

Association of Renewable Energy Agencies of States
(C/o Ministry of New & Renewable Energy, Government of India)

Call FOR QUOTATION
FROM CHARTERED ACCOUNTANT
FIRMS FOR ACCOUNTING &
TAXATION SERVICES
FOR THE ASSESSMENT YEAR 2022-23,
2023-24 & 2024-25

**Association of Renewable Energy Agencies of States (AREAS), C/o Ministry of New and
Renewable Energy, Atal Akshay Urja Bhawan, Lodhi Road, New Delhi-110003**

1) QUOTATION SUBMISSION DATE & TIME

Last Date & Time of Quotation	31 st July, 2022 04:30 PM
Opening Date & Time of Quotation	Will be intimated by E-mail

2) TERMS OF REFERENCE

2.1 Background: -

Association of Renewable Energy Agencies of States (AREAS) is register under the Society Registration Act, 1860. 'AREAS' was created on 27th August, 2014 to have a constant interaction and engagement among the State Nodal Agencies to learn from each other's experience and also to share their best practice and knowledge regarding technologies and schemes/programmes. AREAS has also received Certification from Income Tax Department as not for profit organization and registered under section 12AA and section 80G of the Income Tax Act, 1961. The Association is substantially funded by Ministry of New and Renewable Energy (MNRE) and State Nodal Agencies (Members of Association). The Accounts of the Association has to be prepared.

2.2 SCOPE OF WORK

- i. To advise on accounting matters and provide comprehensive accounting services at the Association Office.
- ii. Compilation of Accounts and Preparation of Financial statement (Balance sheet, income expenditure account, notes to account etc.) of the Association.
- iii. Preparation and maintenance of Memorandum Records of Association
- iv. Advising the Association on taxation matters relating to both direct/indirect taxes including GST.
- v. Computation of tax under both direct and indirect tax provisions, filling necessary periodical return and assisting in compliance of all statutory taxation requirements i.e. Income Tax, GST.
- vi. Preparing reply to tax authorities in respect of notices receive from their end and appearing for hearing, if any.
- vii. The firm has to advice on matters relating to income tax/GST/ other authorities in case of any dispute and present the case for settlement.
- viii. Annual Audit.
- ix. Any other activities required relating to Accounts, Audit and Taxation matter matters.

2.3 Time Period & Execution

2.3.1 The contract shall be for three assessment years e.g. 2022-23, 2023-24 & 2024-25.

Notwithstanding anything contained herein above, the Association reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the period by the Association.

2.3.2 The firm should nominate a partner as nodal officer who will supervise the entire work assignment on regular basis and will coordinate all the activities.

2.4 Documents to be submitted

The firm has to submit the following documents for verification.

- I. The copies of registration certificate of the firm with ICAI and copy of empanelment with CAG.
- II. The copies of PAN and GSTN.
- III. The list of partners giving details of their experience and contact details.
- IV. The addresses of the office of the firm and the name of partner who is heading the same (In-case of Delhi/NCR).
- V. The engagement letter of the Central Autonomous body where the firm has worked in last three years, if any.
- VI. The experience of firm in Tax / GST matters.
- VII. The name of partner who will be the nodal officer for this assignment.

In case of any doubt about the information submitted by the firm, the Association shall have the right to make its own assessment and **the decision to consider the same by the Association in such case will be final and bidders have no right to challenge the same.**

2.5 Payment Terms

The payment shall be made against the services provided by firm, duly verified by concerned officer of the Association and in accordance with the financial bid of the selected firm and accepted by the Association.

3. Submission and Evaluation of Quotation

3.1 Submission of Quotation

The firm will submit the Quotation in two separate PDF files as under.

1st file marked Documents of (Name of firm)

The documents as given in annexure - 'A' will be submitted in PDF file. All documents must be signed by the Authorised signatory of the firm, along with seal of the firm.

2nd file marked Financial Quote of (Name of Firm)

The financial quote of the firm should be submitted in the pdf file as per Annexure-B.

Both files should be sent through email areasdelhi@gmail.com by the prescribed time i.e 31st July 2022 at 4.30 pm. Emails without both files and received after the time will not be considered for evaluation.

3.2 Evaluation of Quotation:

The evaluation will be done by the Evaluation committee.

The committee will first open the 1st file of all the participating firms and will go through the required documents submitted by the firms as given in Annexure 'A'.

In case of any doubt about the information submitted by the firm, the Association shall have the right to make its own assessment to consider the firm. The decision of the Association in such case will be final and firms have no right to challenge the same. The Association will also have right to reject any or all the quotation without assigning any reason.

The financial quote of the considered firm will be opened there after and the same will be decided on the basis of lowest submitted bid.

ANNEXURE - A

- I. The copies of registration certificate of the firm with ICAI and copy of empanelment with CAG.
- II. The copies of PAN and GSTN.
- III. The list of partners giving details of their experience and contact details.
- IV. The addresses of the office of the firm and the name of partner who is heading the same (In-case of Delhi/NCR).
- V. The engagement letter of the Central Autonomous body where the firm has worked in last three years, if any.
- VI. The experience of firm in Tax / GST matters.
- VII. The name of partner who will be the nodal officer for this assignment.

(The documents as given in annexure - 'A' will be submitted in PDF file. All documents must be signed by the Authorised signatory of the firm, along with seal of the firm).

Financial Quote

Name of the Firm:

Amount in Rs.

Sr. No.	Particulars	Amount	
		In Figure	In Word
1.	Professional fee for activities under scope of work		

Total

Figures

Words

- Amount to be given both No. & figure
- The amount should include GST
- Statutory deduction like TDS shall be made.

Signature & Seal of the Firm