



MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]

Camp Office, Raghunathpur, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

TENDER DOCUMENT

For

ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

ABOUT THE UNIVERSITY

The Mahatma Gandhi Central University is a Central University established by an Act of Parliament [i.e., Central Universities (Amendment) Act 2014]. The University is located in Motihari, District – East Champaran, Bihar.

The University came into functional existence w.e.f. 3rd February 2016 with the assumption of charge by the First Vice-Chancellor Prof. (Dr) Arvind Agrawal. Various 15 teaching departments have been established with 13 Undergraduate and 02 Postgraduate Programmes ranging from traditional disciplines like Hindi and English to advanced Programmes like Management Studies and Biotechnology. The University has recently started B.Tech. in Computer Science and Engineering under School of Computer Science & IT. The Temporary Campus (TempCamp) of the University is presently located within the campus of Zila School at Motihari.

BRIEF DESCRIPTION ABOUT PROPOSAL

The Mahatma Gandhi Central University Bihar (MGCUB), **invites proposals** from **registered Chartered Accountants Partnership Firm(s) / LLP** (as per the relevant act) for **Scope of Work** (as given below at Page No. 2) of the University for the **Financial Year 2018-19**, in two sealed envelopes containing **Technical** and **Financial Bid** separately.

This is a two-part Bid comprising of a **Technical Bid (Part - I)** and a **Financial Bid (Part - II)** forming the two parts. To qualify for Financial Bid, firm should obtain at least **60 (Sixty)** marks in Technical Bid.

The Technical and Financial Bids should be kept in a separate sealed cover with “Technical Bid” and “Financial Bid” super scribed on the envelope. These two sealed covers may be kept in another sealed cover along with the tender documents super scribed “**Tender for Engagement of Chartered Accountant Firm**”. The name and address of the Agency / Firm must be mentioned on each envelope. Tenderers are required to visit the University Website (www.mgcub.ac.in) regularly for updates. Incomplete tenders shall be summarily rejected.

The proposal / quotation from eligible tenderers should reach MGCUB upto 03:00 PM on or before 6th April 2018 at the below given address:

“The OSD (Administration),
Mahatma Gandhi Central University,
Camp Office, Raghunathpur, Near OP Thana,
Motihari – 845 401, District – East Champaran, Bihar (INDIA)”

IMPORTANT DATES & DETAILS OF THE TENDER

Tender Name	Engagement of Chartered Accountant Firm for Internal Audit and related services of MGCUB
Tender No & Dated	MGCUB/RFP/Internal Auditor/2017-18/01 dated 27 th March 2018
Last Date of Submission of Tender	6th April 2018 (Friday) (by 3:00 PM)
Date of Opening of Tender	6th April 2018 (Friday) (04:00 PM)

SCOPE OF WORK

The Mahatma Gandhi Central University expects that accounts of the University must be prepared timely and in a **highly professional manner**. There should not be any mistake even of type (both minor or major). The detail scope of work is mentioned hereunder:

Part A: Accounting Services:

- 1) To Arrange for vouching and data entry of all expenses and receipts of the University in Tally and bank reconciliation on fortnightly basis and prepare a monthly report on the financial status of the University;
- 2) Routine financial scrutiny and vouching including extracting and endorsing the Trial balance up to finalization of accounts including Bank Reconciliation etc;
- 3) Preparation and finalization of accounts on Yearly basis;
- 4) To advice the Finance Section of the University from time to time for taking corrective steps so that MGCUB Account are prepared in perfect manner; and
- 5) Payroll Management in Tally, ensuring correctness of salary of employees on monthly basis, sending payslip to employees on monthly basis.

Part B: Filing of TDS Return for salaried and non-salaried:

- 1) Calculation of TDS (for salaried and others) on monthly basis and remittance of the same on monthly basis as per Income Tax Act 1961, as amended from time to time;
- 2) Preparation and Filing of TDS return for salaried (24Q) and Others case(26Q) on quarterly basis;
- 3) Generation and Issuance of TDS Certificates / Form 16 on annual basis for salaried employees and quarterly basis for others;
- 4) Revision and correction of TDS return as and when required; and
- 5) Settlement of notices received from Income Tax Department for TDS related issues.

Part C: Filing of Return under Goods and Service Tax Act:

- 1) Computation of GST liability and on monthly basis and remittance of the same on monthly basis as per Goods and Service Tax Act, as and when required;

- 2) Preparation and filing of GST return on Monthly basis and issuance of GST TDS Certificates to various vendor as per goods and service tax act;
- 3) Settlement of various notices received from Departments; and
- 4) GST Related Matters such as Advice for proper accounting and maintenance of records and Representing before GST authorities and providing clarifications and opinions on issues.

Part D: Internal Audit and advisory related Services:

- 1) Analytical review of system and procedures of all important activities / area, conduct audit of the nature of management audit to assess the effectiveness and efficiency in each such area;
- 2) Conduct the audit of systems and procedure to assess its effectiveness in the manner of efficiency-cum-performance audit;
- 3) Review of internal control systems and recommendations for additional check and balance wherever required;
- 4) Verification of the reconciliation of fees and other revenues with accounts records;
- 5) Audit of all expenditures till its relevant booking in the accounts;
- 6) Certification of accounts of the University at the end of each financial year;
- 7) Assistance in replying statutory audit memos and facilitation in getting the observation dropped.
- 8) Assurance and advisory service required by the University from time to time.
- 9) Please note that the Annual Accounts related work of the University is as under but not limited to:
 - Preparation of Accounts on the Formats of Financial Statements for Central Higher Educational Institutions;
 - Bank Reconciliation Statements;
 - Scrutiny of Ledgers;
 - Procurement/tendering process of fixed assets, library books, consumables, stationary etc;
 - Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entries wherever necessary;
 - Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest;
 - Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed format of CAG and as circulated by Ministry of Human Resource Development vide letter No.29-4/2012-IFD dated 17th April 2016 and certifying the Annual Accounts; and
 - Any other work needed for Accounts finalization.

- 10) Audit related matters such as to assist and co-ordinate at the time of conduct of Audit i.e., Internal Audit, C&AG audit etc. Assisting in resolving audit paras (if any) during the course of audit.

Part E: Filing of Annual Income Tax Return of the University

Filing of Income Tax return of The University as per the requirement of the Income Tax Act 1961.

IMPORTANT NOTE: In addition to the above if any other work is done by the firm, rates will be decided mutually by the University and firm.

ELIGIBILITY CRITERIA FOR THE FIRM(S)

- 1) The firm should have at least 10 years of establishment.
- 2) The firm should have experience of conducting Internal Audit and related services in respect of 2 Central Universities in last 5 years.
- 3) The firm should be empanelled with C&AG office and ICAI for the Year 2017-18.
- 4) The firm should have at least 3 partners.
- 5) The firm should have GST Registration Number.
- 6) The annual turnover of the audit firm in last three financial years (Financial Year 2014-15 to 2016-17) must be more than **Rupees Thirty Lakhs per annum**. The same needs to be self-certified and if contract is awarded audited financial statements needs to be furnished.
- 7) The firm or any partners of the firm should not have been prohibited/debarred by any regulating agency including IRDA, RBI, SEBI, ICAI, any PSUs or Govt. Co. or any other organization in respect of any assignment or behaviour.
- 8) As per the **Guideline No.1-CA(7)/03/2016** dated **7th April 2016** issued by the Institute of Chartered Accountant of India, the minimum fees for the assignment mentioned on the Financial bid is as follows:

Sl.	Particulars	Minimum Fees (Exclusive of GST)**	Frequency	Total Yearly Fees
1	Part A: Accounting Services (<i>Per Month</i>)	20,000.00	12	2,40,000.00
2	Part B: Filing of TDS Return for salaried and non-salaried (<i>per Quarter</i>)	12,000.00	4	48,000.00
3*	Part C: Filing of Return under Goods and Service Tax Act (<i>Per Month</i>)	3,000.00	12	36,000.00
4	Part D: Internal Audit and advisory related Services (<i>per Quarter</i>)	16,000.00	4	64,000.00
5	Part E: Filing of Annual Income Tax Return of the University	7,500.00	1	7,500.00
Total				3,95,500.00

* As and when required.

Therefore, the technically qualified firm which quotes the audit fees lesser than the minimum amount mentioned above will be automatically disqualified.

Note:

- 1) The above quoted fee is exclusive of GST and GST will be paid extra at the prevailing rate.
- 2) The Board & Lodging facility shall be provided by the University, if required for outstation Firm(s).
- 3) No other expenses shall be payable by the University and above fees is inclusive of all travelling and conveyance expenses.

GENERAL TERMS AND CONDITIONS

- 1) **Financial Bid** will be **OPENED ONLY** of the Bidders who will qualify in the Technical Bid.
- 2) The University will, finally, contact only those Bidders meeting the requirements including the rates.
- 3) The decision of acceptance of the quotation shall rest with the competent authority of MGCUB, who does not bind, thereof himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
- 4) Bidders are advised to satisfy themselves about the quantum of work before submitting their bids. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 5) At any stage during finalization of Tender process, the Competent Authority of the University is free to use any evaluation matrices/weightage or take help of any consultant, as required in selecting the successful Firm(s) and Firm(s) should be agree to abide by it.
- 6) Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Firm(s) who resort to canvassing will be summarily rejected.
- 7) This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
- 8) The successful Bidder on acceptance of this Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions, if any, forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence the work as outlined under "scope of work" with the April 2018 for Financial Year 2018-19 onwards.
- 9) The Firm(s) shall not sublet the work or part of the work.
- 10) Payment for the services will be made only after successful completion of work and submission of related reports etc. TDS will be deducted as per rules.

LIQUIDATED DAMAGE CLAUSE

- 1) The Firm(s) shall be responsible for the faithful and timely compliance of the provisions of the work order.
- 2) Any breach of contract or failure to perform the same may result in termination of the work order contract as well as other legal recourse.

- 3) Any misconduct/misbehaviour on the part of manpower deployed by the Firm(s) will not be tolerated and such person will have to be replaced immediately upon instructions from the University.
- 4) MGCUB reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the MGCUB shall be final and binding on the Firm(s) in respect of any clause covered under the contract.

EVALUATION OF TENDER

The entire bid process shall be conducted in **Two Parts / Steps** which shall be as under:

A) Part - I: Technical Evaluation

Sl.	Particulars	Points to be Allocated	Maximum Points
1	Year of Establishment of Firm / LLP	2 Point for each completed years of establishment	40
2	Scalability of the Firm	4 Marks for each Branch Office and 5 Marks for Head Office	20
3	Number of Partner	4 Marks for each FCA and 3 Marks for each ACA	20
4	Relevant Experiences of Central University in last 5 years	5 Marks for Each Year of Services	15
5	Other Experience of Government Audit, PSU Audit, Bank Audit	1 Point of Each Audit and Advisory Services	5
Total Points			100

B) Part - II: Financial Bid Evaluation

Normalize Financial Bid Score = [Minimum Fess as per **Guideline No.1-CA(7)/03/2016 dated 7th April 2016** x 30) / (Tender price quoted by the individual Firm(s)].

PART - I

[TECHNICAL BID FORM]

Registration No. (F.R.N)	
Name of the Firm	
Head Office	
Branch Offices	
1	
2	
3	
4	
Year of Establishment	
Date from which it is continuing as a Partnership Firm	
GST	
PAN No.	
CAG Registration Number	
Particulars of Partners Relevant Experience in Central Universities Other Experience	

**Signature of the Tenderer
& Date with Rubber Stamp**

Name of the Tenderer: _____

PART - II

[FINANCIAL BID FORM]

Sl.	Particulars	Fees (Exclusive of GST)	Frequency	Total Yearly Fees
1	Part A: Accounting Services <i>(Per Month)</i>		12	
2	Part B: Filing of TDS Return for salaried and non-salaried <i>(per Quarter)</i>		4	
3	Part C: Filing of Return under Goods and Service Tax Act <i>(Per Month)</i>		12	
4	Part D: Internal Audit and advisory related Services <i>(per Quarter)</i>		4	
5	Part E: Filing of Annual Income Tax Return of the University		1	
TOTAL				

**Signature of the Tenderer
& Date with Rubber Stamp**

Name of the Tenderer: _____

AWARD OF THE CONTRACT

- 1) The Firm(s) should qualify in all the terms of “Eligibility Criteria”. Eligible Firm(s) shall be awarded the contract. If after winning the contract, the Firm(s) fails to provide the services within the time given, the Firm(s) will be blacklisted, in addition to recourse to other legal measures. No grievance shall be entertained in this regard.
- 2) MGCUB reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Firm(s)s without assigning any reason thereof.
- 3) The contract shall be awarded initially for one financial year i.e. 2018-19 and if found satisfactory the contract may be renewed for the following financial years (i.e. 2019-20 and 2020-21). However, in no case shall this contract be extended for more than 3 years.
- 4) The extension of the contract would be subject to an escalation of 10% of the fees as quoted in L1 and incremental thereof.
- 5) In case, after award of tender the firm(s) found to provide wrong information, the contract will be void-ab initio.

NOTIFICATION OF AWARD

Prior to the expiration of the period of TENDER validity, the University will inform the Firm(s) by registered letter or by phone or fax or by email that the Bid has been accepted and the work has been awarded.

* * * * *