

**General Terms and Conditions**

Cantonment Board Chakrata invites application for hiring the services of Government Recognized/Registered Chartered Accountants/Service Provider through Government E Market Portal of Govt. of India ( <https://gem.gov.in> ) for "**ENGAGEMENT OF CHARTERED ACCOUNTANT FOR THE WORK OF ABAS (ACCRAUL BASED ACCOUNTING SYSTEM, TDS, INCOME TAX & GST WORK PERTAINING TO CANTT BOARD CHAKRATA.**

Details for the e-tender are as under

Description	: "ENGAGEMENT OF CHARTED ACCOUNTANT FOR THE WORK OF ABAS (ACCRAUL BASED ACCOUNTING SYSTEM, TDS, INCOME TAX & GST WORK PERTAINING TO CANTT BOARD CHAKRATA)"
Tender Reference Number	: 6/10/ABAS/2013/Chakrata/II
Tender Type	: GEM- Bid (Open)
Tender Category	: Outsourcing of Chartered Accountant Services
Form of Contract/Tender	: Fixed Rate
Estimates	: Rs. 7.20 Lakh (Rs. Seven Lakh twenty thousand only)
EMD	: Rs. 14400.00 (Rs. Fourteen thousand four hundred only) (Deposit through echhawani portal ( <a href="https://echhawani.gov.in">https://echhawani.gov.in</a> )) (Exemption allow for EMD as per Govt. of India orders for MSME/NSIC etc on production of required certificate)
Validity of contract	: Two years from the date of agreement.
Period of work/Engagement	: 02 years (The contract term can be extended by the Board upto 2 year at a time and contract can be extended for maximum 04 years)
Essential Experience	: The Bidder/CA/Firm should have experience in ABAS in Cantonment Boards subject to minimum 2 FY Years (Accrual Based Accounting System in Cantonment Board) CBAR 2020.
Place of Work	: Onsite/Offsite. (Chartered Accountant required to be visit Cantonment Board Chakrata 2-4 times in a month as per requirement of this office). No traveling allowances will be provided for visiting this office if CA not resides in Chakrata Cantt.
Last date on GEM Portal	: 16-12-2023 at Time display on GEM Portal.

Dated: 25 November, 2023

  
(R.N. Mandal)  
Chief Executive Officer  
Cantonment Board Chakrata

  
Chakrata

## **GENERAL INFORMATION**

### **ENGAGEMENT OF CHARTED ACCOUNTANT FOR THE WORK OF ABAS (ACCURAL BASED ACCOUNTING SYSTEM, TDS,INCOME TAX& GST WORK PERTAINING TO CANTT BOARD CHAKRATA”**

1. Soft copy of tender documents and all other required documents/forms/annexure may be viewed on the website <https://chakrata.cantt.gov.in> all biding process will be done on GEM website i.e. (<https://gem.gov.in>)
2. Cantonment Board Chakrata shall not be responsible in any way for any delay due to link failure/internet problem etc. in respect of submission/receipt of any documents or submission of e-bid.
3. The Cantt Board/CEO reserve all the rights to accept or reject any tender/Bid without assigning any reason thereof.
4. Tenderer shall be deemed to have full knowledge of all relevant documents, working conditions and such other conditions which effect entire work.
5. The submission of tender/Bid by the tenderer implies that he/she has read, understood and agreed to abide by all the terms and conditions stipulated in the tender documents which will from part and parcel of the contract agreement to be executed between the Cantonment Board Chakrata and successful tenderer.
6. The tender/Bid submitted by any person indebted to the Cantt. Board will not be entertained.
7. The contractor should be careful in quoting the rates. No representation/request etc will be considered regarding changing the same under any circumstances once the tender/Bid is uploaded.
8. Any other information may be obtained from the office of the Cantonment Board Chakrata, Distt- Dehradun-248123 office hours on all working days on phone no 01360-272220 or email id [ceochak-stats@nic.in](mailto:ceochak-stats@nic.in)
9. Corrigendum(s)/Amendment(s)/Addendum(s) to this bid, if any, would appear only on the above mentioned website <https://gem.gov.in> and will not be published elsewhere. The bidders shall be responsible for the same from time to time.
10. Chakrata Cantonment Board shall not be responsible for any technical problem/delay with website or server failure etc. if any.
11. No further discussion/interference will be allowed to bidders whose bids have been disqualified. Chakrata Cantonment Board/CEO reserves all the rights to accept or reject in part or full any or all the bids/Tenders without assigning any reasons whatsoever.

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12. Chakrata Cantonment Board will not entertain any claim of any nature, whatsoever including any claim seeking expenses in relation to the preparation of bid or any other expense till award of contract.

13. Tender/Bid will only be construed as accepted and approved after final decision of the Cantt. Board.

14. The contractor/engaged agency/CA shall pay all applicable taxes& charges (EPF/ESI etc.) and fees which are payable to Cantt. Board or are levied under the relevant Government notifications/rules/guidelines/orders.

15. In case any manpower is engaged by the CA/ service provider/ agency for assistance in subject work, Cantt Board shall have no responsibility/ liability in this regard and the CA/ service provider shall be solely responsible for the same. There shall be no employer- employee relationship between engaged person(s) and the Cantt Board. The engaged CA/manpower will not work in inebriated/intoxicated state. Police verification/ character certificate of the engaged agency/CA/Manpower shall be the responsibility of contractor/bidder.

16. The successful tenderer/bidder will be assigned ABAS/Income tax/GST related work of Cantt Board Chakrata as per requirement. In case of any damage/loss of office record/property/life due to act(s) of omission/commission or negligence etc by the tenderers/contractor/engaged employee(s), responsibility will be that of Contractor/CA and action as deemed fit shall be taken by the CEO/Cantt Board against engaged CA/tenderers.

17. Charted Accountant is required visit Cantonment Board Chakrata 2-4 times as per requirement of this office.

  
(R.N. Mandal)  
Chief Executive Officer  
Chakrata Cantt

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**ENGAGEMENT OF CHARTED ACCOUNTANT FOR THE WORK OF ABAS  
(ACCURAL BASED ACCOUNTING SYSTEM, TDS, INCOME TAX& GST WORK  
PERTAINING TO CANTT BOARD CHAKRATA”)**

**Terms and conditions**

**Scope of Work:-**

The scope of work includes **ENGAGEMENT OF CHARTED ACCOUNTANT FOR THE WORK OF ABAS (ACCURAL BASED ACCOUNTING SYSTEM, TDS, INCOME TAX& GST WORK PERTAINING TO CANTT BOARD CHAKRATA).**

The scope of work includes Checking, rectification of day to day entries in ABAS, Depreciation, Calculation, Guidance to Cantt. Board staff and finalization of ABAS Data of Chakrata Cantonment Board as per the Rule mentioned in Cantonment Board Accounts Rules 2020 (CBAR 2020) (as amended up to date). The engaged CA will have to attend out of station trainings/meeting as on the subject matter. It also includes finalization / certification of all reports like balance sheet, receipt and payment register, income expenditure, trial balance, security registers, bank reconciliation statement (BRS) generated by ABAS System and furnishing of certificates required by the Cantt. Board/CEO/Higher Authorities. CA will also need to check and verify the manual registers mentioned in CBAR 2020 (as amended up to date). Filing of TDS returns of Cantt Board Office including employees and contractors, Filing of Income Tax Return of Cantt Board Chakrata, GST returns, processing for GST refund etc. is also included in the scope of work. No additional charges will be paid for any advice, consultancy in r/o ABAS, TDS, Income Tax and GST

**Note:- Charted Accountant is required visit Cantonment Board Chakrata 2-4 times as per requirement of this office.**

1. The Cantt Board/CEO reserve the right to accept or reject any tender/bid(fully/partially) without assigning any reason thereof. The Bidder/CA/Firm should have experience in ABAS in Cantonment Board (Accrual Based Accounting System in Cantonment Board) CBAR 2020. Average annual turnover of the bidder for past 3 year will be Rs.10 lakh.
2. Chartered Accountant/Service Provider shall have complete knowledge about all guidelines, rules regarding Accounting principles pertaining to the subject matter.
- 3.. The submission of tender by the Chartered Accountant/Service Provider implies that he/she has read, understood and agreed to abide by all the terms and conditions stipulated in the tender documents which will form part and parcel of the contract agreement to be executed between the Cantonment Board Chakrata and successful tenderer/Chartered Accountant/Service Provider.
4. The Chartered Accountant /Service provider submitting the tender should be authorized signatory.
5. The rates once quoted in the tender shall be final and no request for any correction/amendment will be acceded after its formal submission.
6. An agreement on Non Judicial Stamp paper of appropriate value will be executed between the Successful Tenderer/Chartered Accountant/Service Provider & Cantonment Board Chakrata for which the expenditure incurred to this effect will be borne by the Successful Tenderer/Chartered Accountant/Service Provider. The successful CA/Firms required

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depositing 3% amount of overall contract value through echhawani portal (<https://echhawani.gov.in>) as security deposit before signing of agreement. (Security deposit amount will be decided as per Govt of India order and its amendment time to time).

7. Any related information on the matter may be obtained from the office of the Cantonment Board Chakrata during office hours on all working days.

8. The terms & conditions duly executed in contract agreement shall be strictly adhered to and any deviation/breach of term conditions shall entail immediate termination of contract/work order and the Security Deposit submitted against this tender shall liable to be forfeited without assigning any reasons whatsoever.

9. The submission of a tender by a Chartered Accountant/Service Provider implies that he has read this notice and the related terms & conditions of contract agreement.

10. In case of any dispute, the decision of CEO/Cantonment Board shall be final and the Successful Tenderer/Chartered Accountant/Service Provider shall not be entitled to file suit in any court of law.

11. The Chief Executive Officer/Cantonment Board Chakrata reserve the rights to remove/reduce/increase the scope of work at any time without assigning any reason.

12. The Successful Tenderer/Chartered Accountant/Service Provider will not be authorized for sub-letting the work to any other agency.

13. The Successful Tenderer/Chartered Accountant/Service Provider will be responsible for successful completion of the work, in case of any failure strict action as per the terms and conditions of contract agreement shall be contemplated against defaulting Chartered Accountant/Service Provider/agency.

14. The Contract agreement executed between the contracting agency & Board shall be valid for 02 year w.e.f date of execution of contract. The contract term can be extended by the Board for upto 2 year at a time, of contract can be extended for maximum 04 years.

15. That Chartered Accountant/Service provider shall be bound to complete the assigned work strictly within scheduled date and time of work order and also as per the terms and conditions of the Contract Agreement.

16. The contract period will not be increased or decreased, except in special circumstances, Board will consider the matter for further action. The Chartered Accountant/Service Provider shall deliver all rights and support to shift the software from one hosting to any other hosting service provider. This clause shall be without prejudice to the Rights of the Cantt. Board.

17. In case of any complaint regarding deficiency in work the same shall have to be complied immediately failing which the contract is liable to be cancelled at the discretion of the CEO/Cantt. Board, Chakrata Cantt. Penalty @ Rs. 500/- per day per worker can also be imposed by the CEO and the CA/ Service provider/ agency can also be blacklisted.

18. In case of any dispute regarding the mis-interpretation of any clause of the contract agreement, the decision of the C.E.O/Board shall be final and binding upon the Chartered Account/Service provider.

19. It will be the prerogative of CEO/Board to revoke this contract at any time during the currency of the agreement if any breach of terms and conditions of the agreement, is reported by the concerned staff.

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20. Payment will be made to the Charted Accountant/Agency/Contractor for the month in which actual work is being done. In the months that CA/ Contractor is not working for some days/ entire month, payment will be deducted accordingly. CA/ Contractor do not reserve rights to claim the payment for the entire period of engagement.

21. CA should be competent enough to check and finalize all the data/reports of ABAS System within in 15 days after completion of data entry.

22. CA will be entitled to T.A./D.A as admissible as per rules and extant directions of higher authorities for outstation meetings/trainings.

23. CA/Service provider shall not quit the work without given 03 months prior notice to CEO/Board/Competent Authority.

24. Bidder should note that rates quoted in GEM portal will be excluding from GST. The GST will be to the bidders as per order/instructions of Govt. of India issued time to time.

25. TENDER WILL BE AWARDED AS PER PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA) ORDER 2017 AND ITS AMENDMENT.



(R.N. Mandal)

Chief Executive Officer

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