



## **JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI**

### **NOTICE INVITING TENDER**

#### **FROM CHARTERED ACCOUNTANT FIRMS FOR ACCOUNTING SERVICES**

Jharkhand University of Technology, Ranchi (JUT) invites Tender from Chartered Accountant Firms for GST Consultancy and Accounting Services mentioned in the scope of work for the Financial Year 2022-23, which may be further extended for two years (on a yearly basis) on the satisfactory completion of the work.

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## 1. BRIEF TERMS

Sl. No.	Topic	Details
I.	Tender Number and Date	JUT-280/2019/1049; 14.07.2022
II.	Issue of Tender Forms	Tender Document can be downloaded from the website: <a href="http://www.jutranchi.ac.in">www.jutranchi.ac.in</a>
III.	Earnest Money Deposit (EMD)	Earnest Money of Rs 10,000/- (Rs Ten Thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favoring Jharkhand University of Technology, Ranchi payable at Ranchi issued by any Commercial Bank. Earnest money is refundable.
IV.	Date of Commencement	15.07.2022 at 10:00 AM
V.	Pre- Bid Meeting	25.07.2022 at 03:00 PM
VI.	Last Date of Submission of Tender	02.08.2022 up to 05:00 PM
VII.	Opening of Tender	03.08.2022 at 03:00 PM
VIII.	Contact Person and Address	Registrar Jharkhand University of Technology, Science & Technology Campus, Sirkha Toli, Namkum, Ranchi-834010 Email: <a href="mailto:registrarjut@gmail.com">registrarjut@gmail.com</a> / <a href="mailto:registrar@jutranchi.ac.in">registrar@jutranchi.ac.in</a> Phone: Registrar: +918252913865
IX.	Website	<a href="http://www.jutranchi.ac.in">www.jutranchi.ac.in</a>

## **2. TERMS OF REFERENCE**

### **2.1 Schedule and Scope of Work**

The Chartered Accountant (CA) Firm shall be responsible for monitoring and extending assistance in preparation of all Accounting and Financial records of JUT and carrying out all legal & statutory compliances in respect of Accounts, Service Tax, Goods and Service Tax (GST), Income Tax (IT) and others. The CA firm shall also make accounts of the JUT for yearly audit purpose as may be required, for the submission to the statutory auditors. The CA firm shall also compile the Annual Accounts Report & get the same audited from the Statutory Auditors and submit the same to CAG and other competent authorities. The CA firm shall be answerable (including making written replies & submissions) to CAG for all the accounting and financial queries that may be raised from time to time. The job responsibilities shall, inter alia, specifically include the following:

1. TDS Filing
  2. GST (TDS) Filing
  3. Audit
  4. All applicable compliances related to GST, IT and TDS matters
  5. All types of taxation queries & compliances related to JUT
- **Please Note that the above List is Illustrative and not Exhaustive**

### **2.2 Time Period & Execution**

1. The contract is initially for a period of one year.
2. If the performance of the CA firm is not found satisfactory as per JUT standards, the latter has the right to refuse the renewal/ extension at any time.
3. Notwithstanding anything contained herein above, JUT reserves the right to discontinue the services of CA firm if its services are found unsatisfactory at any time during the period.
4. The Firm will report to the Finance Officer/ Registrar of the JUT at least once a month to discuss and review the work progress.
5. The firm shall also submit a Status Report to the Finance Officer/ Registrar showing the status of the Books & Accounts and also the pending issues, if any.

### **2.3 Pre-qualification Criteria**

The bids of only those firms will be considered which satisfy the following eligibility criteria:

1. The CA Firm should be a Partnership firm with at least 3 partners, out of which one must be a FCA member.
2. The CA Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
3. The Firm should have been in operation for at least 10 years after its registration.
4. The Firm should be empanelled with the CAG of India.

5. The Average Gross Professional Fees earned during the last 3 Financial Years i.e. 2019-20, 2020-21 and 2021-22 must be equal to or more than ten lakhs.
6. The CA firm must have the experience of GST Consultancy, Auditing and/ or Accounting of at least one Government Company run by Central Government/ State Government, Auditing shall mean either Statutory Audit and/ or Internal Audit only. Applicant shall be required to submit the Audit engagement letter along with their Bid document.  
**Note:** In case, any ambiguity is found in the Tender documents, whereby the JUT has doubts or is not very clear whether the bidder qualifies the above eligibility criteria, the JUT shall have the right to make its own assessment based on the documents submitted. In such a case, the JUT decision shall be full & final and the bidder shall have no right to challenge the same. Therefore, the bidders are advised to submit the complete information and documents in support of their claims to fulfill the eligibility criteria as said above.
7. The firm must have an office, headed by a Chartered Accountant (Head office and/ or Branch Office) located at Ranchi.
8. JUT reserves the right to cancel/ reject the tender notice without assigning any reason (s). JUT would not be under any obligation to give any clarification to such rejected tenders.
9. Bidders having 03 Years' Experience of working in Universities/ Colleges will get preferences.

#### **2.4 Payment Terms**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the JUT. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity at least for the initial one year. No request for extra payment on account of increase in price or whatever account will be entertained. No extra payment on account of any out of pocket expenses shall be paid.
2. GST is payable extra as per applicable rates.
3. Payment shall be subject to TDS under Income tax at applicable rates.
4. The bill shall be submitted by CA firm by last working day of every month and the same may be paid in the following month.
5. Any interest/ penalty which becomes payable by JUT to any tax authorities due to delay in filing of statutory returns and/ or delay in deposit of statutory taxes/ dues, which is attributable to the negligence of the staff deployed by the CA firm then such amount shall be deducted from the payment of CA firm or shall be recovered in such a manner as the JUT may deem fit.

### **3. SUBMISSION AND EVALUATION OF THE TENDER**

#### **3.1 Submission of Tender**

- Interested firms are requested to submit their Earnest Money Deposit (EMD) of Rs.10, 000/- in the form of Demand Draft in single envelop on or before the date and time of bid submission.
  - **Cover 1:** Containing Pre-qualification Bid/Technical Bid information including documents/ information specifically mentioned in Annexure- A1 & A2 along with all supporting documents including EMD draft.
  - **Cover 2:** Containing duly filled BOQ and Financial Bid as per Annexure B.
1. All pages of the Tender and the supporting Documents/ Annexure must be serially numbered.
  2. All the pages of the Tender document including the Annexure and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm, in the absence of which, the Tender will be disqualified.
  3. An Index must be made for Tender documents and for all supporting documents submitted and this must be affixed on top of all Annexure submitted. The index must mention the relevant Page number to facilitate quick reference. If any document reference/ page number is not mentioned in the Index, it shall not be considered.
  4. If the Tender is not supported by the *Essential Certificates* or *Other Documents* for credentials as envisaged in the Tender documents, the relevant credentials shall not be considered for evaluation without any further reference to the Bidder.

The Documents relating to Pre-qualification/Technical Evaluation and Financial Bid should be submitted as mentioned above The Pre-qualification bid shall not contain any indication of the price offered for the job for which Tender is given by the firm. In case it is found that the Pre-qualification contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

The Applicant can submit the tender, hard copy of EMD and Tender Fees by Registered Post/ Speed Post or Personally in the office of *Jharkhand University of Technology, Ranchi, Science & Technology Campus, Sirkha Toli, Namkum, Ranchi-834010* on all the working days from 10.00 A.M. to 05:00 P.M. The last date for submission of tender is 02.08.2022 up to 05:00 PM. No delay in the submission of the tender for any reason will be entertained. Any tender received by the JUT after the deadline will be summarily rejected.

### **3.2 Earnest Money Deposit**

Earnest Money Deposit of Rs. 10,000/- by way of Demand Draft in favor of *Jharkhand University of Technology, Ranchi*, payable at *Ranchi* must be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

### **3.3 Pre-Bid Meeting:** Venue: Conference Hall of JUT; Time: 25.07.2022 at 03:00 PM

**3.4 Last Date of Submission of Tender:** 02.08.2022 up to 05:00 PM

**3.5 Opening of Tender:** Venue: Conference Hall of JUT; Time: 03.08.2022 at 03:00 PM

- The authorized representatives of the firms carrying Authority Letter may attend the Bid opening. The Technical Bid will be opened first followed by Financial Bid. Notwithstanding anything contained in this Tender Document, Technical assessment shall be made at the sole discretion of the Evaluation Committee of JUT and their decision shall be full & final and not challengeable.

### **3.6 Evaluation Criteria**

Financial bid of only technically qualified bidders will be opened. The bidder quoting lowest rate i.e., L1 will be awarded the contract.

**ANNEXURE A 1**

<b>PRE-QUALIFICATION BID</b>				
<b>Sl. No.</b>	<b>Criterion</b>	<b>Particulars</b>	<b>Description</b>	<b>Index/ Reference Page No</b>
<b>1.</b>	<p>The firm must have its Head Office or/ and Branch Office headed with a CA at Ranchi</p> <p>(Submit copy of supporting document regarding address)</p> <p>The CA Firm should be registered with the ICAI and must possess permanent account number (PAN) under Income Tax and registration under GST</p> <p>(Provide copies of all Registration Certificates)</p>	Name of the Firm		
		Address of HO		
		Address of Branch		
		Designation/ Qualification of Head authority at Branch Office		
		Telephone No		
		Mobile No		
		E-mail:		
		Registration No with ICAI		
		Date of Registration		
		PAN No of CA Firm		
GST Registration No.				
<b>2.</b>	<p>The CA Firm should be empanelled with CAG of India</p> <p>(Provide copy of valid Empanelment Certificate)</p>	Empanelment Number		
		Period / Validity		
<b>3.</b>	<p>The CA Firm should be in operation for at least 10 years after its Registration</p> <p>(Provide necessary evidence)</p>	Year of Registration/ Starting of Operation		
		No. of years in operation after Registration		
<b>4.</b>	<p>Average Annual Gross Professional Fee earned of the CA Firm for the last three financial years</p>	FY 2019-20		
		FY 2020-21		



	(Must be equal to or greater than Twenty Five Lakhs)			
	(Provide copies of the Audited Financial Statements for the Year 2019-20, 2020-21 & 2021-22)	FY 2021-22		
		Gross Average Annual		
5.	Services provided for GST and Preparation of Annual accounts on regular basis one year	No. of such Entity	No. in figure  No. in words	

It is certified that the above particulars are true and correct. In the event of any such information/ document is found to be incorrect/ false/ manipulated, the JUT is at liberty to reject the proposal of the CA Firm without assigning any reasons thereof and without giving any opportunity of being heard.

Date:

(Signature)

SEAL:

Name and Designation:

**ANNEXURE A 2**

<b>PARTNERS OF CA FIRM</b>					
<b>SL. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Membership No. Status</b>	<b>FCA/ ACA</b>	<b>Remarks</b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					
<b>6.</b>					

Furnish the copy of the documentary evidence in support of the information provided above.  
Please attach additional sheets, if required.

SEAL:

(Signature)

Date:

Name and Designation

**ANNEXURE A 3**

<b>Details of CA Firm's Experience of GST Consultancy, Auditing and/ or Accounts of Government Company run by Central/ State Government during last 5 Financial years ending 31<sup>st</sup> March, 2019</b>								
Sl. No.	Name/ Nature of the Assignment (Audit or Accounts)	Period (Start/ Date/ End Date)	Name of the Institution	Name of Company	Gross Income of the Company with relevant FY		Nature of the Supporting Documents provided	Index/ Reference Page No.
					FY	Rs		
1.								
2.								
3.								
4.								
5.								
6.								

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

SEAL:

(Signature)

Date:

Name and Designation

**ANNEXURE-B**

<b>FINANCIAL BID</b>				
<b>Sl. No.</b>	<b>Particulars</b>	<b>Professional Fees for One Year (12 Months)</b>		<b>Payment Schedule</b>
		<b>Rupees (in Figure)</b>	<b>Rupees (in Words)</b>	
<b>1.</b>	Income Tax Notice Compliance, TDS Filing (Quarterly)			The service provider will raise bills as mentioned in payment terms
<b>2.</b>	GST (TDS) Notice Compliance, GST (TDS) Filing (Monthly)			
<b>3.</b>	Audit, Including Travelling & Conveyance (Yearly)			
<b>4.</b>	All other types of Queries & Compliance (if any) related to JUT Regarding Taxes			

**Notes:**

- (a) Fee is Inclusive of Professional Fee taxes, Travelling, Food and all other Expenses.
- (b) Only GST shall be paid extra on the above quoted fee.
- (c) Statutory Deductions like TDS etc. shall be made by the JUT as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract Period and its extended period. We also accept the Payment Schedule/ Payment Terms.

SEAL:

(Signature)

Date:

Name and Designation

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