



National School of Drama

(An Autonomous Institute under Ministry of Culture, Govt. of India)
Bahawalpur House, Bhagwan Das Road, New Delhi-110001

TENDER DOCUMENT

Notice inviting Tender for Engagement of Chartered Accountant firms for preparation of Accounts, Filing of Returns, Tax Matters and other Statutory Compliance on behalf of National School of Drama

SCHEDULE :

Date from which Tender Documents can be downloaded : 16-06-2023 at 11.00 AM.

Last Date for Submission of Tender : 05-07-2023 Upto 2.00 PM.

Opening of Technical Bid : 05-07-2023 at 3.00 PM.



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Notice inviting tender for engagement of Chartered Accountant firms for Preparation of Accounts, Filing of Returns, Tax Matters & other Statutory Compliance on behalf of National School of Drama

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Bahawalpur House, Bhagwan Das Road, New Delhi-110001

GENERAL INFORMATION ON NOTICE FOR TENDER ON QCBS BASIS

1. National School of Drama is one of the foremost theatre training institutions in the world and the only one of its kind in India. It was set up by the Sangeet Natak Akademi as one of its constituent units in 1959. In 1975, it became an independent entity and was registered as an autonomous organization under the Societies Registration Act XXI of 1860, fully financed by the Ministry of Culture, Government of India.
2. NSD intends to engage Chartered Accountant Firms (already on the panel of C&AGor RBI) for Preparation of Accounts, Filing of Returns and other Tax compliance related work, issue of certificates and appearance before Compliance Authorities on behalf of National School of Drama, for the **Financial Year 2023-24**. The contract shall be initially for a period of one year i.e. FY 2023-24, which may be extendable for another two years on satisfactory performance and on the discretion of NSD on the same rate, terms and conditions as per original work award.
3. The detailed tender document indicating the scope of work, qualifying requirement, forms and process for submission of proposal for tender can be **downloaded from NSD official website www.nsd.gov.in** . The bids duly filled may be dropped into the **“Tender Box” placed** at reception counter of National School of Drama.
4. **Earnest Money Deposit/Bid Security: EMD of Rs. 50,000/- (Rs. Fifty Thousand Only)** in the shape of Demand Draft in favour of **The Director, NSD, payable at New Delhi** shall be required to be enclosed with duly filled in/signed Technical proposal/Application Form. However, the EMD of unsuccessful bidder will be returned after the finalization of selection process without any interest. The EMD of successful bidders will be retained as performance security.
5. All payments would be claimed by the selected firm on quarterly basis proportionately of the value of work of award letter and would be accepted for payment by Competent Authority of

NSD based on the satisfactory completion of the work in sole discretion of NSD.

6. Bidding is open to all eligible bidders meeting the eligibility criteria as per Technical Bid. The bidders are advised to submit below mentioned documents to qualify for the award of the contract.
 - a. The bidder should submit declaration on Rs. 100/- Stamp Paper stated that the bidder has not been blacklisted/ debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.
 - b. Self-attested copies of all the documents required to meet the eligibility criteria, as per Format- I & Format-III along with relevant documents, in the Tender Document – Technical Bid shall be submitted.
 - c. The Tender shall be submitted in two-bid system. All pages of tender document duly filled and signed by the authorized signatory along with all supporting documents as mentioned in TECHNICAL BID (Format-I) should be submitted in a sealed envelope duly super scribed as TECHNICAL BID (Envelope-I). The second envelope shall contain FINANCIAL BID (Format-IV) may be super scribed clearly as “Financial Bid” (Envelope-II). Both the envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/ submitted. The third envelope will contain both technical and financial bids separately duly sealed and superscribed as TENDER for engagement of Chartered Accountant firms and addressed to the Registrar, National School of Drama, New Delhi – 110001.
 - d. Competent authority of NSD reserves the right to cancel the tender process at any stage without assigning any reason thereof.
 - e. Bidders are requested kindly see the NSD website i.e. www.nsd.gov.in regularly for any update/information/corrigendum.
 - f. If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.
7. In case of non-satisfactory performance during the execution of contract or any change in scope of work, the contract may be terminated by NSD after Serving Notice.

SCOPE OF WORK

The Chartered Accountant Firm would be required to carry out the activities indicated below:

1. To carry out the audit in accordance with the generally accepted accounting principles and shall include such tests and controls as considered necessary. It should also cover the Govt. rules and regulations (GFR), instructions/orders issued from time to time in this regard by the Govt./ NSD. The management /internal audit reports shall be issued annually and shall be discussed in details with the Director, Registrar, Dy. Registrar and Accounts Officer. The compliance/action taken on the suggestions/observations mentioned on such management /internal audit shall be discussed among the parties from time to time.
2. Compilation of annual accounts of NSD in the format prescribed for autonomous bodies (in spreadsheet and word format) viz. Balance Sheet, Income & Expenditure Account and Receipts & Payments account including schedules forming part of such accounts out of the trial balance, statements, ledgers and reports generated out of new accounting software. The draft annual accounts of NSD shall be discussed with the signatories of the annual accounts during compilation from time to time and final discussion shall be made after compilation.
3. The firm should provide immediately after completion copies of compiled accounts papers relating to schedules, bridging statements forming part of annual accounts related papers on the basis figures has been captured balance sheet etc. to the Accounts Officers, NSD
4. Providing support and guidance in preparation of provisional annual utilization certificate in the prescribed format against grants released viz. revenue general, Salaries, CCA, North East and Tribal Sup-Plan etc. provided by Ministry of Culture and guidance in preparation of final annual utilization certificate in the prescribed format.
5. Providing support and guidance in getting the annual accounts of NSD audit by office of DGA (i.e Balance Sheet Audit)
6. Assist in timely preparation of comments/replies to audit paras raised during the Balance Sheet audit by DGA on the annual account of NSD and assist in timely preparation of replies to draft audit report issued by the office of DGA on the annual account of NSD.

- 7.** To provide professional services, advices and consultancy on procedural aspects of outward foreign remittances by NSD in convertible foreign exchange relating to withholding tax provisions of income tax and double tax avoidance agreements (DTAA) including issuance of form 15CA/CB, relevant provisions of RBI and FEMA.
- 8.** Providing support and assistance in filing and obtaining permanent account number (PAN) of forgoing entities/groups performed in India.
- 9.** To carryout tax audit of NSD under Section 11/12 and issue report in form 10 B of the income tax provision /rules in the prescribed time.
- 10.** To compute assessable income for the year and compiling/filing of online income tax return of NSD u/s 139 of the Income Tax Act in the prescribed time annually with income tax department in compliance of law and claim due refund of income tax, if any.
- 11.** Periodical scrutiny and review of accounting ledger and subsidiary accounting records maintained and generated out of new accounting software.
- 12.** Preparation of monthly bank reconciliation statements of all the bank accounts maintained by the NSD by reconciling with bank book generated out of new accounting software and bank statement of all the bank accounts. NSD shall provide soft copy of bank book generated out new accounting software arrange soft copy of bank statements of all the bank accounts.
- 13.** Providing support, guidance and assistance in checking, verify compiling and filing of quarterly e-TDS returns of NSD with income tax authorities relating to employees salary and outside payment. Revisions of e-TDS returns relating to employee salaries and outside payment, if required shall be carried out once within the period of 2 year. For subsequent revisions and mutually based upon quantum, transitions and period involved. The NSD shall intimate the password, ID no. for e-TDS filing to account officer, NSD.
- 14.** Providing support and guidance relating to preparation of replies on notices/summons /intimations issued by the income tax authorities from time to time including jurisdiction ACIT/DCIT/Additional /Joint Commissioner /Commissioner(Exemption) and Jurisdictional e-TDS Officer.
- 15.** Suggestions for further strengthen of the internal control procedures and checks including compliance procedure to financial transactions and records of NSD,.
- 16.** To attend meetings called by NSD from time to time in relation to above scope of work.
- 17.** Getting the income tax return of NSD processed u/s 143(1) of the income tax Act (summary Assessment)

- 18.** To prepare the submission/details, discuss and furnish online replies against scrutiny assessment u/s 143(3) of the Income Tax Act and to represent/personal hearing/oral submissions of the matter through video conferencing.
- 19.** To file petition u/s 119 of the Income Tax Act before jurisdictional Principal Commissioner of Income Tax for allowing refund of TDS inadvertently not claimed in the return of income of NSD on account of various reasons beyond the control of NSD .
- 20.** To apply and obtain recognition of prestigious award/rewards instituted in the public interest by NSD, the payment made whether in cash or in kind u/s 17A of the I.T. Act so as to make the award/reward exempt in the hand of the receipt.
- 21.** To prepare and file online application u/s 12AB of the Income Tax Act regarding renewal of registration of NSD for a period of 5 years in respect of registration u/s 12A and exemption u/s 80G of the I. T. Act.
- 22.** Any other item of work related to Accounts/Taxes etc, as assigned by the NSD.

Eligibility Criteria

The Bidders/Applicants should fulfill the following eligibility criteria:

S. No	Eligibility Criteria	Min. Marks	Max. Marks	Documents to be submitted
1.	The Bidder should be a Chartered Firm/proprietary firm/LLP of Chartered Accountant registered in India having an experience of 10 (Ten) years. The experience will be considered from the date of Registration of CA Firm with ICAI. Minimum & maximum marks for 10 years' experience will be 05.	05	05	Certified copy of CA Partnership Firm Registration /LLP/ registration of proprietary firm with Institute of Chartered Accountant of India must be submitted.
2.	CA Firm shall have following experience: Having Experience of minimum 05 nos. annual accounts/Tax Compliance/ audits works with Central Govt Organization, State Government Organization, PSUs, and Autonomous Bodies. Marks for minimum 05 Audit works will be 15. For each additional audit works, 01(one) additional mark will be awarded subject to maximum of 20 marks.	15	20	i. A Summary list of Work Experience should also be given on the letter head of the firm. ii. Copy of award letters issued by Central Govt Organization, State Government organization, PSUs, and Autonomous Body must be enclosed with this letter in technical bid.

3.	<p>The Bidder should have minimum 01 (One) full time qualified FCA (at least hold certificate of practice for minimum 05 continuous years) As Partners/Proprietor (Experience of both past and present firm will be considered while calculating the experience of partner). Minimum marks for the criteria will be 05 For each additional partner, 01 additional mark will be awarded subject to maximum of 10 marks.</p>	5	10	<p>Details of Proprietor/List of the partners along with the resume giving the brief details of relevant experience and the membership number. Experience of Proprietor/ Partner other than the present firm shall be indicated separately.</p>
4.	<p>Minimum Staff Strength should be 20 (Twenty) including Partner, Paid Assistant, Article Minimum and maximum marks for the criteria will be 05.</p>	05	05	<p>List of Staff Strength duly approved must be provided with Bid document.</p>
5.	<p>Having Experience of minimum 02 nos. (Two) Special Audit/Investigation with Central Govt Organization, State Government Organization, PSUs, and Autonomous Body. Minimum marks for the criteria will be 05. For each additional audit, 1 additional mark will be awarded subject to maximum of 10 marks</p>	05	10	<p>Copy of award letter issued by Central Govt Organization, State Government Organization, PSUs, and Autonomous Body must be submitted with technical bid.</p>

6.	The CA Firm/bidder should have minimum average turnover of Rs.100 lakhs during last three financial years i.e. 2019-20, 2020-21 and 2021-22. Minimum marks for the above criteria will be 05. For each additional Rs. 10 (Ten) Lakh turnover, one (01) additional mark will be awarded subject to maximum of 10 marks. Turnover for this purpose is rounded off to nearest Lakh of Rs. for ease of marking.	05	10	Copies of balance sheet of each financial year, profit & loss accounts and copies of income tax returns duly certified by the concerned firm.
7.	CA Firm should be registered with C&AG and/or RBI with minimum experience of 3 years Minimum marks for the criteria will be 05. For each year, 1 additional mark will be awarded subject to maximum of 10 marks.	05	10	Certified/Empanelment Copy issued by C&AG and RBI
	Total (A)	45	70	
8.	Interaction with Management Committee	-		Any of the Active Partner will be required to present himself/herself before the Committee.
i	Understanding of Scope of Work, Work Plan including Approach and Methodology.		10	A detailed write-up on Bidder's Letter head to be submitted along with Bid.
ii	Overall Strategy in dealing with Notices, Defaults related to Income tax and GST matters.		5	PPT to be submitted at the time of presentation.
iii	Innovation and Creative ideas for developing better internal control system at NSD.		5	PPT to be submitted at the time of presentation.
iv	Showcase of capability of firm in terms of dealing with C&AG Auditor's and their relevant (para's).		10	PPT to be submitted at the time of presentation.
	Total (B)		30	
	Total Marks (A) +(B)		100	

9.	Other criteria's			
i.	The Bidder should have registered office (HQs) in Delhi/NCR			Proper documentary evidence
ii	The bidder should not have been barred/ black listed/ disqualified by CG/SG, PSUs, Autonomous Body, regulators/ statutory body in India			Declaration on Rs. 100/- Stamp Paper and notarized as per Format VI
iii	The Firm or any partner of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI or any form and they should not have suffered any disqualification.			A self-declaration to be submitted on the letter head of the firm

Note:

1. If the Bidder is not meeting the above minimum mandatory qualification & criteria in all categories shall be rejected and not be considered for any further evaluation.
2. The eligibility based on which the audit firm initially qualify is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
3. The bidder scoring at least 80 % marks of Total 'A' (eligibility Criteria) will be selected for Interaction with Management Committee.
4. In case, any firm obtained minimum marks in each field of eligibility criteria but fails to achieve minimum score of 80% marks of Total 'A' (in eligibility criteria), on overall basis, shall be rejected and will not be considered for further process.
5. The Technical bid prepared by the bidder shall comprise of:
 - (i) Unconditional Acceptance Letter as specified in Format II.
 - (ii) Eligibility criteria as specified in Format III along with all documentary evidences.
6. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
7. Detailed technical evaluation will be carried out based on the Technical Bid along with all documents are evidence as mentioned above.
8. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
9. Self-declaration needs to be signed by authorized signatory(s).
10. Eligible bidders will be called for interaction with management committee on a date which will be intimated by mail.

Documents Required for Technical Bid

The following documents shall be submitted with Technical Bid:

Sr. no.	Particulars	Page no. of submitted documents
1.	Certified copy of Registration with Institute of Chartered Accountant / Cost Accountant of India	
2.	Summary list of work experience alongwith copies of work award letters issued by various departments.	
3.	Resume of the partners giving the brief details of relevant experience with membership no.	
4.	Payroll listing for the qualified CA (list of staff strength)	
5.	Proof of execution of services of maximum two special audits.	
6.	Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the years 2019-20, 2020-21 & 2021-22	
7.	Registration Certificate with C&AG/RBI	
8.	Declaration about non-blacklisted on Rs. 100/- stamp paper & notarized as per Format- VI.	
9.	Copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
10.	Unconditional letter of acceptance as per Format II	
11.	Filled in Format III and Format V	
12.	Chartered Accountant Certified Turnover Certificate as per Format-VII	
13.	Self- Attested copy of entire set of tender documents including Price bid, duly signed and sealed by the authorized signatory (all pages).	
14	DD amounting Rs. 50,000/- as EMD/SD in favour of Director, National School of Drama, New Delhi.	

OPENING OF TENDER & EVALUATION PROCESS

The Technical Bid shall be opened in the presence of the bidders or their authorized representatives, whoever likes to present as per schedule at National School of Drama, New Delhi. The Financial bid of those bidders who are technically qualified, shall be opened after that (eligible bidders will be informed about this separately by email).

Selection Criteria

The final selection of the successful bidder from the technically qualified bidders be done by QCBS method with 70% weightage of Technical score and 30% weightage of Financial Score considering the technical bid and financial bid using the following criteria: -

TECHNICAL SCORE = 100 X TECHNICAL MARKS OF THE BIDDER/HIGHEST TECHNICAL MARKS SCORED AMONG ALL BIDDERS (Adjust to two decimal places)

FINANCIAL SCORE = 100X FINANCIAL PROPOSAL OF LOWEST BIDDER/FINANCIAL PROPOSAL OF BIDDER UNDER CONSIDERATION (Adjust to two decimal places)

THE COMPOSITE SCORE SHALL BE COMPUTED AS FOLLOWS:

COMPOSITE SCORE = (TECHNICAL SCORE X 0.70) + FINANCIAL SCORE X 0.30) (Adjust to two decimal places)

The bidder with highest composite score will be declared as successful bidder.

NOTES:

- i. The bids should be unconditional. Conditional bids would be summarily rejected.
- ii. All marks will be rounded off upto 2 decimal places.
- iii. In case of tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the NSD can award the work to any one of the bidders at its sole discretion.
- iv. If there is a discrepancy between words and figures, the figures written in words shall prevail.
- v. Disputes, if any, shall be resolved by sole Arbitration nominated by the Director, National School of Drama, New Delhi.

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON TENDER DOCUMENTS

A prospective Tenderer requiring any clarification on the Tender Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 2 (two) working days prior to the deadline for submission of tenders. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the tender, decision of the NSD shall be final.

2. AMENDMENT OF TENDER DOCUMENT

Before the deadline for submission of tender, the Tender Document may be modified by NSD by issue of addendum /corrigendum.

Addendum/corrigendum, if any, will be posted at NSD Website and shall become a part of the tender document. All Tenderers are advised to see the NSD Website for addendum/ corrigendum to the tender document which may be uploaded up to 1 day prior to the deadline for submission of Tender as finally stipulated.

To give prospective Tenderer reasonable time in which to take the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by NSD.

3. REJECTION OF BID

- I. NSD reserves the right to reject the conditional or incomplete offer.
- II. NSD also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for NSD action

4. WORK NOT TO BE LET OUT

Sub-contracting, in part or full, of the assignment awarded to the successful Bidder, is not permitted.

5. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the CA Firm shall at all times remain the legal and absolute property of NSD and the engaged CA Firm shall have no rights to use the information for any purpose other than that expressly authorized by NSD.

6. TERMINATION OF SERVICES

The engagement of Consultant/Auditor can be terminated by the Registrar, NSD without assigning any reason, whatsoever, at any time during the contract period.

7. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the NSD.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration.

8. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
9. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
10. Bidder shall have proper infrastructure including lap- top, internet connection, stationery, etc. to carry out the work when they are required to work in NSD premises. NSD shall be providing only necessary furniture and electric connection to the CA Firm when they are required to work in NSD premises.
11. The soft copies of the data/information pertaining to conducting Statutory Compliances and Internal Audit as well as the print outs of the data/information provided during the contract period, shall be the property of NSD and the CA Firm shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of NSD at any stage.
12. NSD shall be authorized to make statutory deductions as applicable from the amount payable to the CA Firm.
13. All the above terms & conditions, scope of work and guidelines as mentioned in this tender document shall form part and would be treated as terms and conditions of the contract.

Format: I

Technical Bid Application
(To be submitted in Envelope-1)

Dated:

To
The Registrar
National School of Drama
New Delhi

Subject: Submission of tender for engagement of Chartered Accountant firm for Preparation of Accounts, Filing of Returns, Tax Matters & other Statutory Compliance.

Dear Sir,

Being duly authorized to represent and act on behalf of
have reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the work referred above. We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

Sr. no.	Particulars	Page no. of submitted documents
1.	Certified copy of Registration with Institute of Chartered Accountant / Cost Accountant of India	
2.	Summary list of work experience alongwith copies of work award letters issued by various departments.	
3.	Resume of the partners giving the brief details of relevant experience with membership no.	
4.	Payroll listing for the qualified CA (list of staff strength)	
5.	Proof of execution of services of maximum two special audits.	
6.	Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return and Acknowledgement/Assessment Order (if any) for the years 2019-20, 2020-21 & 2021-22	

7.	Registration Certificate with C&AG/RBI	
8.	Declaration about non-blacklisted on Rs. 100/- stamp paper & notarized as per Format- VI.	
9.	Copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
10.	Unconditional letter of acceptance as per Format II	
11.	Filled in Format III and Format V	
12.	Chartered Accountant Certified Turnover Certificate as per Format-VII	
13.	Self- Attested copy of entire set of tender documents including Price bid, duly signed and sealed by the authorized signatory (all pages).	
14	DD amounting Rs. 50,000/- as EMD/SD in favour of Director, National School of Drama, New Delhi.	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that, if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions, if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

Signature of the bidder or: _____ Authorized Signatory

Name of the bidder: _____

Company Seal: _____

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
The Registrar
National School of Drama
New Delhi -110001

Sub: - Acceptance of NSD Tender notice conditions

“Notice for tender for engagement of reputed Chartered Accountant firms for Preparation of Accounts, Filing of Returns, Tax Matters & other Statutory Compliance on behalf of National School of Drama.

Sir,

I/We have read all the clauses, terms and conditions of tender by NSD for “Appointment of Chartered Accountant Firm for Preparation of Accounts, Filing of Returns & other Tax compliances related work & appearance before Assessment Authority on behalf of NSD” and accept them unconditionally. I/We understand that in case of conditional offer my/our tender shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of NSD for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NSD asks for bribe/gratification, I/We shall immediately report it to the Registrar, NSD.

The required Bid Security Declaration Undertaking for this work has also been submitted and the Signed copy of Bid Security Declaration Undertaking is enclosed herewith.

Sincerely yours

Date:

Place:

(Signature of the Tenderer with rubber stamp)

TECHNICAL BID

1	Name of the Firm/ LLP						
2	Complete Postal Address:						
3	Pin code / Zip code						
4	Contact Information Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail: Name & Designation of Contact Persons						
5	Year of Establishment: (enclose the copy of the registration certificate)						
6	Nature of Business						
7	Details of Partners with professional qualifications:						
8	Registration Details (attach proof) Firm/LLP Registration Number & Date: Income Tax PAN & TAN: GST Registration No.: TDS-GST Registration No.: Others, if any:						
9.	Details of experience (should be supported with copy of work order/agreement: *Completion certificate to be enclosed.	S. No.	Year for which appointed	Name of the PSU/ Unit	Gross turnover/ Budget of the Govt Org /PSU/Autono mous Body	Nature of Assignme nt	Date of completion of assignment*
10	Turnover of Chartered Accountant Firm (Yearwise in lakhs of Rs.)	S.No	F.Y. 2019-20	F.Y 2020-21	F.Y 2021-22		
		Average Turnover:					

11	Registration/empanelment with RBI & C&AG	Empanelment with C&AG	Date of Empanelment	No of Years
		RBI		
11	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/NO		
13	Bank Account Particulars: Name of the A/c holder Complete Bank AccountNo. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS Code			
14	DD amounting Rs. 50,000/- as EMD/SD in favour of Director, National School of Drama, New Delhi.	DD No.	Date :	
<p>I / we hereby confirm that the particulars given above are true, correct and complete. I also undertake to inform any future changes to the above details.</p> <p style="text-align: center;">Name, seal & signature of the Authorized signatory</p>				

Financial Bid in respect of National School of Drama,
(To be filled by bidder on Letterhead of the Firm)

Name of Job/ services: Engagement of Chartered Accountant Firm

Name of Organization: National School of Drama, New Delhi

Name of Bidder:

Description of Work	Amount(In Rs.)
Consultancy fee as per Scope of work. (Consolidated fees for one financial year).	
Total Rs. in words:	

Note:

1. The above rates shall be exclusive of GST.
2. GST will be paid separately as applicable.
3. No TA/DA will be paid for work.
4. Income tax will be deducted from the due payments as per the rules.

Signature & Date

Name of signatory

Designation of signatory

Office seal

SELF DECLARATION
(On Letterhead of the Firm)

I/We, (Name of the firm _____)
declare that we have Conducted following statutory audit/Internal audit/ Statutory
Compliances/Investigation/Tax Compliance works of Central Govt/State Govt/ PSU/
Autonomous Body as per detail givenbelow:

S. No.	Name of the Organization	Financial year in which work conducted

Authorized Signatory (Partner):

Name & Seal of the Firm:

Date:

Place:

Format: VI

Declaration about Blacklisting/non blacklisting
(On Rs. 100 Stamp Paper & Notarized)

We hereby declare that we have not been black listed/ debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Authorized Signatory (Partner):

Name & Seal of the Firm:

Date:

Place:

Turnover Certificate
(To be submitted on letter head of the practicing Chartered Accountant Firm)

TO WHOMSOEVER IT MAY CONCERN

We have verified the books of accounts and related record of M/s _____ situated at (Address of the Firm/Agency) _____ and on verification of the records, we hereby certify that average Turnover and net worth of this mentioned entity/firm during the last three financial years which are as under:

Sr. no	Financial Year	Turnover in (lakhs of Rs.)
1.	2019-20	
2.	2020-21	
3.	2021-22	
Total		
Average Annual Turn Over of last three years		
Avg. amount in word:		

Sign and seal of Chartered Accountant

Place:

Date:

Name & Seal of the Firm:

Membership No:

Firm Reg. No:

UDIN: