

OPEN TENDER NOTICE

(Expression of Interest (EOI))

HIRING OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE AND HANDLING OF ACCOUNTS FOR GURUGRAM UNIVERSITY GURUGRAM FOR THE FINANCIAL YEAR 2023-24

Gurugram University, Gurugram invites Expression of Interest (EOI) for hiring of Chartered Accountant form for maintenance and handling of accounts for Gurugram University, Gurugram. Eligible and competent CA firms are requested to submit their offer in prescribed application form under two bid systems. The application form along with other EOI details & document can be downloaded from the Gurugram University, Gurugram website www.gurugramuniversity.ac.in

EOI duly filled in documents, complete in all respects should reach the office of the Deputy Registrar (General), Gurugram University, Gurugram – 122003. Last date for submission of (EOI) is 25/09/2023 up to 11:30 am and received tender will be opened at 03:30 pm on same day in the presence of the tenderers or their representatives, if they so desire, at Gurugram University, Gurugram

Registrar

Name of Organization	Gurugram University, Gurugram
Tender Type (Open/Limited/EOI/Auction/Single)	EOI
Tender Category (Services/Goods/works)	Service
Type/Form of Contract (Work/Supply/Auction/ Service /Buy/Empanelment/Sell)	Hiring of Chartered Accountant firm for maintenance and handling of accounts for Gurugram University, Gurugram
Date of publication of Notice for Expression of Interest	17-09-2023
Last date and time for Bid submission	25-09-2023 upto 11:30AM
No. of Covers (Two Bid System)	02
Date & Time of Opening of Technical Bids	25-09-2023 (15:00 Hrs)
Date for opening of Financial Bids	27-09-2023
Place of Submission of EOI	Deputy Registrar (General), Gurugram University, Gurugram
Bid Validity days	90 days (From date of opening of tender)
Address for Communication	General Branch, Gurugram University, Gurugram
Helpline No.	9728264999
E-mail Address	www.gurugramuniversity.ac.in

EXPRESSION OF INTEREST (EOI)

**HIRING OF CHARTERED ACCOUNTANT FIRM FOR
MAINTENANCE AND HANDLING OF ACCOUNTS FOR
GURUGRAM UNIVERSITY GURUGRAM FOR THE FINANCIAL
YEAR 2023-24**

INTRODUCTION

Gurugram University Gurugram was established vide State Govt. Act No 17 of 2017 and started functioning in 2018. Gurugram University is planning to be one of the most prestigious Universities in Haryana and is likely to be a microcosm of the Indian nation, drawing students from every nook and corner of the country and from every group and stratum of society. The university has started functioning from the campus of newly constructed Rao Tula Ram College of Science and Commerce. Gurugram University (GU) will soon establish itself as a major university with a broad range of courses and programmes offered across numerous academic faculties. The following courses are available at the university:

- Pharmacy: B. Pharmacy, M. Pharmacy,
- Physiotherapy: B.PT and M.PT
- B. Tech. (Computer science)
- M.Com. M.Com. (Integrated)
- Management MBA MBA (Integrated)
- M. Sc Neuroscience M.Sc. (Mathematics) M.Sc. (Physics) M.Sc. (Chemistry) M.Sc. (Applied Psychology)
- M.A. (Journalism and Mass Communication) M.A. (English) M.A. (Education) M.A. (Economics) and M.A. (Public Administration)
- LLB (3years) LLM (1 year)

At present more than 2500 students attending the University, together with more than 100 faculty members and 150 non-teaching staff members.

The University's annual budget was 30 crores for the 2020–2021 academic year, 50 crores for the 2022–2023 academic year and 23.4 crores in 2023-2024 academic year.

A) SCOPE OF WORK

- i) To make a review of the system of book keeping & accounting.
- ii) Feeding of all types of Vouchers into Tally ERP for receipts and payments in a proper manner as requisite by the University for various purposes.
- iii) Preparation and filling of returns for all type of statutory deductions i.e. TDS and GST etc. well intime.
- iv) To assist for such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Annual/Periodical Accounts.
- v) Computation and assessment of income tax liability of each employee, preparation and issuance of Form-16 & 16A
- vi) To record the Student Fee for accounting.
- vii) To verify accounts with reference to the books of accounts i.e. ledgers, journals and other subsidiary and supporting records and to see that the accounts are in agreement with the books of accounts.
- viii) Update to the university officials regarding applicable rates of TDS and GST etc. from time to time.
- ix) Preparation of balance sheet, income & expenditure and Receipt & Payment in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles.
- x) To assist the auditor and to provide help them in this regard.
- xi) Preparing of Utilization Certificate (UCs) - periodical and annual.
- xii) Verify whether transactions are in accordance with significant accounting policies of the Institute, delegations of financial powers, GFR-2017 and Govt. rules as applicable from time to time.
- xiii) Making entries in Cash Book/Bank/store record and Ledgers.
- xiv) All the GST related returns including TDS under GST and GST Taxpayer (e.g. monthly, quarterly and annual return as the case may be) and their timely filing in the GST portal. Developing of accounting module for GST Input refund which is in excess of output liability. Preparing reply to the Notices received from the GST department from time to time.
- xv) Timely Preparing and Filing of All TDS returns, i.e., Salary and Non-Salary, and their revision (on need based) and preparing reply to the notices received from Income Tax Authorities.
- xvi) Preparing reply of Institute's Annual Income Tax returns- ITR-7 with all requisite documents. Preparing reply to the Notices received from the Income Tax department from time to time.

- xvii) Preparing Form 13 for all the work related to TDS Exemption certificate i.e. for Banks.
- xviii) Maintenance of records related to works and contractor.
- xix) Any other work related to accounting.
- xx) Payment is made on quarterly basis, on the recommendation of the Finance officer.
- xxi) Since the current FY 2023-24 has already elapsed for more than 6 months, therefore the books of account have to be maintained w.e.f. October 01, 2023.

B) TIME PERIOD FOR ENGAGEMENT

CA Firm will be appointed for the financial year 2023-24. The selected CA firm may be re-appointed on the same terms and conditions with mutual consent and 5% increase in the fee on annual basis depending upon the satisfactory performance.

C) PRE-QUALIFICATION CRITERIA OF THE CA FIRM

- i) The partnership firms should have at least one of its office in Gurgaon.
- ii) The firm should have register with the RBI & CAG for conducting of statutory audit of Government Companies and branches of Nationalized Banks.
- iii) The firm should be in existence for minimum of 10 years.
- iv) The firm should have minimum average annual turnover during last three financial year of Rs one crore
- v) The firm should have been experienced for internal/statutory audit assignments for at least two Governments organization/PSU in last five financial years.
- vi) The firm should have minimum one similar experience of Central/State Educational institutions /Autonomous bodies / Corporation including universities.

D) PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment will be made on quarterly basis on the recommendation of the Finance officer.
- ii) Invoice should be raised in duplicate in favor of the Registrar, Gurugram University, Gurugram.
- iii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by the University.

E) OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that the date of establishment of the registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) CA Firms are requested to visit the respective office of the University for Further Clarification / query/ exact scope of the work etc.
- vi) No proposal shall be entertained in joint venture/Consortium.
- vii) Period of contract will be initially for financial year further extends with mutual consent. Firm will not sublet the tender at any cost.
- viii) Firm will have to deposit a sum of Rs. 1,00,000/- (Rs. One Lakh Only) by submitting a demand draft/FDR/Bank Guarantee in favour of Registrar, Gurugram University, Gurgaon as security money within 20 days of allotment of work which will be refunded after the expiry of tender, without interest. Firm will have to execute an agreement and start the work within 10 days after issuance of work order on the format provided by GUG.
- ix) The firm will deploy sufficient no of staff to perform the work satisfactory.
- x) The firm will ensure weekly visit of a qualified chartered accountant at the University to supervise the work.
- xi) Firm will maintain and handle the accounts as per University manual, if any or the rules applicable as per Govt. instructions as the case may be.
- xii) Firm will have to provide identity card to its staff and will be responsible for any type of consequences happened with staff during the working. The staff deployed by the firm will be the employees of firm and firm will be responsible for all dues payable to them Such staff will have to maintain the discipline and decorum as per University rules.
- xiii) Firm will have to produce the document regarding qualification and experience of the candidate before commencement of job/services of the staff. Firm will have to deposit the EPF & ESI contribution with concerned authority for the staff provided by it, if applicable.
- xiv) Firm will provide required information/reports/reconciliation/ Accounts etc. well in time. The date for the submission of monthly Statements by 7th day for the preceding month and for yearly it will be 15th June for the preceding year.
- xv) The University will ensure and provide proper power supply, internet facility, Computer, Printer, Stationery and proper space for staff etc.
- xvi) Required software will be procured by firm i.e. Tally ERP-9, for Pay-roll, P.F., Pension, TDS etc. or any other as per requirement be, for which University will pay the cost on submission of original bill favoring Gurugram University, Gurgaon and will be the property of University.
- xvii) Firm will be responsible for storage of Accounts data in soft copy (device to be provided by the University) and will hand over the complete data to the university.
- xviii) The staff provided by the firm will work under the overall control and guidelines of finance officer.

xix) The firm or any partner of the firm should not have been black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. **The firm has to submit the “No blacklisting certificate” as per Annexure- D**

F) PREPARATION OF BIDS: The offer/bid should be prepared in two bid systems (i.e.) in prescribed format as Technical bid and financial bid. The technical bid should consist of all technical details along with terms and conditions and sporting documents. Financial bid should indicate only price.

Technical Bid: Technical Bid should contain the following:

I. Technical Bid: Technical Bid should contain the company Profile on printed letter head of the Bidder's firm in prescribed TENDER FORM as TECHNICAL BID FOR PRE-QUALIFICATION in “FORM I” along with all other required information /documents etc.

Technical Bid shall contain papers regarding:

- a. Filled up application for TECHNICAL BID FOR PRE-QUALIFICATION Prescribed as **Form-“I”** duly signed on each page by the authorized signatory of the bidder as a mark of acceptance of all conditions of the EOI
- b. All other requisite documents in support of Bid

II. Financial Bid: Financial bid should contain Service Provider/Agencies name and **monthly Charges** including all charges to be quoted by bidder. The financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily. The Financial Bill has to be submitted in the format as prescribed TENDER FORM as FINANCIAL BID **FORM “II”**.

III. These envelopes should be securely sealed separately and clearly marked as “Envelope No:1–Technical Bid” and “Envelope No:2– Financial Bid” respectively.

IV. The envelopes containing the Technical bid, financial bid, shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and **“BID FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE AND HANDLING OF ACCOUNTS FOR GURUGRAM UNIVERSITY, GURUGRAM”**. It will also mention the name of the Providers/ Building owners/Agencies with address.

V. The Gurugram University, Gurugram shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This may be reason for rejection of the bid. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non- responsive.

VI. EOI duly filled in documents, complete in all respects should reach the office of the Deputy Registrar (General) Gurugram University, Gurugram - 122003. Last date for submission of Tender (EOI) is 25/09/2023 up to 11.30 A.M. and received tender will be opened at 03:00 P.M on same day in the presence of the tenderers or their representatives, if they so desire, at Gurugram University, Gurugram.

G Evaluation of Bid:

At First stage, those of the bidders who satisfy minimum criteria as specified in tender document would be declared as technical qualified and only be considered for evaluation of Financial Bid.

- i) The bidders who meet eligibility criteria will be declared as technical qualified and only be considered for evaluation of Financial Bid.
- ii) Financial proposals of only those firms which are declared technically qualified shall be opened publicly, on the date & time specified on Tender, in the presence of service provider's representatives who choose to attend.
- iii) The proposal with the lowest financial bid will be considered out of maximum three firms, table for award of work, subject to fulfillment of other terms and conditions.
- iv) If more than one bidder happen to quote same lowest price, Registrar of University reserves the right to decide the criteria and further process for awarding the contract, decision of Registrar of University shall be final for awarding the contract.

**Technical
Proposal (Form-I)
APPLICATION
Details to be filled by Chartered Accountants
firm**

S. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and Email address	
4	ICAI Registration No. with Region Name and Code no. (Details to be provided as per Annexure-1)	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN no. of the Firm	
8	Copy of GST Reg. No.	
9	Firm Experience in PSU/Govt. Audit (Details to be provided as per Annexure-2)	
10	Empanelment with Regulatory Bodies (Details to be provided as per Annexure-3)	
11	Qualified Professionals with Firm (Details to be provided as per Annexure-4)	
12	Cost of Tender Form with detail	
13	Detail of Authorized Person with authority letter	
14	Tender form duly filled, stamped and signed	
15	Experience of single entry to double entry (Details to be provided as per Annexure – 6)	
16	No. of Branch offices of the firm (Details to be provided as per Annexure-5)	

Authorized Signatory
(Signature with seal having full name and
address)

(On Firm's Letterhead)

ANNEXURE-A

Undertaking

I / We the following partners of M/s _____, Chartered Accountants do here by jointly and severely verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been blacklisted/debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 31st March of the relevant year shown is the same as that in the constitution certificate issued by the ICAI.

S. No	Name of Partner	Membership Reg. No.	PAN No.	Sign. of Partner
01				
02				

Signature of Authorized Person _____

Name of Authorized Person _____

Place

Seal of the Firm _____

Date

ANNEXURE- D

**Self – Declaration – No
Blacklisting (On the letter
head of the Firm)**

To
The Registrar,
Gurugram University, Gurugram,
Haryana - 122003

In response to the Request for Proposal (RFP) /EOI- Expression of Interest for selecting Internal/Statutory Auditors for Gurugram University, Gurugram for the financial year 2022-23, I/ We hereby declare that presently our Chartered Accountant (CA) firm

.....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be canceled.

Thanking you,
Yours faithfully,
Signatures _____

Name _____

Seal of the CA Firm _____

Date: -

The Firm has to submit undertakings in this regard

FINANCIAL BID

Subject: Regarding maintenance & handling of Accounts work of Gurugram University, Gurgaon.

Chartered Accountants Firm will have to quote the monthly charges for the staff to be provided by it for the work mentioned in tender form.

S. No.	Rate to be quoted by the Firm for the services
1.	In figures _____ In words _____

Note: GST will be paid extra

Authorized
Signatory (Signature with seal having full
name and address)

Annexure-1**Details of firm incorporation/formation**

Name of Firm	Date of Incorporation/ Formation	No of Completed Year

Annexure-2**Firm's experience in the field of audit of Public Sector Undertakings in last 5 financial years**

Sr. No.	Name of PSU	Name and Address of unit / branch /block, audited by firm	Year of audit

Annexure-3**Empanelment with Sector's regulatory
Authorities.**

**For example empanelment with RBI, CAG, DGH, AAI, IRDA, CERC,
TRAIetc.**

Sr. No.	Nature of Audit Assignment	Name and Address of Govt. Organization / PSU	Duration of Assignment

Annexure-4**No of Qualified CA Partner / Employee available with the firm**

Sr. No.	Name of Professional	Partner/ Employee	Membership No.

Annexure-5

**Post qualification total working experience of partners (in no of years). Please provide Copy of certificate of Membership /Practice
Annexure-**

Sr. No.	Name of Partner	Qualification Year	Total No of years of experience

Annexure-6

Similar experience of Central/State Educational institutions / Autonomous bodies / Corporation including universities

Sr. No.	Name of Organization	Nature of Assignment	Total No of years of experience