

**Request for Proposal (Tender Document), TOR of NCCT for  
Statutory Audit, FY – (2023-24).**

**About National Council for Cooperative Training (NCCT)**

1. National Council for Cooperative Training (NCCT) is a Society Registered under the Societies Registration Act, 1960 Promoted by the Ministry of Cooperation, Government of India. NCCT is responsible for organizing, directing, monitoring and evaluating the arrangements for Cooperative Training for the Personnel working in the Cooperative Sector in the country. The main objective is to bring professionalization in managing Cooperative organization through trainings and researches to those persons associated in the Cooperative Sector.

**2. The Council has established its own training Units comprising of:**

- ✓ Vaikunth Mehta National Institute of Co-operative Management, a National level training institute at Pune.
- ✓ Five (5) Regional Institute of Cooperative Management (RICMs) at Bangaluru, Chandigarh, Kalyani (West Bengal), Gandhinagar and Patna.
- ✓ Fourteen (14) Institute of Cooperative Management (ICMs) located at Bhopal, Bhubaneswar, Chennai, Dehradun, Guwahati, Hyderabad, Imphal, Jaipur, Kannur, Lucknow, Madurai, Nagpur, Pune, Thiruvananthapuram.

**3. The Training Programmes covers:-**

**(A) Long term Programmes:**

- Six Months Higher Diploma in Cooperative Management, HDCM
- Two Year Post Graduate Diploma in Management (Agri-Business) PGDM.
- Six Months Diploma in Cooperative Business Management DCBM MBA.
- Two Year Masters of Business Administration

**(B) Short term Programmes:**

- (a) Primary Agriculture Cooperative Societies.
- (b) Fisheries Cooperative Societies.
- (c) Industrial Cooperative Societies.
- (d) Handloom and Handicraft Cooperative Societies.
- (e) Cooperative marketing & processing societies.
- (f) Dairy Cooperative Societies.
- (g) Credit and Banking.
- (h) Micro Credit.
- (i) Consumer Cooperatives.
- (j) Students Cooperatives.
- (k) Agriculture Credit.
- (l) Leadership development Programmes.
- (m) Programmes for defence Personnel.
- (n) Sponsored by Directorate General of Resettlement, Ministry of Defence.

**4. Apart from above, training Units of NCCT also conduct Programmes in collaboration with following organizations:**

- National Bank for Agriculture and Rural Development (NABARD)
- Bankers Institute of Rural Development (BIRD)
- National Institute of Agriculture marketing, Government of India (NIAM)
- National Institute of Agriculture Extension (MANAGE)
- Warehousing Development & Regulatory Authority (WDRA)
- Director General Resettlement M/o Defence, Government of India (DGR)
- Security and Exchange Board of India (SEBI)

**5. International Collaborations:**

- MoU between National Institute for Cooperative Entrepreneurship Mauritius and VAMNICOM, Pune.
- MoU between Cooperative College of Malaysia (CCM) and VAMNICOM, Pune.
- MoU between The University of Newcastle, Australia and NCCT to exchange good practices in the field of Cooperative Training.

**6. Eligibility Criteria for empanelment: The CA firm must:**

- (a) Registered with ICAI & empanelled with C& AG and their Head office should be located in **Delhi-NCR**.
- (b) Have at least three fellow member of the ICAI.
- (c) Have an average annual turnover of Rs. 50 lakhs P.A in the last three years.
- (d) Have an existence of more than 8 years.
- (e) Firm must have a valid PAN, TAN, and GST Number.

**7. Objective of the Empanelment:**

**A panel of Chartered Accountants firms are to be empanelled to conduct Statutory Audit for the F.Y. 2023-24 of NCCT Head Office and its 20 training units across the Country as well as Corpus Fund for Cooperative Training (CFCT).**

**8. General Terms & Conditions:**

- (i) The bidder shall be registered firm in India and their Head office located in **Delhi-NCR**.
- (ii) The bidder including any Partner of the bidder shall not have been black listed by ICAI, any State or Central Government, Semi-Government and Autonomous body etc.
- (iii) **Bid should be submitted in the prescribed Proforma through sealed envelope and address to:**

**The Director (Finance),  
National Council for Cooperative Training,  
3 Siri Institutional Area, August Kranti Marg,  
Hauz khas, New Delhi – 110016.**

**by quoting the envelope “Empanelment of Chartered Accountants Firm for Appointment of Statutory Auditor for the FY. 2023-24”.**

- iv) The Panel will be scrutinized the bids. Lowest bidder would first be called to satisfy the eligibility criteria mentioned above. If lowest bidders fails to satisfy the eligibility conditions, next lowest bidder who will satisfy the eligibility conditions would be awarded the work of Statutory Audit.
- (v) Complete bid duly filled in prescribed Performa will only be accepted.
- (vi) **The complete bids should reach NCCT within 15 days from the date of publication of the advertisement. NCCT shall not be responsible for any postal or courier delays.**
- (vii) Bid received after the due time & date shall not be entertained.
- (viii) Bid submitted on plain paper will be invalid and shall be summarily rejected.
- (ix) Any unsolicited correspondence after the last date and time for receipt of bids are liable to render the bid/offer as invalid. Bidding parties are therefore, advised in their own interests, to desist from filing any uninvited correspondence after the notified time.
- (x) All offers have to be made clearly in English. There should be no cuttings. If a striking out is resorted to, it should be signed.
- (xi) No alteration or amendments shall be allowed after submission of the tenders.
- (xii) The bids will be opened by the member of the committee constituted by Competent Authority of NCCT at their own convenient date, time & Place.
- (xiii) NCCT reserves the right without assigning any reason thereof to:
  - (a) Cancel or withdraw the tender notice.
  - (b) Accept or reject any deviations from these conditions.
- (xiv) The Courts at Delhi shall have jurisdiction to try all suits and proceeding related to the contract.
- (xv) Technical Bids & Financial Bids should be submitted separately (in two different sealed covers)
- (xvi) Submission of completed bids in the prescribed format shall be deemed as the final acceptance of all these and conditions mentioned in these documents from **SI. I to XV.**

Prescribed Performa**NCCT STATUTORY AUDIT FOR THE FY - (2023-24), TECHNICAL BID FORMAT.**

SL. No	Details/information Required	
1	Name of the firm	
2	Detailed Profiles of the Firms must clearly indicate the client list audited by Firm.	
3	<b>Client List:</b>	
	<b>(i) No. of Govt. Clients.</b>	
	<b>(ii) No. of Central Govt. Aided Autonomous bodies.</b>	
	<b>(iii) No. of Cooperative Sector Clients.</b>	
4	Address (Telephone, Fax & e-mail-id)	
5	Establishment Year of the firm.	
6	Name of the three partner of the Firm who are FCA of ICAI.	
7	Empanelment Certificate/Registration Certificate with ICAI (Yes or No).	
8	Empanelment Certificate/Registration Certificate with C&AG (Yes or No).	
9	Average annual turnover of Rs. 50 lakhs P.A in the last three years.	
10	PAN NO. <b>(Copies to be submitted on selection).</b>	
11	TAN NO. <b>(Copies to be submitted on selection).</b>	
12	GST NO. <b>(Copies to be submitted on selection).</b>	
13	<b>Banker's Name &amp; Contact details (Cancelled cheque to be submitted on selection).</b>	
14	<b>Affidavit (Rs. 50.00 stamp paper) that the firm has not been blacklisted by ICAI, Govt., Semi-Govt. and Autonomous Body etc. to be submitted on selection.</b>	
15	Contact Person Name and Mobile No.  Date_____	_____ Name & Designation  ----- Authorised Signature & Stamp

**Note: –**

**Do not submit attachments while tendering the above format. The required documents will be submitted by CA Firms after finalisation.**

Prescribed Performa

**NCCT STATUTORY AUDIT FOR THE FY - (2023-24), FINANCIAL BID FORMAT.**

<b>Sl. No.</b>	<b>Category</b>	<b>Total in INR (in Figures)</b>	<b>Total in Rupees (in words)</b>
1.	Total Professional fee inclusive of all charges i.e. Travelling allowances, daily allowance, incidental charges, boarding & Lodging etc. (excluding GST) for Physical Visits of 20 training units across the Country.		
2.	Tax Liabilities GST (as applicable)		
	<b>Total (1+2)</b>		

For and on behalf of:

Signature:

(Authorized Signatory) Name of the Person:

Designation:

**Undertaking**

I/We do hereby declare that the above mentioned information are true & correct and I/ We also undertake to abide the terms & conditions of the contract and would make compliance of terms laid down in the contract if executed by us with the National Council for Cooperative Training, New Delhi.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Authorised Signatory of the Firm along with seal of firm.