

**Finance Comptroller
Bihar Animal Sciences University, Patna**

**Limited Tender/Quotation inviting
Chartered Accountant Firms for Accounting work and preparation of
Account Statement**

Bihar Animal Sciences University, Patna (BASU) invites proposals from registered **Chartered Accountants Partnership Firms** for accounts work as per **Scope of the work** in the University for the **Financial Year 2021-22**, 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 **70 (Seventy)** 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. The Interested firms are required to visit the University Website www.basu.org.in regularly for updates. Incomplete tenders shall be summarily rejected.

SCOPE OF WORK:

Bihar Animal Sciences University, Patna with its headquarters located at Patna and its Constituent units at Patna, Kishanganj and Jamui, expects that accounts of the University 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 mention adhere under:

1. Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/principles as well as requirement of relevant enactments and notifications;
2. Data entry of vouchers in latest version of Tally/equivalent accounting software at BASU on real time basis, to be handed over to University on quarterly basis.
3. Preparation and finalization of Accounts on yearly basis
4. Support in preparation and maintenance of Cash & Bank Books
5. Preparation of Monthly Bank Reconciliation Statements
6. Assisting in various statutory audit i.e. Annual Audit, Internal Audit, C & A Audit etc. From time to time and implementing audit recommendations
7. Preparation of Utilization Certificates for various projects for submission to Govt./Funding agencies.
8. Preparation of MIS reports as per requirement of Management.
9. Filing of Income Tax return of The University as per the requirement of the Income Tax Act 1961.

DELIVERABLES OF THE PROJECT

S No	Deliverables	Timeline
1	Annual Financial Statements FY 21-22	Within 2 months from end of financial year
2	Bank Reconciliation Statements	Monthly basis to be submitted by 10 th day of next Month.
3	Account Balance	Monthly basis latest by 10 th day of next Month

If agency fails to submit deliverables on due date, then penalty @ Rs. 1000/- per day will be charged subject to maximum penalty @ 5% of Annual Contract value, repeated default may lead to cancellation of contract with major penalties.

MINIMUM ELIGIBILITY CRITERIA-CUM-TECHNICAL BID:

- 1) The firm should have at least 10 years of establishment.
- 2) The Firm should have experience in at least 5 assignments at different Central Government funded Autonomous Educational Institutions (i.e., in IITs, NITs, IISER, Universities or other higher educational institutions) /PSUs/Govt. Organizations in the last five financial years in doing similar works, as specified in the tender document.
- 3) The firm should be empaneled with C&AG office for FY 2021-22.
- 4) The firm should have at least 3 partners and ICAI certificate should be attached.
- 5) The firm should have GST Registration Number.
- 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 Fifty 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 behavior.
- 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.

MANPOWER REQUIREMNT

Agency has to deploy below mentioned team (minimum strength) at BASU Office:

S No	Position	Qualifications	Man-Days
1	Team Leader-1 Nos.	CA with 5 years post qualification experience and having relevant experience in PSU/ Govt. Undertakings	Minimum 05 Man-days Per month
2	Accountant-1 Nos.	B.Com with 3 years' experience in in PSU/ Govt. Undertakings. Must be well versed with Accounting and use of Tally or equivalent software	Full-Time

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 BASU, 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 resorts 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 on completion of work (quarterly basis for

manpower posted at BSASU. TDS will be deducted as per rules.

- 11) Selected firm will have to sign an agreement in this regard.

LIQUIDATED DAMAGE CLAUSE:

- 1) The Firm(s) shall be responsible for 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/misbehavior 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) BASU reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the BASU 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:

Part - I: Technical Evaluation (100 Marks)

S No	Parameter	Max Marks
1	Establishment of the Firm Less than 10 Years- Not eligible 10 to 15 Years- 10 Marks More than 15 Years -20 Marks	20 Marks
2	Turnover of the Firm Less than 50 Lacs- 0 Marks More than 50 Lacs but up to 100 Lacs- 10 Marks More than 100 Lacs but up to 200 Lacs- 20 Marks More than 200 Lacs - 25 Marks	25 Marks
3	General Experience of the Firm: Similar assignment at PSU/Government Organizations/undertakings across India(During last 10 years) More than 5 but up to 7 Projects- 10 Marks More than 7 Projects up to 10 Projects- 20 Marks More than 10 Projects -25 Marks *Less than 5 Projects in last 05 years –Not eligible	25 Marks

4	The Firm should have experience at different Central Government funded Autonomous Educational Institutions (i.e., in IITs, NITs, IISER, Universities or other higher educational institutions) Less than 1 Projects- 0 Marks More than 1 but up to 3 Project- 10 Marks More than 3 Projects- 20 Marks	20 Marks
5	Firm having Satisfactory working experience with BASU in accounting & auditing assignments. <ul style="list-style-type: none"> • Marks will be awarded by BASU Committee as per performance record and will be final 	10 Marks
	Total	100 Marks

A) 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. Method of selection will be Quality cum cost based (QCBS).

The score for each Financial Proposal is inversely proportional to its Evaluated total Price (ETP) and will be computed as follows:

$$Sf = 100 \times Fm/F$$

Where:

Sf is the financial score of the Financial Proposal being evaluated

Fm is the ETP of the lowest priced Financial Proposal

F is the ETP of the Financial Proposal under consideration

The lowest evaluated Financial Proposal will receive the max. score of 100 marks.

B) Part - III: Ranking of Proposal: Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weightage of 0.70 (or Seventy percent) and 0.30 (or thirty percent) respectively to the technical and financial scores of each qualifying bidder for computing the relevant combined total score for each bidder.

The sum of technical and financial scores shall be used for awarding the Contract based on highest score (rank-1) obtained by the bidder.

For example:

S.No	Firm	Technical Score	Weightage	Technical Points	Financial Bid	ETP	Weightage	Financial Points	Total Points	Rank
1	A	100	0.70	70	10,00,000	25.0	0.30	7.50	77.50	4
2	B	95	0.70	66.5	7,50,000	33.3	0.30	10.00	76.50	5
3	C	90	0.70	63	5,00,000	50.0	0.30	15.00	78.00	3
4	D	85	0.70	59.5	4,00,000	62.5	0.30	18.75	78.25	2
5	E	80	0.70	56	15,00,000	16.6	0.30	5.00	61.00	7
6	F	75	0.70	52.5	2,50,000	100	0.30	30.00	82.50	1
7	G	70	0.70	49	3,00,000	83.3	0.30	25.00	74.00	6

AWARD OF THE CONTRACT:

- a. The Firm(s) should qualify in all the terms of “Eligibility Criteria”. Eligible Firm(s) shall be awarded the contract.
- b. 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.
- c. BASU 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 as signing any reason thereof.
- d. The contract shall be awarded initially for one year and it is extendable for next 2 years if performance found satisfactory.
- e. The extension of the contract would be subject to an escalation of 10% of the fees as quoted.
- f. In case, after award of tender the firm(s) found to provide wrong information, the contract will be void-abinitio.

PART - I TECHNICAL BID FORM

S No.	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)	
	ICAI Registration Number (Date of Registration)	
	PAN of CA Firm	
	GST Registration	
	C&AG Empanelment No.	
3	The CA firm should be in operation for at least 10 years after its registration	
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. 50.00 lakh (Rupees Fifty Lakh)	Please see Annexure – I (Copies of the Audited Financial Statements/ CA Certification for turnover for three years upto 31 st March 2020 must be enclosed)
5	Firm should have 3 partners as on date of NIT.	ICAI registration certificate should be attached.
6	Experience of the firm in doing similar works in the Central Government funded Autonomous Educational Institutions (i.e., in IITs, NITs, IISER, Agricultural Universities//PSUs/ Govt. Organizations in the last five financial years in doing similar works, as specified in the tender document .	Annexure – II (copies of relevant work orders to be attached)

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

Name of the Tenderer:

PART – II

FINANCIAL BID in respect of Bihar Animal Sciences University, Patna
(To be filled by bidder)

Name and Address of the Firm:

SN	Description of Service	Rate Per Month	Annual Fee 2021-22 (Rs.)
1	Bank reconciliation Entry of Vouchers Monthly Statement of All Accounts of BASU constituent units and sponsored projects		
2	Final Accounts Statement Issue of Utilization Certificates Filing of Income Tax Return		

*Rate per month should be quoted after considering of input requirement in each month.

Note: a) Service Tax shall be paid extra as per prevailing rates prescribed in the Act.

a) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.

b) The above fee is inclusive of out of pocket expenses including local travel

Signature with Seal

Sub ANNEXURES

Sub Annexure A-1

Details of CA Firm's Professional Income

[Gross Professional Fees earned]

Particulars	Financial year 2017-18	Financial year 2018-19	Financial year 2019-20	Average Professional fees received
Gross Professional fees received/ Earned				

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
Office Seal

Signature:
Name:
Designation

Sub Annexure A-2

Details of CA Firm's Experience of Similar Services as per details in RFP Document

S. N.	Name of the assignment	Name of Assignment (start date/ End date)	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1					
2					
3					

4					
5					
6					
7					

Furnish the copy of the documentary evidence in support of the information provided above, failing which, the bid may be rejected.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Note: Please submit the relevant work experience details only, failing which, the bid may be rejected.

Sub Annexure A-3

Details of CA Firm's Partners

S. N.	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation

Sub Annexure A-4

**Self – Declaration – No Blacklisting
(On the letter head of the Firm)**

To,
The Finance Comptroller
Bihar Animal Sciences University
Patna – 800014 (Bihar)

In response to the Request For Proposal (RFP) for selecting Chartered Accountant for BASU, Patna for the financial year 2021-22, I/ We hereby declare that presently our Chartered Accountant Firm/ partner..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date:
Seal of the CA Firm

Signatures
Name
Designation

AUDIT AGREEMENT

TO BE MADE ON NON-JUDICIAL STAMP PAPER OF Rs.1, 000/-

This Agreement number _____ is made at Patna on the _____ day of _____ between Finance Comptroller BASU, Patna (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns of the first party.

And _____ Having its registered office _____ hereinafter called the 'Agency' which expression unless repugnant to the context or meaning thereof be deemed to mean and include its successors-in-interest, legal representatives and assign etc. of the second t party.

WHEREAS the client is desirous to engage the 'Agency' for accounting work and preparation of account statement for financial year 2021-22, of BASU Patna and its constituent units located within Bihar on the terms and conditions stated below including any other relevant provision mentioned anywhere in the concerned tender document {in case of any duality or discrepancy or contradiction between different provisions/expressions in the concerned document, interpretation /decision made by the Client will be held supreme and unchallengeable and binding upon the Agency}.S

1. The Agency shall be primarily responsible for Design, standardization, implementation and monitoring of Accounting system and practices to ensure compliance with the generally accepted accounting practices/ principles as well as requirement of relevant enactments and notifications;
2. Data entry of vouchers in latest version of Tally/equivalent accounting software at BASU on real time basis, to be handed over to University on quarterly basis.
3. Preparation and finalization of Accounts on yearly basis.
4. Support in preparation and maintenance of Cash & Bank Books.
5. Preparation of Monthly Bank Reconciliation Statements
6. Assisting in various statutory audits e.g. Annual Audit, Internal Audit, and C & AG Audit etc. From time to time and implementing audit recommendations
7. Preparation of Utilization Certificates for various projects for submission to Govt. / Funding agencies.
8. Preparation of MIS reports as per requirement of Management.
9. Filing of Income Tax return of The University as per the requirement of the Income Tax Act 1961.
10. The agreement shall be initially valid for a period of one year from the date of signing of this agreement. This may be extended for additional periods subject to the satisfactory performance of the agency.
11. If the Client incurs any expenses or any liability or penalties due to negligence on the part of the agency the same shall be borne by the agency itself.
12. Any deliberate violation of any clause of contract or any terms and conditions mentioned anywhere in the concerned document or suppression of facts will attract termination of contract without any reference or any notice period. In such cases the first party may choose to impose penalty up to 10% of the total value of contract or termination of contract.
13. In normal circumstances if any party wants to discontinue the contract at their sweet will, the same can be terminated by giving one-month notice on either side.
14. All administrative and other communication by agency shall be conveyed to the Finance Comptroller BASU, Patna. Similarly, it shall be conveyed to the director of the agency

15. The agency shall not transfer or assign any of its right and obligation under this agreement to any other third party without obtaining prior consent in writing from the client.
16. The 'Agency' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
17. The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'Client' fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may arise.
18. In case of any dispute between the 'Agency' and 'Client' shall have the right to decided. However, all matters of jurisdiction shall be at the local courts located at Patna.
19. In case of any dispute between both parties, before going to court channel of arbitration will be exhausted first as per Arbitrator Act. For the purpose arbitration process will be carried out through sole arbitrator appointed by the Client.

THIS AGREEMENT will take effect from Day of and shall be valid for one year.

IN WITNESS WHERE both the parties here to have caused their respective common Seals to be hereunto affixed/(or have hereunto set their respective hands and seals) the day and year mentioned above in Patna in the presence of the witness:

For, and no behalf of the 'Agency' for, and no behalf of BASU, Patna

Signature of the authorized Official Signature of the authorized Official
 Name of the official Name of the official

Stamp/ Seal of the 'Agency'	Stamp/ Seal of the 'Agency'
SIGNED, SEALED AND DELIVERED	SIGNED, SEALED AND DELIVERED
By the said.....	By the said.....
Name:	Name:
On behalf of the 'Agency' in presence of	On behalf of the 'Agency' in presence of
Presence of Witness	Presence of Witness