

**Mewat Model Schools Society, Nuh (Mewat)  
Haryana-12207**

**Tender Notice**

The Society intends to invite reputed Chartered Accountants for Audit for the year 2015-2016. The detail terms & conditions of the tender can be seen on website [www.mda.nic.in](http://www.mda.nic.in). The date of receipt of tender on 08.06.2016 up to 11:00 Hrs.

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Vice Chairman  
MMSS Nuh



Mewat Model School Society, Nuh (Mewat)  
(Ph.: 01267-274678) e-mail:- [mmssmewat@gmail.com](mailto:mmssmewat@gmail.com)

**TENDER FORM**

Tender No.3

Ref:- MMSS Nuh/Audit /2016 Dated: \_\_\_\_\_

Cost of Tender Form

The Payment for Tender Document Fee  
Rs.500/- (Rupees Five Hundred Only)  
(Non refundable) can be made by  
eligible bidders / contractors through  
Demand Draft

Last date and time for receipt of application for Tender : --

Dated 08.06.2016(11:00am)

Date and Time of Opening of Tender:-

08.06.2016 (14:00 am in the office of  
MMSS Mewat, Nuh)

Amount to be deposited as E.M.D. :-

The Payment for EMD **Rs. 5000/-**  
**(Rupees five Thousand only)** can be  
made through Demand Draft in favour  
of Mewat Model School Society  
payable at Nuh

**Mewat Model School Society, Nuh (Mewat)**  
**NOTICE INVITING TENDERS**

Sr. No.	Name of work	Earnest Money	Expiry Date & Time of Bid Preparation & Submission
1	Audit : Finalization of Accounts (Eight Mewat Model Schools & MMSS Nuh) Places : MMS Nuh, MMS Tauru, MMS FPJhirka, MMS Nagina, MMPS Madhi, MMS Hathin, MMS Punhana, MMGS Khanpur Ghati	5,000/-	08.06.2016 ( Up to 11:00 AM)

1. For Full details visit web site [www.mda.nic.in](http://www.mda.nic.in)

**Vice Chairman**  
**Mewat Model School Society**  
**Nuh (Mewat)**



### DEATILS NOTICE INVITING TENDER

**Tender** is invited for Audit in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid and Request for Financial Bid (comprising of price bid Proposal in Commercial Envelope):-

Sr. No	Name of Items	EMD to be deposited by Bidder	Tender Document Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Audit (Finalization Of Accounts)	5000/-	500/-	25.05.2016 (11:30 AM)	08.06.2016 (Up to 11:00 AM)

Under this process, the Pre-qualification/ Technical bid Application as well as Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

- The payment for Tender Document Fee shall be made by eligible bidders through Demand Draft and the payment for EMD can be made through Demand Draft in favour of Mewat Model School Society payable at Nuh (Mewat)**
- Intending bidders will be mandatorily required to be eligible to participate in the Tender. **He /She will be required to make payment of Rs.5000/- towards EMD fee in due course of time i.e. between upto . The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his/her bids for the respective event/Tenders.**

The interested bidders shall have to pay mandatorily (under document fee – Non refundable) of Rs.500/- (Rupee Five Hundred Only)

The Bidders can submit their tender documents as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	25.06.2016 11:30 AM	08.06.2016 (Up to 11:00 AM)
2	<b>Technical Bid Opening</b>		08.06.2016	11:30 Hrs.
3	<b>Financial Bid Opening</b>		08.06.2016	14:00 Hrs.

#### Important Note:

- The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
- Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for bidding.
- Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.

Technical Bid Part - A

Tender for: Audit

Mewat Model School Society, Nuh.

TECHNICAL BID (PART 'A')

(Technical Bid Supporting Document to be sealed in envelope "A")

TENDER FORM NO. : ..... ISSUED ON DATED : .....

ISSUED TO : .....

Earnest Money DD No. .... Dated .....

A.	NAME OF THE TENDERER AND ADDRESS:	PHONE:  MOBILE: FAX: E-MAIL:
B	Firm/ COMPANY REGISTRATION (ATTACH ATTESTED PHOTOCOPY OF REGISTRATION)	
C	ANNUAL TURN OVER of Two years(Attach Attested photo copy)	
D	INCOME TAX PERMANENT ACCOUNT NO.(ATTACH ATTESTED PHOTOCOPY)	
E	INCOME TAX RETURN FILED FOR THE LAST TWO YEAR 2013-14/14-15: (ATTACH ATTESTED PHOTOCOPY)	
F	Registrations Certificate with number (Photocopy enclosed)	Yes/ No
F	10 years experience required in GOVT/ PSU's/ NGO's in Haryana (Attach certificate issued by competent Authority):	Yes/ No
G	Have you or your Company/ Firm been served with Show-cause notice for Non-compliance of supply order or Black Listed by State Govt./Center govt./any organization if No then attach an affidavit dully attested by Oath Commissioner	YES/NO

SIGNATUR

NAME OF ENDERER

SEAL

Note: MMSS Mewat reserves the right to accept or reject the tender /cancel the tender without assigning any reason thereon.



( Terms and conditions ) : Annexure- B

**Terms and Condition for the Bidder for PQQ/Technical Qulification.**

Sr.n o.	The Bidder	State Yes/No	Particular
1	Should have experience in working with Govt./PSU's/ NGO's at least Ten years for providing Audit (Supporting documents required)		
2	Should have PAN issued by the competent authority. (Supporting documents required with attested copy)		
3	Should have ever been blacklisted for any default in supply by any Govt. agency. (Affidavit to be attached) with attested copy.		
4	Should have submitted income tax Return for last two consecutive years (Supporting documents required) with attested copy.		
5	Should have Registration Certificate of the firm		
6	Authorization letter nominating a responsible person/liasioning agent of the bidder to transact the business with the Bid Inviting Authority to be submitted.		

**Note :- The financial bid of the bidder should not be open if the bidder did not Qulify the above said terms and conditions . The Tender Application of the bidder should be state forward rejected if the Bidder did not qulify the above said Terms and conditions.**

Vice Chairman  
Mewat Model School Society  
Nuh (Mewat)

**Signature of Tenderer.**

The bids shall be submitted online in two separate envelopes:

- \* Envelope 1: Technical Bid  
The bidders shall submit the required eligibility & technical documents in the Technical Bid.
- \* Envelope 2: Commercial Bid  
The bidders shall **quote** the prices in price bid format under Commercial Bid.

Vice Chairman  
Mewat Model School Society  
Nuh (Mewat)



**TENDER FORM (Financial Bid)**

Name & Address of Firm  
(along with registration number and date,  
Photocopy enclosed) \_\_\_\_\_  
\_\_\_\_\_

Chartered Accountants \_\_\_\_\_  
\_\_\_\_\_

Experience in Audit \_\_\_\_\_

Fees (Per year/ per branch) \_\_\_\_\_

The following works will be ensured while conducting of audit & preparation of  
Balance Sheet of Mewat Model Schools

1. Reconciliation of grant released by MDA component wise
2. Reconciliation of expenditure with grant received component wise.
3. Reconciliation of all Bank Accounts
4. Preparation of all schedules of Balance Sheet (Income- Expenditure, Receipt- Expenditure etc)
5. Reconciliation of Stock Registers
6. Reconciliation of TDS Return etc
7. Reconciliation of All Fees & Students/ Staff
8. Ledger Scrutiny: Component wise schedule of expenditure with Budget comparison.
9. Other work as per direction of Chairman/ Vice Chairman MMSS
10. Chairman MMSS has the right to accept or reject any Tender without assigning any reason.
11. All works will be completed within month only.

Above conditions are accepted.

Signature of Authorized  
Person of Firm

