

TENDER DOCUMENT

For

ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

ABOUT THE UNIVERSITY



Bihar Animal Sciences University (BASU) has been established with its headquarters at Patna through an act of Bihar State (BASU Act No. 15 of 2016, notified in the Bihar Gazette on 29 August 2016). The University became operational from 13 June 2017 with the appointment of its first Vice Chancellor. The new University has been carved out of the Bihar Agricultural University as two of its constituent colleges at Patna viz. Bihar Veterinary College and Sanjay Gandhi Institute of Dairy Technology have been transferred to the BASU, whereas a new College of Fisheries has been established in 2018.

BRIEF DESCRIPTION ABOUT PROPOSAL

The Bihar Animal Sciences University (BASU), **invites proposals** from **registered Chartered Accountants Partnership Firm(s)/LLP** (as per the relevant act) for **Scope of Work** of the University from the **Financial Year 2023-24 to 2025-26**, 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. All pages must be serially numbered along with index. 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. Tenderers are required to visit the University Website (<https://basu.org.in/>) regularly for updates. Incomplete tenders shall be summarily rejected.

The proposal / quotation from eligible tenderers should reach BASU upto 05:00 PM on or before 30/11/2023 at the below given address through speed post/courier/tender box only:

**“The Finance Comptroller,
Bihar Animal Science University,
Bihar Veterinary College Campus, Patna-800014, Bihar India”**

IMPORTANT DATES & DETAILS OF THE TENDER

| | |
|-----------------------------------|---|
| Tender Name | Engagement of Chartered Accountant Firm |
| Tender No. & Dated | 01/2023 & 09/11/2023 |
| Last Date of Submission of Tender | 30/11/2023 |
| Date & Time of Opening of Tender | 04/12/2023 at 11.00 hrs. |

SCOPE OF WORK

The Bihar Animal Sciences University, Patna with its headquarter located at Patna and its constituents units at Patna, Kishanganj and Jamui. The University expects that accounts must be prepared timely and in a **highly professional manner**. The detail scope of work is mentioned hereunder:

Part A: Financial Management and Accounting Services:

- 1) To arrange for vouching and data entry of all expenses, payments, contra, journals, and receipts of the University in accounting software and prepare a monthly report as per accounting software on the financial status of the University,
- 2) Routine financial scrutiny and vouching including extracting and endorsing the Trial balance,
- 3) To advice the Finance Section of the University from time to time for taking corrective steps so that BASU Account are prepared as per applicable norms; and



- 4) The Firm is required to depute one personnel with at least 5 years of experience in accounting and auditing under reputed registered firm and regular visit of FCA partner of the firm for execution of work to ensure timely completion of work. Further, it may be noted that timely completion of work is the sole responsibility of the firm and whenever required, firm has to deploy additional trained and experience manpower to complete the work on time.

Part B: Preparation of Monthly Bank Reconciliation Statement (Approx 50 Bank Account):

- 1) Preparation of Bank Reconciliation Statement of all accounts on monthly basis and submission of its report on yearly basis,
- 2) To advice the Finance Section of the University from time to time for taking remedial actions for old outstanding entries in Bank Reconciliation Statement.

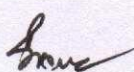
Part C: Issuance of Utilization Certificate (Approx 50 AUC)

- 1) Audit and Certification of Statement of Expenditure (SoE) and Audited Utilization Certificate (AUC) of university grants, various sponsored projects/schemes/conferences etc. as per the requirements of funding agencies.

Part D: Preparation of Annual Accounts and related work

Analytical review of system and procedures of all important activities/area, conduct audit of the nature of management audit to assess the effectiveness and efficiency in each such area;

- 1) Preparation and finalization of accounts on yearly basis on the Formats of Financial Statements for Higher Educational Institutions/University;
- 2) Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed format of CAG and as circulated by latest circulars/notification/guidelines of Ministry of Human Resource Development and incorporation of any further amendments brought in time to time;




- 3) Scrutiny of Ledgers and Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal, year-end entries wherever necessary;
- 4) Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest;
- 5) Review of internal control systems and recommendations for additional check and balance wherever required;
- 6) Assistance in replying statutory audit memos and facilitation in getting the observation dropped.
- 7) Assurance and advisory service required by the University from time to time.
- 8) Audit related matters such as to assist and co-ordinate at the time of conduct of Audit i.e., Internal Audit, C&AG audit etc. Assisting in resolving audit paras (if any) during the course of audit.
- 9) Any other work needed for finalisation of annual accounts.

Part E: Filing of Annual Income Tax Return of the University

Filing of Income Tax return of The University as per the requirement of the Income Tax Act 1961.

IMPORTANT NOTE: In addition to the above if any other work is done by the firm, rates will be decided mutually by the University and firm.

DELIVERABLES OF THE ABOVE MENTIONED ASSIGNMENTS

| S. No. | Particulars | Timelines |
|---------------|---|---|
| Part A, B & D | Financial Management and Accounting Services, Preparation of Annual Accounts, and related work & Preparation of Bank Reconciliation Statement | Within 2 months of end of Financial Year |
| Part C | Issuance of Audited Utilization Certificate | As and when required within five working days |



| | | |
|--------|--|-----------------------------------|
| | | after submission of complete data |
| Part E | Filing of Annual Income Tax Return of the University | Before Statutory Deadline |

If firms 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 atleast 10 years of establishment with experience of atleast five different State/Central Government funded Autonomous Educational Institutions (i.e. in CAUs, SAUs, IITs, NITs, IISER, AIIMS, State/Central Universities or other higher educational institutions) from financial years from 2016-17 to 2022-23 in doing similar works (Such as Accounting, Taxation, Financial Management, Internal Audit, Preparation of Annual Accounts) as specified in the tender document (work order along with experience and satisfactory work completion letter is required to ensure minimum eligibility criteria in order to establish necessary working experience).
- 2) The firm should have Bihar GST Registration Number and having their registered head/branch office in Patna (Bihar).
- 3) The firm should be empanelled with C&AG office and ICAI for the Year 2022-23.
- 4) The firm should have at least 3 partners as per firm registration certificate (FRC).
- 5) The annual turnover of the audit firm in last three financial years (Financial Year 2020-21, 2021-22 & 2022-23) must be more than **Rupees Fifty Lakhs per annum**. The same needs to be self-certified and audited financial statements needs to be furnished.
- 6) 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 State / Central Govt. Co. or any other organization in respect of any assignment or behaviour. Submit Notarized declaration in Annexure - IV

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- 7) 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.
- 8) Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed and enclosed in a cover, to be submitted with the technical bid.
- 9) As per the **Guideline No. 1-CA(7)/03/2016** dated **7th April 2016** issued by the Institute of Chartered Accountant of India, the minimum fees for the assignment mentioned on the Financial bid is as follows:

| Sl. | Particulars | Frequency | Minimum Fees (Exclusive of GST)* | Frequency (Units) | Total Fees |
|-----|---|------------------|-------------------------------------|----------------------|-------------|
| 1 | Part A: Financial Management and Accounting Services | Monthly Activity | 45,000.00 | 12 | 5,40,000.00 |
| 2 | Part B: Preparation of Bank Reconciliation | Monthly Activity | 18,000.00 | 12 | 2,16,000.00 |
| 3 | Part C: Issuance of Audited Utilisation Certificate | Per UC Basis | 3,500.00 | 1 | 3,500.00 |
| 4 | Part D: Preparation of Annual Accounts and related work | Annual Activity | 1,80,000.00 | 1 | 1,80,000.00 |
| 5 | Part E: Filing of Annual Income Tax Return of the University | Annual Activity | 15,000.00 | 1 | 15,000.00 |

Therefore, the technically qualified firm which quotes the fees lesser than the minimum amount mentioned above will be automatically disqualified.

Note:

- 1) The above quoted fee is exclusive of GST and will be paid extra at the prevailing rate.
- 2) No other expenses shall be payable by the University and above fees is inclusive of all travelling and conveyance expenses.

- 3) Any other statutory deductions shall be made by the University as per prescribed rates and norms.
- 4) Payment shall be released quarterly basis for sl no 1,2 3 and annual basis for sl No 4 & 5, on submission of bills and completion of work.
- 5) Consortium is allowed with 1 Chartered Accountant firm subject to the condition that any of the firm must be fulfilling all criteria mention in the eligibility criteria independently. However, they are required to submit the certified notarized copy of agreement along with the tender documents. The Contract/work order will be awarded to lead firm with full responsibility.

GENERAL TERMS AND CONDITIONS

- 1) Bidder has to submit Earnest money deposit in the form of Demand Draft worth of Rs. 15000/- (Fifteen Thousand only) in the favour "The Finance Comptroller, BASU, Patna" payable at Patna. Bidders having MSME registration will be exempted from EMD submission after providing MSME certificate. Any bids without EMD or MSME certificate will be not be technical evaluation.
- 2) Bidders who will qualify (atleast 70 marks) in the technical bid will eligible for opening of financial bid and will be invited for financial bid opening.
- 3) The decision of acceptance of the bid shall rest with the competent authority of BASU, who does not bind, thereof himself to accept the lowest bid 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) Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Firm(s) who resort to canvassing will be rejected.
- 6) 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.
- 7) The successful Bidder on acceptance of this Bid by competent 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" for Financial Year 2023-24 to 2025-26.

- 8) The Firm(s) shall not sublet the work or part of the work.
- 9) Payment for the services will be made only after successful completion of work and submission of related reports etc. TDS will be deducted as per rules.
- 10) Successful bidder has to submit Performance Bank Guarantee of 3% of the final award of work.

LIQUIDATED DAMAGE CLAUSE

- 1) The Firm(s) shall be responsible for the faithful and 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/misbehaviour 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.

Signature *Signature*

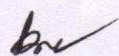
EVALUATION OF TENDER

The entire bid process shall be conducted in **Two Parts / Steps** which shall be as under:

A) Part - I: Technical Evaluation

Eligible Bidders (as per minimum eligibility criteria) whose technical bids have been declared qualified, will be evaluated on the following parameters and shall be awarded Technical Bid Score (TBS).

| Sl. | Particulars | Points to be Allocated | Maximum Points | Remarks |
|---------------------|---|---|----------------|------------------------------------|
| 1 | Year of Establishment of Firm/LLP | 1 Mark for each completed years of establishment | 10 | ICAI Certificate |
| 2 | Scalability of the Firm | 1 Mark for each Branch and 1 Mark for Head Office | 5 | ICAI Certificate |
| 3 | Number of Partner | 2 Marks for each FCA and 1 Mark for each ACA | 5 | ICAI Certificate |
| 4 | State/Central Government funded Autonomous Educational Institutions (i.e. in CAUs, SAUs, IITs, NITs, IISER, AIIMS, State/Central Universities or other higher educational institutions) from financial years from 2016-17 to 2022-23 in doing similar works (Such as Accounting, Taxation, Financial Management, Internal Audit, Preparation of Annual Accounts) as specified in the tender document. | 5 Marks for Each Year of Services per assignment | 80 | Experience Letter/ Letter of award |
| Total Points | | | 100 | |




B) Part - II: Financial Bid Evaluation:

The total service charge as quoted by the bidders will be compared and bidder with total lowest service charge (L1 bid) will be awarded 100 Financial Score (considered as base value). Then the other bids will be awarded Financial Score inversely proportional to their bid value. Thus the L1 bid will have highest Financial Score (pro-rata basis) and the highest bid (H1) will have least Financial Score.

$$\text{Financial Score (FBS)} = 100 \times F1 / F$$

Here, F1 is the lowest quoted price and F is the quoted price by bidders

C) Part - III: Overall Evaluation of Bids (Technical + Financial):

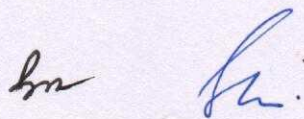
The overall evaluation of bids shall be done using following method and the Final Score shall be calculated based on the formula:

$$\text{Final Score} = [(TBS \times 80\%) + (FBS \times 20\%)]$$

The work shall be offered to the bidder whose bid achieves maximum FINAL SCORE.

D) Tie-Breaking Clause

In case two or more bidders get equal Final Score, then letter of award will be given to that firm who has completed the maximum no of assignments.



PART - I
[TECHNICAL BID FORM]

| Sl. No. | Particulars | Details | Reference Page No |
|---------|---|--|-------------------|
| 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) | Registered with ICAI, then mentioned Registration Number (Date of Registration No.) PAN of CA Firm GST Registration No. of Bihar C&AG Empanelment No. | |
| 3 | The CA firm should be in operation for at least 10 years after its registration | Year of Registration/ Starting of operation Nos. of years in operation after registration (in years) | |
| 4 | Average Annual Turnover (i.e. average gross professional fee received/ earned) of the CA Firm for the last 3 (three) years i.e. (2020-21, 2021-22 & 2022-23) must be equal to or greater than Rs. 50.00 lakh Details are enclosed herewith as per Annexure-I | | |
| 5 | Experience of the firm in doing similar works in the Central Government funded Autonomous Educational Institutions (i.e. in CAUs, SAUs, IITs, NITs, IISER, AIIMS, State/Central Universities or other higher educational institutions). Enclosed as per Annexure-II | | |
| 6 | Details of Partners Annexure - III | | |
| 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 State / Central Govt. Co. or any other organization in respect of any | | |

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|----------|---|--|--|
| | assignment or behaviour. Submit Notarized declaration in Annexure - IV | | |
| 8 | Details of Earnest Money Deposit (EMD) (i) DD No. (ii) Date Amount Drawn Bank Or MSME Certificate | | |

Signature of the Tenderer
& Date with Rubber Stamp

Name of the Tenderer: _____

PART - II
[FINANCIAL BID FORM]

| Sl. | Particulars | Frequency | Fees (Exclusive of GST)* | Frequency (Units) | Total Fees |
|-----|---|------------------|--------------------------------|----------------------|------------|
| 1 | Part A: Financial Management and Accounting Services | Monthly Activity | | 12 | |
| 2 | Part B: Preparation of Bank Reconciliation | Monthly Activity | | 12 | |
| 3 | Part C: Issuance of Audited Utilisation Certificate | AUC Basis | | 1 | |
| 4 | Part D: Preparation of Annual Accounts and related work | Yearly Activity | | 1 | |
| 5 | Part E: Filing of Annual Income Tax Return of the University | Yearly Activity | | 1 | |

*GST will be paid extra as per prevailing rate.

Signature of the Tenderer
& Date with Rubber Stamp

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Name of the Tenderer: _____

Annexure-I

Details of CA Firm's Professional Income

[Gross Professional Fees earned]

| Particular | Financial year 2020-21 | Financial year 2021-22 | Financial year 2022-23 | Average Annual Turnover |
|------------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|
| Annual Income* (Rs. in Lakh) | | | | |

* Copy of Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax Return for all the 3 (three) years enclosed.

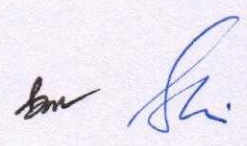
Annexure-II

Format for providing details of experience of works

| Sl. No. | Particulars of Organization | Year | Summarised Description of Work Order | Page No |
|---------|-----------------------------|------|--------------------------------------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Note: Please submit the work experience details of the organizations mentioned in Col. No. 4 only, failing which, the bid may be rejected.

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



Name of the Tenderer: _____

Annexure-III

Details of CA Firm's Partners

| Sl. No. | Name of the Member | Designation | Membership No | FCA/ACA |
|---------|--------------------|-------------|---------------|---------|
| | | | | |
| | | | | |
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**Signature of the Tenderer
& Date with Rubber Stamp**

Name of the Tenderer: _____

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Annexure-IV

Declaration – No Blacklisting
(Non-Judicial Stamp worth Rs. 1000)

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, 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,

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

Name of the Tenderer: _____

Signature *Signature*

AWARD OF THE CONTRACT

- 1) The Firm(s) should qualify in all the terms of "Eligibility Criteria". Eligible Firm(s) shall be awarded the contract. 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.
- 2) 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)s without assigning any reason thereof.
- 3) The contract shall be awarded initially for financial year i.e. 2023-24 and if found satisfactory the contract may be renewed further for financial years 2024-25 & 2025-26 at the discretion of the university.
- 4) The extension of the contract would be subject to an escalation of 10% of the fees as quoted and incremental thereof.
- 5) In case, after award of tender the firm(s) found to provide wrong information, the contract will be void-ab initio.

NOTIFICATION OF AWARD

Prior to the expiration of the period of TENDER validity, the University will inform the Firm(s) by registered letter or by phone or fax or by email that the Bid has been accepted and the work has been awarded.

