

**NORTH EAST ZONE CULTURAL CENTRE (NEZCC)**  
**Ministry of Culture, Government of India**  
**Post Box. No. 98, Near Airport, Dimapur, Nagaland**

No. NEZCC/Estt-8/2007-08

Dated 09<sup>th</sup> May 2017

**Notice Inviting Expression of Interest for preparation of Annual Accounts of NEZCC for the Financial Year 2016-17**

**EoI/Bid Documents**

**1 Bid-data Sheet**

EoI Number and Date	No. NEZCC/Estt-8/2007-08 Dated 09 <sup>th</sup> May 2017
Issue of EoI Forms	EoI Documents / forms can be obtained from the Office of the Director, North East Zone Cultural Centre (NEZCC), Near Dimapur Airport, Dimapur, Nagaland during office hours and can also be Downloaded from the NEZCC website nezccindia.in
Last date of submission of EoI	25 <sup>th</sup> May 2017 up to 13.00 hours
Submission of EoI documents	The interested firms may submit their EoI documents in sealed envelopes to the Office of the Director, North East Zone Cultural Centre (NEZCC), Near Dimapur Airport, Dimapur, Nagaland during office hours on or before 25 <sup>th</sup> May 2017 up to 13.00 hours. The envelope should be super scribed: "Tender for Selection of Chartered Accountant Firms for preparation of Annual Accounts of NEZCC". Submitted by: ( Name, address and telephone number of the firm ) Addressed To: The Director, NEZCC, P. B. No.98, Dimapur, Nagaland-797112
	All the pages of the Tender document including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm.
	The Applicant can submit the Tender by registered post / courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the NEZCC after the last date of receipt of EoI shall not be opened.

## 2. Terms of Reference

The Zonal Cultural Centre for the Northeast India, North East Zone Cultural Centre, registered under the Nagaland Societies Registration Act XXI 1860 (Nagaland First Amendment) Act, 1969 was set up in June 1986 with its headquarters at Dimapur, Nagaland. The 8 (eight) North Eastern States, viz., Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura are the constituent States of the North East Zone Cultural Centre. It is an Autonomous Body under the Ministry of Culture, Government of India. The main aims and objects of the Centre are as follows:

- (a) To preserve, innovate and promote the projection and dissemination of arts of the Zone under the broad discipline of Sangeet Natak, Lalit Kala and Sahitya;
- (b) To develop and promote the rich diversity and uniqueness of various arts of the Zone and to upgrade and enrich consciousness of the people about their cultural heritage;
- (c) To lay special emphasis in its activities on the linkages among various areas through evolution of styles and their contribution to the largest composite identity of cultural heritage of India;
- (d) To make special efforts to encourage folk and tribal arts and to frame special programme for preservation including documentation and sustaining of the vanishing art forms;
- (e) To frame such programmes as would encourage and involve the youth of the Zone amongst themselves and with the youth of the rest of the country in creative cultural communications through the process of seminars, exchanges and workshops on matter relating to cultural heritage of India.
- (f) To pursue such other activities and programmes as would strengthen and promote the cultural interlinkages amongst States; including setting up of sub-centres within the Zone;
- (g) To encourage the research activities relating to various art forms.

As per the Memorandum of Association of the NEZCC, the Authorities of the Society are its Governing Body and Executive Board which are assisted by the Committees, such as the Finance Committee, Programme Committee, etc. The Chairman of the Centre is the Governor of Nagaland and the Director, NEZCC is the Chief Executive Officer and the Member-Secretary. The Annual Accounts *are* prepared in the Uniform Format of Accounts for Central Autonomous Bodies and audited by the CAG/Accountant General (Audit) Nagaland. Annual Reports consisting of Financial Statements/ Audited Accounts and AG Certificates are submitted to the Ministry of Culture for placing before both the houses of parliament. The NEZCC has adopted accrual accounting for preparation and finalization of accounts.

All payment related data are entered in the Cash Book and Ledger Book manually on a daily basis. The vouchers of receipts and payments are serially numbered, as per voucher numbers entered in the Cash Book, and maintained by the Accounts Branch. The books of accounts are maintained manually and no software is used for maintenance of the accounts.

Final Accounts consisting of Balance Sheet, Income and Expenditure Account, Receipts and Payments Account and other supporting financial statements are prepared by the Chartered Accountants engaged by the NEZCC. The accounts and financial management of NEZCC provides Cash Book, Ledgers, Bank Reconciliation Statements, date-wise detailed receipts and expenditure statements to the Chartered Accountants.

The funds for management and various activities of the NEZCC are mainly derived from the following sources.

1. Interest Income from Investment of Corpus Fund.
2. Rental Income from various facilities at Shilpgram and Dimapur.
3. Grants-in-Aid from Ministry of Culture, Government of India for preservation, promotion and dissemination of arts & crafts

Most of the payments like salary, re-imburements of CEA etc. made to the employees / TA/DA and performance allowance made to the cultural troupes/artistes are done by cheque and directly transferring the money to respective bank accounts. Payments to vendors and contractors are also made by cheque or electronic transfer.

### **3. Purpose of Work**

Preparation of the Accounts of NEZCC comprises of Balance sheet, Income and Expenditure Statement and Receipt and Payment Account as per the prescribed format of accounts for Central Government Autonomous Bodies.

### **4. Nature of Work**

- a. Compilation of Accounts and preparation of trial balance along with all supporting schedules, Receipts and Payments Accounts etc.;
- b. Calculation of the accrual interest and the provisions and other such matters as per the Common Format of Accounts;
- c. Preparation of the NEZCC's Accounts comprising of Balance sheet, Income and Expenditure Statement and Receipt and Payment Account with all supporting details/schedules;
- d. To ensure that accounts of the NEZCC are prepared in accordance with the prescribed format of accounts for Central Government Autonomous Bodies;
- e. Filing of income tax returns of the NEZCC.

### **5. Time Period**

The initial engagement period of the Chartered Accountant Firm will be for preparation of the annual accounts of the NEZCC for the financial year 2016-17 and continuation of its services shall be subject to satisfactory performance of the firm and approval of the Finance Committee of NEZCC. Notwithstanding anything contained herein above, the Director NEZCC reserves the right to discontinue the services of Chartered Accountant firm in the event of delay in preparation of the accounts in time as per the engagement letter and if their services are found unsatisfactory at any time during the period of auditing.

### **6. Support and Inputs to the Firm**

The NEZCC shall provide adequate office space at the NEZCC Office Dimapur to the Firm to perform its services during the audit. In terms of hardware the NEZCC will provide computers and printers to the Firm. The NEZCC will provide the Cash Book, Ledger Accounts and serially numbered vouchers, maintained by the Centre manually, to the Chartered Accountant firm for carrying out the jobs listed in the nature of work.

### **7. Pre-qualification Criteria**

The firm eligible for the bidding process must satisfy the following eligibility criteria:

- a. The Chartered Accountant Firm should be based in North Eastern States;
- b. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration;
- c. The Firm should have been in operation for at least 5 years after its registration;
- d. The Firm should have experience in handling accounting and financial management services, involving preparation of Final Accounts as per the prescribed format of accounts for Central Government Autonomous Bodies.
- e. The Director, NEZCC may at his discretion relax any of the above conditions in order to encourage greater participation.

### **8. Payment Terms**

The payment of the CAs fee shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions.

- a. The payment of the CAs fee will be made as per the terms and conditions of the contract/engagement ;
- b. The payment during the contract period shall be made in accordance with the fee quoted by the selected bidder and accepted by the NEZCC. No price variation would be allowed during the contract period;
- c. Service tax as per applicable rates during the contract period will be borne by the NEZCC;
- d. TDS under Income tax will be deducted at applicable rates;
- e. The Director, NEZCC reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Director, NEZCC will be final in this regard.

**9. Tender Queries**

The interested Firms may visit the Accounts Section, NEZCC, Dimapur during office hours on any working day before the last date of submission of the EoI and see the books of accounts maintained by the Centre and Common Format of Accounts which will be made available to them on receipt of request.

## APPLICATION-CUM-FINANCIAL BID

Sl	Particulars	Descriptions
1	Name of the Firm	
2	Address of the Firm	
3	Name and address of the authorized official	
4	Telephone No	
5	Mobile No.	
6	Email	
7	Registration with ICAI-Registration No. and year of registration	Provide all registration certificates.
	Number of years in operation after registration	
8	PAN No.	
9	Service Tax Registration	
10	Registration of empanelment with C&AG, if any	
11	List of Organizations/ ABs where similar Service was provided in the last 3(three) years Attach copies of work Orders/ documentary evidence in support of the information	
12	Name of the partners	

13	Fees for the Financial Year 2016-17	
14	Service Tax as per applicable rate	
15	Any other charges (Specify)	

Certified that the above particulars are correct. We undertake that the rates quoted above by us will not change during the Contract period. In the event of any information found to be incorrect the Director, NEZCC is at liberty to reject the proposal of the CA Firm

SEAL  
Date

Signature  
Name & Designation