

TENDER DOCUMENT

**STATE PROJECT DIRECTORATE
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)**

Indra Bhavan, Lucknow-226001
Uttar Pradesh

Tender notice No.: 713/UPSHEC/21/22

Dated 20-03-2023

**ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR
ACCOUNTING AND TAXATION WORKS**

LAST DATE FOR SUBMISSION OF APPLICATION: 27 March, 2023

DATE FOR OPENING OF APPLICATION (Technical Bid): informed by
email/phone

TENDER FEE: Rs.1000/-

**STATE PROJECT DIRECTORATE
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)**

TENDER NOTICE

**ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR ACCOUNTING AND
TAXATION WORKS
STATE PROJECT DIRECTORATE**

RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA) Lucknow intends to invite the offer from reputed and experienced Firm/Agencies for “Engagement of chartered accountant firm for accounting and Taxation works” of RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), Lucknow on the prescribed format provided by Federation authority. The engagement of firm will be valid for One year and extendable up to another 02 year subject to satisfactory performance.

Interested Agency/Firm having empaneled/registered with CAG (Comptroller and Auditor General of India) and the Institute of Chartered accountants of India are requested to send their offer in two bid systems (technical and Financial).

The details tender documents consisting of schedule of tender, prescribed application form, requisite eligibility, contract declaration form, Scope of work, General Terms & Conditions etc. is available on our higher education website www.uphed.gov.in. The last date of application (Bid) submission is 27 March, 2023

ENGAGEMENT OF CHARTED ACCOUNTANT FIRM FOR ACCOUNTING AND TAXATION WORKS

SCOPE OF WORK

- Preparation of Cash Book
- Reconciliation of the funds received from Central Share & State Share
- Preparation of Annual Account / Balance Sheet
- Statutory compliances/return related to Income Tax, Service Tax, and professional Tax, GST, VAT etc.

Description of work

- 1) To get conducted work for the current and previous years from 2014-15 to 2021-22.
- 2) Review, recovery and adjustment of all advances.
- 3) Review of suspense entries in bank statement on monthly basis and ensure preparation of stock register
- 4) Dealing with the bank for receiving TDS, Interest certificates & Bank statements at regular intervals and booking of interest income on FDR accordingly.
- 5) Production of related records to the visiting audit team during the course of audit and submission of reply to audit para.
- 6) Any other works related to accounts department which is required for preparation of annual accounts as per time and accuracy norms.
- 7) Ensuring timely deposit of TDS, GST, VAT, Service Tax etc. with respective Government departments.
- 8) Dealing with the respective Government department like GST, VAT, Service tax, departments etc. for handling pending cases under litigations under the relevant Acts.
- 9) Assistance in any other legal and statutory compliance
- 10) Assistance in preparation of Management Reports and balance sheet & profit loss account on a monthly basis/regular interval.
- 11) Assistance in preparation of any other report required by any departments.
- 12) Assistance in any other work assigned as per the requirement.

Eligibility Criteria for the CA Firm:

1. The firm should have prior experience of auditing/accounting Govt. funded organization/public sector undertaking (PSUs) etc.
2. The firm should have adequate experience of handling Income tax and service tax matters.
3. The firm should be empanelled with the institute of chartered accountants of India and also CAG empanelled audit firm.
4. The firms should not have been indicated or convicted by Court of law or no adverse orders have been passed against the firm by regulatory authorities.
5. No investigation by regulatory authority should be pending against the firm.
6. should not have been barred from appointment by any Govt. and/Semi Govt. entities.
7. Should have Registration No., PAN no., service Tax No., EPF Registration No., Documentary proof of each should be submitted.
8. The draft of EMD will be in favor of "U.P. STATE COUNCIL OF HIGHER EDUCATION" payable at Lucknow

Bid Procedures:

1. Only e-tender will be considered
2. Rate The financial bid should include the all charges & Taxes as levied by Central and State Governments including all statutory requirements and obligations (Pocket expenses for travels & incidentals), However the percentage of taxes and service charges must be clearly indicated, If any.
3. Tender document should consist of Registration No., PAN No. Service Tax No. EPF, Documentary proof of each should be submitted.
4. Firm should submit a declaration stating that the firm or its subsidiaries has not been blacklisted by any reputed organization/deptt.
5. Canvassing directly or indirectly in connection of the bid is strictly prohibited and bids submitted by the parties who resort to canvassing will be summarily rejected.
6. This contract will be for One year and extendable up to another, 2 years subject to satisfactory performance.
7. Any application received after due date will be rejected outrightly.
8. Acceptance and Rejection: Committee constituted for this purpose reserve the right to shortlist/reject any or all tenders without assigning any reason with the approval of authorities.
9. Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within the District of Lucknow.
10. L1 will be based on charges from Financial Year 2014-15 to 2022-23 (09 Years Consolidated)
11. The assigned work is to be completed upto 30-06-2023.

Payment terms

Fee will be paid on quarterly basis after deducting TDS as applicable.

Confidentiality

1. The proprietor/partners and employee of the CA firm shall not disclose any proprietary or confidential information relating to assignment, the service or the information of the office of **RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)** Authorities, Lucknow without written consent.
2. The firm/company shall not share the data/information and analysis relating to **RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)**, Lucknow obtained during course of their assigned job, with authorizes person.

TECHNICAL BID

(For engagement of chartered accountant firm at RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), Lucknow for Accounting and Taxation work)

1) Details of CA Firm:

1	Name of the CA Firm	
2	Official address of the firm with complete contact details	
	Telephone No.	
	Mobile No.	
	E-mail Address	
3	Registration No of the firm (copy enclosed)	
4	Pan No. (Copy enclosed)	
5	Service Tax Reg. No. (Copy enclosed)	
6	List of major audits carried out during the last 3 years	
7	List of major accounting work carried out during last 3 years	
8	List of major taxation assignment handled during last 3 years	

2) Detail of proprietor/partners (Status as on 31-12-2022)

S. No.	Name and contact number	Member ship No.	Designation	Qualification ACA/FCA

3) Details of staff members.

a) No of qualified employees:

b) No of other employees:

4) Status of firm

a) CAG empaneled firm: yes/No (Copy enclosed)

b) Registered firm of ICAI: Yes/No (Copy enclosed)

Enclosures:

1. Certificate of practice and status of the firm on 31/12/2022 as per ICAI records.
2. Declaration about firm for the truth and correctness of data submitted on non judicial stamp paper of Rs. 100.00.
3. Duly signed copy of the Scope of work.
4. Copy of Pan Card.
5. Copy of service tax registration.
6. Copy of appointment order from State Govt./Central Govt./PSU's etc. for the last three years.

For,

Name of the Firm: Chartered Accountants

(CA)

Prop/Partner Membership No.

Declaration Form

Tender Notice No.....Date.....
I/We.....Partner/Proprietor of
M/s.....Address.....
.....hereby declare that:

1. We have read and understood all the terms and condition of the tender. We fulfill all the terms and conditions and applied for the tender for engagement of chartered accountants firms at the RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), Lucknow for accounting and taxation works.
2. Certified that our firm is a CAG empanelled audit firm and rated as category-I by the Institute of Chartered Accountants of India.
3. Our firm/our partners and our employee will not disclose any proprietary or confidential information relating to assignment, the services or the information of the office at RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), Lucknow.
4. The documents attached and information provided herewith is true and correct to the bestof our knowledge and belief. We know that if the information/documents attached are found incorrect/false (at any stage of the tender process or even after awarding the work order), we may be debarred from the empanelment and when appointed, the appointment shall be treated as cancelled. The disciplinary action may be taken against the person/ the form for incorrect information of false declaration.
5. This also certified that this firm have not been indicted or convicted any court of law or no adverse orders have been passed against this firm by regulatory authorities, Further no investigation by any regulatory authority is pending against the firm. This firm have not been barred from appointment by any Govt. and/or PSUs and/ or Semi Govt. entities.
6. Our firm will use.....Accounting software (version.....) for the accounting purpose. Complete transparency will be maintained.

I/We also understand that the decision of RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA), Lucknow will be final. for,

Name of the Firm: Chartered Accountants

(CA.....)

Prop./Partner Membership No:.

Place

Date

FINANCIAL BID

(For engagement of chartered accountant firm at RASHTRIYA UCHCHATAR SHIKSHA
ABHIYAN (RUSA), Lucknow for Accounting and Taxation work)

SL No.	Description of work	Yearly charges from next financial year 2023-24 (inclusive of all charges/taxes as applicable) in Rupees	charges from Financial Year 2014-15 to 2022-23 (09 Years Consolidated) (inclusive of all charges/taxes as applicable) in Rupees
	<ul style="list-style-type: none">• Preparation of Cash Book• Reconciliation of the funds received from Central Share & State Share• Preparation of Annual Account / Balance Sheet• Statutory compliances/return related to Income Tax, Service Tax, and professionalTax, GST, VAT etc.	Rs.....	Rs.....
Grant Total-			
(Figure Should be quoted in words also)			

We hereby undertake to provide all the required services, as mentioned in the tender documents.

Place:

Signature of Bidder

Date:

Name.....

Full Address.....

(Official seal)