

OFFICE OF THE SHILLONG CANTONMENT BOARD

NOTICE

EMPANELMENT OF CHARTERED ACCOUNTANT IN THE OFFICE OF THE SHILLONG CANTONMENT BOARD.

The office of the Shillong Cantonment board is following the newly implemented Accrual Based Accounting System (ABAS) for its day to day accounting works. Therefore for guiding the staff in the accounting principles and working modalities of various entries into the book of accounts under ABAS, application in sealed envelopes as per the prescribed format is hereby invited from Chartered Accountants or firms of Chartered Accountant .

Any Chartered Accountants or reputed firms having experience in Accrual Based Accounting System shall be considered.

The application in the prescribed format should be submitted in a sealed envelope and the same should reach the office of the Shillong Cantonment Board on or before **30.9.2020** upto 1700hrs. Application received after the last date will not be entertained. The Cantonment Board office has the right to accept or reject any applications without assigning any reason thereof.

The prescribed format, term and conditions, and draft agreement can be downloaded from the official website of the board ***cbshillong.org.in***

For any clarification you may visit the office between 1000 hrs – 1700hrs from the date of issue of this notice till 29.9.2020.

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Chief Executive Officer
Shillong Cantonment Board

No.SHG/6/ABAS/2019

Dt: 15 /9/2020

OFFICE OF THE SHILLONG CANTONMENT BOARD

TERMS AND CONDITIONS FOR EMPANELMENT OF CHARTERED ACCOUNTANTS.

Sealed envelopes marked “Empanelment of Chartered Accountant in Shillong Cantonment Board.” are invited from reputed firms/ persons for the Empanelment of Chartered Accountant in Shillong Cantonment Board on a per visit basis for guiding the staff in the accounting principles and working modalities of various entries into the book of accounts under the Accrual Based Accounting System (ABAS). The last date for submission of application is **30.9.2020 upto 1700 hrs.**

A. ELIGIBILITY CRITERIA

1. The Chartered Accountant must be a member of the ICAI. Documentary evidence of the same is to be submitted.
2. Only reputed firms/person who have at least 03 years working experience are eligible. A list of client/organization(s) where similar nature of work (on ABAS) has been conducted should be furnished in the format provided along with the application form.
3. The CA/firm must submit the registration certificate issued by the Government with the application form.
4. The CA/firm must have a PAN No/ GST/TAN/ etc from the concerned deptt.
5. The CA/firm shall sign all the documents attached herewith and submit the same to the Chief Executive Officer Shillong Cantonment Board in a sealed envelope.
6. The CA/firm shall submit a sworn affidavit, that they have not been blacklisted or had their services prematurely terminated for failure to fulfill contractual obligations.

B. GENERAL CONDITIONS.

1. The CA/ firm will have to provide services regularly as and when required by the Board/Office with a minimum of 3 hours per visit or as per the actual requirement by the office as per work. The rate per visit has to be submitted in the format given in **Annexure “A”**.
2. In case the successful CA/firm fails to provide regular services on requisition by the Board/Office a penalty of 5% of payment for each visit may be imposed by the Chief Executive Officer, Shillong Cantonment Board.
3. The successful CA/ firm will execute an agreement with the Cantonment Board within 07 days from the date of receipt of acceptance letter. The draft agreement is enclosed as **Annexure “B”**
4. The successful CA/firms will have to submit a non judicial stamp paper of appropriate value and security money amounting of Rs. 15000/- in the form of cash or bank draft drawn in favour of Chief Executive Officer Shillong Cantonment Board for execution of contract agreement within 07 days from the date of receipt of acceptance letter.
5. In case the successful CA/firms fail to execute the contract agreement, the Chief Executive Officer Shillong Cantonment Board shall be at liberty to deprive the CA/firms of the subject contract as well as future contract in the Cantonment Board Shillong

6. The security deposit will not be refunded to the successful CA/ firms till the lapse of period contract.
7. The contract period will be initially for 12 months, extendable by a period of 01 year at a time under the same terms and agreement executed.
8. The Chief Executive Officer reserves the right to negotiate if required.

C. DISPUTES AND ARBITRATION.

In case of dispute arising out of this contract, matter shall be referred to the sole arbitration of the Principal Directorate, HQ Eastern Command, Kolkata, whose award is final and binding on both the parties.

D. PROVISIONS FOR UNSATISFACTORY SERVICES.

If the services of the CA/Firms are not satisfactory at any stage during the period of contract, in such situations the firm/CA shall be bound to remove the deficiencies at its own cost within the time period fixed by the Cantonment Board Shillong. In case the CA/ Firm is not able to remove and rectify the deficiencies within the given time period the Cantonment Board Shillong will be competent to make alternative arrangements of the services at the risk and cost of the CA/ firm and the costs so incurred shall be deducted from the due amount payable to the CA/firm.

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Chief Executive Officer
Shillong Cantt

Accepted

Signature of CA/Firms

Date _____

SHILLONG CANTONMENT BOARD

ANNEXURE –“A”

Please furnish the following documents in this part so as to enable the panel to decide about the qualification necessary documents/certificates from the appropriated authority must be attached in support of statements. Additional sheets may be attached if more if needed.

1. Name and address of CA/firms: _____

2. Telephone No./ Fax No./ of applicant:
tel phone _____
Fax No. _____

3. PAN/TAN/GST No. _____

4. e-mail; _____

5. Website if any _____

6. No. of years of working experience _____

7. Further details to be submitted as under

I. Details of works relating with ABAS that has been undertaken in the past with name(s) of institution

Sl no	Name of work	Year of contract/work	Dept under which engaged/ under contract	Whether contract is in progress
1	2	3	4	5

II. The following documents are enclosed in support of the above:

- 1
- 2
- 3
- 4
- 5

8. RATES

S. no	Description	Amount
1	Honorarium per visits and when required by the board/office (minimum of 3 hours per visit)	
2	Honorarium for extra visits	
3	Service Tax if any	

Signature of applicant (with seal)

Date :

SHILLONG CANTONMENT BOARD

Annexure – “B”

DRAFT AGREEMENT

This Agreement made on this _____ Day of _____ 20 ____ between Cantonment Board, Shillong (hereinafter called- Chief Executive Officer) of the 1st Part.

AND

Name and address _____ (herein after called the chartered Accountant) of the Second Part.

Witnesseth that CEO consented on behalf of Shillong Cantonment Board to engage _____ in capacity of Chartered Accountant as per the terms and conditions, covenants here under for a period of 12 months on per visit basis. The said Chartered Accountant/firms on the consideration herein after expressed and hereby agrees that he/she will during the term of 12 months from the date hereof and subject to the stipulations herein expressed diligently and faithfully serve the said Cantonment Board as a Chartered Accountant and as duties prescribed by the CEO purely on contract for the period shown above.

1. GENERAL TERMS

- a. The Chartered Accountant will have to provide services as and when required by the board/ office with a minimum of 3 hours per visit or as per actual requirement by the office as per work.
- b. In case the successful CA/firm fails to provide regular services on requisition by the Board/Office a penalty of 5% of payment for each visit may be imposed by the Chief Executive Officer, Shillong Cantonment Board.
- c. The Chartered Accountant will have to undergo training as and when asked by the Chief Executive Officer in order to perform his services for the works relating to Accrual Based Accounting System which may be held outside Shillong.
- d. The travelling and accommodation charges will be borne by the Shillong Cantonment Board.
- e. The Chartered Account shall not indulge or disclose to any person or persons whatsoever the secrets entrusted to him or arising or coming to his knowledge in the course of his contract employment or otherwise, either in or relation to the said work dealings and transactions of the said CEO and CEO's servants, or such other secrets which sought not to be disclosed or made public.
- f. The Chartered Accountant shall be sole responsible to look after carefully the duties handed over to him by the Chief Executive Officer

2. SECURITY DEPOSIT

- a. For the fulfilment of contract a sum of Rs 15000/- has to be deposited by the Chartered Accountant/firms as Security Deposit.
- b. This security deposit shall be returned subject to any deduction or forfeiture that may have been or may be under the terms of the contract after one year from the date of completion of the work.

3. PERIOD OF CONTRACT

The contract period will be initially for 12 months, extendable by a period of 01 year at a time under the same terms and agreement executed.

4. PAYMENT

- a. Payment will be made by the Chief Executive Officer on monthly basis on the submission of bill by the Chartered Accountant/firms.

5. Disputes and Arbitration

In case of dispute arising out of this tender the matter shall be referred to the sole arbitration of the Principal Directorate, HQ, Eastern Command, Kolkata whose award shall be final and binding on both the parties

6. Provisions for Unsatisfactory Services

If services of bidder are not found satisfactory, at any stage during the period of contract, in such situations the firm/CA shall be bound to remove the deficiencies at its own cost within the time period fixed by the Cantonment Board Shillong. In case the CA/ firm is not able to remove and rectify the deficiencies within the given time period, the Cantonment Board Shillong will be competent to make alternative arrangements of the services at the risk and cost of the CA/firm and the costs so incurred shall be deducted from the due amount payable to the firm.

President/ Vice-President

Signed by the said_____

Witness:

- 1.
- 2.

Counter signature

CEO

