



**Software Technology Parks of India**  
9<sup>th</sup> Floor, NDCC-II, Jai Singh Road, New Delhi – 110 001  
Phone: 011-23438188

**Request for Proposal of Appointment of Consultant**

Software Technology Parks of India invites proposal from the Professionals/ Firms/Companies for appointment as Consultant for Segregation of Books of Accounts. The details of RFP are as under:

1	RFP No. & Date	STPI/HQ(F)/AUD/04/41 25 <sup>th</sup> March, 2015
2.	Scope of work/job	<i>Appointment as Consultant for Segregation of Books of Accounts Detailed scope is mentioned in Part-II of the RFP document.</i>
3	Mode of RFP	Advertisement
4.	Issue of RFP document	<i>RFP documents may either be obtained from STPI HQ at above given address on any working day between 1000 Hrs to 1700 Hrs on payment of Rs.200/- in cash or the same may be downloaded from web site <a href="http://www.stpi.in">www.stpi.in</a> or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>. In case of download a DD of Rs.200/- issued in favor of Software Technology Parks of India, payable at New Delhi may be deposited along with your offer.</i>
5.	Bid Submission	Two bid system
5.	Earnest Money Deposit	Rs. 25,000/- in the form of Demand Draft along with the bid submission.
6.	Pre Bid Meeting	<b>31<sup>st</sup> March, 2015 at 12.00 Hrs</b>
7.	Last date & Time for submission of proposal	<b>15<sup>th</sup> April, 2015 at 15.00 Hrs</b>
8.	Date & Time for opening of proposal	<b>15<sup>th</sup> April, 2015 at 16.00 Hrs</b>
9.	Validity of proposal	<b>90 Days from the last date of submission of proposal.</b>

**Interested Professionals/Firms/Companies may submit their proposal latest by 15<sup>th</sup> April, 2015 to “The Director Finance, Software Technology Parks of India, 9<sup>th</sup> Floor, NDCC-II, Jai Singh Road, New Delhi-110001**

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## PART-I

### BRIEF INTRODUCTION AND GENERAL INFORMATION OF STPI

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 52 centres of STPI are operational across the country. The headquarters of the STPI is situated at Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003. Detailed profile of STPI may please be browsed from URL [www.stpi.in](http://www.stpi.in)

STPI is maintaining consolidated books of accounts for all of its services since its inception 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
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.

The financial highlights of STPI for the F.Y. 2013-14 is as follows:

1. Income : Rs.168.84crore
2. Expenses : Rs.115.33crore

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 has to maintain separate books of accounts and deposit the license fees at the prescribed rates of the Adjusted Gross Revenue of Datacom Services.

Further, to comply with the provisions of Income Tax for claim of Tax Exemptions u/s 11 & 12 of Income Tax Act, 1961, STPI has to maintain the separate books of accounts.

STPI invite sealed proposals from the Professionals/ Firms/Companies for **Appointment as Consultant for Segregation of Books of Accounts**. Detailed scope of work is given in the Part – II.

**The instructions of RFP regarding submission of proposals are given in Part-III of the RFP document.**

**The Eligibility of Professional/Firm/Companies is mentioned in Part-IV of the RFP document.**

**PART-II**  
**SCOPE OF WORK**

1) Consolidated books of accounts of STPI-HQ and its centres **for FY 2014-15** will be segregated in three independent books of accounts in the following service categories.

a) ISP Services

b) Statutory Services

c) Other Services

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 Income Tax Department/Department of Telecommunications.

2) **STPI will not segregate its books of accounts by maintaing the cost centres.**

3) Presently STPI is maintaining its books of accounts in 49 nos. of companies at 9 Directorates. However in the case of Bangalore centre, only one company in Tally for Bangalore & its three sub centers has been maintained. 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 52. Each company has to be segregated in the manner as specified in point 1 of Part-II.

4) 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.

5) Income and Expenses of Main center have also to be allocated in the books of sub centre if pertains to the sub centre.

6) Identification and Segregation of existing Day Book and all vouchers in above categories and posting of all revised/segregated vouchers in respective segment of books of accounts.

- 7) Finalization of assumptions with consultation of STPI for segregation of followings accounting heads in the respective segment of books of accounts.
- 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 and Deferred Tax Assets/Liabilities.
  - f) Income Tax.
- 8) STPI will provide the opening balances of each accounting head where applicable.
- 9) Appropriate modification in the coding structure of existing approved accounting manual.
- 10) Acceptance of books of accounts by DoT and compliance of the provisions of DoT w.r.t. license fees.
- 11) Co-ordination with Statutory auditors after segregation of books of accounts and before finalization of annual accounts for the F.Y. 2013-14.
- 12) Bidder must have the original license of “Tally ERP9”. STPI will provide the backup of all the companies maintained at Tally for the purpose of segregation, however original companies will be maintained by STPI simultaneously.
- 13) Successful bidder will provide the certified copy of steps/process/norms of allocation followed (in detail) for the segregation of books of accounts.
- 14) Successful bidder will provide the copies of Balance Sheet of each company for each service for the reconciliation and audit of 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.

- 15)** 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.
- 16)** Successful Bidder has to provide a declaration 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 claim appropriate compensation from the bidder. The decision of STPI in this regard will be final and binding on bidder.

**INSTRUCTION FOR SUBMISSION OF PROPOSAL**

1. **Appointment of consultant for segregation of books of accounts will be for one year, which may be extended on the basis of performance of the bidder for another one year with same fees & terms and conditions.**
2. **Bidder has to complete the entire process of segregation within a period of 90 days from the date of acceptance of contract.**
3. **The segregation of books for all the centres will need to be completed at the premises of STPI-HQ/Noida. 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.**
4. **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.**
5. The RFP may be obtained from STPI-HQ, 9<sup>th</sup> Floor, NDCC-II, Jai Singh Road, New Delhi-110001 on any working day between 1000hrs to 1700hrs on cash payment of Rs.200. The RFP is also available on [www.stpi.in](http://www.stpi.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). In case of download of RFP document from website, a demand draft of Rs.200/- need to drawn in favor of “Software Technology Parks of India” payable at “New Delhi” and need to be submitted along with the Form A & B.
6. Earnest Money Deposit (EMD) of Rs.25,000/- in form of Demand draft only need to drawn in favor of “Software Technology Parks of India” payable at “New Delhi” must be submitted along with the Form A & B. The EMD of successful bidder will be converted into Performance Bid Security, which will be returned after 30days of the successful completion of the awarded job, without any interest. The EMD of unsuccessful bidder will be returned within 30 days from the date of award of work, without any interest thereon.
7. The proposal should be submitted only in the prescribed format A and B along with necessary documentary evidences.
8. Form “A” & “B” along with necessary documentary evidences should be properly sealed (not stapled) in separate envelopes and should be super scribed on the top of envelope as “**Form A**” and “**Form B**” respectively. Then both the envelope “A” & “B” must be properly sealed (not stapled) in a big envelope and it should be super scribed on the top of envelope “**RFP of Appointment as Consultant for Segregation of Books of Accounts**”.
9. No overwriting, corrections and cutting on the form “A” & “B” are permitted. However, the cuttings, if any, must be signed by the person authorized to sign the proposal.

10. Consolidated price may be quoted in Form “B”, considering the scope of work. No additional fees will be admissible and considered by STPI for payment, other than quoted at S.No. 3 of Form B.
11. All prices should be quoted in Indian Rupees.
12. No claim of TA/DA, conveyance, boarding & lodging, reimbursements etc. will be considered by STPI before, during and after the contract period.
13. STPI will pay the consolidated fees as per Form “B” of the RFP document to selected professional/firm/company as per the terms of Payment mentioned in the Part-III of RFP.
14. The validity of the proposal should be 90 days from the last date of submission of proposal as specified in the RFP document. Each page of RFP should be signed and numbered.
15. The proposal should be addressed to **“The Director Finance, Software Technology Parks of India, 9<sup>th</sup> Floor, NDCC-II, Jai Singh Road, New Delhi-110 001.**
16. The proposal may be sent through post/courier or may be submitted in person at the office of STPI at the above mentioned address on or before specified date and time. However, STPI shall not be responsible for any postal and other delay.
17. **Rejection of the proposal**
  - (a) The bidder is expected to examine all instructions, formats, terms & condition 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) Proposal received without RFP cost of Rs.200/- will be summarily rejected.
  - (d) Proposals submitted without EMD of Rs.25,000/-, will be summarily rejected.
  - (e) Proposals not meeting the criteria mentioned in Eligibility Criteria of Bidder i.e. Part-III of the RFP document will be summarily rejected.
  - (f) The professionals will have to submit the entire requisite document as specified in the format A, failing which, the proposal is liable to be rejected.



- (g) The proposals received after specified date & time will not be considered.
  - (h) The proposals received through Fax /Telex/photocopy/mail will not be considered.
  - (i) Unsealed proposals will be summarily rejected.
  - (j) "Form A" and "Form B" not submitted in separate envelopes, will be summarily rejected.
18. 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.
19. Proposals once submitted shall not be allow for withdrawing. Any default after acceptance of proposal shall be deemed to be non compliance to the terms of contract and would be liable to cancellation of contract and EMD shall be forfeited.
20. **Criteria for award of contract –**
- (i) **The proposals will be evaluated on details submitted in Form "A" & "B" of the RFP document.**
  - (ii) **Form "B" will be evaluated only of those bidders, who will meet the requirements mentioned in Part-III and form "A" of the RFP document.**
  - (iii) **Contract will be awarded to lowest proposal (L1) of Form "B". L1 will be determined from the Total at Sl. No. 3 of form "B" of RFP document. 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.**
21. **Payment Terms:** 100% payment will be released to successful bidder after completion of segregation of books of accounts, certification of the Balance Sheets by the Branch/Central Auditors and acceptance of the same by DoT after complying with the provision of license fees on submission of Invoice. Payments are subject to deduction of TDS etc. as per rules. STPI will not be liable to pay interest on account of delay payment etc.
22. **Liquidated Damages:** Liquidated Damages shall be charged @ 1% per week or part for first 4 weeks of delay, thereafter @ 2% per week maximum to 10% of the contract value. However after 7 weeks of delay STPI retains right to terminate the contract without assigning any reason and forfeit the Performance Bid Security.
23. **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.

**24. Disputes –**

All disputes or difference 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.

**25. 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.

## PART-IV

### ELIGIBILITY OF BIDDERS

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.
2. **The bidder must satisfy the following conditions.**
  - (a) Bidder must have minimum five (5) qualified manpower of CA/CS/ICWA or certified professional degree of Financial Management. The profile of each member of the Team to be deputed for the assigned work need to be provided alongwith Form "A". No manpower will be deputed below the qualification mentioned above.
  - (b) Bidder must have minimum experience of 3 year working in Tally Software.
3. Minimum Receipts/Turnover of Rs.2.00 crore in each financial year i.e. from FY 2011-12 to 2013-14. **Copy of Audit report and financial statements of the firm along with schedules of each financial year must be enclosed.**
4. Bidder shall not be blacklisted from any Government/Ministry/Department/PSU.
5. **The following documents (self attested) are also required to be submitted along with proposal.**
  - a. Service Tax Registration (Undertaking must be submitted if not applicable duly specifying reason thereof).
  - b. PAN No. of bidder.
  - c. Copy of Registration in case of firm/company with appropriate authority.

**Note: Necessary supporting documents need to be enclosed.**

**PART-V**

**FORM A**

**PROFESSIONAL BID**

1. (a) Name of the Bidder :
- (b) Postal Address :
- (i) Telephone No. :
- (ii) Fax No. :
- (iii) Email :
2. Date of its Establishment :
3. Team Profile :
4. Experience of Bidder :
  - (a) No. of Years. :
  - (b) On Tally :
5. Turnover of bidder in last three Financial years :  
(Copy of Audit report and financial statements along with schedules must be enclosed with proposal)
6. PAN No. (Copy enclosed) :
7. Service Tax No. (Copy enclosed) :
8. Registration no. (Copy enclosed) :
9. Any other information :

I.....(designation).....of (Name of the bidder).....here by 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:** \_\_\_\_\_

**PART-VI**

**FORM B**

**FINANCIAL BID**

1. Service charges for segregation of books of  
Accounts for the F.Y. 2014-15 :
  
2. Taxes, if any :
  
3. Total :

**Authorized Signatory**

**OFFICE SEAL**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**PART-VII**  
**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 will 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