

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 **08.01.2021 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 _____
