

Prasar Bharati
(Broadcasting Corporation of India)
Directorate General: Doordarshan
Doordarshan Bhawan, Copernicus Marg
New Delhi-110001.

F.No.G-17014/14/2010-FAS

Dated, the 13th August, 2010.

To

Subject: Notice inviting quotation for Appointment of Consultant(CA firm) for Doordarshan for carrying out matters relating to Income Tax/Service Tax/VAT/ internal audit of the Accounts, etc., of Doordarshan, initially for a period of one year.

Sir/Madam,

Director General: Doordarshan, New Delhi invites bids from Chartered Accountant Firms, empanelled with the Comptroller & Auditor General of India for the professional guidance for carrying out matters relating to Income Tax/Service Tax/VAT/Internal audit of the Accounts, etc., of Doordarshan, initially for a period of one year. The details of the scope of work are as under :

- I. Advice on Service Tax matters; drafting of appeals and appearances before authorities on ST matters.
- II. Advice, consultation and conferences for Income Tax & TDS related matters.
- III. Advice on VAT/GST deduction under programmes being prepared by private parties and if required making appeal to the concerned authorities of State /Central Governments.
- IV. To recommend operational improvement in financial aspects, viz. procedures like reconciliation of receipts with bank statements, proper implementation of investment policies, regulation of cash balances, bank balances, etc. revenue generation mechanism, balance sheet accounting.
- V. To advice on accounting specifically conversion from single entry cash book system to double entry accrual based system and protection of assets
- VI. Internal audit of the Accounts of Doordarshan/ Director General of Audit Central Revenue/expenditure, New Delhi;
- VII. Advice on commercial revenue and its accounting under different programmes and building a Business Model for Doordarshan.

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- VIII. Provision of inputs to Prasar Bharati for preparation of Annual Accounts
- IX. Certification for payment to/from in foreign exchange.
- X. Any other job related to financial / Tax matters assigned by Doordarshan

Note: Retainership fee will include all above scope of work along with conferences held in relation with various assignment and minor opinions given on file or on references to them from time to time. Fee will also include travel expenses, telephone expenses and other expenses. (Service Tax @ 10.3% or as as applicable on actual basis may be quoted separately).

Terms and conditions:

(1) The CA firm will depute at least one qualified and experienced CA with Assistant/s on regular basis at Doordarshan Directorate at Copernicus Marg at least four times in a month. This duration can be extended according to work requirement.

(2) The earnest money of Rs.5,000/- (rupees five thousand only) along with technical bid should be submitted in the shape of Demand Draft from any Commercial/Nationalized Bank in favour of DDO, Directorate General: Doordarshan, New Delhi. The earnest money will be returned to the unsuccessful bidders on finalization of the tender. The earnest money of successful bidder will be return on receipt of security deposit. Further, if the successful firm fails to deploy manpower against the initial requirement within 15 days from the date of placing the order or fails to deposit security money within 15 days after award of the contract, the EMD shall stand forfeited without giving any further notice.

(3) The successful tenderer have to deposit security deposit to the tune of 10% of the total cost of the contract within 15 days after the award of contract also in the shape of Demand Draft from any commercial/nationalized bank in favour of DDO, Directorate General: Doordarshan, New Delhi. The security

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money would be refunded after 60 days of completion of all contractual formalities . No interest will be paid to the firm on security deposit.

(4) Shifting of files out of office premises is not allowed in any case. However, in case of any urgency, the files can be taken with the written consent of the concerned Head of Division/Office.

(5) CA firm or its employee are not allowed to interact with private Programme Producers/contractors engaged by Doordarshan.

(6) In urgent situations, staff of CA firm may work on Saturday/Sunday/Holidays to clear backlog without any additional financial incentive with the prior approval of the competent authority.

(7) Doordarshan has the right to accept/reject the quotations(s) of any firm without assigning any reason(s) thereof.

(8) In case of any dispute, it shall be referred to the sole arbitration of the person appointed by the Director General, Doordarshan.

(9) Payment of retainer fee will be released within 30 days of receipt of the bill.

(10) In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the firm will be liable to be forfeited by this Directorate besides annulment of the contract.

Eligibility Criteria

- Empanelled with Comptroller & Auditor General of India, New Delhi with head office in New Delhi.
- Experience of a minimum of 10 years of similar scope of work.
- At least having executed above scope of work in two to three large public sector undertakings i.e. 'A' category of Government of India/State Governments/local bodies/autonomous bodies of Central/State Governments
- Having a strength of at least five full time CA in the pay roll of the firm/partner – three of CAs having a minimum of two years experience;

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- Having a strength of at least 10 article clerks/audit assistances in the pay roll of the firm – five should have a minimum of two years experience

Documents/evidence to be sent

- 1) Certificate of registration/evidence/legal status
- 2) Experience of working/auditing in Government of India/State Governments Public Sector Undertakings ('A' category), local bodies/autonomous bodies of Government of India/State Governments
- 3) Complete profile of the firm/agency.
- 4) Copies of evidence in terms of eligibility criteria.

The bids have been invited under Two Bid Systems i.e. Technical Bid in respect of eligibility criteria and Financial Bid. The interested firms are advised to submit two separate sealed envelopes super-scribing "Technical bids for Engagement of Consultants (CA firms) for Doordarshan" with earnest money of Rs.5,000/- and "Financial bid for Engagement of Consultants (CA firms) for Doordarshan" Both sealed envelopes should be kept in a third sealed super-scribing " Bid for Engagement of Consultants (CA firms) for Doordarshan." and date of closing/opening prominently underlined along with the address of this office. All entries in the bids should be legible and filled clearly and page numbered. No overwriting or cutting is permitted in the Financial Bid. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.

The interested firms may drop the sealed bids complete in all respects addressed to DDA(Finance), Directorate General: Doordarshan, Copernicus Marg, New Delhi 110001 on or before 8th September 2010 3.30 PM in the Tender Box kept at Facilitation Centre, Ground Floor, Tower A, Doordarshan Bhawan, which will be opened on the same day at 4.00 pm in the presence of representatives of the firms. The place of opening of the tender will be displayed near the Facilitation Centre.

(R.K. Vashistha)
Deputy Director (F)
Tele No.23388429