



नर्मदा नियंत्रण प्राधिकरण

(जल संसाधन, नदी विकास एवं गंगा संरक्षण मंत्रालय, भारत सरकार)

NARMADA CONTROL AUTHORITY

(Ministry of Water Resources, River Development & Ganga Rejuvenation, Govt. of India)



No. NCA/C-Acctts/CA/85/2016-17/

Dated:

NOTICE INVITING QUOTATION

Sealed Quotations are invited on behalf of the Member (Power), NCA from experienced Chartered Accountants with valid certificate of practice (Minimum 5 years) and having establishment at Indore for providing the Consultancy services under the following Terms of Reference :-

Terms of Reference:-

1. Preparation of the Annual Account 2016-2017 on the basis of inputs/information provided by Finance Unit, NCA along with various schedules and statements in the format approved for the Non profiting organization of the Central Government covering the following :-
 - a) Receipt & Payment Account.
 - b) Income & Expenditure Account.
 - c) Balance sheet.
 - d) Bank Reconciliation.

For carrying out the above work, Finance Unit NCA will provide the following inputs/documents to Agency consultant :-

- (i) Monthly Trial Balance
- (ii) All Concerned Ledgers
- (iii) Cash book & Bank Account book including of FDR and other securities and Assets accounts.
- (iv) All Bank Statements
- (v) Any other related book & documents.

NCA may extend the facility of Computer & its accessories for the work which is to be carried out in the premises of NCA office at Narmada Sadan, Indore.

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नर्मदा सदन, सेक्टर-बी, स्कीम नं. 74 सी,
विजय नगर, इन्दौर-452 010 (म. प्र.)

Narmada Sadan, Sector-B,
Scheme No. 74-C, Vijay Nagar,
Indore-452 010 (M.P.), INDIA



स्वच्छ सुरक्षित जल-सुन्दर खुशहाल कल
CONSERVE WATER - SAVE LIFE

वित्त अधिकारी
Finance Officer
उप निदेशक (प्रशा.)
Dy. Director (Adm.)
उप निदेशक (त.स.)
Dy. Director (TC)
सहायक अभियंता (सम्पर्क)
Asstt. Engineer (Lia.)
Web Site : www.mowr.gov.in | www.nca.gov.in

टेलीफैक्स : 0731-2551429

टेलीफैक्स : 0731-2557888

फोन : 0731-2552172

टेलीफैक्स : 0731-2552172

फोन : 0731-2557233

फैक्स : 0731-2575749

Terms & Conditions:-

- (i) The quotation must reach to the office of undersigned by 15.00 hours on or before 23.5.2017. Received Quotations will be opened on the same day at 16.00 hours before the representatives who so ever intend to be present.
- (ii) The total consolidated consultation charge/fee is to be quoted inclusive of all charges of men & material, transportation, taxes & duty if any. No payment shall be made extra over and above the quoted fee/charges.
- (iii) The work will be required to be completed within 21 working days from the date of the issue of order and providing of information by NCA. Accounting discrepancy, if any, observed by agency shall be brought into the notice of the Finance Officer/Accounts Officer, NCA along with suggestion/solution for corrective measures.
- (iv) The Annual Account of the NCA is subjected to the audit by the Director General of Audit New Delhi/Kolkata, as such it shall be obligatory on the part of the agency to explain the attributes of the Accounts to the Audit party (if required) on receipt of such information from the Finance Officer/Officer in-charge. If required, the agency shall suggest necessary correction to ensure the accuracy of Annual Accounts and its supporting statements & Annexure as per the remarks/direction of the Audit. No extra charges shall be payable on this account to agency.
- (v) The Annual Account with its statements and Annexure shall be delivered to this office in the shape of two hard copies and its soft copy in two CD's.
- (vi) 90% payment by Account payee cheque shall be made on the successful and satisfactory completion of work after receipt of the deliverable & on receipt of the bill. Balance 10% payment shall be made by A/c payee cheque on the receipt of the Separate Audit Report of the Accountant General, after acceptance of Annual Accounts.
- (vii) The envelope containing the quotation must superscribe "Quotation for Consultancy on Annual Account 2016-2017" and the date of its opening.
- (viii) The competent authority reserves the right to reject quotation or cancel enquiry without assigning any reason and the NCA shall not be liable to indemnify any loss caused to the bidder by the outcome of this NIQ.

FINANCE OFFICER

To,

Copy to :-

- 1. P.S. to Member(Power), NCA, Indore.
- 2. Secretary, NCA, Indore.
- 3. APRO, NCA, Indore, with a request to uploading the NIQ on the NCA website.
- 4. Notice Board.

FINANCE OFFICER