



Pt. Ravishankar Shukla University, Raipur (C.G.)

G.E. Road, Amanaka, Raipur, Chhattisgarh

Email: registrarprsu@gmail.com

Website: <http://www.prsu.ac.in/>

Phone: 0771 -2262540.

No. 474/Dev/2022

Raipur, Dated // /10/2022

INVITES

Expression of Interest from Chartered Accountants Firm for Maintenance of Accounts, Compliance, Taxation and Consultancy Work of Pandit Ravishankar Shukla University

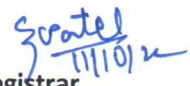
CA Firm required to conduct under noted activities.

- PF/ESIC/NPS Compliance: Filling of Monthly Returns and Preparation of Challan.
- GST Compliance: Filling of Monthly return and Preparation of GST challan.
- TDS under Income Tax Compliance: Quarterly Filling of Form-24Q (Salary) and Form-26Q (Non-Salary) and Monthly Challan generation. Generation of Form-16 every year.
- Annual Accounting and other related work like finance management, Audit, Cash Book, Bank Reconciliation statement, teacher remuneration, Salary (Regular, Contractual, Daily Wages, Labour etc.) advance adjustment, Grant, Expenses and other related work, accounting in tallysoftware and data entry etc.
- Consultancy related to above matter.

The CA firm should process under noted qualification/experience.

- The CA firm (chartered Accountants' firm) should be in existence for at least 3 years.
- CA firm should have at least 3 years experiences preferable in Compliance, Accounting and taxation.
- The CA firm should be committed to complete the assignment within the time specified by mission director from time to time
- CA firm must be a partnership firm.
- The Head Office or branch of the CA firm should be situated in Raipur.

Interested CA firm possessing requisite qualification and experience should submit their offer in a sealed cover in two parts (a) Technical part (b) Financial part in separate sealed envelope to be placed in a large envelop clearly marked with "expression of interest from chartered accountants firm for Maintenance of Accounts, Compliance, Taxation and Consultancy Work of Pt. RaviShankar Shukla University and duly signed in all pages and authenticated by authorized person and submit its offer with DD of Tender Fee Rs. 2000/- and Security Deposit of Rs. 20,000/- to Registrar, Pt Ravishankar Shukla University, GE Road, Amanaka Raipur Chhattisgarh on or before 03:00 PM on 04/11/2022 through Speed Post/Registered Post/Courier. Last Date of Sale of Tender Form 31/10/2022 at 03:00 pm. Tender shall be Opened at 04:00 PM on 04/11/2022. The Registrar, Pt Ravishankar Shukla University, GE Road, Amanaka, Raipur Chhattisgarh reserves the right to cancel one or more or all offers without assigning any reason whatsoever.


Registrar
Pt. Ravishankar Shukla University,
Raipur

A. Terms & Conditions

1. The whole process of tendering can be cancelled without giving any prior notice or information by the competent authority of PT. R.S.U. RAIPUR (C.G.).
2. Any undue influence of any type may disqualify the bidder and the bid will be outrightly rejected.
3. The professional fees shall be quoted as lump-sum per month plus GST as applicable from time to time.
4. Quotation shall be in two covers, the first cover shall be marked "**TECHNICAL BID**". The same shall contain details as per Technical Bid. The Financial bid should be in second cover marked "**FINANCIAL BID**". Both the envelopes be placed in one big envelope.
5. The technical bid will be opened first and will be evaluated by a committee constituted in the office of the PT. R.S.U. RAIPUR (C.G.) and financial bid of those CAs/firms who qualify technically will be considered for opening by the committee.
6. The technical and financial bids must reach the PT. R.S.U. RAIPUR (C.G.), on or before within due date & time by Registered Post/Speed Post/Courier only. Bid received late shall be summarily rejected.
7. The documents as per Technical Bid are to be attached with the Technical Bid for scrutiny of the proposal. Proposals without necessary documents will be rejected.
8. The Proforma for application can be obtained from the Office of the Pt. Ravi Shankar Shukla University on any working day from 10.00 a.m. to 5.00 p.m.
9. Selection of CAs would depend upon their competence and work allotment would depend upon University preferences.
10. The University reserves the right to accept or reject any application without assigning any reason whatsoever.
11. In the matter of any dispute court jurisdiction will be at Raipur C.G.
12. Empanelled Chartered Accountant shall have to execute MOU/Agreement with the University on format prepared by University, at the time of assigning the work.
13. The Entire work shall be done at Pt. R.S.U. Raipur premises with licensed software.
14. All audit objections on annual accounts have to be replied by the CA/CA firm.
15. There should be a permanent office at Raipur (C.G.)
16. The CA/CA firm has to provide at least two man power for carrying out accounting work and also if required more to complete the task within time frame, CA/CA firm should provide adequate staff.
17. All statutory dues/payments have to be made by the CA/firm.
18. For any query about tender feel free to contact finance department of PT. R.S.U. Contact no. 0771-2262540 & Email id – financeprsu@gmail.com

B. Rates & Payment Terms

The CA/CA Firm will be required to quote the lump sum monthly professional fees. The rates invited will be inclusive of Traveling Expenses, Stationery Expenses, Communication Expenses and all other out of pocket expenditure relating to the said assignment. However, the Good & Service Tax only shall be paid separately at the applicable rate.

Fees will be paid on monthly basis on submission of Report. The Report shall be prepared in 2 copies. The professional fees shall be paid within 15 days from the receipt of the Report.

C. Taxes and Duties

The University will pay all the applicable taxes.

D. Confidentiality

The CA firm shall not disclose the data & information to any third Party including their internal Department

E. Obligation of the PT. R.S.U. RAIPUR (C.G.)

During the work necessary records, space and infrastructure i.e. Computer System, table etc. will be provided. The competent authority of PT. R.S.U. RAIPUR (C.G.) shall issue all necessary instructions to concerned authorities and officers for successful and timely completion of this assignment.

F. Settlement of Disputes

1. The decision of the competent authority of PT. R.S.U. RAIPUR (C.G.) shall be final in selection of the CA /CA Firm.
2. Any dispute between the CA/CA Firm and PT. R.S.U. RAIPUR (C.G.) will be resolved by the committee. CA/CA Firm if dissatisfied with the decision of the committee may approach the competent authority of PT. R.S.U. RAIPUR (C.G.).
3. For the purpose of the said assignment as well as for any matter arising there under or connected therewith, the courts at Raipur will have jurisdiction.

G. Penalties

1. In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA/CA Firms personnel, the contract may be terminated and the CA/CA firm may get black listed at the discretion of the competent authority of PT. R.S.U. RAIPUR (C.G.), which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such CA/CA firm from any assignment of any Government work.

2. The violation of any of the terms will invoke penalty. It will be the responsibility of the CA/CA firm to complete the assignment with full knowledge and experience of the work with proper care and time. Failure to do so leading to either undue delay or laxity or failure or incorrect report will make the CA/CA Firm liable for being removed from the contract by the competent authority of PT. R.S.U. RAIPUR (C.G.) after issuing the notice of one month and/or disciplinary action. The decision of the competent authority of PT. R.S.U. RAIPUR (C.G.), Raipur shall be final in this respect.
3. The report for the month shall be submitted on or before 5th day of next month. the report for the month of April shall be submitted on or before 5th may. If the Report is delayed the penalty shall be charged. The amount of penalty will be **10 % of the professional fees** of the respective month for each of the delayed month. However, if the delay is due to the non availability of the necessary information or the circumstances are beyond control of the CA/CA Firm and the said delay is informed to the office of the PT. R.S.U. RAIPUR (C.G.) or the written submission is made to the said office, no penalty may be charged.
4. The Competent authority of PT. R.S.U. RAIPUR (C.G.) shall have the powers to reduce or condone the penalty

1. ELIGIBILITY CRITERIA (NORMS).

The firm should process following eligibility conditions.

1	The CA firm should be chartered accountant firm.	Latest Constitution Certificate issued by the institute of chartered accountant of India
2	The CA firm should be in existence for at least 3 years.	Latest Constitution Certificate issued by the institute of chartered accountant of India
3	CA firm must be a partnership firm.	Latest Constitution Certificate Aadhar Card and Self-Declaration by the CA Firm
4	CA firm should have at least 3 years experience preferable in Compliance work, day to day accounting and Taxation.	Necessary Documentary Evidence.
5	The head office or branch of the CA firm situated in Raipur.	Latest constitution Certificate issued by the Institute of chartered accountant of India Necessary Documentary Evidence
6	Firm/CA has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And have not been barred from appointment by any government and / or Semi government	Affidavit in Stamp Paper

2. SCOPE OF WORK

- a. PF/ESIC/NPS Compliance: Filling of Monthly Returns and Preparation of Challan.
- b. GST Compliance: Filling of Monthly return and Preparation of GST challan.
- c. TDS under Income Tax Compliance: Quarterly Filling of Form-24Q (Salary) and Form- 26Q (Non-Salary) and Monthly Challan generation. Generation of Form-16 every year.
- d. Annual Accounting and other related work like finance management, Audit, Cash Book, Bank Reconciliation statement, teacher remuneration, Salary (Regular, Contractual, Daily Wages, Labour etc.) advance adjustment, Grant, Expenses and other related work,accounting in tally software and data entry etc.
- e. Consultancy related to above matter.

3. COMPLETION OF WORK

The CA firm must complete the assignment within the time specified by Registrar from time to time

4. REGISTRAR'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL

Registrar reserve the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the CA Firm concerned or any obligation to inform the CA Firm concerned. Registrar reserves the right to accept the offer

5. SUB-CONTRACTING

The CA firm to whom work is awarded is not allowed to sub contract the work to any other Parties either in part or full.

6. List of Documents to be attached with the Technical Bid

S.N	Details	Enclosure no.
1	A non-refundable fee of Rs 2000/- (Two thousand only) by Demand Draft of Registrar PT. R.S.U. RAIPUR (C.G.)	
2	Demand Draft for Security Deposit of Rs 20000.00 (Twenty thousand only) in favor of Registrar PT. R.S.U. RAIPUR (C.G.).	
3	A copy of Partnership Firm Document	
4	A copy of letter from ICAI Institute mentioning Registration No.	
5	Copy of Income-Tax Returns for the last Three financial year (F.Y. 2018-19, 2019-20, 2020-2021)	
6	A Copy of PAN & GST	
7	The CA firm should be in existence for at least 3years Document/Evidence	
8	CA firm should have at least 3 years' experience preferable in Compliance work, day to day accounting and Taxation. Necessary Documentary Evidence.	
9	The Head Office or branch of the CA firm situated in Raipur. Document/Evidence	
10	Affidavit in Stamp Paper that the Firm/CA has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD, etc by any government and / or semi government entities. And have not been barred from appointment by any government and / or Semi government	

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Signature & seal of the Authorized person

Date

Place

7. FORMAT FOR TECHNICAL PROPOSAL

(for Hiring the Services of a Chartered Accountant Firm for the Accounts of the PT. R.S.U. RAIPUR (C.G.)

1	Name of the CA/CA Firm & FRN (ICAI)	
2	Head office Address	
3	Address of office in Raipur	
4	Date of establishment of office at Raipur	
5	Telephone/Fax/Email	
6	PAN No.	
7	GST No.	

Note – Proof of above mentioned document to be attached in technical bid.

Signature & seal of the Authorized person

Date

Place

8. Financial Bid :-

S. NO.	WORK / ASSIGNMENT	AMOUNT (in Rs.) Including Taxes (For Each Financial Year)
1.	PF/ESIC Compliance: Filling of Monthly Returns and Preparation of Challan.	
2.	GST Compliance: Filling of Monthly return and Preparation of GST challan	
3.	TDS under Income Tax Compliance: Quarterly Filling of Form-24Q (Salary) and Form-26Q (Non-Salary) and Monthly Challan generation. Generation of Form-16 every year.	
4.	Annual Accounting and other related work like finance management, Audit, Cash Book, Bank Reconciliation statement, teacher remuneration, Salary (Regular, Contractual, Daily Wages, Labour etc.) advance adjustment, Grant, Expenses and other related work, accounting in tally software and data entry etc.	
5	Consultancy related to above matter.	

Signature & seal of the Authorized person

Date

Place