

BY COURIER

Our Ref: WRO/Accts/09-10/Outsource
Subject: Quotation for Outsourcing of Accounting jobs for the
period of One Year in BIS,WRO.

Date: 18 December 2009

M/s

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Dear Sir,

As you may be aware Bureau of Indian Standards (BIS) is working under Ministry of Consumer Affairs, Food & Public Distribution, Department of Consumer Affairs, Govt. of India and is engaged in Standardization, Certification (ISI Mark) and Quality Control and Management System Certification (ISO) and Hallmarking of Gold Jewellery etc.

SEALED QUOTATIONS are invited from interested Chartered Accountant firms for providing services as follows:

1. Compilation of Accounts on monthly basis and preparation of Trial Balance BY 7TH OF EVERY MONTH along with all supporting Schedules & Bank Reconciliation.
2. Feeding of daily Income receipts.
3. Timely Reconciliation of HQ & other Branch Offices Accounts.
4. To Compile and Tally Service Tax to be deposited and finalise the Statements and availing of Cenvat Credit, Tallying Income & Service Tax collected from the parties as per information provided by concerned departments, to facilitate timely depositing the same & filing of return as per rules.
5. Checking of Appropriateness of Tax Deducted at Source (TDS) from payments to parties, to facilitate timely depositing and filing of requisite returns by due date.
6. Reconciliation of Fixed Assets & Current Assets accounts.
7. Reminders to be generated by 3rd of every month for unadjusted dues of employees like TA advance, Adjustable advance, Accounts recoverable, LTC advance, Medical advance and other Control Accounts etc. To generate statements of all Advances, Imprest other Department etc.
8. Preparation of Receipt & Payments Accounts Quarterly.
9. Preparation & Up-dation of Assets Cards Quarterly in the format.
- 10 Any other account related matter and anything considered necessary towards above.

The Earnest Money Deposit of Rs. 10000/- (Rs. Ten Thousand only) is to be payable as Demand Draft/Pay Order in favour of 'Bureau of Indian Standards, Mumbai'. The Earnest Money Deposit of Rs. 10000/- will be refunded to the unsuccessful bidders. No interest shall be payable on Earnest Money. The Earnest Money Deposit of the successful firm shall be refunded after receipt of Security Deposit.

The successful bidder is required to pay a sum of Rs. 20000/- (Rs. Twenty Thousand only) towards Security Deposit by Demand Draft/Pay Order in favour of “ Bureau of Indian Standards, Mumbai” at the time of signing the contract. No interest shall be payable on the Security Deposit. This would remain with BIS for the period of completion of the contract.

The working hours of the contractor normally are as office working hours i.e. 0900 hrs to 1730 hrs. Monday to Friday. If necessary the firm has to attend on Saturday, Sunday and Holidays to meet the deadlines.

The firm shall be responsible for the compliance of applicable Chartered Accounts Law in force and other Govt. orders issued from time to time..

BIS reserves the the right to terminate the Contract by giving 2 months notice without assigning any reasons. Similarly, the firm shall also have right to discontinue the contact by giving 2 months notice to the effect. The contract shall be valid for 1 year which may be renewed for further period subject to agreeing to by both parties. The Bureau reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons.

The confidentiality of the work shall be maintained by the firm and its authorized representatives. The work shall not be outsourced to other by the firm.

The Quotation MUST BE IN SEALED COVER AND SHOULD BE DROPPED IN THE TENDER BOX KEPT IN OFFICE ONLY. NO TENDER IS TO BE HANDED OVER TO OUR STAFF PERSONALLY.

If, interested in undertaking the contract under the conditions mentioned above, please submit your quotation as stated above, so as to reach the Section Officer (Administration), latest by **12 January 2010 UPTO 1500 hrs** in a sealed cover mentioning “QUOTATIONS FOR OURSOURCING OF ACCOUNTNG JOB”. It is reiterated that quotations should be in a **sealed cover and to be dropped in a drop box ONLY** which is kept in the office premises.

The quotations shall be opened on **12 January 2010 at 1530 hrs** at the above mentioned address in the presence of such tenderer or their duly authorized representatives as may like to be present. In case the said day happens to be holiday/closed day by any reason the same shall be opened on next working day at the same time.

For any clarification that may be desired, please call at our office during 2 p.m. To 4 p.m. On any working day (Monday to Friday) excluding Holidays.

Thanking you,

Yours faithfully,

(J M Agresar)
Dy. Director (Admn. & Finance)

