

HIRING OF THE SERVICES OF CHARTERED ACCOUNTANT (CA) BY **THEBAMBOO RESEARCH AND TRAINING CENTRE SOCIETY**

Maharashtra State Governments vide Government Resolution No. Esst-2014/SI. No-64/Part-2/F9/Mantralay, Mumbai Dt. 04-12-2014 formed "Bamboo Research and Training Centre, Chichpalli (BRTC)", Dist. Chandrapur as Autonomous Institute.

"BRTC Society" is registered under Society Act, 1860 Society. BRTC is also registered under Bombay Public Trust Act, 1950. The MOU of association and rules and regulations of BRTC was approved from the Government of Maharashtra in 2015.

According to the rule no.59 of By-Laws of BRTC Society, the accounts of the society shall be audited annually by the auditors appointed for the purpose and the audited statement of accounts shall be submitted, to the Government through Governing Body. In order to carry out the above-mentioned work, the service of CA is being hired through this advertisement.

SELECTION CRITERIA

Qualification

- ☐ A CA/CMA firm registered with institute of CA of India or ICWAI.
- ☐ Certification of CAG Panel is mandatory.
- ☐ Minimum 5 years of working under the Society Trust Act(Public/Private).
- ☐ Minimum 5 years of practicing as General CA.
- ☐ Filing of GST Returns (Monthly & Yearly) of minimum 3 years as per GST Act (Experience Certificate / Appointment Letter is Mandatory).
- ☐ Minimum 5 years of work experience of filling of TDS and Returns.

Works to be executed

1. Scheme wise Auditing.
2. Submission of quarterly and yearly audit report to the office of charitable commissioner and concerned officers as per Society and Trust Act.
3. Filing of quarterly TDS returns.
4. Monthly, Yearly GST Returns.
5. Shall ensure that the organization / Buyer/ Seller to which BRTC is paying GST, is regularly paying GST & Filing the returns.
6. Monitoring and Claiming of Input Credits if any.
7. Advice to BRTC Staff regarding execution and handling of Tally Software as per requirement.
8. Registration of Trust under 80-G.
9. Any new amendments in any act related to Tax & Service need to be implemented immediately; training/workshop needs to be conducted if necessary.
10. Important aspects of society Act & Trust Act needs to be elaborated in detail to the BRTC, time to time whenever necessary.

Accountability

- The above listed works, if not submitted on time, then the concerned firm will be held responsible and recovery will be made according to the losses to BRTC.
- Time to Time Service and Good Quality of work is mandatory.

Terms and Conditions

- All rights related to the selection and appointment is vested with the Director, BRTC.

- Incomplete application (Part-I, Part-II) will not be processed for further scrutiny.
- Application will be rejected if the declarations are not submitted.
- Application will not be accepted if it is not submitted on date.
- Both the Technical Bid and the Financial bid will be considered for qualifying of L1.
- This contract is for the period of 11 months from the date of appointment.
- Appointment shall be cancelled or withdrawn if in case of unsatisfied performance of the firm/CA.
- In case of cancellation of appointment, 15 days prior notice will be given by the BRTC.
- In case of withdrawn or resignation, one-month Prior written notice shall be given to the BRTC.
- During the notice period, all the pendency work shall be completed and the summary shall be submitted to the concerned authority to whom BRTC will be authorizing. No payment will be paid for any delay in handing over the details and documents.

PART-I- TECHNICAL BID

Status of Firm

Partnership

☐

Sole Proprietorship

☐

1. (a) Name of the Firm (In Capital letters) : _____
(b) Office Address : _____

City _____ Pin _____
(c) Email Address : _____
(d) Telephone/Mobile : _____
(e) PAN No. of the Firm : _____
2. Whether the Firm is on CAG Panel : _____
(Please attach the Proof, it is Mandatory)
3. ICAI Registration No. _____ Region Name _____ Region Code No. _____
4. (a) Date of constitution of the firm : _____
(b) Date since when the firm has : _____
a Full time FCA
5. Full Time Partners /Sole Proprietors of the firm as on 01.11.2020

Sr.No	Years of continuous association in the firm	Number of FCA	Number of ACA
1	Less than one year		
2	1 year or more but less than 5 years		
3	5 years or more but less than 10 years		
4	10 years or more but than 15 years		
5	15 years and more		

6. No. of Part time partner if any, as on 10.01.2021: _____
7. Number of full time Chartered Accountant: _____
employees as on 10.01.2021
8. Number of audit staff employed full time with the firm
- (a) Articles/Audit Clerks : _____
- (b) Other Audit Staff (with knowledge of book keeping & Accountancy) : _____
- (c) Other Professional Staff(Please Specify) : _____

09. Whether the Firm is engaged in any internal /concurrent Auditor or any other services of any Government /Government Companies /Corporations etc. if yes, give a brief note of the case (Annexure-1) Yes/No
10. Whether the firm is implementing quality control policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices (SAP17)(if yes, a brief note on the procedure adopted is to be given) (Annexure-2) Yes/No
11. Whether there are any court /arbitration /any other legal case against the firm /partner (if yes, give a brief note of the case indicating its present status).(Annexure-3) Yes/No
12. A CA/CMA firm registered with institute of CA of India or ICWAI. copy of certificate as (Annexure-4) Yes/No
13. Minimum 5 years of working under society trust act (Public/Private) Copy of Experience Certificate as (Annexure-5) Yes/No
14. Minimum 5 years of practicing as General CA. Yes/No
15. Filling of all GST and Returns of minimum 3 years as per GST Act (Experience Certificate / Appointment letter is mandatory) (Annexure-6) Yes/No
16. Minimum 5 years of work experience of filling of TDS and Returns. Yes/No
17. Any other specifications or achievements to be brought to the notice of the BRTC. If yes (Annexure-7)

Declaration

I _____, do here by declare that the information given above is true to the best of any knowledge and belief.

I _____, do hereby agree and accept the selection criteria and terms and conditions, published along with the advertisement.

Place:

Date:

(Authorized Signatory)

Seal of the Firm

PART-II
FINANCIAL BID

Sr.No	ITEM	Quoted Amount (Inclusion of all Taxes)
1	Monthly GST Returns & Input Credit	
2	Quarterly TDS Returns	
3	Yearly TDS Returns	
4	IT Returns (Monthly)	
5	Yearly GST Returns	
6	Monthly accounting scheme wise and maintenance of (i) ledger (ii) cashbook (iii) balance sheet	
7	Yearly accounting scheme wise and submitting annual audit report to Charitable Commissioner	
8	Tally Software (Implementation at 2 places) (i) Installation at 2 Places (ii) Training for the staff concerned	
9	(i) Training for any new scheme (ii) Monitoring of the same	
10	Tally Software (i) Installation at One Place (ii) Training for the staff concerned	

Place :

Date :

Annexures in total
numbers.....

Total Pages.....

(Authorized Signatory)
Seal of the Firm



Director

Bamboo Research & Training Centre
Chichpalli, Dist-Chandrapur