

विकास विभाग

पं. रविशंकर शुक्ल वि. वि., रायपुर छ.ग.



पं0 रविशंकर शुक्ल विश्वविद्यालय, रायपुर (छ0ग0)

॥ रूचि की अभिव्यक्ति सूचना ॥

क्र0 267/विकास/2019


रायपुर, दिनांक 06/09/2019

वार्षिक लेखा-जोखा कार्य हेतु चार्टर्ड एकाउन्टेंट (सनदी लेखाकार) फर्म के चयन हेतु रूचि की अभिव्यक्ति ।

विश्वविद्यालय के वार्षिक लेखा-जोखा कार्य हेतु प्रतिष्ठित एकाउन्टेंट (सनदी लेखाकार) से रूचि की अभिव्यक्ति आमंत्रित की जाती है, जो कि तीन वर्ष के लिए मान्य रहेगा। प्रपत्र विकास विभाग के कार्यालय से रू.2000.00 (रू. दो हजार मात्र) विश्वविद्यालय कोष में जमा कर प्राप्त किये जा सकते हैं। रूचि की अभिव्यक्ति का विस्तृत विवरण विश्वविद्यालय के वेबसाइट www.prsu.ac.in में उपलब्ध है। वेबसाइट से प्राप्त निविदा प्रपत्र रू.2000.00 का बैंक ड्राफ्ट कुलसचिव, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर के नाम से संलग्न करने पर ही मान्य होगा।

प्रपत्रों के शर्तों के अधीन निम्नांकित समय सारणी के अनुसार प्रस्तुत करना होगा ।

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| 1. प्रपत्र विक्रय स्थल | - कार्यालय, विकास विभाग |
| 2. प्रपत्र विक्रय की अंतिम तिथि व समय | - 24/09/2019 अपरान्ह 03:00 बजे तक |
| 3. प्रपत्र स्पीड पोस्ट/रजिस्टर्ड डाक के माध्यम से प्राप्त होने की अंतिम तिथि व समय | - 25/09/2019 समय अपरान्ह 03:00 बजे तक |
| 4. निविदा खुलने की तिथि व समय | - 25/09/2019 समय अपरान्ह 04:00 बजे |
| 5. निविदा खुलने का स्थान | - प्रॉक्टर कार्यालय, पं. रविशंकर शुक्ल विश्वविद्यालय, रायपुर |


6.9.19

कुलसचिव

विकास विभाग

प. र. विश्वकर्मा शुकल वि. वि. रायपुर छ.ग.

Form No.

Receipt No.

Date

Rate of Form Rs. 2000.00



Pt. Ravishankar Shukla University, Raipur Chhattisgarh 492010
Development Department

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

To
All Registered chartered
Accountant /firms/LLPs

Dear Sir,

Sealed EOI are invited in two bid system for engaging Chartered accountant / firms /LLPs for preparation of annual accounts, day to day accounting, reconciliation etc. of the Pt. R.S.U. Raipur (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.

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	2000.00	20000.00	-----	-----at 3.00 PM --- ----- Department	----- Till 3.00 PM	----- 4.00 PM At ----- Depart ment	Will be communicated to technical eligible bidder if not opened on same date

Note: Kindly refer to the University website <http://www.prsu.ac.in> for complete tender details/corrigendum/updates.

- 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

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राज्य शासन वि. वि. रायपुर उ.ग.

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

Annexure-I

1. Verification and certification of prepared annual/Monthly accounts of FY 2019-20
2. Preparation of Annual Accounts & Balance Sheet for the Financial Year 2019-20 on Double Entry System as per G.O.I. on computer/online format.
3. Bank Reconciliation works of all the Current Account and Saving Bank Account.
4. Scholarship Ledger & related matters.
5. Student wise, Employee wise and lecturer wise ledger to be maintained.
6. On the year end, Employee wise complete ledger to be provided with complete bifurcation of CPF, PPF, ESIC, TDS, Gross Salary, CPF interest, NPS etc.
7. Around 3,00,000 entries to be done for FY 2019-20 in Tally ERP 9 which may increase/decrease subject to pattern of entries.
8. Due care of yearly budget provided by University and budget heads to be taken.
9. At any point of time, if required, to know the balance budget amount for particular head/ledger, same should be provided to the concerned staff within reasonable time frame.
10. Reports to be provided in formats as specified by the University initially.

B. Eligibility Criteria : The Chartered Accountant /CA firm must be :

Annexure-II

1. The CA Firm/CA should be a Practicing Firm/CA.
2. The CA Firms/CA should be in Practice for a period of 3 Years or more. (As per the Certificate of ICAI as on 31/03/2019)
3. Have Office in Raipur, Chhattisgarh
4. 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.
5. Should not have been barred from appointment by any government and / or semi government entities.
6. Regarding 4 & 5 Para. A self declaration as to be submitted.

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 PT. R.S.U. RAIPUR (C.G.).
2. Any undue influence of any type may disqualify the bidder and the bid will be out rightly rejected.

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3. The professional fees shall be quoted as lump-sum per month plus GST 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 PT. R.S.U. RAIPUR (C.G.) and financial bid of those CAs/firms who qualify technically will be considered for opening by the committee.
6. The technical and financial bids must reach the PT. R.S.U. RAIPUR (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 Refundable tender fee of Rs.20000/- by D.D. in favour of the Registrar, Pt. R.S.U. Raipur payable at Registrar , Pt. Ravishankar shukla University, Raipur should compulsory be attached.
10. Each bidder has to pay EMD of Rs. 20000/- in the form of demand draft in favour of "The Registrar, PT. R.S.U. RAIPUR (C.G.), drawn on any nationalized bank payable at Raipur (C.G) and must be attached with the technical bid.
11. The bid without Security Deposit of Rs.20000/- shall not be considered.
12. Applicant must have more than 03 years working experience with reputed organizations, including educational institution in dealing with matters as quoted above.
13. The Performa for application can be obtained from the Office of the Pt. Ravi Shankar Shukla University on any working day from 10.30 a.m. to 5.00 p.m.
14. Selection of CAs would depend upon their competence and work allotment would depend upon University preferences.
15. The University reserve the right to accept or reject any application without assigning any reason whatsoever.

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16. In the matter of any dispute court jurisdiction will be at Raipur C.G.
17. Empanelled Chartered Accountant shall have to execute MOU/Agreement with the University on format prepared by University, at the time of assigning the work.
18. The Entire work shall be done at Pt. R.S.U. Raipur. premises with licensed software.
19. All audit objection on annual account has to be replied by the CA/CA firm.
20. There should be permanent office at Raipur (C.G.)
21. The CA/CA firm has to provide at least two man power for carrying out accounting work and also if required more to complete the task within time frame, CA/ CA firm Should provide adequate staff.
for which CA will pay salary of an accountant consolidate as per University norms to the CA/firm which will be paid to the man power provided through their bank account.
22. All statutory dues/payments has to made by the CA/firm.

D. Rates & Payment Terms

The CA/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 Good & 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

The University will pay all the applicable taxes.

F. Confidentiality

The CA/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 PT. R.S.U. RAIPUR (C.G.) without prior written consent of the competent authority.

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

G. Obligation of the PT. R.S.U. RAIPUR (C.G.)

During the work necessary records, space and infrastructure i.e. Computer System, table etc. will be provided. The competent authority of PT. R.S.U. RAIPUR (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 PT. R.S.U. RAIPUR (C.G.) shall be final in selection of the CA /CA Firm.
2. Any dispute between the CA/CA Firm and PT. R.S.U. RAIPUR (C.G.) will be resolved by the committee. CA/CA Firm if dissatisfied with the decision of the committee may approach the competent authority of PT. R.S.U. RAIPUR (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 Raipur will have jurisdiction.

J. Penalties

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA/CA Firms personnel, the contract may be terminated and the CA/CA firm may get black listed at the discretion of the competent authority of PT. R.S.U. RAIPUR (C.G.), which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such CA/CA 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/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/CA Firm liable for being removed from the contract by the competent authority of PT. R.S.U. RAIPUR (C.G.) after issuing the notice of one month and/or disciplinary action. The decision of the competent authority of PT. R.S.U. RAIPUR (C.G.), Raipur shall be final in this respect.

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3. The report for the month shall be submitted on or before 5th day of next month. the report for the month of April shall be submitted on or before 5th may. 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/CA Firm and the said delay is informed to the office of the PT. R.S.U. RAIPUR (C.G.) or the written submission is made to the said office, no penalty may be charged.
4. The Competent authority of PT. R.S.U. RAIPUR (C.G.) shall have the powers to reduce or condone the penalty

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FORMAT FOR TECHNICAL PROPOSAL

Annexure-IV

(for Hiring the Services of a Chartered Accountant Firm for the Accounts of the PT. R.S.U. RAIPUR (C.G.))

1	Name of the CA/CA Firm & FRN (ICAI)	
2	Head office Address	
3	Address of office in Raipur	
4	Date of establishment of office at Raipur	
5	Telephone/Fax/Email	
6	PAN No.	
7	GST No.	

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

8-A. Details of CAs & Employee (Status as on 01.03.2019 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					

8-B. Details of staff members

Sr.No	Name	Qualification	Experience

9. Total Income (as per IT Return)

Year	Income (in Rs.)
2018-19	

Experience General : _____ Years (from the date of Registration of CA/CA firm)

10. List of Major Audit clients (Last two years 2017-18, 2018-19) and work orders.

11. List of experience in any Govt/PSU department.

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List of Documents to be attached with the Technical Bid

Annexure-V

S.N	Details	Enclosure no.
1	A non-refundable fee of Rs 2000/- (Two thousand only) by Demand Draft of Registrar PT. R.S.U. RAIPUR (C.G.),	
2	Demand Draft for Security Deposit of Rs 20000.00 (Twenty thousand only) in favor of Registrar PT. R.S.U. RAIPUR (C.G.).	
3	A copy of Partnership /sole proprietorships.	
4	A copy of letter from ICAI Institute mentioning Registration No.	
5	Copy of Income-Tax Returns for the last financial year (F.Y. 2018-19)	
6	A Copy of PAN & GST	
7	Certificate that the Firm/CA 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	

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

Signature & seal of the Authorized person

Date

Place

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 CA/CA 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.

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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 PT. R.S.U. RAIPUR (C.G.). The professional fees for the said tender would be Rs. _____ per month (Inclusive of traveling expenses, stationery expenses, communication expenses etc.) plus GST as applicable from time to time.

B) For any query about tender feel free to contact finance department of PT. R.S.U. contact no. 0771-2262574 & Email id – financeprsu@gmail.com

Note – Minimum fees Shall be Rs.40,000=00 (Rs. Forty thousand inclusive of all taxes.) per month.

Signature & seal of the Authorized person

Date

Place