

# गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ०ग०)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Phone 07752-260381, Website - [www.ggu.ac.in](http://www.ggu.ac.in)

## TENDER FOR ENGAGEMENT/HIRING OF CHARTERED ACCOUNTANT FIRM FOR ACCOUNTING & FINALIZATION OF ANNUAL ACCOUNT

### TENDER

Session 2016–17



No. 126 / Store / 2016

Bilaspur Date-24.06.2016

**Last date & time of Tender submission - 18.07.2016 till 3.00 pm**

**Opening date & time of Tender - 18.07.2016 4.00 pm**

**Fee of Tender Rs. : Rs. 1000/- not refundable**

**Security Deposit money : Rs 20,000/- refundable with Vishwavidyalaya terms & condition |**



# Guru Ghasidas Vishwavidyalaya, Bilaspur – 495 009 (C.G.)

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## TENDER FOR ENGAGEMENT/HIRING OF CHARTERED ACCOUNTANT FIRM FOR ACCOUNTING & FINALIZATION OF ANNUAL ACCOUNT

Tender No: 126 /Store/2016

Date:24.06.2016

Department: For Finance Section

**Please send your sealed Tender only by Registered/Speed Post/Courier to:**

To  
All Registered  
chartered  
Accountant firms

ASSISTANT REGISTRAR  
(STORE)  
Guru Ghasidas Vishwavidyalaya, Koni  
BILASPUR – 495009, Chhattisgarh, INDIA

Dear Sir,

Sealed TENDER are invited in two bid system for engaging Chartered/Cost accountant firms for preparation of annual accounts, filing of TDS returns, day to day accounting, reconciliation etc. of the GGV, BILASPUR (C.G.), initially for one year with provision of annual renewal (maximum for 03 years), subject to satisfactory performance and approval of the competent authority.

The eligibility criteria, earnest money, experience, etc. are available in the tender documents which may be downloaded from GGV website [www.ggu.ac.in](http://www.ggu.ac.in)

Name of work	Tender form fee (Rs) (Non-refundable)	EMD (Rs)	Estimated Annual cost for a Year (Rs)	Pre-bid Conference	Last Date of submission of tender	Tender Opening Technical bid	Tender Opening Price bid
TENDER FOR ENGAGEMENT/HIRING OF CHARTERED ACCOUNTANT FIRM ACCOUNTING & FINALIZATION OF ANNUAL ACCOUNT	1000.00	20000.00	10.00 lacs	08.07.2016 at 4.00 PM Store section	18.07.2016 Till 3.00 PM	<b>18.07.2016</b> From 4.00 PM At store section	Will be communicated to technical eligible bidder if not opened on same date

Note: Kindly refer to the University website [www.ggu.ac.in](http://www.ggu.ac.in) for complete tender details/corrigendum /updates.

Enclosures

- Scope of Work Annexure-I
- Eligibility Criteria Annexure-II
- Terms & Conditions Annexure-III
- Format for Technical Proposal Annexure-IV
- List of document to be attached with technical bid -Annexure V
- Format for certificate Annexure-VI
- Format for Financial Bid – Annexure VII

By Order

Registrar (Acting)

**A. Scope of work-** Details of required works are as under:-

**Annexure-I**

1. Verification and certification of prepared annual accounts 2016-17
2. Preparation of Annual Accounts & Balance Sheet for the Financial Year 2017-18 and 2018-2019 on Double Entry System as per G.O.I. on computer/online format including External Audit and its comment along with data entry.
3. Bank Reconciliation works of all the Current Account and Saving Bank Account.
4. Preparation of Utilization Certificate for various types of Project Grants and Schemes.
5. Direct and indirect Tax related matter.
6. e-TDS filing of the Vishwavidyalaya preparation of Form 16, 16 A.
7. Scholarship Ledger & related matters.
8. Bifurcation of the interest earned on the investment of various special funds.
9. Internal control and Audit of receipts of Departments.
10. Any item of work/opinion miscellaneous of financial in nature, as per requirement above.

**B. Eligibility Criteria:** The Chartered Accountant firm must be:

**Annexure-II**

1. The CA Firm (partnership/proprietorship) should be a Practicing Firm.
2. The CA Firms should be in Practice for a period of 5 Years or more. (As per the Certificate of ICAI as on 31/03/2016 Firm Status Card)
3. The Firm must have at least one year experience of Preparation of Annual Accounts of central education institute. ( Proof for the same is required to be attached herewith)
4. Have Office in (Chhattisgarh) .
5. Should have never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities.
6. Should not have been barred from appointment by any government and / or semi government entities.

**C. Terms & Conditions**

**Annexure-III**

- 1) The whole process of tendering can be cancelled without giving any prior notice or information by the competent authority of GGV, BILASPUR (C.G.).
- 2) Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.
- 3) The professional fees shall be quoted as lump-sum per month plus Service Tax as applicable from time to time.
- 4) Quotation shall be in two covers, the first cover shall be marked "TECHNICAL BID". The same shall contain details as per Annexure V. The Financial bid should be in second cover marked "FINANCIAL BID" Annexure VII. Both the envelope be placed in one big envelope superscribed as "**TENDER FOR ENGAGEMENT/HIRING OF CHARTERED ACCOUNTANT FIRM FOR ACCOUNTING & FINALIZATION OF ANNUAL ACCOUNT**"
- 5) The technical bid will be opened first and will be evaluated by a committee constituted by the competent authority of GGV, BILASPUR (C.G.) and financial bid of those firms who qualify technically will only be considered for opening by the committee.
- 6) The technical and financial bids must reach the GGV, BILASPUR (C.G.), on or before within due date & time by Registered Post/Speed Post only . Bid received late shall be summarily rejected.
- 7) The documents as per Annexure- V are to be attached with the-Technical Bid for scrutiny of the proposal. Proposals without necessary documents will be rejected.
- 8) After opening the technical bid, firm shall be asked for presentation in pre bid conference which shall be communicated to eligible firms by post or email.
- 9) A Non refundable tender fee of Rs.1000/- by D.D. of any nationalized bank in favour of the Registrar, GGV payable at Bilaspur (CG) should compulsory be attached.
- 10) Each bidder has to pay EMD of Rs. 20,000/- in the form of demand draft in favour of "The Registrar, GGV, BILASPUR (C.G.), drawn on any nationalized bank payable at Bilaspur (C.G) and must be attached with the technical bid.

- 11) The bid without Security Deposit of Rs. 20,000/- shall not be considered.
- 12) Applicant must have more than 05 years working experience with reputed organizations, including educational institution in dealing with matters as quoted above.
- 13) The proforma for application can be obtained from the Office of the Store section on any working day from 10.00 a.m. to 4.00 p.m. or can be downloaded from GGV website [www.ggu.ac.in](http://www.ggu.ac.in)
- 14) Selection of CAs would depend upon their competence and work allotment would depend upon Vishwavidyalaya preferences.
- 15) The Vishwavidyalaya reserve the right to accept or reject any application without assigning any reason whatsoever.
- 16) In the matter of any dispute court jurisdiction will be at Bilaspur C.G.
- 17) Empanelled Chartered Accountant shall have to execute MOU/Agreement with the Vishwavidyalaya on format prepared by Vishwavidyalaya, at the time of assigning the work.
- 18) The Entire work shall be done at G.G.V. premises with licensed software.
- 19) All audit objections on annual account has to be replied by the firm.
- 20) There should be permanent office of the firm at Bilaspur (C.G.)
- 21) The firm has to provide two man power for carrying out day to day accounting work throughout the year for which Vishwavidyalaya will pay salary of an accountant consolidate as per University norms to the firm which will be paid to the man power provided through their bank account. Both the persons should be M.Com with knowledge of computer based accounting with experience of at least five years accounting experience.
- 22) Firm will provide bio-data of willing employee and University will screen through interview and practical.
- 23) Their continuation in the University will be based on their work performance and in case of unsatisfactory performance they have to be replaced by the same process as mentioned above if desired by the University.
- 24) All statutory dues/payments to these individuals have to be made by the firm.

#### **D. Rates & Payment Terms**

Payment of two manpower equal to consolidated pay of accountant of university will be paid to the firm on monthly basis. However, the charges like service charge as quoted by chartered accountant will be paid after compilation and audit of annual account of the year.

The CA Firm will be required to quote the lump sum monthly professional fees. The rates invited will be inclusive of Traveling Expenses, Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment. However, the Service Tax only shall be paid separately at the applicable rate.

Fees will be paid on monthly basis on submission of Report. The Report shall be prepared in 2 copies. The professional fees shall be paid within 15 days from the receipt of the Report.

## **E. Taxes and Duties**

All the applicable taxes will be paid by the University.

Please note that the university is also exempted from payment of service tax vide notification no. 25/2012-Service Tax dated 20/06/2012 ministry of finance, Department of Revenue, Govt. of India, New Delhi

## **F. Confidentiality**

The CA Firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the services or the information of the Offices of the GGV, BILASPUR (C.G.) without prior written consent of the competent authority.

All reports and other documents submitted by the CA Firm shall become and remain the property of the GGV, BILASPUR (C.G.) and the CA Firm shall on termination or expiration of the assignment, deliver all such documents and reports to the competent authority of GGV, BILASPUR (C.G.) together with the inventory thereof except those retained as their working papers.

## **G. Obligation of the GGV, BILASPUR (C.G.)**

During the work necessary records, space and infrastructure i.e. Computer System, table etc. will be provided.

The competent authority of GGV, BILASPUR (C.G.) shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

Settlement of Disputes

1. The decision of the competent authority of GGV, BILASPUR (C.G.) shall be final in selection of the CA Firm.
2. Any dispute between the CA Firm and GGV, BILASPUR (C.G.) will be resolved by the committee formed by GGV. CA Firm if dissatisfied with the decision of the committee may approach the competent authority of GGV, BILASPUR (C.G.).
3. For the purpose of the said assignment as well as for any matter arising there under or connected therewith, the courts at Bilaspur will have jurisdiction.

## **J. Penalties**

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm's personnel, the contract may be terminated and the CA firm may get black listed at the discretion of the competent authority of GGV, BILASPUR (C.G.), which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firm from any assignment of any Government work.
2. The violation of any of the terms will invoke penalty. It will be the responsibility of the CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA Firm liable for being removed from the contract by the competent authority of GGV, BILASPUR (C.G.) after issuing the notice of one month and/or disciplinary action. The decision of the competent authority of GGV, BILASPUR (C.G.), shall be final in this respect.
3. The report for the month shall be submitted before the end of the next month, i.e. the report for the month of April shall be submitted before the end of May month. If the Report is delayed the penalty shall be charged. The amount of penalty will be 10 % of the professional fees of the respective month for each of the delayed month. However, if the delay is due to the non-availability of the necessary information or the circumstances are beyond control of the CA Firm and the said delay is informed to the office of the GGV, BILASPUR (C.G.) or the written submission is made to the said office, no penalty may be charged.
4. The Competent authority of GGV, BILASPUR (C.G.) shall have the powers to reduce or condone the penalty.

**FINAL EVALVATION CRITERIA AFTER FINANCIAL BID IS OPPENED**

		<u>Max.Marks</u>
1	EXPERIENCE- five years compulsory (one marks for every extra one year for more than five years)	10 Marks
2.	PRESENTATION	10 Marks
3.	TURNOVER (Two marks for every 25 lakhs)	10 Marks
4	Experience of preparation of Annual Accounts Central Education/Research Institute (One mark for every institute)	10 Marks of
5.	FINANCIAL BID L1	10 Marks
	L2	05 Marks
	L3	02 Marks

## **FORMAT FOR TECHNICAL PROPOSAL**

**Annexure-IV**

(for Hiring the Services of a Chartered Accountant Firm for the Accounts of the GGV, BILASPUR (C.G.)

1	Name of the CA Firm & FRN (ICAI)	
2	Head office Address	
3	Address of office in Bilaspur	
4	Date of establishment of office at Bilaspur	
5	Telephone/Fax/Email	
6	PAN No.	
7	Service Tax No.	
8	TAN No.	
9	Service tax registration no.	

Note – Proof of above mentioned document to be attached in technical bid.

### 6-A. Details of CAs Partners & Employee (Status as on 31.03.2016 ICAI Firm Card)

SR. No.	Name of Partner / Employee	Membership No.	Designation Partner/ Employee	Qualification (ACA / FCA )	Date of joining with the firm
1					
2					
3					

### 6-B. Details of staff members

Sr.No	Name	Qualification	Experience

### 7. Total Turnover (as per B/S attached along with IT Return)

Year	Turnover (in Rs.)	Profit (in Rs.)
2015-16		

8. Experience General: \_\_\_\_\_ Years (from the date of Registration of firm)

9. List of Major Audit clients (Last two years 2014-15, 2015-16)

10. Experience of preparation of accounts of Autonomous Body & Educational/Research Institution: \_\_\_\_\_ No. of locations simultaneously.  
No. of such assignments handled \_\_\_\_\_

**List of Documents to be attached with the Technical Bid****Annexure -V**

S.N	Details	Enclosure no.
1	A non-refundable fee of Rs. 1000/- (one thousand only) by Demand Draft of Registrar GGV, BILASPUR (C.G.),	
2	Demand Draft for Security Deposit of Rs. 20,000/- in favor of Registrar GGV, BILASPUR (C.G.), payable at Bilaspur (C.G.) drawn on any nationalized bank payable at Bilaspur.	
3	A copy of Partnership Deed.	
4	A copy of letter from ICAI Institute mentioning Registration No. and details of Partners as upto dated, Firm Status Card copy	
5	Copy of Audited Balance Sheets and Income Expenditure Statement for the last financial year (F.Y. 2015-16)	
6	Copy of Income-Tax Returns for the last financial year (F.Y. 2015-16)	
7	A Copy of PAN, TAN, TIN, Service-Tax Returns for the last financial year (F.Y. 2015-16)	
8	Copy of the Assignment of Internal Audit of similar institution carried out during last 2 years	
9.	A detailed profile of the Firm.	
10	List of the Staff with Name, Qualification & Experience.	
11	Certificate that the Firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi Government entities. and have not been barred from appointment by any government and / or semi government entities.	

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Signature & seal of the Authorized person

Dated:

NOTE: This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID", Notice inviting Tender No. .... and name of the bidder. All technical documents as above mentioned are to be put in the same envelope. Financial bid of that company/firm which technically qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.



**DECLARATION**

**Annexure-VI**

1. I, ----- Son /Daughter of Shri -----

----- Proprietor/ Partner/ Director/ Authorized Signatory of M/s. -----

----- am competent to sign this declaration and execute this Tender document.

- 2. I have carefully read and understood all the terms and conditions of the Tender and hereby convey my acceptance of the same.
- 3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
- 4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
- 5. Our firm is neither blacklisted by any Government Department nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
- 6. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorised Person

Date : -----

Full Name: -----

Place : -----

Company Seal : -----

Mobile No.- -----

Note : 1. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the tender bid document.

2. Certificate as per above must be submitted only on non-judicial stamp paper of Rs 100/-

## Financial Bid

### ANNEXURE-VII

“Proforma for the financial bid to be submitted on the firm’s letter head”.

A) With reference to tender for engagement the services of a C.A firm for preparation of accounts of GGV, BILASPUR (C.G.). The professional fees for the said tender would be Rs. \_\_\_\_\_ per month (Inclusive of traveling expenses, stationery expenses, communication expenses etc.) plus service tax as applicable from time to time.

B) SELF DECLARATION FROM THE CHARTERED ACCOUNTANT FIRM

1.	No. of Partners & Paid CA	
2.	No. of other Staff	
3.	Turnover for the year 2015-16 in Lacs	
4.	Year of Experience	
5.	Experience of Internal Audit in institutions/firm	
6.	Experience of preparation of Annual Account of Central Educational institute	

Date :

Authorised Signature

Company seal