee
- Statutory Deductions like TDS etc. shall be made by the NWDA as per statutory rates and norms wherever applicable

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule / payment terms.

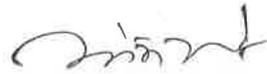
Date:

Signature: \_\_\_\_\_

SEAL:

Name and Designation: \_\_\_\_\_

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अधिष्ठापी अभियन्ता (मू.)/Executive Engineer (HQ)  
 राष्ट्रीय जल विकास अभिकरण  
 National Water Development Agency  
 जल सहायक, नदी विकास और जल सहायक मंत्रालय, भारत सरकार  
 Ministry of Water Resources, RD&R, Govt. of India  
 नई दिल्ली / New Delhi

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