



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Raghunathpur, Motihari, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in | **Website:** www.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 became functional on 3rd February 2016. MGCU is located in Motihari, District – East Champaran, Bihar.

MGCU is providing to be an excellent centre of Higher Studies in Basic, Applied and Technical Educational Fields. There are as many as total 4 Undergraduate, 22 Postgraduate, 19 M.Phil. and 20 Ph.D. Programmes of Study running under total 7 Schools and 20 Teaching Departments under them.

BRIEF DESCRIPTION ABOUT PROPOSAL:

The Mahatma Gandhi Central University (MGCU) **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 to 4*) of the University for the **Financial Year 2021-22 and 2022-23**, 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” superscribed 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 MGCU upto 03:00 PM on or before 20th April 2021 (Tuesday) at the below given address:

**The OSD (Administration)
Mahatma Gandhi Central University
Dr Ambedkar Administrative Building
Near OP Thana, Raghunathpur, 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 MGCU
Tender No. & Dated	MGCU/RFP/Internal Audit/2021-22/01 dated 31 st March 2021
Last Date of Submission of Tender	20th April 2021 (Tuesday) (by 03:00 PM)
Date of Opening of Tender	22nd April 2021 (Thursday) (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 and 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 MGCU Account are prepared in perfect manner; and
- 5) Pay roll 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 Other's 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 Account's 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.

MINIMUM ELIGIBILITY CRITERIA-CUM-TECHNICAL BID:

- 1) The firm should have at least 10 years of establishment.
- 2) The Firm should have experience of at least one year in three different Central Government funded Autonomous Educational Institutions (i.e., in IITs, NITs, IISER, Central Universities or other higher educational institutions) in the last five financial years (i.e., from 2016-17 to 2020-21) in doing similar works, as specified in the tender document.
- 3) The firm should be empanelled with C&AG office and ICAI for the Year 2020-21.
- 4) The firm should have at least 3 partners.
- 5) The firm should have GST Registration Number and having their registered head/branch office in Patna (Bihar).
- 6) The annual turnover of the audit firm in last three financial years (Financial Year 2017-18 to 2019-20) must be more than **Rupees Thirty Lakhs per annum**. The same needs to be self-certified and 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) Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 9) Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed and enclosed in a cover, to be submitted with the technical bid.
- 10) As per the guidelines 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	Frequency	Minimum Fees (Exclusive of GST)*	Frequency (Units)	Total Yearly Fees
1.	Part A: Accounting Services	Monthly Activity	28,314.00	12	339,768.00
2.	Part B: Filing of TDS Return for salaried and non-salaried	Quarterly Activity	14,520.00	4	58,080.00

3.	Part C: Filing of Return under Goods and Service Tax Act	Monthly Activity	3,630.00	12	43,560.00
4.	Part D: Internal Audit and advisory related Services	Quarterly Activity	22,990.00	4	91,960.00
5.	Part E: Filing of Annual Income Tax Return of the University	Yearly Activity	9,680.00	1	9,680.00
TOTAL					5,43,048.00

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.
- 4) Any other statutory deductions shall be made by the University as per prescribed rates and norms.

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 MGCU, who does not bind, there of 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 agreeing 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 thereto, shall commence the work as outlined under "Scope of Work" with the April 2021 for Financial Year 2021-22 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) MGCU reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the MGCU 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	Remarks/ Supporting Document
1	Year of Establishment of Firm/LLP	1 Mark for each completed years of establishment	15	ICAI Certificate

Sl.	Particulars	Points to be Allocated	Maximum Points	Remarks/ Supporting Document
2	Scalability of the Firm	1 Mark for each Branch and 1 Mark for Head Office	5	ICAI Certificate
3	Number of Partner	2 Marks for each FCA and 1 Mark for each ACA	10	ICAI Certificate
4	Central Government funded Autonomous Educational Institutions (i.e., in IITs, NITs, IISER, Central Universities or other higher educational institutions) in the last five financial years	5 Marks for Each Year of Services per assignment	70	Experience Letter
Total Points			100	

B) Part - II: Financial Bid Evaluation: Financial Bid evaluation will be based on the bid prices. In case of tie, preference shall be given to those firms having higher number of experiences in dealing with similar nature of assignments as mentioned in the tender documents.

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) MGCU 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) without assigning any reason thereof.
- 3) The contract shall be awarded initially for two financial years i.e., 2021-22 and 2022-23 and if the services of firm found satisfactory the contract shall be renewed further for another two financial years i.e., 2023-24 and 2024-25.
- 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.

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PART - I**[TECHNICAL BID FORM]**

Sl.	Criterion	Details	
1	Office Address of the firm		
	Name and address of the authorized Official		
	Telephone no., Mobile, Email		
2	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (copies of all registration certificates enclosed herewith)	Registered with ICAI, then mentioned. Registration Number (Date of Registration No.)	
		PAN of CA Firm	
		GST Registration No. of Bihar	
		C&AG Empanelment No.	
3	The CA firm should be in operation for at least 10 years after its registration	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
4	Average Annual Turnover (i.e., average gross professional fee received/ earned) of the CA Firm for the last 3 (three) years i.e. (2017-18, 2018-19 & 2019-20) must be equal to or greater than Rs. 30.00 lakh (Rupees Twenty-Five Lakh) [Copies of the Audited Financial Statements/ CA Certification for turnover for three years upto 31 st March 2020 are enclosed herewith as per Annexure - I		
5	Experience of the firm in doing similar works in the Central Government funded Autonomous Educational Institutions (i.e., in IITs, NITs, IISER, or other higher educational institutions). Enclosed as per Annexure - II		

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

Name of the Tenderer: _____

ANNEXURE - I

Details of CA Firm's Professional Income

[Gross Professional Fees earned]

Particular	Financial year 2017-18	Financial year 2018-19	Financial year 2019-20	Average Annual Income
Annual Income* (Rs. in Lakh)				

* Copy of Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax Return for all the 3 (three) years enclosed.

ANNEXURE - II

Format for providing details of experience of works

Sl. No.	Name & Address of the Organization	Experience with Central Government funded Autonomous Educational Institutions (i.e. in IITs, NITs, IISER, or other higher educational institutions)	Page No

Note: Please submit the work experience details of the organizations mentioned in Col. No. 3 only, failing which, the bid may be rejected.

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

Name of the Tenderer: _____

PART - II

[FINANCIAL BID FORM]

Sl.	Particulars	Frequency	Minimum Fees (Exclusive of GST)*	Frequency (Units)	Total Yearly Fees
1	Part A: Accounting Services	Monthly Activity		12	
2	Part B: Filing of TDS Return for salaried and non-salaried	Quarterly Activity		4	
3*	Part C: Filing of Return under Goods and Service Tax Act	Monthly Activity		12	
4	Part D: Internal Audit and advisory related Services	Quarterly Activity		4	
5	Part E: Filing of Annual Income Tax Return of the University	Yearly Activity		1	
Total					

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

Name of the Tenderer: _____
