

JIWAJI UNIVERSITY, GWALIOR

Tender No./Store/2024/727

Date: 07-08-2024

E-Tender Notice for Expression of Interest from Chartered Accountant Firm

Jiwaji University invite tender for Expression of Interest from Chartered Accountant Firm (EOI) of following type based on as and where basis.

1. Finalizing Balance Sheet.
2. Taxation Work
3. Income Tax and GST
4. Preparation of Tender Document etc.

S.No	Tender ID MP/JUG/Tender No.	Description of work	Estimates Cost of work (Approx)	EMD	Cost of Tender
1.	2024_JIWAJ_362338_1	for Expression of Interest from Chartered Accountant Firm (EOI)	25,00,000/-	75,000/-	5,000/- (Non refundable)

The Tender Document along with all Terms and Conditions can also be seen on our website www.jiwaji.edu.

1. Last date of purchase and submission of tender on line **29-08-2024** up to 5:00 P.M.
2. Opening of Technical bid **31-08-2024** time 3:00 P.M.
3. The remaining term and condition, corrigendum and amendment related to above tender will be published on website only.
4. Registrar reserves the right to cancel, amend or extend the tender without assigning any reason.



Registrar

JIWAJI UNIVERSITY, GWALIOR

Expression of Interest from Chartered Accountant Firms, having experience in Preparing, finalizing Balance Sheet, Taxation work i.e. Income Tax and GST and consultancy firms/Individuals for preparation of tender document.

A. This expression of interest is primarily for three financial years i.e. 2023-24, 2024-25 and 2025-26 and it is further renewable for one year subject to performance.

B. Jiwaji University Invites “Expression of Interest” from reputed and experienced Chartered Accountant Firms in the 2 Bid format for appointment of Chartered Accountant for financial year 2023-24 and subsequent years.

C. The Technical and Financial bids be placed in two separate envelopes with subscribed “Technical Bid” “Financial Bid” on top of the envelope.

D. The Expression of Interest should be submitted in the office of the undersigned by speed/Registered Post only on or before in the prescribed format. EOI received after the prescribed date will not be entertained.

E. The CA firms based in Gwalior only will be considered. CA firms complying the following criteria/Qualification shall be considered for the purpose of shortlisting of CA firms.

1. The CA firm should comprise more than three Partners. Out of total no. of partners, two partners should be FCA. Please enclose firm card as per record of Institute of Chartered Accountants of India.
2. CA firm and its senior partner should have minimum 15 years of experience as on 01.01.2024. Please enclose firm card as per record of Institute of Chartered Accountants of India.
3. Average turnover of CA firm during financial years i.e. 2020-21, 2021-22 and 2022-23 should Rs. 50,00,000/-. Please enclose the audited income and expenditure account as documentary evidence for verification of turnover.
4. The CA firm should have at least 10 years work experience of any university/educational Institutions in respect of income tax. Please enclose copy of relevant documents and work order as documentary evidence.

5. The CA firm should have work experience of concurrent audit of three years. Please enclose copy of work order as documentary evidence.
6. The CA firm should have PAN
Please enclose copy of PAN card.
7. The CA firm should be registered under GST.
Please enclose copy of GST registration.
8. Only those firms should apply, who can complete the assignment within the time frame as stipulated as per relevant laws.
9. Chartered Accountant firm should be working for last 15 years or more from the date of issue of tender. Attach its registration number as per ICAI record.
10. The chartered Accountant firm should be empanelled with C &AG as auditor on the date of issue of tender.
11. The Chartered Accountant firm should have a team of at least 15 members as per ICAI records on the date of issue of tender which should include CA, ACA, FCA and articles. Attach its list also. In which their name, e-mail, and mobile number should also be shown.
12. The office of the CA firm should be Gwalior as per the ICAI certificate.

F. Scope of work: -

- (1) To conduct concurrent audit.
- (2) Compiling and finalizing the financial statements i.e. Income and Expenditure account and Balance Sheet for financial year 2023-24, 2024-25 and 2025-26 within the time frame as per relevant applicable laws.
- (3) To prepare Audit Report to comply the provision of section 12A and 10(23C) of the Income Tax Act.
- (4) To prepare and file the Income Tax Return under the Income Tax Act and GST for relevant year.
- (5) To apply for Registration u/s 12A and 10 (23C) of the Income Tax Act, 1961 and get the proceedings finalized as and when required.
- (6) Assessment, rectification and revision as per income tax and GST as and when required.

- (7) Appellate work under income tax and GST as and when required.
- (8) Preparing and filing of TDS return under Income Tax Act and GST.
- (9) To comply all provisions of Income Tax and GST as applicable to Jiwaji University.
- (10) Advice for preparing income receipt and payment sheet for university.
- (11) Consultancy for tax related work in various types of tax matters.
- (12) Advice to strengthen the university accounting system.
- (13) Preparing replies to the notices sent by the income tax department and appearing in the income tax department on the scheduled appearance dates.
- (14) If there is need to make correction due to on error in the quarterly deposits 24 Q and 26 Q of previous years. Work related to the improvements in quarterly returns. (No separate honorarium will be payable for this work. Reimbursement will be made only on attaching the receipt of the amount of the fee deposited in the income tax office as per rules.)
- (15) Advice regarding tender in the meeting of the central purchasing/technical/tender committee of the university.
- (16) Receipt of 24 Q quarterly income tax related deposit of university employees, calculation of income tax as per the details given by the employees in the prescribed Form 12-C related to income tax and work related to preparation of Form-16.
- (17) Work related to the submission of quarterly return of TDS or other taxes deducted on payment made to contractors, suppliers or others and preparation of Form-16A.

G. Bid Security: Each bidder shall submit only bank draft (Cheques will not be accepted) or Bank guarantee towards security amount in favor of Registrar, Jiwaji University Gwalior for Rs. 50,000/-. The bid securities of unsuccessful bidders will be returned at the earliest.

H. Performance Security: The successful bidder shall be required to submit Performance Security of the 5 percent of the total value of the contract. Performance Security may be furnished in the form of bank draft/FDR. The Performance Security shall be inclusive of

the security deposit submitted along with the bid. Performance Security should remain valid for a period of ninety days beyond the date of completion of all works.

I. Non-Completion of task: In case of non-completion of task/assignment, the Registrar Jiwaji University shall have the right to black list the CA firm and shall inform about the same to the Institute of Chartered Accountants of India (ICAI) No remuneration / Fees will be paid to the consultant for the part work done, if he terminates his work before completion, and performance security paid shall also be forfeited. Further the unfinished work will be assigned to another Chartered Accountant firm at the risk and cost of the consultant firm.



Registrar
Jiwaji University, Gwalior