

EXPRESSION OF INTEREST

FOR

Hiring of CA



PDPM

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,

DESIGN & MANUFACTURING JABALPUR

Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

LAST DATE OF SUBMISSION OF EOI : ..¹⁷..August 2016 at 3.00 PM

DATE OF OPENING OF TECHNICAL BID: ..¹⁷.. August 2016 at 4.00 PM



SECTION -I

1. SCOPE OF WORK

- 1.1 I) Work is mainly bifurcated in two parts:
A) Part 1: Institute Accounts
B) Part 2: Other Accounts

1.2 Details of work part 1: Institute Accounts

- a) Bank Reconciliation, Trial Balance, Statement of Expenditure, Utilization of grant and finalization of Annual Accounts.
- b) Checking of vouchers, Payment, Receipts and Journal of all accounts etc., maintaining and checking of addition of Assets & Liabilities, salary register, adjustment of income accrued.
- c) Depositing of various statutory dues/taxes of the institute to the concern authority, filing of returns and solving the problems if any in these matters. The actual details of dues/taxes to be dealt with may be taken from our office, if required before accepting the offer.
- d) Collection of VAT certificates from concern office and preparation of VAT certificates after checking of deductions in due time.
- e) To provide advice on Tax matters and liaison with tax authorities (Income tax, Service tax, VAT etc.) including TDS related to employees, contractors etc. and filing of returns thereof.
- f) Preparation of calculation sheet of bank interest received in project account and allocation in different projects.
- g) Assisting in making the reply of statutory audit for any of financial year.
- h) Submission of Quarterly report after internal audit of the accounts and providing advice for corrective methods.
- i) To advise on any other matter related to finance & accounts, not mentioned above.
- j) To coordinate with Chartered Accountants previously hired by the Institute to finalize any matter due for the agreement period.

List of Accounts:

- (A) Institute Grant Account- Current & Saving Account
- (B) Student Fee Account
- (C) Project Account
- (D) E&ICT Academy Account
- (E) Any other account will be open during the financial year

1.3 Details of work part 2: Other Accounts

- i. Other accounts means Hostel accounts (Hall 1 Account, Hall 3 Account, and Hall 4 Account), Student gymkhana account, library account, Mess account and any other account of workshop or conference held during the period.
 - ii. To maintain day to day accounting work for all the accounts mentioned in 1.3 (i) work includes maintaining of all accounting records viz. maintaining cash book, cheque issue register, expenditure ledger, journals etc.
 - iii. To maintain accounting record as per 1.3(ii) and to provide internal audit report for all these accounts mentioned in 1.3(i) for FY 2016-17.
 - iv. For each of the account mentioned in 1.3(i) following task/work are involved:
 - (a) Bank Reconciliation, Trial Balance, Statement of Expenditure, Utilization of grant and finalization of Annual Accounts.
 - (b) Checking of bills, vouchers, receipts of fee etc., statement of addition of Assets, registers, adjustment of income accrued.
 - (c) Depositing of various statutory dues/taxes of the institute to the concern authority, filing of returns and solving the problems if any in these matters. The actual details of dues/taxes to be dealt with may be taken from our office, if required before accepting the offer.
 - (d) To provide advice on Tax matters and liaison with tax authorities (Income tax, Service tax, VAT etc.) including TDS related to employees, contractors etc. and filing of returns thereof.
 - (e) Assisting in making the reply of statutory audit for any of financial year.
 - (f) Submission of Quarterly report after internal audit of the accounts and providing advice for corrective methods.
 - (g) To advise on any other matter related to finance & accounts, not mentioned above.
 - (h) To coordinate with Chartered Accountants previously hired by the Institute to finalize any matter due for the agreement period.
- 1.4 (a) This is to note that the Income-Tax return filing for First quarter of financial year 2016-17 has already been done.
- (b) All the VAT certificates till Aug 2016 have been issued.

Information about numbers of vouchers generated during last financial year 2015-16.
(Approx)

Sl.No.	Name of Account	Payment Vouchers	Receipt Vouchers	Journal Vouchers	Fund allocation (Rs in lakhs)
1.	Institute Grant Account	3975	696	756	3649.60
2.	Student Fee Account	218	5463	163	832.32

3.	Project Account	215	82	182	1095.62
4.	Hall-1	126	368	106	122.03
5.	Hall-3	93	201	157	115.60
6.	Hall-4	87	95	110	53.36
7.	Gymkhana	91	115	97	90.17
8.	Library	20	195	00	2.95
9.	Mess Account	135	4496	1506	273.53
10.	E&ICT Academic A/c	119	40	22	925.00

2. TECHNICAL REQUIREMENTS:

- 2.1 Interested party must be Statutory Auditor's Firm (CA-Chartered Accountant's Firm) as on the date of Bid opening.
- 2.2. Interested party must not have been convicted by the court of law. (He must give a declaration as per Annexure -C).
- 2.3. The annual turnover of the bidder should be minimum Rs.20 lakhs for the financial year 2015-16. Copy of ITR and Profit & Loss Account depicting turnover to be enclosed.
- 2.4 The firm should have experience as Statutory Auditor of at least two Educational Institutes imparting Technical Education having minimum turnover of Rs 10 Crore in any of the last three financial years. Necessary documents to be submitted to validate the experience.
- 2.5 Service Tax registration should be available with the bidder.
- 2.6 Interested party should have registered head/branch office in Jabalpur (M.P.).
- 2.7 Copy of authority letter to sign tender and related documents or ICAI constitutional certificate.

3. BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS

The bidder must submit his Bid in three parts as mentioned below:

- a. Each part should be kept in separate envelope superscribing that part number and title (as shown in bold letters against each part) and all these envelopes be kept in a bigger envelope.
- b. All the envelopes will be opened as per part number (part 1 then part 2 then part 3) after satisfaction of previous part otherwise next envelope will not be opened.

Part 1:- “Technical Bid” containing :- (A) Earnest Money

The bidder is required to submit EMD amount of Rs. 10,000/- (Rupees Five thousand only) in the form of Demand Draft in favour of the Registrar, PDPM IIITDM Jabalpur, payable at any nationalized bank at Jabalpur as Earnest Money. The demand draft must be issued by a Scheduled Bank.

Part 2: “Technical Bid” containing :- (B) Documents

Documents to be attached along with Technical Bid as per Annexure A.

Part 3: “Commercial Bid” (C)

Duly filled prescribed Bid form (**Commercial Bid** as per Annexure B).

Tenderer need to fill fee for each of work as mentioned in clause 1 Scope of work in prescribed format as per Annexure B; however a decision to finalize tender will be taken on the basis of total fees.

Technically qualified bidder will be informed on opening of commercial bid.

Minimum fee prescribed for the work is Rs 4,50,000/- for both Accounts.

4. PERIOD OF CONTRACT

The contract shall initially be for financial year 2016-17. However, strictly on the basis of the satisfactory performance it may be extended for a period extending up to next financial year at the sole discretion of the Registrar, PDPM IIITDM Jabalpur on the same terms and conditions or as decided by the Registrar.

5. RIGHT TO ACCEPT / REJECT ANY BID

PDPM IIITDM Jabalpur reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

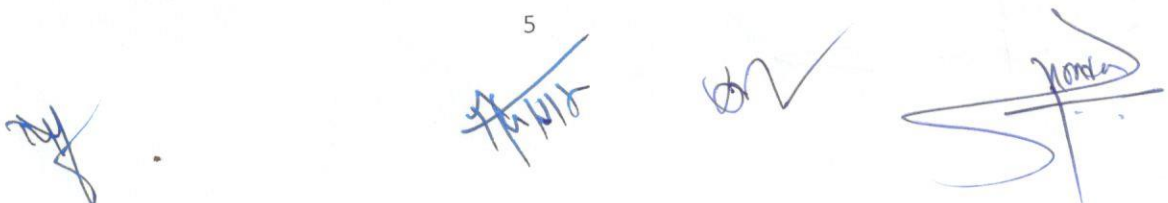
6. PERFORMANCE SECURITY

1. The successful bidder will have to furnish a Performance Security of an amount of Rs.25,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of Registrar, PDPM IIITDM Jabalpur payable at Jabalpur. No claim shall be made against PDPM IIITDM Jabalpur in respect of interest if any due on the Performance Security.

2. The amount of Performance Security shall be liable to be forfeited if performance found unsatisfactory The Performance security is also liable to be forfeited if the service provider:

(i) Fails to adhere to the terms of the Contract.

5



(ii) Delays in execution of work.

(iii) Over charges.

7. CORRUPT OR FRAUDULENT PRACTICES

(i) PDPM IITDM Jabalpur requires that the Bidder under this bid observes the highest standards of ethics during the procurement and execution of such contract.

(ii) In pursuance of this policy, the terms are set forth as follows:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution.
- b) "Fraudulent practice" means misrepresentation of facts in order to influence the procurement process or execution of a contract to the detriment of the Department and includes collusive practice among Bidder (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Department of the benefits of the free and open competition.
- c) PDPM IITDM Jabalpur will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- d) PDPM IITDM Jabalpur will declare a firm ineligible, either indefinitely or for a specified period of time, for award of the contract if at any time it determines that the firm has engaged in corrupt and fraudulent practices in competing for or in executing the contract.

8. PENALTY

- (i) In case the service provider fails to execute the work, a penalty will be imposed which has to be decided on the gravity of the complaint by the Registrar, PDPM IITDM Jabalpur.
- (ii) Work is time bound, each and every work should be completed in due time or a penalty @ 1% per week subject to maximum of 10% will be imposed. All statutory dues be deposited and returns be filed or certificates be prepared as per concerned act or law in force. Service provider is required to provide quarterly internal audit report before last day of next month. Vouching, reconciliation, etc. for all accounts of work be done on monthly basis.

9. FORFEITURE OF EMD / PERFORMANCE SECURITY

The Earnest Money may be forfeited if a Bidder withdraws its tender during the period of bid validity or in case of a successful Bidder, if the Bidder fails:

- a). To sign the contract in accordance with the terms and conditions.
- b). To furnish Performance Security as specified in the terms and conditions (4.06) with in specified period.

10. SUBMISSION OF BIDS

The complete EOI document may be submitted in the office either by hand or through post.

11. CONDITIONS OF PAYMENT

Payment will be made to service provider after receiving satisfactory report of work from officer/faculty in charge as per clause 1 **Scope of work** and rates as mentioned in **Commercial Bid** and as per contract agreement. It will be made on quarterly basis, 15% for Quarter ending September 2016, 30% for Quarter ending December 2016, 30% for Quarter ending March 2017, and remaining 25% after completion of work for financial year 2016-17.

12. ARBITRATION

The contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Institute and the Bidder in connection with or arising out of the contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration of the Director, PDPM IITDM Jabalpur who shall give written award of his decision to the Bidder. The decision of the Director, PDPM IITDM Jabalpur will be final and binding.

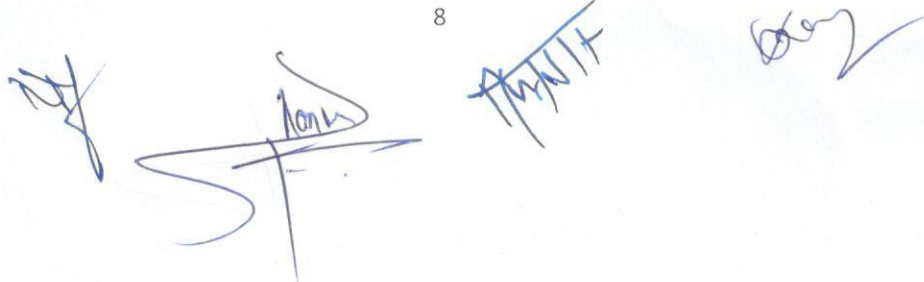
13. GENERAL TERMS & CONDITIONS

- a. The contract is for financial year 2016-17 and work as described in Scope of Work as clause 1 of the EOI. The contract may be terminated by either party after giving a notice period of 15 days.
- b. Interested party should give his/her full permanent as well as temporary address in tender form and also provide name, address, and contact details of CA who will take care of the Institute work.
- c. The EOI document will remain valid for sixty days from the date of opening.
- d. No compensation will be allowed for fluctuation in the market rates.
- e. Interested party, who's proposal, is accepted, have to signs the contract within 10 days after he is required to do so.
- f. The successful interested party shall be required to enter into an agreement with the Institute. The schedule of quantity and prices filled in by the successful tenderer and the conditions of contract, the conditions of tender of the successful interested party and letter of acceptance of the tender shall form a part of the agreement to be signed. The cost of the Stamp Paper required for the agreement will be borne by the successful bidder.
- g. The EOI document in sealed cover, superscribed "**EOI for service of CA for PDPM IITDMJ**" shall be received on or before **last date of submission of EOI document**.



Handwritten signatures and initials in blue ink at the bottom of the page. From left to right: a signature, a signature with 'Nand' written above it, a signature with 'MUNIA' written above it, and a signature with '002' written above it.

- h. The Institute reserves the right to accept or reject any tender without assigning any reason thereof.
- i. Interested party who do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.
- j. Interested party shall have to sign the all the pages of tender documents.
- k. Interested party is not allowed to make additions/ alterations in the tender paper, such additions and alterations shall be at the tenderer's own risk and the EOI document is liable to rejection. Conditional documents shall not be accepted.
- l. Timings for work will be office working hours on working days of the Institute.
- m. Subletting of the work will not be permitted.
- n. This contract is subject to the legal jurisdiction of Jabalpur (MP).
- o. The service provider will get his employees verified from civil Police. No employee/visitor will be allowed inside institute who does not have security pass issued by the Institute. .
- p. In case of any dispute the decision of the Institute will be final and binding on both the parties.
- q. Salary of employees/articles of the CA firm shall be as per guidelines of ICAI/ GOI.
- r. The service provider shall have in no manner any right, title or interest in any document of the Institute and should in no manner use other than as prescribed in contract agreement.
- s. In case of any public holiday/ Institute holiday on any scheduled date, the same scheduled work will be done on next working day.
- t. All statutory dues be deposited and returns be filed or certificates be prepared as per concerned act or law in force. Quarterly internal audit report to be provided before last day of next month. Vouching, reconciliation, etc. for all accounts of both parts of work be done on monthly basis
- u. A dedicated CA, who has an experience of at least 05 years, for the Institute for the work mentioned in Scope of work will be provided by the bidder firm.
- v. At least two manpower for day to day work of the Institute as mentioned in Scope of work.



Technical Bid

S.N.	Particulars	Attached Yes/No	Remarks
1	Copy of valid Registration		
2	Declaration for not convicted by the court of law (Annexure-C)		
3	Copy of financial statement for the financial years 2015-16. Annual turnover should be minimum Rs 20 lakhs for F.Y 2015-16		
4	The firm should have experience as Statutory Auditor of at least two Educational Institutes imparting Technical Education having minimum turnover of Rs 10 crore in any of the last three financial years. Necessary documents to be submitted to validate the experience.		
5	Copy of service tax registration		
6	Copy of ITR of financial year 2015-16.		
7	Full address of Registered Head office or Branch at Jabalpur		
8	Copy of authorization letter/ICAI constitutional certificate showing name		
9	Name & contact detail of CA to be deployed		
10	Registration certificate of CA to be deployed		
11	EMD of Rs 10,000/- in the form of DD favouring "Registrar, PDPM-IIITDM Jabalpur"		

(Signature of the Tenderer)
With name and Seal

Place : _____

Date : _____

Commercial BidName of the Firm

Name of Account	Amount in figures	Amount in words
Part-1 Institute Accounts		
Part-2 Other Accounts		

1. Service tax will be paid extra at the applicable rate.
2. Please take while quoting rates that there should not be any discrepancy and/or ambiguity. If in case of any discrepancy and/or ambiguity in quoted rates in figures & words, rate quoted in words will be considered.
3. In case same rate comes from two or more firms, the firm having more experience in Education Institute will be given weightage.
4. Minimum fee prescribed for the work is Rs 4,50,000/- for both Accounts.
5. In case of any conflicting situation the Competent Authority of the Institute will take final decision.

(Signature of the Tenderer)
With name and Seal

Place : _____

Date : _____

Declaration of Bidder

1. I / we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
2. I / we agree to abide all terms and conditions mentioned in tender document.
3. My / our firm has not been convicted by the law of court.

**(Signature of the Tenderer)
With name and Seal**

Complete address of the bidder
With Phone/ Fax & Mobile No.