

**F.No.B/1/2017-18/C.A./NALSA**

**NATIONAL LEGAL SERVICES AUTHORITY**  
**12/11, JAM NAGAR HOUSE, SHAHJAHAN ROAD**  
**NEW DELHI-11011**

**Sub: Engagement of Chartered Accountants for preparation of the Annual Accounts of National Legal Aid Fund and dealing with Income Tax related works.**

**Introduction:**

The National Legal Services Authority (NALSA) is a Statutory Authority constituted under the Legal Services Authorities Act, 1987 (an Act. of Parliament) for providing free legal services to the weaker section of the Society and to organize Lok Adalat for amicable settlement of disputes. The Hon'ble Chief Justice of India is the Patron-in-Chief and the Senior most Judge of the Supreme Court of India is its Hon'ble Executive Chairman.

2. The Central Authority of NALSA under section 15 of the Act. *ibid* has established the National Legal Aid Fund. The grants received from the Government of India for the purpose of Legal Aid and from other sources as provided under the Act. are deposited in the National Legal Aid Fund and utilized for the purpose of providing Legal Aid as per the provision of the Act. The NALSA is required to maintain separate accounts of the National Legal Aid Fund being Audited by the Comptroller & Auditor General of India (C&AG), annually and the said accounts are placed in the Parliament after receipt of Audit Certificate from the C&AG.

**Engagement of Chartered Accountants:**

The National Legal Services Authority is interested in engaging the services of the Professional Chartered Accountants who are experienced in preparing Accounts of Govt. Autonomous bodies, preferably accredited by the C&AG of India for the under mentioned work.

- a) Preparation of Annual Accounts of National Legal Aid Fund for the financial years 2016-17 & 2017-18, which also includes preparation Trial Balance, Books of Accounts, Generation of Cash Book, Bank Book, Ledger, Journal & other relevant records as and when required;
- b) Submission of Annual Income Tax Return of National Legal Aid Fund for financial year 2016-17 & 2017-18 and to submit and upload Certificate in Form-10 of Income Tax Rules and/or Tax Audit Report, if required by the Income Tax Authority;
- c) To provide reply to the queries of the C&AG's Audit Party during their Annual Audit, as required;
- d) To attend to all queries of the Income Tax Authorities in respect of the financial years 2016-17 & 2017-18, as also for earlier years for which Assessment has not been Completed;

3. The interested Chartered Accountancy Firms may submit their bids/quotations for the above mentioned works addressed to the Under Secretary, National Legal Services Authority, 12/11, Jam Nagar House, Shahjahan Road, New Delhi – 110011 in a sealed envelope super-scribed: **Quotations for Preparation of Annual Accounts**. The quotation must reach this office by 3.00 P.M.on or before 04.05.2017.

### The Terms & Conditions:

- 3.1 The Accounts must be completed within a month of awarding the contract.
- 3.2 The interested firms should inter-alia furnish the following information/documents:
- a) Proof of incorporation/inception/registration of the firm;
  - b) Proof of empanelment with C&AG of India;
  - c) Copy of PAN Card; and
  - d) Copy of Service Tax Registration with TIN No., if applicable.
  - e) List of Govt. Autonomous bodies whose Accounts prepared.
- 3.3 The contract will be for a period of 02 (two) years.
- 3.4 The rates **must be quoted as per the Commercial Bid format at Annexure-I only**. In case the rates are not quoted as per the format, the tender submitted by the firms would be liable for rejection.
- 3.5 The firm will depute adequate nos. of staff as per requisite qualifications and technical knowledge.
- 3.6 The Chartered Accountant of the firm will visit the NALSA office during the period of preparation of the account to ensure correctness of work done by their staff and also visit as and when called for particularly during the course of audit. (both internal and external) of accounts and in case of notice received from the Income Tax Authority in connection with Income Tax Return to settle the queries of audit as well as of the Income Tax Authority.
- 3.7 The bidder should furnish a declaration in format at **Annexure-II** (to be signed by the authorized signatory) that his firm has not been blacklisted by any Ministry/Department.
- 3.8 Escalation clause shall not be accepted on any grounds during the currency of the Contract. Rates once quoted shall be valid for the entire duration of the contract;
- 3.9 Payment will be released in the following manner:-
- i) 75% of charges – After submission of Annual Income Tax Return by 30<sup>th</sup> September or as may be prescribed by the Income Tax Authority.
  - ii) 25% of charges in the month of March
- **TDS will be deducted as per prescribed rate.**
- 3.10 The Accounts shall be prepared in the premises of NALSA and the firm should bring their own laptop for preparation of the accounts. After completion of the Accounts the firm should provide soft copy and adequate number of Hard Copies for further official use in NALSA.
- 3.11 The firm shall not engage the services of any sub-contractor or transfer the contract to any other person.
- 3.12 In case the services of the firm is not found satisfactory after completion of first year, this Authority reserves the right to cancel the contract for the second year.
- 3.13 The NALSA reserves the right to cancel any or all the quotations without assigning any reason thereof.

  
**Kamal Singh**  
(Under Secretary)

**Details of the work during the Contract**

Particulars	Quoted Rate in Rupees (without tax)
Preparation of Annual Accounts of NALSA and submission of Income Tax returns and Form 10 and Tax Audit Report if required, including Post accounting and Post submission Consultancy as detailed in the tender document.	

(To be signed by the Authorized Signatory  
of the firm/agency with Name & Stamp)

DECLARATION

It is declared that our firm namely M/s \_\_\_\_\_ has not been blacklisted by any government ministry/department, Public Sector Undertaking or Autonomous Body.

(To be signed by the authorized signatory  
of the firm with seal of the firm)