

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 2018-19, which may further be extended for two years (on a yearly basis) on satisfactory completion of the work.

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1) Brief Terms

Tender Number and Date	
Issue of Tender Forms	Tender Document can be downloaded from the, website- www.sbtejharkhand.nic.in
Earnest Money Deposit (EMD)	Earnest money of Rs.10,000/- (Rupees 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 Nationalized/Scheduled Bank. Earnest money is refundable.
Last Date of Submission of Tender	19.01.2019 up to 03:00 PM
Opening of Tender (Pre- qualification Bid evaluation)	21.01.2019 at 03:00 PM.
Contact Person	Registrar, JUT
Contact Address	Jharkhand University of Technology, Science & Technology Campus, Sirkha Toli, Namkum, Ranchi-834010
Website	www.sbtejharkhand.nic.in

SCHEDULE AND SCOPE OF WORK

The CA firm shall be responsible for total maintenance of all Accounting and financial records of the JUT and doing all legal & statutory compliances in respect of Accounts, Service Tax, Goods and Service tax, Income Tax and others. The CA firm shall also make accounts of the JUT for yearly audit purpose as may be required, for submission to the statutory auditors. The CA firm shall also compile the Annual Accounts and get the same audited from the Statutory Auditors and submit the same to C& AG and other authorities. The CA firm shall be answerable (including making written replies & submissions) to C & AG 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:

- Jharkhand University of Technology, GST (TDS) Registration and provide GSTIN No. with Password.
- TDS Filing.
- GST (TDS) Filing.
- Audit.
- All applicable compliances related to Goods and Service Tax, Income Tax and TDS matters.
- All Type of query & compliance related to JUT Regarding Taxes.

THE ABOVE LIST IS INCLUSIVE AND NOT EXHAUSTIVE, PLEASE NOTE.

Time Period & Execution

- The contract is initially for a period of one year.
- if the performance of the CA firm is not found satisfactory as per JUT's sole judgment & standards, the JUT has the right to refuse the renewal / extension at any time.
- Notwithstanding anything contained herein above, the JUT reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period.
- The Firm will report to "Finance Officer/Registrar" of the JUT at least once a Month, to discuss and review the work progress.
- 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.

Pre-qualification Criteria

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

- I. The Chartered Accountant Firm should be a Partnership firm with at least 3 partners, out of which one must be a FCA member.
- II. The Chartered Accountant 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,
- III. The Firm should have been in operation for at least 10 years after its registration,
- IV. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG),
- V. The Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years i.e. (2014-15, 2015-16 and 2016-17) must be equal to or more than Twenty Five lakhs (25 lakhs),
- VI. 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.

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 (JUT) shall have the right to make its own assessment based on the documents submitted, to decide on whether the bidder is eligible or not or deserves any additional weight age. In such a case, the JUT shall be 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 above.

- VII. The firm must have an office, headed by a Chartered Accountant (Head office and/or Branch Office) located at Ranchi.

Payment Terms

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

- 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 on whatever account will be entertained. No extra payment on account of any out of pocket expenses shall be paid.
- GST is payable extra as per applicable rates.
- Payment shall be subject to TDS under Income tax at applicable rates.
- The bill shall be submitted by CA firm by last working day of every month and the same be paid in the following month.
- 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 due to such CA firm or shall be recovered in such a manner as the JUT may deem fit.

3. SUBMISSION AND EVALUATION OF THE TENDER

Submission of Tender

- A. Interested firms are requested to submit their Tender in 2 sealed envelopes as below, along with
(a) Earnest Money Deposit (EMD) of Rs.10,000/- in the form of Demand Draft.
- 1st Envelope :
Containing Prequalification Bid & Technical evaluation information including documents / information specifically mentioned in Annexure-A1 & A2 along with all supporting documents including EMD draft.
 - 2nd Envelope :
Financial Bid as per Annexure B.
- B. All pages of the Tender and the supporting documents/ annexures must be serially numbered.
- C. All the pages of the Tender document including the annexures 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.
- D. An Index must be made for tender documents and for all supporting documents submitted and this must be affixed on top of all Annexures 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.
- E. 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 Prequalification & Technical Evaluation and Financial Bid should be submitted in Two different envelopes as mentioned above and all envelopes should subscribed “TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM” and all the Two envelopes should be sealed in one main envelope and subscribed “TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM”. 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.

Tender should be deposited in the office of “JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI., Science & Technology Campus, Sirkha Toli, Namkum, Ranchi-834010 on all working days during working hours from 10.00 A.M to 05:00 P.M. The last date for submission of tender is up to 3:00 P.M.

The Applicant can submit the Tender by registered post /Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the JUT after the deadline shall not be opened.

Earnest Money Deposit

Earnest Money Deposit of Rs. 10,000/- by way of Demand draft in the name of “JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI.”, payable at Ranchi should 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.

Pre-Tender meeting -07.01.2019 at 11:30 AM

Last Date of Submission of Tender

Last date of submission of the Tender is 19.01.2019 upto 3:00 P.M.

Date of opening of the Tender

The authorized representatives of the firms carrying authority letter may attend the bid opening. The date(s) of opening the tender to evaluate prequalification criteria will be on 21.01.2019 at 03:00 P.M. The dates of opening Financial bids shall be notified later.

Evaluation of Tender

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 final and not challengeable.

PRE-QUALIFICATION BID				
Sl.No.	Criterion	Particulars	Description	Index – Reference Page No`s
1	<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 Institute of Chartered Accountants of India (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:		
		E-mail:		
		Registration No with ICAI,		
		Date of Registration		

		PAN No of CA Firm		
		GST Registration No.		
2	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG) (Provide copy of valid Empanelment Certificate)	Empanelment Number		
		Period /validity		
3	The CA Firm should be in operation for at least 10 years after its Registration (Provide necessary evidence)	Year of Registration/ Starting of Operation		
		Nos. of years in operation after Registration (in years)		
4	Average Annual Gross Professional Fee earned of the CA Firm for the last 3 (three) years [Must be equal to or greater than (25) (Twenty Five Lakhs) [Provide copies of the Audited Financial Statements for the year 2014-15, 2015-16 and 2016-17	Average Annual Gross Professional fee earned by CA Firm in last 3 (three) years ending on 31st March, 2015 Year 2014-15 Year 2015-16 Year 2016-17 Annual average for 3 years	Rs..... Rs..... Rs..... Rs.....	

5	Services provided for GST and Preparation of Annual accounts on regular basis One years	Nos. of Such Entity	Nos. (in figure)..... Nos. (in words).....	

Certified that the above particulars are true & 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 A1

Partners of CA Firm

SL. No.	Name of the Member	Designation	Membership No. Status	(FCA / ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

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 A2

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 ended 31st Mar'18)

[During the last 3 years ended 31st March'2018]

SR. 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 Companies relevant financial year		Nature of the Supporting Documents provided	Index / Ref Page no's
					Fin Year	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: -----

FINANCIAL BID

Sl.	Particulars	Professional Fees For one year (12 month)		Payment Schedule
		Rupees (In Figure)	Rupees (in Words)	
01	JHARKHAND UNIVERSITY OF TECHNOLOGY, GST (TDS) REGISTRATION			The service provider will raise bills as mentioned in payment terms.
02	TDS FILING (Quarterly)			
03	GST (TDS) FILING (Monthly)			
04	AUDIT, INCLUDING TRAVELLING & CONVEYANCE (Yearly)			
05	INCOME TAX NOTICE COMPLIANCE			
06	GST (TDS) NOTICE COMPLIANCE			
07	ALL TYPE OF QUERY & COMPLIANCE RELATED TO JUT REGARDING TAXES			

** Notes:

- Fee is Inclusive of Professional Fee taxes, Travelling, Food and all other Expenses.
- ONLY GST SHALL BE PAID EXTRA on the above quoted fee
- 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:
