

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 : 14 Oct 2019 at 3.00 PM

DATE OF OPENING OF TECHNICAL BID: 14 Oct 2019 at 4.00 PM

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SECTION –I

SCOPE OF WORK-I

1.1 Details of work: 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) To provide advice on Tax matters and liaison with tax authorities (Income tax, Labour Cess, GST etc.) including TDS related to employees, contractors etc. and filing of returns thereof.
- e) Preparation of calculation sheet of bank interest received in project account and allocation in different projects.
- f) Assisting in making the reply of statutory audit for any of financial year.
- g) Submission of Quarterly report after internal audit of the accounts and providing advice for corrective methods.
- h) To advise on any other matter related to finance & accounts, not mentioned above.
- i) To coordinate with Chartered Accountants previously hired by the Institute to finalize any matter due for the agreement period.
- j) To maintain day to day accounting work for all the accounts mentioned in below (i) work includes maintaining of all accounting records viz. maintaining cash book, cheque issue register, expenditure ledger, journals etc.
- k) Internal Audit
- l) To maintain accounting record as per 1.1(j) and to provide internal audit report for all these accounts mentioned in below for FY 2019-20 & 2020-21.
- m) For each of the account mentioned in the following task/work are involved:

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
- (F) Hostel Accounts(UG & PG, Student gymkhana account, library account, Mess account and any other account of workshop or conference held during the period



1.2 (a) Manpower

One dedicated CA, who has an experience at least 05 years for the work & his one assistant as mentioned above

(b) Additional manpower for day to day work of the Institute as mentioned above will be as per the actual requirement of Institute from time to time.

(c) Information about numbers of vouchers generated during financial year 2017-18. (Approx)

Sl.No.	Name of Account	Payment Vouchers	Receipt Vouchers	Journal Vouchers	Fund allocation (Rs in lakhs)
1.	Institute Grant Account	2678	1125	1412	2718.74
2.	Student Fee Account	289	5648	178	714.50
3.	Project Account	650	170	280	724.13
4.	Hall-1	48	149	44	165.97
5.	Hall-3	45	60	45	145.42
6.	Hall-4	49	77	46	95.28
7.	Gymkhana	106	116	80	159.03
8.	Library	20	125	01	4.45
9.	Mess Account	101	3170	515	8.20
10.	E&ICT Academic A/c	119	109	49	933.38

2. TECHNICAL REQUIREMENTS:

- 2.1. Interested party must not have been convicted by the court of law. (A declaration must be submitted by the party/bidder declaration as per Annexure -C).
- 2.2. The annual turnover of the bidder should be minimum Rs.30 lakhs on each year basis for a period of three consecutive financial years (2015-16, 2016-17, 2017-18 & 2018-19). Copy of ITR and Profit Loss Account depicting turnover to be enclosed.
- 2.3. The firm should have eligible experience (for an Institute minimum turnover of Rs 10 crore in a financial year) for consecutive three years in an educational Institute of State/Central Funded Institute/Institute of National Importance certificate(s) required. Necessary documents to be submitted to validate the experience. Satisfactory work completion/experience certificate is required. Work order will not serve the purpose.
- 2.4. GST registration should be available with the bidder.

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- 2.5 Interested party should have registered branch office in Jabalpur (M.P.). Preference will be given to the CA who having their head office at Jabalpur.
- 2.6 Copy of authority letter to sign tender and related documents or ICAI constitutional certificate.
- 2.7 CA to be deployed should be FCA (fellow Chartered Accountant) and have working experience of educational Institute. Name & experience details required along with his/her ICAI registration certificate.
- 2.8 The bidder may be asked for a presentation/interaction to ascertain their technical eligibility.

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 HITDM 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 the 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 fees.

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

4. PERIOD OF CONTRACT

The contract shall initially be for financial year 2019-20 & 2020-21 (remaining period of the current financial year and upto 31.03.2021). However, strictly on the basis of the satisfactory performance it may be extended maximum twice for a period of the financial year each at the sole discretion of the Director, PDPM IIITDM Jabalpur on the same terms and conditions or as decided by the Director.

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.1,00,000/- (Rupees One Lakh 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.
- (ii) Delays in execution of work.
- (iii) Fails to submit returns/statutory dues on time.

7. CORRUPT OR FRAUDULENT PRACTICES

(i) PDPM IIITDM 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.

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- c) PDPM IIITDM 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 IIITDM 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

- (a) 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 Director, PDPM IIITDM 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 for that quarter of the bill cycle, and of the bill amount. 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.
- (iii) Any penalty / late fee due to delay in statutory dues/ returns shall be the responsibility of the firms.

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 (point no 6) within specified period.

10. SUBMISSION OF BIDS

The complete tender 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, **payment after completion of work for financial year 2019-20 & 2020-21**(15% for Quarter ending September 2020, 30% for Quarter ending December 2020, 30% for Quarter ending March 2021, and remaining 25% after completion of work.



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 one year & partial year 2019-20(remaining period of the current financial year and upto 31.03.2021) and work as described in Scope of Work as clause 1 of the Tender document. The contract may be terminated by either party after giving a notice period of one month.
- 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 tender 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 tender document in sealed cover, superscribed "**tender for hiring of services of CA for the FY 2019-20 & 2020-21 (remaining period of the current financial year and upto 31.03.2021) for PDPM IITDMJ**" shall be received on or before last date of submission of tender document.
- h. The Institute reserves the right to accept or reject any tender without assigning any reason thereof.
- i. Tenderer who do not fulfil all or any of the above conditions or are incomplete in any respect are liable to be rejected.



- j. Tenderer shall have to sign the all the pages of tender documents.
- k. Tenderer is not allowed to make additions/ alterations in the tender document, such additions and alterations shall be at the tenderer's own risk and the tender 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 along with his name and registration no/membership of ICAI.
- v. Any additional supporting manpower shall be arranged by the firm/bidder for day to day work of the Institute as mentioned in Scope of work.
- w. Each and every voucher should be audited by CA only.
- x. Biometric attendance minimum 75% of working days.
- y. If any violation of rules and regulation result in any penalty clauses on the institute at anytime reported will be born by CA only and will be a legal binding.



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-B)		
3	Copy of audited financial statement for the consecutive three financial years (mention total turnover for three years in remarks column)	FY 2015-16: FY 2016-17: FY 2017-18: FY 2018-19:	
4	Copy of experience certificate for consecutive three years in educational Institute, out of which at least one year in educational institute of Central Funded Institute/Institute of National Importance certificate(s) required. Work order will not serve the purpose	FY 2015-16: FY 2016-17: FY 2017-18: FY 2018-19:	
5	Copy of GST registration		
6	Copy of ITR of consecutive three financial years	FY 2015-16: FY 2016-17: FY 2017-18: FY 2018-19:	
7	Full address of Registered Head office.		
8	Full address of Registered Branch office at Jabalpur		
9	Copy of authorization letter/ICAI constitutional certificate showing name		
10	Name & contact detail of CA to be deployed		
11	Registration certificate of CA to be deployed		
12	EMD of Rs 10,000/- in the form of DD favouring "Registrar, PDPM-IIITDM Jabalpur"		
13	Tender Fee of Rs 500/- in the form of DD favouring "Registrar, PDPM-IIITDM Jabalpur"		

(Signature of the Tenderer)
With name and Seal

Place : _____

Date : _____

Self

Commercial BidName of the Firm

Work	Amount in words	Amount in figures
For Financial year 2020-21		

1. GST 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. In any extension beyond FY (2019-20) (remaining period of the current financial year and upto 31.03.2021) no enhancement on quoted rates shall be considered.
5. In case of any conflicting situation the Competent Authority of the Institute will take final decision.
6. For the services for the remaining financial year(2019-20), the rates shall be on pro-rata basis of the rate quoted for financial year 2020-21.
7. Firm selected for the work, are bound to accept to complete the work for remaining financial year (2019-20), on pro-rata rates.

(Signature of the Tenderer)
With name and Seal

Place : _____

Date : _____



Tender document for Hiring of services of Chartered Account for the FY(2019-20)
(remaining period of the current financial year and upto 31.03.2021)

(Firm letter head/Stamp paper Rs 100)

ANNEXURE – C

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.

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