



बिहार पशु विज्ञान विश्वविद्यालय
बिहार पशु चिकित्सा महाविद्यालय प्रांगण, पटना -800014
BIHAR ANIMAL SCIENCES UNIVERSITY
BIHAR VETERINARY COLLEGE CAMPUS, PATNA - 800014
OFFICE OF THE COMPTROLLER
नियंत्रक कार्यालय

O.O. No.-Comp./BASU, Patna/.....1109

Dated: 09/03/2022

Tender Notice for hiring of the services of Chartered Accountant (CA)
firm for Accounting work and preparation of Account Statement of
University Accounts

The Bihar Animal Sciences University, Patna seeks to invite proposal from registered Chartered Accountant Partnership Firms for accounts as per Scope of the work in the University for the Financial Year 2022-23, in two sealed envelopes containing Technical and Financial Bid separately.

The tender document should be submitted into two parts, 01st-Envelope clearly leveled as Technical Bid and 02nd- Envelope as Financial Bid. Both should be put in the common envelop super scribed with date of opening of the tender.

The dully filled tender documents must reach the Office of the Finance Comptroller by **25th March, 2022 by 02:00 PM**. The technical Bid shall be opened on the **same date at 03:30 PM**. The representatives of the firm, who desire to be present, may attend the bid opening meeting **at 03:30 PM** in the Office of Finance Comptroller on **25th March, 2022**. The Envelope should clearly be marked as tender for "-----"date of opening.

Detailed tender document is attached herewith.

- You may check the any update in this regard on the University website "**basu.org.in**".

Sd/-

Comptroller

Bihar Animal Sciences University,
Patna

Memo No. 2031/Comp./BASU, Patna

Dated: 09/03/2022

Comptroller

Bihar Animal Sciences University,
Patna

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**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 2022-23, in two sealed envelopes containing Technical and Financial Bid separately.

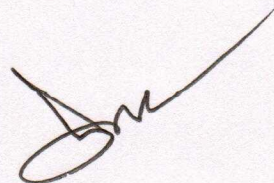
This is a two-part Bid comprising of a Technical Bid (Part - I) and a Financial Bid (Part - II) forming the two parts. To qualify for Financial Bid, firm should obtain at least 70 (Seventy) marks in Technical Bid.

The Technical and Financial Bids should be kept in a separate sealed cover with "Technical Bid" and "Financial Bid" super scribed 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 audits e.g. Annual Audit, Internal Audit, 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.



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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 2022 for Financial Year 2022-23 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

4	<p>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)</p> <p>Less than 1 Projects- 0 Marks More than 1 but up to 3 Project- 10 Marks More than 3 Projects- 20 Marks</p>	20 Marks
5	<p>Firm having Satisfactory working experience with BASU in accounting & auditing assignments.</p> <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.

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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. (2018-19, 2019-20 & 2020-21) 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 up to 31 st March 2021 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:



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Sub ANNEXURES

Sub Annexure A-1

Details of CA Firm's Professional Income

[Gross Professional Fees earned]

Particulars	Financial year 2018-19	Financial year 2019-20	Financial year 2020-21	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					

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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 2022-23, I/ We hereby declare that presently our Chartered Accountant Firm/ partneris 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.

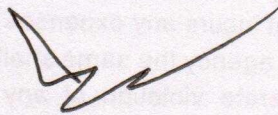
If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date:
Seal of the CA Firm

Signatures
Name
Designation



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- 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
 Name of the official

Signature of the authorized Official
 Name of the official

Stamp/ Seal of the 'Agency'
 SIGNED, SEALED AND DELIVERED

Stamp/ Seal of the 'Agency'
 SIGNED, SEALED AND DELIVERED

By the said.....
 Name:
 On behalf of the 'Agency' in presence of
 Presence of Witness

By the said.....
 Name:
 On behalf of the 'Agency' in presence of
 Presence of Witness

