

INDIAN INSTITUTE OF TEACHER EDUCATION
(A State Public University established by Govt. of Gujarat)



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**REQUEST FOR PROPOSAL FOR
OUTSOURCING OF ACCOUNTING**

(Last Date for the submission of proposal is
14th June 2023)

INDIAN INSTITUTE OF TEACHER EDUCATION

Ramkrushna Paramhans Vidhya Sankul, Nr. Mahatma Mandir,
'KH" Road, Sector – 15, Gandhinagar, Gujarat – 382016

Disclaimer

- The information contained in this request for proposal document (RFP) or subsequently provided to the Agency/CA Firms, whether verbally or in documentary or in any other form by or on behalf of Indian Institute of Teacher Education, Gandhinagar or any of its employees, is provided to the Agency/CA Firm on the terms and conditions set out in this RFP and all other terms and conditions subject to which such information is provided.
- This RFP is not an agreement and is neither an offer nor an invitation by the Indian Institute of Teacher Education, Gandhinagar to the Agency/CA Firm. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals. The information is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- The information contained in this RFP is subject to updation, expansion, revision and amendment prior to the last day of submission of the bids at the sole discretion of the Indian Institute of Teacher Education.
- The University reserves the right to reject any and all proposals received in response to this invitation in any manner deemed to be in the best interest of the University.
- Proposals received after the last date of submission will not be considered

1. Invitation to Proposal

1.1 Preamble

This invitation to proposal is for “**Outsourcing of Accounting**” of Indian Institute of Teacher Education (IITE), Gandhinagar from the interested agencies/Chartered Accountant Firms from Gandhinagar & Ahmedabad.

- a) The interested agencies are advised to study the proposal document carefully. Submission of proposal shall be deemed to have been done after careful study and examination of the scope of work of the proposal with full understanding of its implications.
- b) Not more than one proposal shall be submitted by the agency or the partner of the agency having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to submit the proposal for the same contract as separate competitors.
- c) The agency/CA Firm who has downloaded the proposal document from the IITE website shall not tamper/modify the proposal form including downloaded price bid template in any manner. In case the same is found to be tempered/modified in any manner, the proposal will be completely rejected.
- d) The hard copy of the proposal must be to the following address..

The Registrar

Indian Institute of Teacher Education

Ramkrushna Paramhans Vidhya Sankul, Nr. Mahatma Mandir,

‘KH’ Road, Sector – 15, Gandhinagar, Gujarat – 382016

“**A Proposal for Outsourcing of Accounting**” must be written on the top of the front side of envelop.

- e) “**A Proposal for Outsourcing of Accounting**” envelop shall contain two separate envelops; **Envelop 1 - Technical Bid (Annexure-1), and envelop 2 – Financial Bid (Annexure – 2)**
- f) **The last date of the submission of proposal is 14th June 2023 (Before 6:00 PM)**
- g) After the evaluation of technical bid, the shortlisted agencies/Firms will be called for a presentation on their basic understanding of the University accounting, and readiness for the enlisted scope of work before the committee.

2. Scope of Work

2.1. Introduction

- Indian Institute of Teacher Education (IITE), a State Public University established under Gujarat Government Act 8/2010, is the University dedicated to Teacher Education.
- At present, Indian Institute of Teacher Education (IITE) receives funds mainly from the State Government in the form of Grants. Additionally, periodic fees from the students enrolled in the courses offered by the University, Consultancy fees and miscellaneous receipts such as rental income of facilities, convocation fees, admission application fees, job application fees, tender fee, security deposit, fees from the students for different certificates/services etc.
- This RFP aims to identify and engage an agency to outsource accounting functions at the Indian Institute of Teacher Education, Gandhinagar.
- The average annual budget of Indian Institute of Teacher Education IITE is in the range of 25 crore. It is further estimated that the number of vouchers is 5000 per annum.

2.2. Accounting Work at IITE

In recent time, mere accounting is not sufficient, every organization should be financial disciplined, that is very different from day to day accounting. As statutory compliances are also a crucial part, team will ensure that every statutory compliance is fulfilled in time bound manner and without any additional burden on organization finance:

2.2.1 Pre-approval audit:

- To carryout pre-approval audit of the expenses raised by the branches and the centres of the University considering the rules and regulations of the University as and when marked by the higher authority

2.2.2 Statutory Compliance/Taxation:

Ensuring all statutory tax compliances and preparation/submission of Tax Returns such as:

- i. Depositing of periodic challans & filing of Returns for TDS on Income Tax (24Q/26Q) including meticulous identification of transactions that trigger TDS liability holds significant importance as it ensures adherence to tax regulations.
- ii. Depositing of periodic challans & filing of Returns for TDS on GST (GSTR 7) including identifying transactions that trigger TDS provisions in GST
- iii. Filing of Returns for GST. **(GSTR 1)**
- iv. Depositing of periodic challans & filing of Returns for GST (GSTR 3-B) including Reconciliation of Input Tax Credit for efficient cash flow management.
- v. Reconciliation and filing of Annual Return of GST. **(GSTR-9)**

- vi. Issue of Form 16 to IITE employees (**Annually**) and Form 16A to vendors (**Quarterly**).
- vii. To prepare and submit replies to the notice of Income Tax/GST department. To liaise/visit the Income tax/GST authorities for resolving any queries/notices and related issues.
- viii. Any other matter related to Income Tax/GST etc. which may arise due to subsequent change in any policy/provisions by the Govt. of Gujarat, from time to time.

2.2.3 Maintenance of Books of Accounts and Auditing:

- i. Maintenance of Books of Accounts (Vouchers, Receipts, Cash/Bank Book, Ledgers, Deposit Register, BSD/EMD/PBG Registers, Asset Registers and other subsidiary books etc) as per statutory requirements.
- ii. Presently the books of accounts and multiple records are maintained manually. The vendor would require to start maintaining and recording books of accounts in Tally Software in this era of Digitization and following paperless system prevails in various Government offices.
- iii. Posting of entries the relating to receipts and payments on Accounting software as per the requirement and periodic extraction/reporting of books and accounts. IITE is presently using the following software/portals for managing its accounts/salary/taxation related functions:
 - Genius software for maintaining and filing TDS related records.
 - Tally Prime Gold for generating vouchers (receipt and payment) and journals.
 - Genius for filing of TDS and GST Portal for filing of GST returns
- iv. Reconciliation of IITE bank accounts Statements. IITE is presently maintaining two types of bank accounts, viz. one for receiving Grant-in-Aid from the State Government and for making payments etc. and the other for receiving different kind of fees from the students and making payments regarding student activities.

The number of bank accounts may increase as per the functional requirement of the Authority in future. Further, any other reconciliation as required for compliance purpose as well as to maintain desired level of internal controls shall also be carried out.
- v. Coordination with Internal and statutory auditors and providing them with the related records and information pertaining to accounts. Timely preparation and submission of the replies/comments of the Inspection/Half Margin/Observations Memos etc. made by C&AG/Local Funds/Internal/Statutory Auditors for timely certification/adoption of annual accounts of IITE.
- vi. Preparation, submission and reporting of the Expenditure incurred and Receipts accrual Statements in the prescribed format, whenever required by Management

- vii. Adherence to all extant Govt. Rules, Regulations, Norms etc. at every level of checking.
- viii. Any other work pertaining to Accounts Division, as assigned by higher authorities from time to time.

3 Resource Engagement:

- i. The Agency will provide skilled resources for carrying out activities mentioned in para 2.2 of scope of work.
- ii. The requirement of manpower to carry out tasks mentioned in this scope of work shall be assessed by the vendor. However, the IITE shall insist on providing a Senior Account Executive during the period of Contract.
- iii. The title, job description, minimum qualification and estimated period of engagement in the carrying out of the services of are as per the agencies proposal to provide the services.
- iv. The agency must provide sufficient number of resources to be deployed to maintain the services delivered and do the necessary ramp up that may be required during the contract duration.
- v. Any request for addition in resources shall be met in 15 days. Similarly 15 days' notice shall be given for decrease in number of resources or replacement of a resource.
- vi. In respect of personnel which the agency proposes to use for carrying out of the services, the agency shall furnish necessary details and the tentative engagement plan with the letter acceptance of work order.
- vii. The agency shall obtain the prior approval of authority in writing before any change or addition to the Personnel listed as mentioned by the agency after the acceptance of the work order.
- viii. If, for any reason beyond the reasonable control of the agency, any separation of resource from the agency firm, retirement, death, medical incapacity, among others, where it becomes necessary to replace any of the Personnel, the agency shall provide a replacement of the resource of equivalent or better qualifications.
- ix. If the Indian Institute of Teacher Education finds that any of the Personnel have :
 - a) committed serious misconduct or have been charged with having committed a criminal action, or
 - b) Have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the agency shall, at the IITE's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the IITE.

- x. Any of the personnel provided as a replacement under Clauses (viii) and (ix) above the Agency/CA Firm shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement.
- xi. In the event of any request from IITE to replace a resource on reasonable ground of non-performance or otherwise, the successful agency would be required to deploy a replacement of the resource within 15 days from receipt of written/email request from IITE. The agency shall also ensure that in case of replacement of any personnel, knowledge transfer and its documentation is undertaken. There shall be a 15 days overlapping period for such knowledge transfer activity.
- xii. In case all tasks as per the scope of the work are not completed timely, the additional resources shall be provisioned by the agency without any additional cost.
- xiii. Attendance of resources will be considered as per IITE guidelines.

Basic Information of the Agency

(On the letterhead of the Agency)

To
The Registrar
Indian Institute of Teacher Education
Gandhinagar

Subject: to Declare the basic information of our Firm/Agency

Dear Sir,

Following is the basic information of our Firm/Agency

Name of the Firm/Agency	
Agency/Firm Registration No (Attach the certificate)	
Name of the Authorized Person of the Firm/Agency	
Postal Address of the Firm/Agency	
Contact No.	Landline: Mobile:
Email ID	
PAN No. (Attach the copy of PAN)	
GST No. (Attach the copy of Certificate)	
Annual turnover (last three years) Attach certified proofs)	
Manpower on payroll (Attach separate Sheet)	



Authorized Signature

Name:

Designation

Financial Bid

(On the letterhead of the Agency)

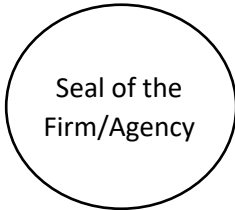
To
The Registrar
Indian Institute of Teacher Education
Gandhinagar

Subject: Quotation for Accounting Function for FY 2023-24

Dear Sir,

I declare that I/we have read the described scope of work for accounting function at Indian Institute of Teacher Education, Gandhinagar and accordingly submit our Financial Bid for the said work as under.

Sr. No	Particular	Basic Fees (₹) (Yearly)	Applicable GST (%)	Total Amount (₹)
1.	Quotation for Accounting Function for FY 2023-24 (As per the work described in Scope of Work)			



Authorized Signature

Name:

Designation