

VIDYUT VITRAN TRAINING AND RESEARCH SOCIETY

SPB-2, Nayagaon, JABALPUR (M.P.) 482008
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No. VVTRS/ CA/Enq/ **116**

Dated: 03/09/2019

To

M/s -----

Sub: Enquiry for appointment of consultant for statutory annual audit of VVTR society

Dear Sir(s),

1. Sealed computer typed quotations are invited from the C.A. firms for appointment of consultant for statutory work of VVTR society and other associated work as per specification in Schedule-1 enclosed. The detailed scope of work is mentioned in anneure-1. Handwritten, open or overwriting quotations shall be rejected.
2. **DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY :-**
 - (I) Due date and time for receipt : 19/09/2019
Up to 3:00 P.M
 - (II) Due date and time for opening of offer : 19/09/2019
at 3:30 P.M
3. **MODE OF SUBMISSION OF QUOTATIONS :-** The quotation may be sent by post or may be dropped in the Tender Box of the Secretary VVTRS placed in the office of DGM (Training) Central Training Institute, SPB-2, Nayagaon Jabalpur on or before due date & time of receipt of offer as indicated above.
Quotations which does not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Discom-EZ or VVTRS will

not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.

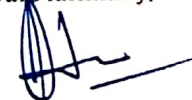
4. **VALIDITY:-** The offer shall be kept valid for a period of 90 days (Ninety days) from the date of opening of quotation.
5. **PRICES :-** The prices shall be FIRM and Payment of any type of Govt, Statutory levies/taxes shall be quoted extra and will be responsibility of the bidders. Please ensure that the rates/prices are filled in strictly in the Schedule-I enclosed herewith.
6. **PAYMENT :-** Subject to completion of all formalities and satisfactory work as per terms of order 100% payment of each assignment inclusive of all charges shall be paid to the firms on assured basis within 30 days from the date of bill on assured basis.
7. **DELIVERY:-** The assignments of Submission of Annual report and required documents to Registrar of Societies MP Bhopal **to be completed before 30/09/2019** or within the time limit prescribed by the statutory authority.
8. **CONSIGNEE:-**The delivery of the documents/returns/reports is to be made to the Registrar of Societies MP Bhopal with a copy to Treasurer VVTR Society at Central Training Institute MP Poorv Kshetra Vidut Vitran Co. Ltd. , SPB-2, Nayagaon, Jabalpur M.P..
9. **PENALTY:-**In case of delay in execution of the order, the VVTR Society may at its option either:-
 - (i) Recover from the firm as agreed towards liquidated damages a sum@ ½% (half percent) of the price of work not delivered for a week or part thereof subject to maximum of 10 %.

OR

- (ii) Cancel the contract for part or whole of the quantity on order, with liability.
10. The VVTR Society reserves the right to accept or reject any offer(s) or all offers in part or full without assigning any reason. No correspondence shall be entertained on this account.
11. The delivery period is the essence of the contract and has to be maintained under any circumstances.

Please acknowledge the receipt of enquiry.

Yours faithfully,



Secretary

VVTR Society Jabalpur
Jabalpur

Encl:-

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1. Schedule-I-Price & Quantity Schedule

PRICE & QUANTITY

S. No.	Particulars	Quantity	Quoted Rate F.O.R. destination rates for delivery to VVTR Society Central Training Institute, MP Poorv Kshetra Vidyut Vitran Co. Ltd. , SPB-2, Nayagaon Jabalpur
1	2	3	4
1	Nature of Work:- One-time job 1. Society Statutory Audit FY 2017-18 2. Society Statutory Audit FY 2018-19 3. Submission of Annual report and required documents to Registrar of Societies MP Bhopal	1 job	
2	Taxes		
3	Total		
	In words Rs.		

Signature of C.A. Firm

ANNEXURE-I
TERMS AND CONDITIONS OF ENQUIRY

1. Submission of Bills:

After completion of the work in all respect, The bills in triplicate should be submitted in the office of Payment Releasing Authority i.e. Treasurer, VVTR Society Jabalpur.

2. Penalty for delay in work:

In case of delay in execution of the work, the VVTR Society may at its option either (i) recover from the firm as agreed Liquidate damage, a sum @ $\frac{1}{2}$ % (half percent) of the price of any stores not delivered for a week or part of a week subject to maximum of 10% or (ii) for the work done from other sources on account of and at the cost of the supplier, the stores not delivered or (iii) cancel the contract reserving company's right to recover damages.

3. Acceptance:

It is not binding on the VVTR Society to accept the lowest or any tender. The VVTR Society reserves the right to accept or reject any offer at its option or place order with more than one supplier for full or part quantity of this enquiry and the same shall be binding on suppliers unless otherwise stated in the offer.

4. Extension Order :

In the event of an order the VVTR Society reserves the right to place an extension order for a quantity upto 100% of any item ordered after the placement and acceptance of original order, on the same price, terms and conditions applicable to original order subjected to satisfactory work and mutual consent.

5. Disputes:

All disputes, if any, out of or in respect of this enquiry are to be settled at Jabalpur or be triable only in any competent court situated at Jabalpur. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.



Secretary
VVTR Society Jabalpur

Scope of work:

Nature of Work-: Recurring Job

1. Statutory Audit as per MP Societies Act
2. Submission of Annual report and required documents to Registrar of Societies.

1. Statutory Audit as per MP Societies Act

1. To conduct statutory audit as required by the MP Societies Act to issue opinion that the financial statements give a true and fair view of the Financial Position of the financial statement of society at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31st.
2. The books of accounts as maintained by the society shall form the basis for preparation of the financial statements.
3. The audit will be carried out in accordance with Engagement & Quality Control Standards (Audit & Assurance Standards) issued by the Institute of Chartered Accountants of India in this regard.
4. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition, the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

2. Submission of Annual report and required documents to Registrar of Societies

1. Submitting the required documents with Registrar of Societies and replying to letters or notices from Registrar of Societies.