

झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

Brambe, Ranchi – 835205

(A Central University established by an Act of Parliament of India in 2009)

**INVITATION FOR EXPRESSION OF INTEREST FOR**  
**EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR THE**  
**FY 2017-18 , 2018-19 & 2019-2020**

No. CUJ/Advt./17-18/06

Date: 17.6.17

Central University of Jharkhand invites Expression of Interest in two Bid System form interested Chartered Accountant Firms for preparation of Annual Accounts & Balance Sheet on Double Entry System & as per scope of work as mentioned in the tender documents.

Interested CA Firms who meet the eligibility criteria may submit their Expression of Interest with all necessary documents in a sealed cover along with covering letter duly signed by an authorized signatory and a non-refundable Demand Draft towards the tender cost of Rs. 1000.00 (Rs. One Thousand only) in favor of Registrar, Central University of Jharkhand, on or before 07/07/2017 upto 5.00 pm at the following address:

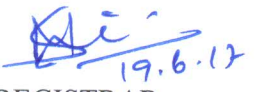
Internal Audit Officer& Incharge, Purchase & Store.

Central University of Jharkhand,

Ratu-Lohardaga Road, Brambe

Ranchi-835205

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

  
19.6.17  
REGISTRAR

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## **EXPRESSION OF INTEREST FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR THE FY 2017-18 , 2018-19 & 2019-2020**

No. CUJ/Advt./17-18/06

Date: 17.6.17

Applications are invited from reputed Audit/Chartered Accountant firms for empanelment Chartered Accountant Firm in Central University of Jharkhand, Ranchi for the FY 2017-18,2018-19 & 2019-2020 extendable further for another 2 years based upon their performance.

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

The Bid documents containing detailed terms and conditions etc. can be download form University website [www.cuj.ac.in](http://www.cuj.ac.in) for which an amount of Rs. 1000/- (Rs.One Thousand only) shall be deposited in the form of non refundable demand draft in favor of Central University of Jharkhand as tender fee.

Firms are requested to send the above quote in two sealed envelops separately, superscripting “Technical Bid for empanelment of Chartered Accountants” and “Financial bid for empanelment of Chartered Accountants” & should reach latest by on or before 07/07/2017 upto 5.00 pm.

The Technical Bid will be opened at Central University of Jharkhand, Ranchi on 10.7.2017 at 3.00 PM in the presence of the bidders who wish to be present. Financial bid will be opened only of bidders who have technically qualified at date to be intimated later.

Audit/Chartered Accountant firms may carefully read the Scope of work given in Annexures II (Part A & B). The firm should quoted rate of both part A or Part B of the scope of work.

Any further clarifications can be sought in the pre-bid meeting which will be held on 29.6.2017at 3.00 PM in the office chamber of Finance Officer, Central University of Jharkhand.

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



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### ANNEXURE I

#### ELIGIBILITY CRITERIA

1. The firms should have at least 5 years of continuous experience in preparation of accounts & audit particularly for Central Universities since date of Registration of the firm.
2. The firm should be empaneled with C&AG office and ICAI for the year 2016-17 onwards.
3. The firm should have minimum no. of 05 qualified Chartered Accountants as partner. (please enclose the list).
4. The Firm should have minimum No. of 10 staff (Article/Audit Clerks). (please enclosed the list of staff)
5. The head office/any branch office of the Firm should be in the Jharkhand.
6. The firm should have finalize Annual Account/conducted Statutory or Internal Audit minimum of the following :
  - i. 3 Autonomous Bodies/Statutory Bodies
  - ii. 2 PSUs
  - iii. 1 Central Universities.
7. The Firm should be only partnership Firm or Company Firm.
8. The Firm (CA Firm) should have an average turnover of Rs. 50.00 lakh per annum in last 03 (Three) financial years.
9. The CA Firms should have expert of legal, administrative and management field.
10. The firm should have good analytical and communication skill and have experience of holding workshops and training programmed too. Good computer skills and working knowledge of computerized environment along with exposure to accounting package/ERP system in desirable.
11. 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)

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### ANNEXURE II

#### SCOPE OF WORK

##### (PART –A)

1. The firm is required to prepare & consolidate Receipts & Payments A/c, Income & Expenditure A/c and Balance Sheet of the University and its unit, preparation of Annual Accounts on double entry system as per Govt. of India format on latest by 20<sup>th</sup> of May each year.
2. To check the deduction of TDS, Service Tax, Professional Tax, VAT and remittance thereof to the concerned authorities.
3. Filing of Quarterly e-TDS Return (Salary and other than Salary) of the University. Preparation of Form 16, Form 16-A, Form 16B.
4. Income Tax Return of the University and their Assessment.
5. Advisory role in tax related matter as & when required.
6. Preparation of quarterly report of University accounts.
7. Physical presence of Senior Partner or its representative at the time of approval of Final Accounts by the Finance Committee & Executive Council.
8. The Chartered Accountant Firm will attend to any taxation matters before I.T. Department & offer tax advice of the University.
9. Any other matter related with finance/taxes of CUJ assigned by the Competent Authority.

##### (PART –B)

Preparation & certification of Utilization certificate for various types of Projects & Schemes.

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ANNEXURE III

**TECHNICAL BID**  
**(EXPERIENCE/CAPABILITY CRITERIA)**

1. Name of Firm:
2. Head quarter Address:
3. Branch Office Address:
4. Name of the responsible persons, contact No.  
And details who will Coordinate for work:
5. Whether Firm is empaneled with CAG & ICAI for the  
Year 2016-17 onward & Registration/empanelment No.:
6. Constitution of the Firm
  - i. Proprietorship
  - ii. Company
  - iii. Partnership
7. PAN No.
8. Service Tax Registration No.
9. Details of Annual Turnover
  - 2015-16
  - 2014-15
  - 2013-14
10. Man Power (Human Resources)
11. No. of Partners
12. No. of Qualified Chartered Accountants (list enclosed):
13. No. of Article/Audit Clerks (list enclosed)



14. Professional Experience (proof may be enclosed)

- i. Statutory/Internal Audit conducted/Finalization of Annual Accounts of the Autonomous Body/Statutory Body

SI. No.	Name of the organization	Period of assignment	Turnover (in Lakh)

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

SI. No.	Name of the organization	Period of assignment	Turnover (in Lakh)

- iii. Statutory/Internal Audit conducted/Finalization of Annual Accounts of the Central Universities

SI. No.	Name of the organization	Period of assignment	Turnover (in Lakh)

Signature:

Name of the Firm:

Seal of the Firm:

Date :

Se

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## ANNEXURE IV

### FINANCIAL BID (PROFESSIONAL FEES)

1. Name of Firm:
2. Headquarter Location:
3. Professional Fees

SI No.	Name of the Work	Rates in Rs. (in figure)	Rates in words	Authorized Signature of the Firm
		Per annum		
		(Exclusive taxes)		
1.	Scope of work as per part A of annexure II  (Minimum rates for the work is Rs. 2.5 lakh (Rupees two lakh fifty thousand only) per annum)			
2.	Scope of work as per part B of annexure II			

- The lowest bidder for empanelment shall be decided as per the price quoted for scope of work as per part A of annexure II.

Signature:

Name of the Firm:

Seal of the Firm:

Date :

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**The Criteria for selection of the eligible Firm shall be decided by the points scored by the firm which is as under:**

Sl. No.	Condition	Marks	Maximum marks	Self assessment marks filed by firm
1	For each CA Partner (maximum of 10 partners)	04	40	
2	For each FCA (fellow of Charter Accountants) (maximum of 5 partners)	05	25	
3	Turn over above Rs.75 Lakh	15		
	Turn over above Rs. 50 lakh but less than 75 lakh	10		
4	Establishment of firm More than 30 yrs	20		
	20 yrs to 30 yrs	15		
	Less than 20 yrs	10		

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