



Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495 009 (C.G.)
(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)
Website: www.ggu.ac.in Phone: 07752- 260381,260209 FAX: 07752-260154, 260148

EXPRESSION OF INTEREST FOR ENGAGEMENT/HIRING OF CHARTED ACCOUNTANT FIRM FOR ACCOUNTING & FINALIZATION OF ANNUAL ACCOUNT

Enquiry No: 1370/Store/2014

Date: 08/06/2014

Department : For Finance Section

Please send your sealed EOI only by Registered/Speed Post to:

To
All Registered chartered
Accountant firms

The Deputy Registrar (Store)
Administrative Block
Guru Ghasidas Vishwavidyalaya, Koni
BILASPUR – 495009, Chhattisgarh, INDIA

Dear Sir

Sealed EOI 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, 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 our website 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
EOI FOR ENGAGEMENT/HIRING OF CHARTED ACCOUNTANT FIRM ACCOUNTING & FINALIZATION OF ANNUAL ACCOUNT	1000.00	20000.00	-----	16-06-2014 at 4.00 PM Store section	27-06-2014 Till 3.00 PM	27-06-2014 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 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 2013-14
2. Preparation of Annual Accounts & Balance Sheet for the Financial Year 2014-15 and 2015-2016 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 Grant Projects 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 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 31/03/2014 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 envelop be placed in one big envelop.
- 5) The technical bid will be opened first and will be evaluated by a committee constituted in the office of the GGV, BILASPUR (C.G.) and financial bid of those firms who qualify technically will 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.
- 9) A Non refundable tender fee of Rs.1000/- by D.D. in favour of the Registrar, GGV payable at P.N.B, Koni Bilaspur 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 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 objection on annual account has to be replied by the firm.

20) There should be permanent office at Bilaspur (C.G.)

21) The firm has to provide two man power for carrying out day to day accounting work through the 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) They 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 under performance has to be replaced by the same process as mentioned above if desired by the University.

24) All statutory dues/payments has to be made by the firm.

D. Rates & Payment Terms

Payment of two manpower equal 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.

I. 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. 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 firms 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.), Bilaspur 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 of central Education/Research Institute (one mark for every institute)	10 Marks
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 n 01.11.2014 ICAI Firm Card)

SR. No.	Name of Partner / Employee	Membership No.	Designation Partner/ Employee	Qualification (ACA / FCA)	Date joining the firm	of with
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.)
2013-14		

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

9. List of Major Audit clients (Last two years.2012-13, 2013-14)

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. 2013-14)	
6	Copy of Income-Tax Returns for the last financial year (F.Y. 2013-14)	
7	A Copy of PAN, TAN, TIN, Service-Tax Returns for the last financial year (F.Y. 2013-14)	
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 only will be opened which do 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 EOI 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 any Criminal Case is 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.

Date : -----
Place : -----

Signature of the Authorised Person

Full Name : -----
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 EOI cum 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 GGVS, 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 2013-14 in Lacs	
4.	Year of Experience	
5.	Experience of Internal Audit in institutions/firm	
5.	Experience of preparation of Annual Account of Central Educational institut	

Date :

Authorised Signature

Company seal