



National Committee on Precision Agriculture & Horticulture

**“Notice Inviting Quotations For
Appointment of Statutory Auditor to NCPAH”**

DATED: 03/09/2022

10th Floor, International Trade Tower

Nehru Place

New Delhi - 110 019

Tel. : 011 - 35611275

Fax : 011 - 46508501

Email : ncpah@ncpahindia.com / admin@ncpahindia.com

National Committee on Precision Agriculture & Horticulture (NCPAH), is being funded by Department of Agriculture Cooperation & Farmers Welfare (DAC&FW), Ministry of Agriculture & Farmers Welfare (MoA&FW), Government of India. The Books of Accounts are subjected to audit annually. The accounts of NCPAH for the Financial Year 2021-22 required to be audited.

NCPAH is inviting quotations from the well reputed Chartered Accountant Firms for Statutory Audit of NCPAH Accounts for the Financial Year 2021-2022 as per terms & conditions mentioned below. The sealed quotations along with all the required documents must reach NCPAH office on or before 09/09/2022 by 1.00 p.m.

Scope of work :

1. Checking of Individual ledgers including of Bank Payment Vouchers, Vendor Bill / Invoices & other supporting.
2. Checking of Bank Reconciliation statement with Bank Statement.
3. Checking of TDS and GST TDS returns.
4. Checking of Financial Statement (Trial Balance / Receipt and Payment A/c), GFR – Fund utilization certificate as per applicable formats and attest the same duly signed and stamped.
5. Preparation and finalization of Audit report and notes to accounts.

Quotation – Terms & Conditions :

1. Auditor to be a Practising Chartered Accountant with UDIN number having adequate experience of 4-5 years
2. Auditor to submit PAN card and GST registration copy.
3. Audit to be carried out within the stipulated time frame intimated by NCPAH
4. On completion of the Audit, Auditor needs to submit the Audit Report / GFRs duly signed and stamped within weeks' time

Details of Quotation: -

- a) Quotation Reference :
- b) Start date & time for submission of Quotation : 03.09.2022
- c) Close date for submission of Quotation : 09.09.2022 at 1.00 p.m.
- d) Quotation opening date : 09.09.2022 at 2.00 p.m.
- e) Place of receiving the Quotation : National Committee On
Precision Agriculture &
Horticulture
- f) Address for communication : 10th Floor,
International Trade Tower
Nehru Place,
New Delhi, 110019
- g) Contact Person : Administrative Officer
Ph.011-35611275 /
M 9910692901 or email:
ncpah@ncpahindia.com /
admin@ncpahindia.com

Quotation submission Process

1. Sealed Quotation is to be submitted at above mentioned NCPAH office by hand / courier / speed post.
2. Envelope should be super-scribed “**Quotation for Appointment of Statutory Auditor to NCPAH**”.
3. The quotations received after 1.00 p.m. on 09.09.2022 shall not be entertained under any circumstances whatsoever. In case of postal delay NCPAH will not be responsible.
4. Unsealed quotation will be rejected.
5. Quotations must be sent along with forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
6. Rates must be quoted and specified taxes extra, if any, must be written separately. The rates must be quoted in figures as well as in words.

Payment Terms :

1. The payment will be made within 15 days of submitting the Audit Report on completion of Audit of the NCPAH Accounts and submission of bills.
2. Payment will be released after deduction of TDS and other statutory dues as applicable after the receipt of bill and satisfactory completion of work.
3. No claim for interest in case of delayed payment will be entertained by NCPAH.
4. All payments shall be made to the account of the Firm.

Other Terms and Conditions :

1. In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
2. The bidder whose evaluated price is found to be lowest (L-I), shall be considered for placement of Work Order for conducting Audit of NCPAH books of accounts.
3. The work contract is for audit of F.Y. 2021-22 which may be extended for another 3 years to the same firm at the same cost and same terms of conditions if the work is found satisfactory.
4. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information collected with assignment / contract without the express written consent of NCPAH. Failing which tender awarded may be cancelled and legal action as deemed fit may be taken.
5. The Bidder's rate should remain same and valid for a period of contract from the date of acceptance or contract on successful award of the same.
6. NCPAH reserves the right to accept or reject any or all quotations without assigning any reason thereof.
7. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by NCPAH whose decision will be binding on both the parties.
8. All disputes arising out of this tender shall be subjected to jurisdiction of Court of New Delhi.
9. The sealed envelopes comprising of quotations shall be duly superscripted as **"Quotation for Appointment of Statutory Auditors to NCPAH"**

10. The NCPAH will open the Quotations in the presence of the constituted Committee and award the contract to the lowest quoted Chartered Accountant Firm.