

# **BIHAR AGRICULTURAL UNIVERSITY**

## **SABOUR, BHAGALPUR – 813 210**

### **INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR THE F.Y. 2020-21 & 2021-22**

No.86/CS(HQ)/BAU, Sabour

Dated: 23/08/2021

**Bihar Agricultural University, Sabour** invites Expression of Interest in two Bid System from interested Chartered Accountant Firm through registered post/speed post/courier only for Evaluation of Movable and immovable properties, Preparation of Final Accounts, Audit Utilization Certificates, Bank Reconciliation Statement, Preparation of Annual Accounts, etc.,

For overview of the existing system, scope of work, eligibility criteria, bidding terms and conditions and suggested response formats, please visit our website [www.bausabour.ac.in](http://www.bausabour.ac.in).

Detailed Tender document is available on university website [www.bausabour.ac.in](http://www.bausabour.ac.in). The bidders can download the tender documents from the aforesaid website and fill up and sign every page and submit in the office of the Undersigned {Officer In-Charge (HQ), Central Store, Bihar Agricultural University Sabour Bhagalpur -813210} with tender fee of Rs. 2000.00 (Rupees Two Thousand) Only in the form of DD in favour of Comptroller, BAU, Sabour, payable at Sabour up to 20/09/2021 at 3:00 PM and the same will be opened on **21/09/2021** at **11:30** AM.

The University reserves the right to cancel the tender/EOI in part or full thereof without assigning any reason.

Our website [www.bausabour.ac.in](http://www.bausabour.ac.in) may please be visited regularly for any corrigendum in this regard.

Officer In-Charge  
Central Store (HQ) BAU,  
Sabour

**BIHAR AGRICULTURAL UNIVERSITY, SABOUR**  
**BHAGALPUR – 813 210**

EOI No. :

**Expression of Interest for empanelment of  
Chartered Accountant Firms**

**EMPANELMENT OF CHARTERED ACCOUNTANTS IN BIHAR  
AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR FOR THE  
FINANCIAL YEAR 2020-21& 2021-22.**

Applications are invited from reputed Audit/Chartered Accountant Firms for empanelment as Accounting/Auditing Advisors in BIHAR AGRICULTURAL UNIVERSITY, SABOUR, BHAGALPUR for the year 2020-21& 2021-22 extendable further based upon their performance.

Interested Audit/Chartered Accountant Firms may submit their applications in prescribed PROFORMA for Technical BID (Experience/ Capability Criteria) given in Annexure IV and Financial BID (Professional Fee) given in Annexure V, after carefully going through the eligibility criteria given in Annexure I.

The bid document containing detailed terms and conditions etc. can be purchased from O/I, Central Store, Bihar Agricultural University, Sabour, Bhagalpur – 813 210 at a total cost of Rs. 2000/- up to 20/09/2021 by 3.00 P.M. .

You are requested to send the above quote in two sealed envelopes separately, superscripting "Technical bid for empanelment of Chartered Accountants" and "Financial bid for empanelment of Chartered Accountants" & should reach latest by 20/09/2021 by 3:00 PM.

The Technical Bid will be opened at Bihar Agricultural University, Sabour (Bhagalpur) on 21/09/2021 at 11:30 AM in the presence of the bidders who wish to be present. Financial bid will be opened only of bidders who have technically qualified at a date to be intimated later.

Audit/Chartered Accountant Firms may carefully read the Scope of Work, Term of Reference and Important Instructions given in Annexures II & III.

Any further clarifications can be sought from office of Central Store, Bihar Agricultural University, Sabour (Bhagalpur) - 813210 in writing or telephonically on telephone number 0641-2451084.

**Note: - The University reserves the right to cancel the tender/EOI in part or full thereof without assigning any reason.**

**ELIGIBILITY CRITERIA.**

- 1. The Firm should have at least 05 years of experience in preparation of Accounts & Audit since the date of Registration of the firm.**
- 2. The Firm should be empaneled with C&AG office and ICAI for the year 2019-20 onwards.**
- 3. The Firm should have minimum No. of 2 Qualified Chartered Accountants either as partners or employees.**
- 4. The Firm should have minimum No. of 10 Staff (Article/Audit Clerks).**
- 5. The head office of the Firm should be in Bihar.**
- 6. The Firm should have conducted Statutory/Internal Audit minimum of the following:**
  - ☐ **5 Autonomous Bodies/Statutory Body,**
  - ☐ **3 PSUs (copy of Ref. letters of having provided Good Quality Audit to be enclosed)**
  - ☐ **2 Educational Institutions/Universities.**

**The copy of work order of the above organizations / institutions should be enclosed.**

- 7. The Yearly Turn-over of the Audited Educational Institutions / Autonomous Body/Statutory Body/PSUs should not be less than Rs.100 Crores. (Copy of Audited Income & Expenditure to be enclosed)**
- 8. The Firm should be only Partnership firm or Company Firm.**
- 9. The Firm (CA Firm) should have an average turnover of Rs.10.00 lakh per annum in last 03 (Three) financial years.**
- 10. The CA Firms should have experts of legal, administrative and management field.**
- 11. The Firm should have good analytical and communication skill and have experience of holding workshops and training programmes too. Good computer skills and working knowledge of computerized environment along with exposure to accounting package/ERP system is desirable.**
- 12. The Firm should not be black listed by PSUs or Govt. (self-attested affidavit on Rs.100/- stamp paper to be given by the firm)**

**SCOPE OF WORK.**

**Chartered Accountant Firms should ensure that:-**

- i) Fund Audit of Plan, Committed Expenditure, ICAR, KVK & different schemes of the University.**
- ii) Preparation of Monthly Bank Reconciliation Statements of the University (HQ).**
- iii) The Chartered Accountant Firm must visit all the units of the University for Preparation of Annual Accounts.**
- iv) The Chartered Accountant Firm is required to prepare Receipts & Payments A/c, Income & Expenditure A/c and Balance Sheet of the University by 30<sup>th</sup> of May each year.**
- v) Evaluation of Fixed and Current Assets (Movable and Immovable Assets) of the University since its incorporation i.e. 05<sup>th</sup> August, 2010.**
- vi) Preparation of Annual Accounts for Financial Year 2020-21 & 2021-22 of BAU Sabour**
- vii) Ensuring accuracy of Books of Accounts, files BRS, stock register, Assets register(consumable and non-consumable) salary register and other related documents.**
- viii) Preparation of replies to Govt. Audit observation and accounting action thereof.**
- ix) Reconciliation of Fee receipt and other dues from student, release of Grants and Caution Money at Headquarter and its Units.**
- x) Preparation of Capital & Revenue Expenditure, NPS including checking of vouchers, accounting transactions, cash/bank balances, investment, trial balance etc.**
- xi) Chartered accountant firm should ensure compliance with Govt. and C&AG rules.**

**Annexure-III**

**TERMS OF REFERENCE OF CA Firms**

<b>S.No.</b>	<b>Details</b>	<b>Periodicity</b>	<b>Extent of Audit</b>
<b>1.</b>	<b>Finance &amp; Accounts</b>		
<b>1.1</b>	<b>To Check all the Cash Books for Journal Vouchers and their recording in the original books of entries</b>	<b>Yearly</b>	<b>100%</b>
<b>1.2</b>	<b>To scrutinize the general ledger pertaining to the income, expenditure and Balance Sheet items in order to ascertain the correctness of the entries posted</b>	<b>Yearly</b>	<b>100%</b>
<b>1.3</b>	<b>To scrutinize and check the Bank Reconciliation Statement of all the Bank Accounts</b>	<b>Monthly</b>	<b>100%</b>
<b>1.4</b>	<b>To check the budget provisions and actual against it and highlight the variations</b>	<b>Monthly</b>	<b>100%</b>
<b>1.5</b>	<b>To check deduction of TDS, Service Tax, Works Tax and remittance thereof to the concerned authorities</b>	<b>Monthly</b>	<b>100%</b>
<b>1.6</b>	<b>To Check the receipt/release of EMD's Security Deposits and related records</b>	<b>Monthly</b>	<b>100%</b>
<b>2.</b>	<b>Final Accounts</b>		
<b>2.1</b>	<b>To assist in preparation of final accounts and consolidation thereof &amp; signing of A/cs.</b>	<b>Yearly</b>	
<b>2.2</b>	<b>To assist in the discussions with the Statutory Auditors and finalization of Audit</b>	<b>Yearly</b>	
<b>2.3</b>	<b>To assist in the reply of Audit Paras if any raised as required by Govt. auditors.</b>	<b>Yearly</b>	
<b>3.</b>	<b>Other Services</b>		
<b>3.1</b>	<b>Advisory role for Project Management of accounts at Centers including projects.</b>	<b>As and when required</b>	
<b>3.2</b>	<b>Updates/Changes in Statutory Laws</b>	<b>From time to time</b>	
<b>3.3</b>	<b>Physical Presence of Senior Partner</b>	<b>At the time of approval of Final Accounts from</b>	

## Annexure-IV

### **TECHNICAL BID** **(Experience /Capability Criteria)**

1. Name of Firm:
2. Head Quarter Address:
3. Name of responsible person, contact no. and details who will coordinate for Work (Accounts/Audit):
4. Whether your firm is empaneled with CAG & ICAI for the year 2019-20 onwards:
5. Empanelment no.
6. STABILITY OF FIRM:
  - i) Age in Years
  - ii) No. of Branches & Address
7. MAN POWER (Human Resources)
  - i) No. of Partners.
  - ii) No. of Qualified Chartered Accountants:
  - iii) No. of Article /Audit Clerks: -
8. PROFESSIONAL EXPERIENCE (Proof If any, May be enclosed)
  - i) Statutory/Internal Audit conducted/Finalization of Annual Accounts of the Autonomous Body / Statutory Body:

S. No.	Name of the organization	Period of assignment	Turnover(in Crores)

- ii) Statutory/Internal Audit conducted/Finalization of Annual Accounts of the PSUs:

S. No.	Name of the organization	Period of assignment	Turnover(in Crores)

**iii) Statutory/Internal Audit conducted/Finalization of Annual Accounts of the Educational institutions:**

<b>S. No.</b>	<b>Name of the organization</b>	<b>Period of assignment</b>	<b>Turnover(in Crores)</b>

## **Annexure-V**

### **FINANCIAL BID**

#### **(Professional Fees)**

**The Firm may quote their professional fees in the following Format:**

**1. Name of the Firm:**

**2. Headquarter Location:**

**3. Professional Fees:**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount</b>
<b>1</b>	<b>Professional fee for Preparation of U.C. Yearly</b>	
<b>2.</b>	<b>Professional fee for consolidation of Accounts at the end of financial year- Yearly</b>	
<b>3.</b>	<b>Professional fee for Other Services –</b>	
	<b>Yearly* TOTAL</b>	

**\* Payment will be released on Half yearly basis on submission of bills.**

**4. Service Tax applicable – Yes/No.**

**5. Service Tax No.**

**6. PAN No.**

**Signature with Seal**

**Date: \_\_\_\_\_**