

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-03-2026 21:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-03-2026 21:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Information And Broadcasting
विभाग का नाम/Department Name	Ministry Of Information And Broadcasting
संगठन का नाम/Organisation Name	Film And Television Institute Of India (ftii)
कार्यालय का नाम/Office Name	Pune
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, As per attached PDF file; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	3 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य / Estimated Bid Value	500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

**ईएमडी विवरण/EMD Detail**

आवश्यकता/Required	No
-------------------	----

**ईपीबीजी विवरण /ePBG Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Accounts Officer

Pune, Ministry of Information and Broadcasting, Film and Television Institute of India (FTII), Ministry of Information and Broadcasting  
(Account Officer, Ftii, Pune)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public

Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

10. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of Years of firm/company's existence as per ICAI certificate** 5 Years.

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.** 5 Years.

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:** At least 2

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification** At least 2

**Number of XX fulltime CA's required and YY professional audit staff** None.

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
11-03-2026 11:00:00	Film and Television Institute of India, Law College Road, Pune -411004

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, As Per Attached PDF File; CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specific ation	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , As per attached PDF file
Type of Financial Audit Partner	CA Firm

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting , As per attached PDF file
Type of Industries/Functions	Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , As per attached PDF file
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	Yes

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
--	----

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Atul Ravindra Wasnik	411004, Film and Television Institute of India Law College Road, Pune 04	Project / Lumpsum Based	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</li> </ul>

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

### 1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### 2. **Generic**

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

### 3. **Generic**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Film and Television Institute of India  
Law College Road  
Erandwane  
Pune  
Pin - 411004

### 4. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

### 5. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

### 6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Accounts Officer, FTII, Pune  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped

along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working**

**Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

Scope of works**Subject: Hiring service of CA Firm for Finalisation of FTII A/c. and Statutory Compliances for the F.Y. 2026-27.**

As a regular annual process for finalizing the FTII A/c. for the Audit purpose and Statutory Compliance, we have to hire services of Chartered Accountants Firms, for the Financial Year 2026-2027.

Now for finalization of FTII A/c. Internal Auditing for the Financial Year 2025-26 Internal Audit the scope of works to be carried out has been prepared and put up as detailed below:

S.No	Summary of Work	Input requirement	Date by which to be complied	Report Frequency
1	Bank Balance Reconciliation (BRS)	Checking of Monthly Bank Reconciliation with Tally Data and Bank Statements	05 <sup>th</sup> of every month from 1.4.2026	Monthly
2	Monthly Profit and Loss Account	Tally Data with Bank Updated till 6 <sup>th</sup> of Every Month	10 <sup>th</sup> of every month from 1.4.2026	Monthly & Quarterly
3	Comparison of Actual Profit and Loss Account with Budget Statement	Budget Statement for the month of	12 <sup>th</sup> of every month from 1.4.2026	Monthly & Quarterly
4	Employee Advances Reconciliation along with Old Balances Outstanding <ul style="list-style-type: none"> <li>• Contingency Advance</li> <li>• LTC Advance</li> <li>• Medical Advance</li> <li>• Skift Advance</li> <li>• TA Advance</li> <li>• House Building Advance</li> <li>• Computer Advance</li> </ul>	Tally data and Employee Advance file	15 <sup>th</sup> of every month from 1.4.2026	Monthly
5	Student Deposit Reconciliation along with Old Balances Outstanding <ul style="list-style-type: none"> <li>• Security Deposit</li> <li>• Mess Deposit</li> <li>• Library Deposit</li> <li>• Hostel Deposit</li> </ul>	Tally data and Student Deposit file	20 <sup>th</sup> of every month from 1.4.2026	Bi-Monthly
6	<ul style="list-style-type: none"> <li>• All TDS Challans &amp; Payment with Taxes related work (old &amp; new) Reconciliation with Tally on monthly basis.</li> <li>• Quarterly Income Tax returns.</li> <li>• MPT (Maharashtra Prof.Tax) (old &amp; new) on monthly basis.</li> <li>• GST related work on monthly basis.</li> <li>• CPF related work on monthly basis.</li> <li>• CTD related work on monthly basis.</li> <li>• NPS related work on monthly basis.</li> <li>• PF Advance related work on monthly basis.</li> <li>• CGHS</li> <li>• EGSLIS</li> <li>• Credit Society</li> <li>• Staff Association</li> <li>• Preparation of Tax Data &amp;</li> </ul>	Tally data , Tax Payment Summary and Challans	15 <sup>th</sup> of every next month	Monthly

	<p>Calculation of Income Tax. related work on monthly basis.</p> <ul style="list-style-type: none"> <li>Preparation of 15CA &amp; 15CB certificates.</li> <li>Visit to Weekly basis for any other work.</li> </ul>			
7	<p>Supplier Debit Balances</p> <ul style="list-style-type: none"> <li>EMD</li> <li>Security Deposit</li> <li>Advances to Supplier</li> </ul>	Tally Data, List of Suppliers and Discussion with Purchase department	25 <sup>th</sup> of every next month	Monthly
8	Reconciliation of CCW /NPCCL Expenses and CCW/NPCCL Capital Balances	Tally Data and Confirmations received from CCW/NPCCL Confirmations	25 <sup>th</sup> of every next month	Monthly
9	Interest Income from Fixed Deposit	Interest Statement received from Bank Statements and Form 26AS	Quarterly from 3 <sup>rd</sup> quarter from 1.4.2026	Quarterly
10	Guest Room Charges	Reconciliation of Guest Room Charges with Tally Data / Bank receipts	15 <sup>th</sup> of every next month	Monthly
11	Inventories	Reconciliation of Inventories with Stock register	Quarterly from 3 <sup>rd</sup> quarter	Quarterly
12	<ul style="list-style-type: none"> <li>Manage Expenditure on monthly basis in Tally Software as per Balance Sheet with PFMS portal.</li> <li>Issue of Utilisation Certificate on quarterly basis.</li> </ul>	<p>Required expenditure statement on Monthly basis.</p> <p>Issue of Utilisation Certificate on quarterly basis.</p>		<p>Monthly</p> <p>Quarterly</p>
13	<p>Providing Tally data to Auditors of CPF trust</p> <ul style="list-style-type: none"> <li>CPF Trust Audit</li> <li>Reconciliation of CPF Trust data on monthly basis.</li> <li>Co-ordinate/Provided data with Trustees CA with all necessary information.</li> <li>Incorporate CPF Trust data in Tally Software.</li> </ul>			
14	<b>Preparation and submission of all statutory returns applicable to FTII to various Government agencies under Income Tax Act., GST Act. And Charity Commissioner etc.</b>			

**\*\* Any additional work relating to the above arisen intermittently during the year until the final settlement of the Account for this year.**

CA Firm will obtain the input requirement from concerned section (FTII) to prepare the reports and accomplish the assignment as above.

The scope of job will also comprise following:

1. Finalization of Accounts of the Financial Year 2026-2027
2. Assistance in Reconciliation of Bank Statements.
3. Guidance to enter accounting data in Tally Software, with the guidance of TDS / GST entries of various vouchers.
4. Assistance in making necessary accounting entries to finalise the Accounts.
5. Preparation of Balance Sheet, Income & Expenditure Accounts, Schedules forming part of accounts and Receipts & Payment Account.
6. Assistance in Statutory Audit.

Following Actions are to be initiated from by CA Firm.

- a) CA firm will specifically depute one-person staff who will Check all the receipt vouchers, payment vouchers, bank statements & other accounting record maintained by our office and verify to insure that entries made are correct e, as per the principals of accounting and if some mistakes are found, necessary guidance will be assisted to FTII Staff to rectify the Tally entries in time before finalising the account. This action should be commenced to finalise the accounts & balance sheet for the period from 01.04.2026 to 31.12.2027.
- b) As mentioned above, CA firm will preferably continue the same deputed person (as mentioned above) every month in 2<sup>nd</sup> week (from Monday to Friday) for preparing monthly accounts reports which will be tallied with the figures maintained in Accounts Section i.e. Bill Passing Section, to that of Tally record.
- c) CA firm will ensure to exercise checks timely actions of remittance made by FTII CPF / TDS & GST. And if some issues are found their immediate action to rectify the same will be Assisted.
- d) CA firm will also complete the process of Form AS-26.
- e) CA firm will Generating Form No.16 of all FTII staff member, Contract faculty and Third party and resolving.
- f) To ensure the observance of Accounting Standards / Norms in preparation of Accounts of F.Y. 2026-2027.
- g) Due care will also be taken by the firm to prevent recurrence of the Audit Objections appeared in previous Audit Report.
- h) The whole work is to be ensured during the official working hours.
- i) **The payment will be made after completion of all above work.**

For the propose of Statutory Compliances the services of CA for filing of periodically Returns, Assessment and replies to the notices thereof if any arising out of shortfalls in compliance for previous year. The Scope of work to be done by the CA will be as under.

1. Income Tax quarterly returns (4 quarters X 3 monthly +12 months)
2. MPT (Prof. Tax) monthly returns.
3. GST (GST 3B and GSTR1) monthly and annual return. Preparing of monthly GST Bill Summary, filing of GSTR3B and GSTR1 in government portal.
4. TDS and GST TDS Monthly return, generating challan for every transaction with books of Accounts and uploading of GST TDS deduction entries on Government Portal.
5. CSR Registration of FTII and Renewal of Income Tax Exemption Registration
6. Any additional work relating to the above arisen intermittently during the year until the final settlement of the A/c for this year.
7. Submission of all the return filed to FTII.

*Soncardekan*  
02/01/26  
Projection Room Operator

Accountant *[Signature]*  
21/126

Accounts Officer *[Signature]*  
21/126

Consultant (Accounts) *[Signature]*  
21/126

C.A.O. *[Signature]*  
5/1/26

To. P. O.  
for necessary action: Pl.

*[Signature]*  
14/1/26

File No-666  
Aw  
*[Signature]*  
14/01/26  
Aw

**Subject: Hiring services of Chartered Accountant Firm for Finalization of FTII account and statutory compliance for the year 2026-27.**

**Additional Terms & Conditions for Bid Document (ATC)**

**1. Pre-Bid meeting and Site Survey is mandatory. It is preferred that bidder to come for Pre-Bid meeting duly filled Site Survey form and signed by authorized signatory.**

2. Vendor has to carry out complete Commissioning for the required Service. Price Bid / BOQ should be filled including the cost of Commissioning for each service.

3. Payment will be made after completion of above work and after obtaining the Satisfactory Report of work from user department.

4. GEM Bid Document should be provided duly signed & stamped on all the pages to comply all bid T& C.

5. Vendor shall provide Copies of following documents, duly signed & stamped.

a. MSME/ Udyog Adhar Certificate and/or NSIC Certificate.

b. Shop Act/Certificate of Incorporation.

c. Other documents as asked in GeM Bid.

6. For Start-up organizations, Copy of Certificate of Registration under "Start Up India" program should be provided by the bidder in the Bid Document to avail exemption from Years of Experience & Turnover.

7. This ATC document should also be provided along with Technical Bid, duly signed & stamped to comply these T & C.

**8. Mandatory Conditions :-**

**(a) The professional firm should have its functional office in Pune City for minimum Three years before Tender publish Date, and should be available as and when required for any query/issue. Also the firm should be able to attend any urgent matter related to scope of work with the concurrence of FTII officials. (MSME/UAM/GST Registration Certificate/Shop Act Licence/Certificate Incorporation will be verified for address.**

**(b) ICAI Firm/ Member Card.**

**(c) to Attend Pre-bid meeting.**

**(e) Vendor should follow all Government Rule and Norms while deploying the Manpower for above work.**

(f) *Supporting Document :-*

- *MSME/UAM Certificate, Shop Act License*
- *copy of work experience of similar nature with requisite proof.*

9. Compliance of specification should be submitted in below given format, on official letterhead duly signed & sealed.

Technical details and specification of stores/equipments given in the bid (For Each Specification)	Specification of stores/equipments/ item offered	Compliance to specification – whether Yes / No	In case of non-compliance, deviation from RFP to be specified in a clear terms

DA

Supdt (PS)

Purchase Officer

Chief Accounts Officer



फिल्म एंड टेलीविजन इंस्टीट्यूट ऑफ इंडिया, पुणे

Film and Television Institute of India, Pune

खरीद अनुभाग / Purchase Section

पूर्व बोली स्थल सर्वेक्षण / PRE- BID SITE SURVEY

तारीख/Date :

जीईएम बोली संख्या/GeM Bid No. :-

विषय/Subject :-

विक्रेता का नाम/Vendor Name :-

प्रतिनिधि का नाम/Representative Name :-

संपर्क नंबर/Contact No :-

जीईएम बिड के नियमों और शर्तों के अनुसार, हमने इस बिड से संबंधित कार्य की आपूर्ति और कार्यक्षेत्र के बारे में हमारी जानकारी के लिए डिलीवरी स्थल सर्वेक्षण किया है। हमने इस बोली की आवृत्ति और सभी नियमों और शर्तों को समझ लिया है

As per GeM Bid terms and condition, we have visited the delivery Site for our information, regarding the supply and scope of work related to this bid. We have understood the requirement and all terms and condition of this bid

विक्रेता के हस्ताक्षर और मुहर/Sign &Stamp of Vendor

उपयोगकर्ता विभाग (प्रभारी)/User Department (I/C)

**क्रय अधिकारी/Purchase Officer, FTII**