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BE BOUNDLESS

Central College Campus, Dr. Ambedkar Veedhi, Bengaluru – 560 001.
Ph.No. 080-22961016 / 22131366 E-mail- registrarbcu@gmail.com

“SHORT-TERM E-TENDER NOTIFICATION”

To appoint Chartered Accountant Firm for Financial
Accounting and Management at Bengaluru Central University
(BCU)

TENDER DOCUMENT

Address for communication

OFFICE OF THE FINANCE OFFICER
BENGALURU CENTRAL UNIVERSITY (BCU)

Dr. Ambedkar Veedhi, Bengaluru – 560 001
Email: registrarbcu@gmail.com

Phone No: 080-22961016 / 080-22131366



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No: BCU/ACCT/TND/03/2019-20, DATED: 13-09-2019

TENDER DOCUMENT
to
Appoint Chartered Accountant Firm
for
Financial Accounting and Management
at
Bengaluru Central University
Bengaluru

PREVIEW OF TENDER

| | |
|---|--|
| Bid Reference: | BCU /ACCT/TND/03/2019-20 DATED : 13-09-2019 |
| Date of Commencement of tender downloading on web site. | 13-09-2019 at 2.00 pm |
| Last Date For Submission of Bid | 27-09-2019 up to 3.00 PM |
| Pre bid Meeting | 19-09-2019 at 11.30 AM Office of The Registrar (Administration), Bengaluru Central University, Central College Campus, Dr Ambedkar Veedhi, Bengaluru- 560001 |
| Date & Time of Opening of Technical Bid | Date: 30/09/2019 at 11.00 AM |
| EMD amount payable electronically | Rs. 24,000.00 |
| Place of opening of the Tenders | Office of The Registrar (Administration), Bengaluru Central University, Central College Campus, Dr Ambedkar Veedhi, Bengaluru- 560001 080- 22131366 |
| Address For Communication | Office of The Finance Officer , Bengaluru Central University, Central College Campus, Dr Ambedkar Veedhi, Bengaluru- 560001 080- 22131366 |



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No: BCU /ACCT/TND/03/2019-20, DATED : 13-09-2019

NOTIFICATION

Tender is invited in two cover bid system- Technical and Financial bid from reputed and registered Internal Audit Work and Maintenance of Accounts and Financial Management 2019-20 & 2020-21. Details mentioned below:-

| Description of work | Period | EMD |
|---|---------------|-----------------|
| To appoint Chartered Accountant Firm for Financial Accounting and Management for the year 2019-20 & 2020-21 | 2 YEAR | Rs. 24,000.00/- |

Sd/-
Registrar (Administration),
Bengaluru Central University

NOTICE INVITING TENDER

APPOINTMENT OF SERVICE PROVIDER FOR FINANCIAL ACCOUNTING AND MANAGEMENT FOR THE FINANCIAL YEAR 2019-2020 and 2020-21.

Tenders are invited from Chartered Accountants Firms (CA Firms) for Financial Accounting and Management for the Financial Year 2019 -2020 & 2020-2021.

The will be required to conduct the internal audit and Maintenance of Accounts for financial year 2019 – 2020 & 2020-2021.

The interested CA firms may submit their tender along with EMD of Rs **24,000=00** in the prescribed Performa provided therein which includes Notice Inviting Tender Eligibility Criteria, Scope of Work, General Terms and Conditions Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from website.

The technical bid must contain the technical bid format in prescribed Performa as per Annexure-I with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services will not accept any claim other than professional fee/charges etc., specified in financial bid.

BENGALURU CENTRAL UNIVERSITY will communicate only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found to be incomplete in any respect will be summarily rejected.

Any further clarifications can be sought from

Office of the **Finance Officer**, Bengaluru Central University, Central College Campus, Dr Ambedkar Veedhi, Bengaluru- 560001

Eligibility Criteria:

1. The Chartered Accountant firm should have an experience of **5 years** from the date of establishment or registration of the firm with the Institute of Chartered Accountants of India.
2. Must be a Registered Partnership Firm or Limited Liability of Partnership with minimum three FCA partners and produce the proof of the same. At least two partner should be an FCA (Certificate to be submitted)
3. Joint bids will not be accepted.
4. The Chartered Accountant firm should have its Head office at Bangalore and furnish proof for the same.
5. The Chartered Accountant firm should have at least **5 Articles** / Articled clerks on the date of Tender submission.
6. The Annual turnover of the Chartered Accountant firm shall not be less than **Rs.25 Lakhs** in each of last **three financial years. (2016-17, 2017-18 & 2018-19)**
7. Must furnish copy of valid registration certificate under Goods and Service Tax Rules.
8. Should have minimum **3 years** experience in financial accounting and management of accounts of public funded academic institutions.
9. Should be empanelled with CAG.

Documents to be uploaded

All the documents are mandatory, Failure to upload any document will result in disqualification of the bid at technical bid stage only

1. Firm registration certificate issued for Full Time practice by The Institute of Chartered Accountants of India.
2. Permanent Account Number (PAN) of the firm
3. GST registration certificate
4. Income Tax returns of past **three financial years 2016-17, 2017-18 & 2018-19)**
5. Profile of the firm

6. EMD paid challan
7. Partnership Deed
8. Undertaking – To Comply with the tender terms and conditions
9. CAG Empanelment Certificate

General Information

The University means Office of The Registrar (Administration), Bengaluru Central University, Central College Campus, Dr Ambedkar Veedhi, Bengaluru- 560001.

1. Represented by the **Finance Officer** of the Institute.
2. The Registrar (Administration) means the Registrar (Administration) of the Institute.
3. The **Finance Officer** means The **Finance Officer** of the Institute.
4. The word Agreement means a written agreement on a non-judicial stamp paper of **Rs.200/-** between the University and the successful tenderer stipulating the terms and conditions governing the tender.
5. The word Work Order means the order issued by the University to the successful tenderer to carry out the awarded work for the prescribed period.
6. Tender shall be valid for **180** days from the date of opening of Technical Bid.

Terms and Conditions

1. The period of appointment shall be for conducting Financial Accounting and Management for two years, i.e. for the financial year **2019-2020 and 2020-2021**. However, considering satisfactory work the appointment may be extended for one more year. The Institute reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.
2. Bengaluru Central University will not accept any claim other than professional fee/ charges etc., specified in financial bid.
3. All documents for tender needs to be self attested by any one partner.

4. The successful tenderer shall upload an amount equivalent to **7.5%** of the tender amount as Security Deposit through demand draft or irrevocable bank guarantee in favor of The Registrar (Administration), Bengaluru Central University, Central College Campus, Dr Ambedkar Veedhi, Bengaluru- 560001.
5. The security deposit shall be refunded after **30 (thirty)** days of the expiry of the period of the agreement or one month after the final bill is paid whichever is later by adjusting any dues to the University.
6. To prevent disputes and litigations, it shall be accepted as an inseparable part of the **agreement that** in matters with regard to interpretation of agreement mode of procedure and carrying out the work the decision of the Vice Chancellor shall be final and binding on the Firm.
7. If any loss or damage is caused to the University due to non-compliance of the obligations under the agreement by the Firm the Firm shall make good such losses and the Board shall be entitled to recover the same from the Firm.
8. Any disputes arising out of the agreement are subject to the jurisdictional courts of Bengaluru.

SCOPE AND COVERAGE OF FINANCIAL ACCOUNTING AND MANAGEMENT FOR THE YEAR 2019-2020 & 2020-2021

Objective and scope of the audit firm's services:

- a) Financial Accounting and Management of Bengaluru Central University.
- b) To provide Finance/Accounts personnel to be working at Bengaluru Central University on a full term basis.

The thrust of the work is to achieve qualification free accounts from the point of view of Statutory and Accountant General Auditors. The scope given hereunder is general and includes all accounting aspects and taxation matters; but not limited to the following:

1. Maintenance of cash & journal vouchers in full (100%)
2. Classification of expenditure and head of account based on the nature of expenditure
3. General Ledger, Subsidiary Ledger, Contractors ledgers, etc.
4. Accounting of payments in respect of Scheme related payments
5. Maintenance of receipts on account of cess / other collection from the University
6. Maintenance and reconciliation of Investments made by the University
7. Maintenance of Bank Reconciliation Statements and TDS Reconciliation with **AS26** , remittance of GST, payment of TDS on GST, and any other statutory registrations, deductions and filings, etc.
8. Depreciation Accounting.
9. Improvements to the existing accounting systems;
10. Maintenance of transactions with reference to Accounting Policy Statements and Accounting Standards
11. Improvements in accounting systems keeping in view the audit observations and assisting to furnish replies to Audit Paras.

Section II

Period of engagement:

Initial period of engagement is for the period of two years from the date of signing of agreement, which may be renewed for a period not exceeding **one more year** at a time, based upon the review and satisfactory found.

Payment of fees:

The fees for the assignment are as follows:

Payments will be released on monthly basis on approval from the **Finance Officer, Bengaluru Central University** and shall be subject to deduction of taxes at source, as applicable at the relevant time.

General

The Firm will be given access to all the information considered relevant for this purpose of carrying out the assignment. Apart from the financial and procurement records, this will normally include the Acts, Rules, Govt Orders, Circulars issued by Government scheme guidelines/instructions issued by funding agency, administrative orders/guidelines/circulars etc., issued by the Bengaluru Central University and other related records.

Deliverables:

The Firm shall be responsible for the following deliverables:

The firm shall place the candidates of the requisite qualification and experience who shall work efficiently at the Bengaluru Central University.

The Terms of Reference for the personnel working have been detailed below.

One working partner of the Firm should be designated as the Team Leader who shall overview the activities of the personnel placed.

In case the circumstances warrant for any additional requirement, then the firm should be in a position to provide the same within the period stipulated in point 6 below.

The Firm shall be responsible for the candidates placed at the Bengaluru Central University and for the overall work entrusted

The firm shall place the candidates within 15 days of the signing of the letter of award. The firm shall promptly replace any employees assigned under the contract that the client considers unsatisfactory and any substitution of the staff, if necessary, shall be with the staff of the same level of qualifications. In case any of

the candidates provided by the firm quits the job, suitable replacement of the candidate should be done within 15 days from day of vacancy.

Team Composition for the assignment: As referred at point 3 above, one working partner of the Firm should be designated as the Team Leader who shall overview the activities of the personnel placed. There shall be minimum one Financial Consultant and two Account Assistants assigned for the work. This may vary depending on the need of the work and on mutual agreement between both the parties.

The Terms of reference for the post of Financial Consultant:

Designation : Financial Consultant

Qualification : B.com / MBA (Finance)

Experience : Minimum 5 years of work experience with knowledge of Tally ERP package & good working experience public funded organizations and adequate knowledge of computers.

Age limit: Maximum 45 years or Max 65 years in case of Retired Government Servants not below the rank of Account Superintendent in the State Accounts and Audit Department of Government of Karnataka)

Job Profile:

Processing of fund release files to release the fund to the spending units on time in accordance with the approved Government Procedures.

To ensure that the Statement of expenditure, Compilation & consolidation of expenditures by **5th** of every month. Closely monitor to ensure that subsequent release of funds takes place on time.

Maintain necessary books of accounts like cash book, ledgers, journal book, bills and vouchers, subsidiary books like advance register, cheque register, DD register, fixed asset register, stationery register etc.

Monthly reconciliation of Cash book and Bank pass book.

Preparation of Trial balance, Receipt & Payment Account periodically and Annual statement of accounts like Balance sheet, Receipt & payment, Income & expenditure account and other relevant schedules.

Assist the **AO** and the Finance Section in the finalization of annual accounts of the respective programme, coordinating with the audit & timely completion of audit-both concurrent audit & annual audit.

Assisting the Superiors in all aspects relating to Accounts & Finance activities

Any other work which may be assigned by the management from time to time.

Designation : Accounts Assistant

Qualification : B.Com

Experience : Minimum one year of work experience with knowledge of Tally ERP package and adequate knowledge of computers.

Age limit: Maximum 45 years or Max 65 years in case of Retired Government Servants not below the rank of Account Superintendent in the State Accounts and Audit Department of Government of Karnataka)

Section – III

Documents to be submitted

Following supporting documents must be submitted by the firm along with the technical proposal:

1. Firm Constitution Certificate as at **01.01.2018** issued by the Institute of Chartered Accountants of India
2. Audited financial statement for the last **three years** in support of the firm fees earnings along with copy of IT return for the respective years
3. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior [*Self attested affidavit on **Rs.100/-** stamp paper to be given in this regard by the authorized person of the firm*].
4. The firm must submit a copy of the appointment letters from the organizations and supporting documents relating to specific experience of the firm relevant to the assignment/ Experience of the firm in Accounting functions.
5. Curriculum Vitae of the personnel for the proposed assignment.

Section IV - Guidelines for submission of proposals

General Guidelines

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

The proposal – Technical & Financial should be submitted in E-Procurement Portal.

Association with Other firms: Firms submitting proposals cannot associate with other firms.

Single Proposal: A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.

All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for the Proposal.

Technical proposals submitted by the firm should be valid for 180 days from the date of technical bid opening.

Each page, Form, Annexure and Appendices of the Proposal must be signed by the Authorized signatory of the firm.

Technical Proposal

Letter of Transmittal (**Form T-1**)

Particulars/details of the Firm (**Form T-2**),

Details of Partners/Paid Qualified Staff (Chartered Accountants) (**Form T-3**),

Details of Structure & Composition of personnel – To be deployed for the proposed Assignment (Form T-4), Firm should provide the Curriculum Vitae of the personnel for the proposed assignment. The profile of the Partner incharge of the assignment to be provided.

Description of Approach & Work Plan for carrying out the assignment (**Form T-5**),

Comments and Suggestions on the Terms of Reference (**Form T-6**),

Brief of Relevant Experience: Experience of firm in relation to financial accounting and management in public funded academic institutions (**Form T-7**),

Financial Proposal

Price schedule (Schedule b) **Annexure - II**

Letter of Transmittal

To,
The Registrar (Administration),
Bengaluru Central University,
Central College Campus,
Dr Ambedkar Veedhi,
Bengaluru- 560001

Dear Sir,

We, the undersigned, offer to provide the services for Bengaluru Central University in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that this proposal is valid till six months and will remain binding upon us and may be accepted by you at any time before the expiry date.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that Bengaluru Central University, Bengaluru is not bound to accept any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

()

Particulars/Details of the Firm

| Sl. No. | PARTICULARS | Supporting Documents required to be submitted along with this Form |
|----------------|---|---|
| 1 | Name of the Firm | |
| 2 | Addresses of the Firm: | |
| | Head Office | Phone No: Fax No: Mobile of Head Office In-charge: |
| | Branch Office/s (Particulars of each branch to be given) | Phone No: Fax No: Mobile of Branch Office In-charge: |
| 3 | Firm PAN No. | Attach copy of PAN card |
| 4 | Firm Service Tax Registration No. | Attach copy of Registration |
| 5 | Firm Registration No. with ICAI | |
| 6 | Empanelment No. with C & A G and Empanelment Certificate | |
| 7 | No. of Years of Firm Existence & Date of establishment of Firm | Attach copy of certificate issued by ICAI regarding firm status as at 01.01.2018 |
| 8 | Turnover of the firm in last three years | |
| 9 | Annual Turnover for last 3 years with breakup of fee towards Audit, Income Tax matters and others | Provide a Chart |
| 10 | Audit Experience of the Firm in the last three years: Number of Assignments in Statutory Audit – Public Sector Units 1. Number of Assignments in auditing/maintenance of accounts | Copy of the Offer Letter & the Fee Charged. |

| | | |
|----|---|--|
| | (Other than audit of Charitable Institutions) | |
| 11 | <p>Details of Partners: Provide following details:</p> <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. | <p>Attested copy of Certificate of ICAI as on 01.01.2018.</p> <p>Copy of the work order for financial accounting and management of accounts in public funded academic institutions</p> |

Details of Partners/Paid Qualified Staff (Chartered Accountants)

| Sl. No. | Name of Staff | Length of Association with the Firm (in years) | Educational Qualifications | Area of Key Expertise | Membership No. | Relevant Experience |
|---------|---------------|---|----------------------------|-----------------------|----------------|---------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| | | | | | | |

Details of Structure & Composition of personnel – To be deployed for the proposed Assignment

| Name | Educational Qualification | Key Responsibilities | Experience |
|------|---------------------------|----------------------|------------|
| | | | |
| | | | |
| | | | |

Firm should provide the Curriculum Vitae of the personnel for the proposed assignment.

The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).

Description of Approach & Work Plan for carrying out the assignment

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

Comments and Suggestions on the Terms of Reference

[Firm can present with justifications here, any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

Brief of Relevant Experience:

| Experience of audit in relation financial accounting and management of accounts in public funded academic institution | | | | | | |
|--|----------------------------------|---|---------------------------|------------------------------------|--------------------------------------|--|
| S. No. | Name of the Auditee Organization | Grant-in-aids handled of the auditee organization | Type/Nature of Assignment | Scope & Coverage of the assignment | Duration of Completion of Assignment | Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter) |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Section V – Selection Process of the Auditor

General Process

Selection Methodology

A technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.

Technical proposal scoring at least 75% of the marks shall be considered as “Qualified on Technical Parameters” and considered for financial bid opening. In case after the technical evaluation, if no firm gets the minimum 75% marks required for technical qualification, University may at its option short list the firms not exceeding three in the order of marks scored by them, for purposes of consideration of the proposal. The financial evaluation shall be least cost based.

Bengaluru Central University reserves the right to accept or reject the proposals at any stage without assigning reasons for the same and change the evaluation criteria as per its requirements in the interest of the organization.

Eligibility Criteria & Technical Evaluation

Criteria, sub criteria for the evaluation of Technical Proposals shall be in the following areas:

1. Number of partners associated with the firm
2. Turnover of the firm
3. Experience of the firm with regard to engagements relating to public funded academic institutions
4. Specific experience of the Consultants relevant to the assignment /
Experience of the firm in Accounting functions
5. Adequacy of the proposed methodology & work plan
6. Competence and Key professional qualifications of the personnel to be deployed for the assignment:
7. General qualifications and Professional Qualifications
8. Adequacy for the assignment

9. Experience in region and local language proficiency.

10. Past experience in handling accounts of public funded academic institutions.

Award of Contract

On completion of the selection process, the firm selected shall be awarded the contract of audit of Bengaluru Central University by issuing the Letter of Award (LoA). The firm should execute a Contract as per Form C-1 with the Bengaluru Central University within one week of the award of the issuance of LoA.

Termination/cancellation of Contract

If the Service provider does not follow or violate, the terms & conditions of the Tender, the contract will be terminated by issue of one month's notice. No claim whatsoever shall be entertained. The decision of the client shall be final & binding.

Form C-1

SAMPLE CONTRACT FOR CHARTERED ACCOUTANT FIRMS CONTRACT

THIS CONTRACT (“Contract”) is entered into this [insert starting date of assignment], by and between [name of university,] (“the Client”) having its principal office at [insert address], and [insert Firm’s/ name] (“the CA Firm”) having its principal office located at [insert Firm’s address].

WHEREAS, the Client wishes to have the Auditor perform the services hereinafter referred to, and

WHEREAS, the CA Firm is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services (i) The CA Firm shall perform the services as per the TOR in the tender.

(ii) The CA Firm shall provide the personnel “CA Firm Personnel,” to perform the Services as per the proposal.

2. Term The Consultant shall perform the Services during the period commencing [insert starting date] and continuing through [insert completion date], or any other period as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling

For Services rendered pursuant to tender, the Client shall pay the CA Firm an amount not to exceed Rs _____ P.M. This amount has been established based on the understanding that it includes all of the CA Firm’s costs and profits, inclusive of service tax & other tax obligations that may be imposed on the CA Firm.

Schedule of Payments

The schedule of payments is specified below:

Payment shall be made in [specify currency], no later than 45 days following submission by the Consultant of invoices in

duplicate to the Coordinator designated in paragraph 4.

Payments of all Travel Claims shall be made by the Client based on actual expenses claimed from the CA Firm in accordance with the eligibility conditions laid down in the tender document.

C. Payment Conditions

Payment shall be made in [specify currency], no later than 45 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator.

The Client designates Mr./Ms. [insert name] as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

5. Performance Standards

The Auditor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity in line with the Engagement & Quality Control Standards issued by ICAI. The CA Firm shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory and any substitution of staff, if necessary, shall be with a staff of the same level of qualifications.

Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the CA Firm for the Client under the Contract shall belong to and remain the property of the Client. The Auditor may retain a copy of such documents and software.

The CA Firm shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

The Contract shall be governed by the laws of Government of

India and the language of the Contract shall be English.

Assignment

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration and courts of jurisdiction at

Law Governing
Contract and
Language

Bangalore.

Dispute
Resolution

FOR THE CLIENT

FOR THE AUDITOR

Signed by _____

Signed by _____

Title: _____

Title: _____

Eligibility Criteria

| | |
|--|--|
| Whether the firm meets all the eligibility criteria (Yes/No) | |
| No. of years of experience | |
| Date of registration of Chartered Accountants firm | |
| No. of Partners (as on date of tender) | |
| No. of Chartered Accountant Employees (as on closing date of tender) | |
| No. of Article/Audit Clerks (as on closing date of tender) | |
| Whether the Chartered Accountant firm has its Head Office at Bengaluru. | |
| Annual turnover of CA firm for FY 2016- 17 FY 2017-18 FY 2018-19 | |
| Copy of IT return filed for last three financial years. FY 2016- 17 FY 2017-18 FY 2018-19 | |

TECHNICAL BID

(The details to be provided as on the closing date of this Notice Inviting Tender)

General Information

| | | |
|---|---|--|
| 1 | Name firm of the Chartered Accountants | |
| 2 | Registered/Main Office Address | |
| 3 | Name of Partners | |
| 4 | Contact no. of Partner | |
| 5 | Major Clients Handle by the CA Firm (List of public funded academic institutions whose Accounts have been audited by the CA Firm during past 3 years) | |

FINANCIAL BID

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

| Sl. No. | Particulars | Number of Manpower to be provided | Number of Months | Number of Man months | Unit Rate per man month | Amount in Rs. |
|----------------|----------------------|--|-------------------------|-----------------------------|--------------------------------|----------------------|
| 1. | Financial Consultant | 1 | 24 | 24 | | |
| 2. | Accounts Assistant | 2 | 24 | 48 | | |
| 3. | GST | | | | | |
| 3. | Grand Total | | | | | |

Grand Total [Professional fees in words]

.....
.....

**The numbers may vary depending on availability of budget

* The Amount quoted should be above Minimum Wages Act of Labour Dept, GOK

**Signature of Partner
With name and Firm Seal**