

**Children's Film Society, India**

An Autonomous body under the Ministry of Information and Broadcasting, Govt. of India  
Children's Film Society, India , Films Division Complex, 8th Floor, Dr.G. Deshmukh Marg, Mumbai 400026.

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Website: <http://www.cfsindia.org>

Tender Document for Website Maintenance

**SUBJECT: APPOINTMENT OF STATUTORY AUDITOR (SA) IN CHILDREN'S FILM SOCIETY, INDIA, MUMBAI FOR THREE FINANCIAL YEARS 2020-2021, 2021-2022, AND 2022-2023.**

**ABOUT CFSI:**

Children's Film Society, India (CFSI) is an autonomous organization registered under Societies Registration Act, 1860 and functioning under Administrative & financial control of Ministry of Information & Broadcasting, Govt. of India with an aim to provide clean & healthy entertainment to children through a medium of films. CFSI is engaged in production and exhibition of children's film , and organizes film screening , free of charge, for children.

**Tendering Process**

Tender is invited for **Appointment of Statutory Auditor for three years for F.Y. 2020-21, 2021-22, 2022-23**". The tender shall be submitted online on Central Public Procurement Portal of Government of India. It can be accessed at <https://eprocure.gov.in/cppp>. The tender shall be submitted in two parts i.e. (i) Technical Bid and (ii) Financial Bid. Both parts of bid are to be submitted to Children's Film Society, India along with the Bid Security i.e Earnest Money Deposit (EMD) of **Rs. 5% of the tender value** and Tender Fee of **Rs.1000 (Rupees One Thousand only)** The bidders registered with MSME ,as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submission of Bid Security (EMD). /.

**Submission of Tender**

Event	Date
Availability of RFP Document at <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> Website	14 <sup>th</sup> August 2020 1000 hrs
Last date and time for online submission of completed RFP document	4 <sup>rd</sup> September 2020 1500 hrs
Opening of online Technical Bid, evaluation and short listing for financial bid	7 <sup>th</sup> September 2020 1200 hrs
Opening of online Financial Bid	10 <sup>th</sup> September 2020 1100 hrs
Awarding of online contract	14 <sup>th</sup> September 2020 1100 hrs
Submission of hard copy documents	15 <sup>th</sup> September 2020 1100 hrs

Tender Value (Base Price)

Rs.59,000/- (Rupees Fifty Nine Thousand Only) for all the services mention in the tender

**DUTIES AND RESPONSIBILITIES OF STATUTORY AUDITOR:**

- (a) The Statutory Auditor will be required to carry out Statutory Audit at CFSI Mumbai Office as per **Societies Registration Act, and The Charitable Trust Act as well as other applicable Acts in Standard Format of Accounting prescribed by Ministry of Finance from time to time.**
- (b) The Statutory auditor will be required to discuss the draft Statutory Audit reports with CEO, CFSI office before its finalization.
- (c) The Statutory auditor shall visit CFSI Office within the time stipulated above from the end of the Financial Year. The same shall be signed and sealed by the Lead CA Firm. Further, the auditor shall also be responsible for the consolidation of annual accounts of CFSI by **first week of June and submit final audit report by June/July end positively.**
- (d) The STATUTORY Auditor will be required to depute his audit team in the following manner:

S.No	Description	Minimum No of Employees to be	Minimum No of days for which the team should be present:
1	<ul style="list-style-type: none"><li>(a) The audit team shall be deputed to carry out the Statutory Audit of CFSI Office, Mumbai after closure of financial year in the first week of June, consolidation and Finalization of financial statements.</li><li>(b) Certification of Utilisation Certificate in respect of Grant-In-Aid received from Ministry, for each scheme.</li><li>(c) Form 10B (Audit Report) as per I.T. Act, 1961</li><li>(d) Any other certificates, prescribed under Rules.</li></ul>	Should consist of at least one CA with minimum 10 years' experience, one CA with 5 years' experience, 3 CA intermediate / IPCC.	The team will be required to be present at the CFSI for a minimum of four weeks for carrying out.

## **Other Terms and Conditions**

1. Initially the appointment of Statutory Auditor will be for the financial year i.e. 2020-21. However, the CFSI may extend the appointment for each financial years i.e. 2021-22 and 2022-23 **with a 5% escalation per annum**. The extension will be made for each financial year separately at the sole discretion of CFSI depending on the satisfactory services. The appointment of Statutory Auditor cannot be for more than three years in total.
2. However, the base price for the fees to be quoted by the Lead CA Firm in the Financial Bid at Annexure III will be approximately Rs.59,000 (Rupees Fifty Nine Thousand Only).
3. The average annual turnover of the Children's Film Society, India (CFSI) for the last five years is Rs.47 lakhs
4. The Lead CA firm must be registered with C&AG and shall produce registration Certificate/number.
5. The documents/certificates in support along with the tender shall be signed by the Authorized Partner. All documents should be numbered and an index of pages should also be submitted.
6. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.
7. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
8. The bidder shall submit EMD of 5% of the tender value. Tenders without Bid Security (EMD) will be summarily rejected, except Exempted bidders. The Earnest Money Deposit (EMD) of successful bidder will be refunded on receipt of Performance Security (Security Deposit) amount for the period of contract. The bidder shall submit Performance Security of 10% of the tender vales. The Performance Security will be refunded on request of the bidder beyond 60 days after completion of Statutory audit in all respect. No interest will be paid on EMD and Security Deposit. The bidders registered with MSME ,as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submission of Bid Security (EMD).

9. Whenever deemed necessary, CFSI may seek clarifications on any aspect from the participant firm. However, that would not entitle the participant to change or cause any change in the substance of the offer submitted or price offered
10. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
11. CFSI reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites <http://www.cfsindia.org>
12. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
13. CFSI reserves the right to cancel this tender process at any time without assigning any reason before the selection of Lead CA Firm and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
14. This tender is subject to the jurisdiction of the local courts at Mumbai only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Mumbai only.
15. Tenders shall be in the Two-bid system i.e. having the Technical Bid as well as Financial Bid.
16. CFSI will not accept any claim other than professional fee / charges etc. specified in Financial Bid.
17. The Lead CA Firm should not have any disputes with any of the client. If any disputes come to knowledge of CFSI at any point of time, then the services of Lead CA Firm would be terminated.
18. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
19. TDS if applicable will be deduced at prescribed rates as per Income Tax Act, 1961.
20. In case a bidder withdraws unilaterally after submission of Bid EMD will be forfeited.
21. Any defect in services of Statutory Audit work, shall be rectified, without any additional cost.
22. The lead CA firm must have Annual Turnover of RS. 5 lakh for one year or combined turnover of RS. 10 lakhs for the last 3 years i.e.(2017-18, 2018-19 & 2019-20).

23. The lead ca firm must have experience of at least 5 years of Statutory audit.
24. The payment of professional fees for Statutory Audit will be released on receipt of tax invoice subject to timely submission of Statutory Audit report of CFSI.
25. The contract shall be between CFSI and Lead CA Firm, registered with C&AG, which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the Lead CA Firm within a week failing which their EMD will be forfeited.
26. The terms and conditions of the contract shall constitute the entire agreement between the Lead CA Firm and CFSI. Any change will be binding only if the amendment are made in writing and signed by a competent authority of CFSI and the Lead CA Firm.
27. Any dispute arising shall be referred to the sole Arbitration. The selection of arbitration will be made by CEO, CFSI. The arbitrator's decision shall be final and binding on both the parties.
28. The Lead CA Firm will ensure that no information or data about the policies of CFSI is taken out in any form including electronic form or otherwise. The Lead CA firm shall also undertake that any information data signed by the staff of the Firm is not provided to any third party or misused. In case there is such an instance, CFSI reserves the right to take action against the Firm as deemed fit.
29. The Firm shall be responsible for any damage to equipment, property and third party liabilities caused by acts on part of its auditors / representatives.
30. The Lead CA Firm shall ensure that the audit work is started and completed as per the time schedule mentioned in the tender document. In case of delay in the satisfactory performance and completion of audit work, penalty @ Rs.500 per week shall be applicable for a maximum of 30 days . Beyond 30 days, CFSI reserves the right to cancel the contract, forfeit Security Deposit and get the work completed from alternate sources at the risk and cost of the defaulting firm.
31. The CFSI reserves the right to cancel the contract in the following cases:
  - The Lead CA Firm fails to comply with the terms and conditions of the contract.
  - The Lead CA Firm fails to deliver the satisfactory services on time.
  - The Lead CA Firm becomes bankrupt or goes into liquidation.
32. Upon receipt of the said cancellation notice, the Lead CA Firm shall discontinue contract and matters connected with it.
33. In the event of Force Majeure occurring within the contracted period, the delay in performing Statutory audit can be extended by CFSI on receipt of written request of Lead CA Firms.

37.The CFSI reserves the right to cancel the contract in the following cases:

- (i) The Lead CA Firm fails to comply with the terms and conditions of the contract.
- (ii) The Lead CA Firm fails to deliver the services on time.
- (iii) The Lead CA Firm becomes bankrupt or goes into liquidation.

38.The Tender document shall be arranged in the following order:

- i) Demand draft for EMD and cost of tender.
- ii) Index containing Page Numbers.
- iii) Technical Bid and the related documents.
- iv) Signed tender documents.
- v) Financial Bid in a separate envelope.

**INFORMATION SHEET**

Particulars of Lead CA Firm for appointment as Statutory Auditor of CFSI

(a) Name of the Firm: .....

(b) Incorporated as .....in year.....at.....

(c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.

(d) Registered Office Address Name of the Nodal Partner Designation Telephone Numbers Fax Numbers E-mail Mobile No.

(e) Registration details with Statutory Bodies: (enclose attested photocopy of documents) Goods & Service Tax Registration No.: Income Tax No. (PAN): C&AG Registration No.:

(f) Details of Partners of the Firm:

S.No	Name	Qualification	Associated with Firm Since

(g) Details of Full Time Chartered Accountants in the Firm:

S.No	Name	Qualification	Associated with Firm Since

(h) Total Staff Strength of the Firm:

(i) Security Bid (EMD) Details:

Particulars	Amount (Rs.)	Draft No	Date	Bank	Branch

(j) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit

(k) Name of Clients (PSU's / Autonomous Bodies) of which Statutory audit was assigned through C&AG's office and conducted in any of the last 5 years.

(l) Any other information Firm would like to furnish:

Signature with Stamp

Date

## TECHNICAL BID

Sr	Particulars	Details to be provided as on the closing date of this NIT	
<b>General Information</b>			
1	Name of the Lead CA Firm		
2	Date of registration of Lead CA firm		
3	Registered / Main Office Address		
4	Name of Nodal Partner		
5	Contact No. of Nodal Partner		
6	No. of Branches in India (Attach a list along with address)		
7	No. of Associate CA Firms (Attach a list with details)		
8	Details of Demand Draft submitted towards cost of tender		
9	Details of Demand Draft submitted towards Earnest Money Deposit.		
<b>Eligibility Criteria</b>			
		For Lead CA Firm	
1	Mention Empanelment registration number of Lead CA Firm with C&AG.		
2	Whether the firm meets all the eligibility Criteria applicable to them. (Yes / No)		
3	Whether the Lead CA firm has its registered / main Office/ branch office at Mumbai (Yes / No)		
4	Whether the Firm has an experience of conducting requisite no. of statutory and /or internal audit of any other Autonomous Body & Govt. Trust.		
5	Total No. (specify) and Names of eligible Autonomous Bodies / Registered Society / Charitable Trust /Statutory Bodies / Educational Institution/ PSU for which the Firm has carried out statutory / internal audit. (Enclose a list).		
6	Whether the Firm fulfills the eligibility criteria with respect to minimum average annual turnover required.		
7	Details for annual turnover for – F.Y. 2017-18 : FY 2018-19 and FY 2019-20 : Average Turnover for three years:		

(Note: The documents/certificates required in the technical bid would be attached in the order they are mentioned. Further, the details provided here must be true and correct, a declaration in this regard is to be submitted)

Signature of Nodal Partner  
With name and firm Seal



**FINANCIAL BID**

The interested Lead CA firm may quote their professional fees (all inclusive) in the following format:-

S. No	Particulars	Amount in `.
1.	(a) Annual Professional fee Statutory Audit for assistance in finalization of books of account for the financial year 2020-21, 2021-22 and 2022-23 with all schedules, accounting policies and notes on accounts etc.. (b) Issues of Certification of Utilisation certificates for each scheme at the end of financial year. (c) Upload and Issue of Form 10B (Audit Report) as per I.T. Act, 1961. (D) Any other items required under the Law/Rules  All above For FYs 2020-21, 2021-22, 2022-23	
	<b>Total Annual Professional fee</b>	
	GST @	
	<b>Grand Total</b>	

**Grand Total Professional fees in words**

.....  
 .....

Signature of Nodal Partner  
 With name and firm Seal

Note: No other cost/ amount would be paid over and above the aforesaid proposal amount.