



**OFFICE OF THE DIRECTOR (EDUCATION/NSES)
NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA, SANSAD MARG,
NEW DELHI-110001**

**NOTICE INVITING PROPOSALS FROM CAG-EMPANELLED
CHARTERED ACCOUNTANT FIRMS**

Navyug School Educational Society (NSES), functioning under the aegis of New Delhi Municipal Council (NDMC), invites proposals from CAG-emppaneled Chartered Accountant firms located within the **NDMC area** for conducting the Annual Audit of Accounts of NSES Headquarters and its 12 Navyug Schools for the financial year 2025-26 for conduct the **Annual Audit of Accounts of NSES Headquarters and 12 Navyug Schools** and submit the Audit Report, Balance Sheet, Income & Expenditure Account, and related financial statements for the financial year 2025-26 and onwards as per applicable accounting and auditing standards.

Scope of Work:
The selected Chartered Accountant firm shall conduct the **Annual Audit of Accounts of NSES Headquarters and 12 Navyug Schools** and submit the Audit Report, Balance Sheet, Income & Expenditure Account, and related financial statements for the financial year 2025-26 and onwards as per applicable accounting and auditing standards.

Submission of Proposals:
Interested firms fulfilling the above criteria may submit their **financial proposals** in sealed covers, clearly superscribed "**Financial Bid for the work of Auditing of Accounts of Navyug Schools and Head Quarter of NSES-2025-26**" addressed to:

The Accounts Officer,
Navyug School Educational Society,
NDMC School of Science & Humanities,
Tughlak Road, New Delhi-110001

Detailed Terms of Reference (ToR) and submission format can be obtained from the Office of Accounts Officer at above given address or can be downloaded on NDMC's website www.ndmc.gov.in under Public Notice.

NSES reserves the right to accept or reject any or all proposals without assigning any reason thereof.

Director (Education)
New Delhi Municipal Council
(Kritika Choudhary)
Palika Kendra : New Delhi
Director (Education/NSES)

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No. 01/NSES/2025

OPENING DATE OF INVITATION OF TENDER	: 13/01/2026 AT 10.30 A.M
LAST DATE AND TIME FOR RECIEPT /	
SUBMISSION OF TENDER	: 21/01/2026 UPTO 12.PM
DATE AND TIME OF OPENING THE TENDER	: 21/01/2026 AT 2.00 P.M

NOTICE INVITING PROPOSAL

**SUBJECT: INVITATION OF OFFER FOR AUDTING OF ACCOUNTS OF
NAVYUG SCHOOLS AND HEAD OFFICE OF NSES FOR THE YEAR -
2025-26**

Navyug School Educational Society was formed in the year 1992 under the Societies' Registration Act XXI of 1860 vide No. 5/23460 of 1992. It is wholly financed by the New Delhi Municipal Council. There are seven senior secondary, one Secondary, four primary schools and Head Office under the control of Navyug School Educational Society.

1. NSES intends to select a suitable Chartered Accountants firm to undertake the **Auditing of Accounts of Navyug Schools and Head Office of NSES for the year 2025-26 and onwards.**

- a . Arranging assistance for preparation and finalization of books and financial statements in 12 Navyug Schools & NSES HQ.
- b. Annual audit of accounts of 12 schools and NSES HQ.
- c. Filing of TDS and other statutory returns on behalf of NSES and its Schools with Income Tax Department on quarterly basis as per rules in existence and issuance of Form 16 to all staff members of 12 Schools and NSES Head Office including issuance of Form 16-A.

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Palika Kendra ; New Delhi

d. Helping the NSES to seek income tax exemption from Income Tax Department on filing of income tax returns of the Society on yearly basis.

e. Annual audit of General Provident Fund and New Pension Scheme, 2004 funds and accounts.

f. Any other accounts/audit/income tax related work.

2. The contract would be for one year in the initial stage which can be extended for a further period of 2 years with escalation on satisfactory performance of the firm.

3. The following documents as are to be submitted :-

a. Copy of PAN card of the firm/company is submitted.

b. Copy of document in support of CA enplanement with CAG of the firm/company is submitted.

c. The firm should have a minimum of 5 years of experience in auditing Govt. educational institutions, autonomous bodies, or government-funded organizations- Copy of experience certificates with auditing Govt. educational institutions, autonomous bodies, or government-funded organizations is submitted.

d. The firm should submit a certificate as undertaking that the firm not have been debarred or blacklisted by any Government /Semi-Government /any Autonomous organization.

4. The firm should have partnership firm should having at least 2 partners as a qualified Chartered Accountant. Joint venture firms are not be allowed and disqualified for the tender.

5. The firm should be Delhi based Chartered Accounts only.

You are, therefore, requested to kindly quote professional fees payable for the said work for the year 2025-26 in the enclosed Proforma in a sealed cover duly mentioned the name of the Firm with complete address and clearly superscribed as "**Financial Bid for the work of Auditing of Accounts of Navyug Schools and Head Quarter of NSES-2025-26 addressed to:-**

The Accounts Officer,
Navyug School Educational Society,
NDMC School of Science & Humanities,
Tughlak Road, New Delhi-110001

The last date and time of submission of Financial bid of above

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said offer is 21/01/2026 at 12.00 pm. Late bid will not be entertained (i.e. after 12.00 p.m. at 21/01/2026). **The financial bid shall be submitted in the office of the Accounts Officer at the above mentioned address at . The proforma for financial bid, Terms and Conditions is enclosed with the Invitation Letter.**

The Financial bid of above said work will be opened at 2.00 p.m on 21/01/2026. The Financial Bid will be opened in the presence of the representatives of the firms who may wish to be present there. The representatives of the firms can visit these schools and Head Quarter at Tughlaq Crescent, if they desire to know further details about the nature of the job which they have to undertake before quoting the fees may contact Accounts Officer (NSES)-**M.No: 9871046505.**

by

(Kritika Choudhary)
Director (Education/NSES)

Director (Education)
New Delhi Municipal Council
Palika Kendra : New Delhi

TERMS & CONDITIONS

1. That the firm will have to visit each and every Navyug school to conduct the audit of the accounts, filing of TDS and other statutory return on behalf of NSES with income tax department on quarterly/annual basis and issuance of form No.16 to the staff members of 12 Navyug School and NSES Head Quarter and Form 16-A.
2. No conveyance /pocket allowance shall be paid to the firm for conducting the audit in the individual school/NSES Head Quarter.
3. Only applicable tax and statutory filing charges shall be made.
4. The firm is required to arrange assistance for preparation and finalization of books and financial statements, preparation of balance sheet and audit of the accounts well in time. The audit report needs to be submitted after expiry report is not submitted by the 07th July, penalty shall be imposed @ 10% of the amount of the item.
5. An amount equivalent to 10% of the bill will be deducted from the bills and the same will be released after receiving the satisfactory report from the schools and subsequently clearance from the Treasurer, NSES.
6. The NSES has reserved the right to terminate the appointment in any case under any circumstances, if any irregularity is found during the work of audit.
7. In case returns are not filed with Income tax department within the mandated dates, the penal charges/interest demanded by the income tax department would be payable by the firm besides imposing of penalty of 10% of the amount of the item concerned.
8. The firm shall give a list of NDMC employees related to him. By the terms relative is meant wife, husband parents and grandparents, children and grand children, brother and sister, uncle aunts and cousins and their corresponding in laws.
9. Part payments would be released quarterly on satisfactory submission of quarterly accounts and filing of quarterly returns.
10. An agreement shall have to be entered in between NSES and the firm on non-judiciary stamp paper for carrying out the job on the above term and condition within 15 days from the date of award of work.
11. In the event of any dispute between the parties it shall be referred to the Sole Arbitration of the Chairperson, NDMC or a person appointed by him/her who shall pass reasonable award as per Arbitration and Conciliation Act 1996 and whose decision shall be final and binding on


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the parties.

12. That all disputes will be settled in the jurisdiction of Delhi only.

[Signature]
(Signature with rubber stamp of the proprietor/
authorized representative of the firm)

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FINANCIAL BID

PROFESSIONAL CHARGES FOR THE YEAR -2025-26

S.No	Description of work/assignments	PROFESSIONAL CHARGES (IN RUPEES)
1.	Arranging assistance for preparation and finalization of books and financial statements in 12 Navyug Schools & NSES HQ	
2.	Annual audit of accounts of 12 Navyug schools and NSES HQ.	
3.	Filing of TDS and other statutory returns on behalf of NSES and its Schools with Income Tax Department on quarterly basis as per rules in existence and issuance of Form 16 to all staff members of 12 Navyug Schools and NSES Head Quarter including issuance of Form 16-A.	
4.	Helping the NSES to seek income tax exemption from Income Tax Department on filing of income tax returns of the Society on yearly basis.	
5.	Annual audit of General Provident Fund and New Pension Scheme 2004 funds accounts.	
6.	Any other accounts/audit/income tax related work.	
7	Enhancement of professional charges per year (in percentage (%)) in case, society decides to extend the contract for a further period of 2 years.	
(i)	Enhancement for the financial year 2026- 27(over & above the charges for 2025-26) in case Society decides to extend the contract.	
(ii)	Enhancement for the financial year 2027- 28(over the above charges for 2026-27) in case the Society decides to extend the term further for one other year.	

**(Signature of the Tenderer
With Name & Seal)**

Place: _____

Date: _____