



Software Technology Parks of India

1st Floor, Plate-B, Office Block-1, East Kidwai Nagar,

New Delhi – 110 023

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**Request for Proposal for “Appointment of Consultant for segregation of
Books of Accounts for the FY 2020-2021**



SOFTWARE TECHNOLOGY PARKS OF INDIA

Brief introduction

Software Technology Parks of India (STPI) was established and registered as an autonomous society under the Societies Registration Act, 1860 on June 5, 1991 under the Department of Electronics & Information Technology, Ministry of Communications & Information Technology, Govt. of India (formerly known as Department of Electronics). The objective of the society is to implement STP/EHTP Scheme, set up and manage infrastructure facilities and provide other services like technology assessment and professional training etc. Presently 60 centres of STPI are operational across the country. The headquarters of the STPI is situated at Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar, New Delhi - 110023. Detailed profile of STPI may please be browsed from URL www.stpi.in

STPI is presently maintaining consolidated books of accounts for all of its services in the **accounting software i.e. "Tally.ERP9"** and desired to segregate its books of accounts in the following categories.

1. ISP Services
2. Statutory Services, and
3. Other Services

STPI is maintaining books of accounts for all the centres at 9 Directorates (Noida, Bhubaneswar, Guwahati, Gandhi Nagar, Bangalore, Hyderabad, Chennai, Thiruvanthapuram and Pune) and at HQ. The balance sheet of each Directorate is being consolidated at HQ.

STPI has obtained an ISP license from Department of Telecommunication for providing the Datacom services to its customers. As per the provisions of the license, STPI need to maintain separate books of accounts and deposit the

license fees at the prescribed rates of the Adjusted Gross Revenue of Datacom Services . Hence, STPI invite sealed proposals from the Professionals/ Firms/Companies for **Appointment as Consultant for Segregation of Books of Accounts for the F.Y. 2020-2021.**



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Scope of Work

- 1) Consolidated books of accounts of STPI-HQ and its centres **for FY 2020-2021** will be segregated into independent books of accounts in the following service categories.
 - a) ISP Services
 - b) Statutory Services
 - c) Other Services

- 2) The books of accounts need to be maintained in above categories, must be as per the compliance of accounting standards, Accounting policies/Manual of STPI and acceptable to Department of Telecommunications.

- 3) STPI has already segregated its books of accounts into 3 services i.e., Statutory, ISP and Other Services for the F.Y 2008-09 onwards.

- 4) **STPI will not accept the cost centre wise segregation of books of accounts.**

- 5) Presently, STPI is maintaining its books of accounts in 53 nos. of companies approx. created in Tally at 9 Directorates. Number of such companies in Tally may vary on yearly basis. However in the case of Bangalore centre, only one company in Tally is being maintained for Bangalore & its three sub centers. In this case Bidder will segregate the one tally of Bangalore centre into four companies (i.e. for Bangalore & its three sub-centres). Therefore, after the above splitting total nos. of companies in tally will be 54/56. Each company has to be segregated in

the manner as stated above. However, the number of companies in Tally may vary in the proposed period of segregation.

- 6)** Bidder also have to segregate the income and expenses of each sub centre & book the same in the accounts of sub centre, even if the Income and Expenses of the sub centre is booked in the books of Main centre.
- 7)** Income and Expenses of Main center have also to be allocated in the books of sub centre, if pertains to the sub centre.
- 8)** Identification and Segregation of existing Day Book and all vouchers in above categories and posting of all segregated vouchers in respective segment of books of accounts.
- 9)** The bidder shall finalize all the assumptions in consultation with STPI for segregation of following accounting heads and recording of transactions in segregated books of accounts accordingly.
 - a) Income.
 - b) Recurring Expenses.
 - c) General Funds/ Reserve & Surplus/Earmarked Funds / Loans & Advances/Current Assets/Current Liabilities/Provisions etc.
 - d) Fixed Assets and depreciation thereon.
 - e) Prior Period Adjustments.
 - f) Any other
- 10)** Identification and segregation of Opening balance (with consultation of STPI) of each accounting head where applicable.
- 11)** Bidder shall ensure that the segregated books should exactly match with the consolidated books maintained by centres/sub-centres of STPI.
- 12)** Appropriate modification, if required, in the coding structure of existing approved accounting manual may be done with due consultation of STPI.

- 13)** Co-ordination with Statutory auditors after segregation of books of accounts and resolve all issues raised by statutory auditor.
- 14)** Bidder must have the original license of “Tally.ERP9”. STPI will provide the backup of all the companies maintained in Tally for the purpose of segregation. However original companies in Tally will be maintained by STPI as such.
- 15)** Successful bidder will provide the certified copy of steps/process followed/to be followed (in detail) for the segregation of books of accounts.
- 16)** Successful bidder will provide the Balance Sheet of each company for each service for the reconciliation, verification and certification by Statutory Auditors. Any query raised by Statutory Auditors with regard to segregation of books of accounts will be addressed and resolved by the successful bidder.
- 17)** Bidder will provide the Jurisdiction wise consolidated balance sheet of each service and also provide the overall consolidated balance sheet of each service for the review of STPI-HQ.
- 18)** Successful Bidder has to provide a declaration separately that Data of STPI provided for the assigned job will not be shared /accessed to any other individual/body/corporate/institutions etc. for any purpose. In such case STPI has the right to terminate the contract and / or claim appropriate compensation from the bidder. The decision of STPI in this regard will be final and binding on bidder.
- 19)** The awarded assignment to selected bidder will be considered as final upon submission of segregated annual accounts of each Directorate including consolidated duly signed by bidder and duly accepted by DoT as compliance of the provisions of license agreement. Merely, submission of Balance Sheet in draft/incomplete stage will not be considered as final completion.



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Instruction to Bidders

1. Submission of Bid

The interested bidder meeting the eligibility criteria as defined in the RFP document may submit their bid online in two parts as under:

- a. “TECHNICAL BID”** consisting of all technical details in **“FORM A”**
- b. “FINANCIAL BID”** as per GEM format

The complete bid must be submitted online by the due date and time. STPI may, at its discretion, extend this deadline. The bid shall contain no interlineations, erasures or overwriting. Corrections, if any, are required to be authenticated by the authorized signatory. Bid once submitted shall not be allowed to be amended/ withdrawn.

2. Contract Period

The appointment of consultant for segregation of books of accounts will be for the FY 2020-21, however same may be extended for FY 2021-22 on same terms & conditions and professional fee subject to satisfactory performance of the selected bidder. The successful Bidder need to complete the assignment within the period of 60 from the date of acceptance of offer for appointment.

3. Assignment

The segregation of books for all the centres will need to be completed at the premises of selected bidder. STPI will provide all the required information

along with Tally back up of all the centres. In case of verification of documents maintained at centre, STPI will arrange the records for verification. However, bidder has to give in writing its requirement well in advance to the Nodal Officer.

STPI will nominate its one or two officer as Nodal Officer, who will coordinate with successful bidder for providing of records/information/clarifications and no other manpower resources shall be provided.

4. Bid Securing Declaration

The bidders need to submit Bid Securing Declaration in lieu of of Bid Security (Earnest Money Deposit) as per **Form - C**.

5. Performance Security

The successful bidder has to submit 3% of contract value as Performance Security in the form of DD/BG/NEFT/RTGS in favour of STPI within 30 days of acceptance of appointment. Performance Security will be released to successful bidder without interest after completion of segregation of books of accounts for all the years, certification of the Balance Sheets by the Auditors and acceptance of the same by DoT in compliance to the provision of license fees.

6. Enclosures of the Bid

The following documents to be uploaded with the **Technical bid (Form A)**

- a) Scanned copy of Bid Securing Declaration (**Form-C**).
- b) Scanned copy of PAN number.
- c) Scanned copy of GST number.
- d) Scanned copy of Registration number.
- e) Scanned copy of proof having five (5) partners & minimum ten (10) qualified manpower of CA/ICWA other than the said partners.

- f) Scanned copy of Profile of each member of team/teams to be deployed for the assignment.
- g) Scanned copy of Profile of the Firm/Company along with copies of certificate of registration issued by the Governing Body/Institute and proof of residency of the firm in Delhi/NCR.
- h) Scanned copy of audited Balance Sheet and Income & Expenses account or declaration of revenue as certified by Chartered accountant for the period 2017-18 to 2019-20.
- i) Scanned copy of Declarations that bidder is not blacklisted from any Government/Ministry/ Department/PSU **(Form – B)**.

7. Currency

All prices should be quoted in Indian Rupees.

8. Clarification regarding RFP

- a. The prospective bidders may raise their queries, if any, during the pre-bid meeting.
- b. In respect of interpretation/clarification on any matter relating to this RFP document, the decision of STPI will be final.

9. Validity of Bid

The validity of the proposal will be 80 days from the last date of submission of proposal as specified in the RFP document.

10. Rejection of the proposal

- a) The bidder is expected to examine all instructions, formats, terms & conditions and schedule of work in the bid document. Failure to furnish all information required as per RFP document or submission of proposal which is not substantially responsive to the RFP document in every aspect may result in rejection of proposal. In respect of interpretation/clarification and any matter relating to this RFP document, the decision of STPI will be final.

- b) Proposals not submitted in the prescribed format, will be summarily rejected.
- c) Proposals submitted without Bid Securing Declaration will be summarily rejected.
- d) Proposals not meeting the criteria mentioned in Eligibility of Bidders as per RFP document will be summarily rejected.
- e) The professionals will have to submit the entire requisite document as specified in the RFP document, failing which, the proposal is liable to be rejected.
- f) The proposals received after specified date & time will not be considered.

11. Opening of Bid

The bids shall be opened at the scheduled date and time. The prospective bidders/their authorized representative may attend the bid opening proceedings.

12. Evaluation of Bid

1. Proposals once submitted shall not be allowed to withdraw. Any default after acceptance of proposal by the successful bidder shall be deemed to be non-compliance to the terms of contract and would be liable to cancellation of contract and Performance Security shall be forfeited.
2. STPI reserves the right to reject any or all of the proposals or accept them in part or to reject lowest proposal without assigning any reason thereof.
3. The proposals will be evaluated on basis of details submitted in Form "A" of the RFP document.
4. The financial bids will be evaluated only of those bidders, who will meet the requirements mentioned in Eligibility Criteria and form "A" of the RFP document.

13. Award of Contract

Contract will be awarded to lowest proposal (L1) of Financial Bid. In case of L1 rates of more than one bidder (i.e. in the case of tie), the contract will be awarded on basis of more experience of the respective bidder. The decision of the STPI in this regard shall be final and binding to the professionals.



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PAYMENT TERMS

100% payment will be released to successful bidder after final completion of segregation of books of accounts, certification of the Balance Sheets by the Auditor and acceptance of the same by DoT after complying with the provision of license fees and on submission of Invoice. Submission of Balance sheet in draft stage/incomplete stage will not be considered as final completion. Payments are subject to deduction of TDS etc. as per rules. STPI will not be liable to pay interest on account of delay in payment etc. In case of change in rate of GST subsequent to award of contract the rate as applicable at the time of payment will be considered. STPI will not release the further payment to bidder in case the awarded assignment is not completed in the stipulated time or in event of arising of any difference/dispute. In that case, STPI reserves the right to terminate the contract with or without arising any reason.

No claim of TA/DA, conveyance, boarding & lodging, reimbursements etc. will be considered by STPI before, during or after the contract period.



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PENALTIES

Liquidated Damages: The bidder shall be charged with Liquidated damages @ 1% per week or part thereof for first four weeks of delay, thereafter @ 2% per week up to maximum of 10% of the total contract value. Subsequently, STPI retains right to terminate the contract without assigning any reason and no payment shall be released and Performance Security may also be forfeited.

Condone of delay period: In the event of delay in completion of assignment, which is not attributable to bidder, Competent Authority reserves the right to condone such period of delay, provided bidder has submitted adequate justification in writing. Further, STPI reserves the right to revise/change the schedule of delivery.

Termination by default: STPI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to firm/company, terminate the contract in whole or part. STPI also reserves the right to banning its business with the bidder within STPI and same will also be apprised to the appropriate forums like ICAI/ICMAI etc.

Disputes :

All disputes or differences whatsoever arising between the parties out of or relating to this RFP document shall be settled through arbitration proceedings as per Indian Arbitration Act. In such case, DG, STPI will be the Competent Authority for appointment of the Sole Arbitrator.

Force Majeure

If, at any time, during the continuance of the work contract, the performance in whole or in any part by either party of obligation under the work contract shall be prevented or delayed by reasons of any war, hostile acts of the enemy,

civil commotion, subrogate, fire, floods, earthquakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence thereon, neither party shall, by reason of such eventualities be entitled to terminate this work contract nor shall either party have any claim of damages against the other in respect of such non-performance or delay in performance. Performance of the work contract shall, however be resumed as soon as practicable after such eventuality has come to an end.



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ELIGIBILITY CRITERIA

1. Professionals/Firm/Company having their office at Delhi & NCR region may send their proposals for appointment as Consultant for segregation of books of accounts for the FY 2020-2021.

2. **The bidder must satisfy the following conditions.**

Professionals/ Firm / Company should deploy team/teams suitable for undertaking the assignment, after a thorough perusal of the requirements of the appointment, tender document and terms & conditions contained therein. The profile of the Professionals/ Firm / Company shall be as under:

(a) Bidder must have five (5) partners & minimum ten (10) qualified manpower of CA/ICWA other than the said partners.

(b) Profile of each member of team/teams to be deployed for the assignment need to be provided along with Form "A". A dedicated team of 3 CA/ICWA should always be available in STPI-HQ during working hours.

(c) No manpower will be deputed below the qualification mentioned above.

(d) Bidder must have minimum experience of 3 years in the field of accounting/auditing and Tally software.

(e) Profile of the firm along with copies of certificate of registration issued by the governing body/Institute and proof of residency of the firm in Delhi/NCR.

3. Average Receipts/Turnover of Rs.3 lakh in previous three financial year i.e. from FY 2017-18 to 2019-20. **Copy of Audited Balance Sheet & Income & Expenditure account of each financial year or declaration from CA, certifying the year wise revenue must be enclosed.**

4. Bidder shall not be blacklisted from any Government/Ministry/Department/PSU. **Signed copy of Declaration as provided in the RFP must be enclosed.**

5. **The following documents (self-attested) are also required to be submitted along with proposal.**
 - a. GST Registration No.

 - b. Permanent Account No.(PAN)

 - c. Copy of Registration in case of firm/company with appropriate authority.

Note: Necessary supporting documents need to be enclosed.

FORM A

Professional Bid Form

1. (a) Name of the Bidder :

- (b) Postal Address :

- (i) Telephone No. :

- (ii) Fax No. :

- (iii) Email :

2. Date of its Establishment :

3. Partners & Qualified Manpower
Details (self certified) :

4. Team Profile :

5. Experience of Bidder :
- (a) No. of Years. :
- (b) On Tally :

6. Turnover of bidder in last three
Financial years :
(Copy of Balance Sheet and I&E A/c
must be enclosed with proposal)

7. PAN. (Copy enclosed) :

8. GST No. (Copy enclosed) :

9. Registration no. (Copy enclosed) :

10. Any other information :

I.....(designation).....of (Name of the bidder).....hereb
y declare to accept the Terms & Conditions of the RFP Document for
appointment as Consultant for segregation of books of accounts.

Authorized Signatory

OFFICE SEAL

Date: _____

Place: _____

FORM B

DECLARATION

We declare and confirm that (i) we have not been blacklisted or deregistered by any central/ state government department or public sector undertaking and none of our works had ever been terminated by client after award of contract, during last three years; and (ii) no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We acknowledge the right of the STPI, if STPI finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded, to declare the Contract to be null and void.

We also declare that the data provided by STPI for segregation will be used only for this purpose only and it will not be shared /accessed to any person/institution/firm/company/corporation/body etc. without the written consent of the STPI. We acknowledge the right of the STPI, if STPI finds to the contrary, STPI is entitled to claim appropriate compensation from us and the decision of STPI in this regard shall be final.

Authorized Signatory with Seal

(To be submitted/uploaded on Bidder Letter Head)

FORM C

BID SECURING DECLARATION

We, M/s _____, accepting that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, we will be suspended for the period of 12 month from being eligible to submit Bid for contracts with the Software Technology Parks of India (in short STPI).

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Authorized Signatory with Seal