

231


**Dr. Rajendra Prasad Central Agricultural University,  
Pusa, Samastipur - 848 125, Bihar, India**

No. 853 /cs/rpcau, pusa

dt. 2/12/2021

**TENDER DOCUMENT  
For  
Engagement Of Chartered Accountant Firm**

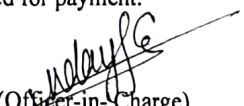
The Dr Rajendra Prasad Central Agricultural University (RPCAU, Pusa), **invites proposals** from **registered Chartered Accountants Partnership Firm(s)/LLP** (as per the relevant act) for **Scope of Work** of the University from the **Financial Year 2022-23 onwards**, in two bid system (containing **Technical and Financial Bid** separately). Tenderers are required to visit the University Website ([www.rpcau.ac.in](http://www.rpcau.ac.in)) regularly for updates. Incomplete tenders shall be summarily rejected. The Proposal/ quotation from eligible tenderers should reach DRPCAU, Pusa upto ~~4.00 p.m~~ on or before 31.12.21 at the office of undersigned.

  
Officer-in-Charge  
Central Store( HQ)  
RPCAU, Pusa , samastipur  
Biahr- 848125


No. : 853 /CS/ DRPCAU, Pusa

Date: 2 / 12 / 2021

Copy forwarded to Consultant ( P&I), with a request to publish the above quotation notice (size 8 x 8 cm approx) once IN Daily Newspaper at the earliest on DAVP rates. The bill in duplicate along with the tear sheet of the advertisement may kindly be sent to the undersigned for payment.

  
(Officer-in-Charge)  
Central Store( HQ)

CC to : O/I, ARIS Cell, RPCAU, Pusa (along with the soft copy and hard copy) with a request to place the quotation notice and bidding documents on the University website : [www.pusavarsity.org.in](http://www.pusavarsity.org.in).

  
(Officer-in-Charge)  
Central Store( HQ)

2 / 12 / 2021  
ARIS Cell  
Uday  
Tushar

## Introduction

Considering the importance of this land in agricultural research, Govt. of India decided to change the status of Rajendra Agricultural University from the State Agricultural University (SAU) to Central Agricultural University (CAU) and was renamed as Dr. Rajendra Prasad Central Agricultural University. To accomplish this a bill was passed by the Parliament on May 28, 2016 which was enacted as Dr. Rajendra Prasad Central Agricultural University Act, 2016 with effect from October 07, 2016.

## BRIEF DESCRIPTION ABOUT PROPOSAL

The Dr Rajendra Prasad Central Agricultural University (RPCAU, Pusa), invites proposals from registered Chartered Accountants Partnership Firm(s)/LLP (as per the relevant act) for Scope of Work of the University from the Financial Year 2022-23 onwards, in two sealed envelopes containing Technical and Financial Bid separately.

This is a two-part Bid comprising of a Technical Bid (Part - I) and a Financial Bid (Part - II) forming the two parts. To qualify for Financial Bid, firm should obtain at least 60 (Sixty) marks in Technical Bid.

The Technical and Financial Bids should be kept in a separate sealed cover with "Technical Bid" and "Financial Bid" superscribed on the envelope. These two sealed covers may be kept in another sealed cover along with the tender documents super scribed "Tender for Engagement of Chartered Accountant Firm". The name and address of the Agency/Firm must be mentioned on each envelope. Tenderers are required to visit the University Website ([www.rpcau.ac.in](http://www.rpcau.ac.in)) regularly for updates. Incomplete tenders shall be summarily rejected.

The Proposal/ quotation from eligible tenderers should reach DRPCAU, Pusa upto 03:00 PM on or before XX/XX/XXXX at the below given address:

## SCOPE OF WORK

Dr Rajendra Prasad Central Agricultural University expects that accounts of the University must be prepared timely and in a highly professional manner. The detail scope of work is mentioned hereunder:

### Part A: Accounting Services:

- 1) Preparation of Accounts on the Formats of Financial Statements for Central Higher Educational Institutions;
- 2) To Arrange for vouching and data entry of all expenses and receipts of the University in Tally and preparation of Ledgers, Sub ledgers, Trail Balance of the university and unit wise receipt and payment account;
- 3) Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entries wherever necessary;

- 1221
- 4) Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest;
  - 5) Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed format of CAG and as circulated by Ministry of Human Resource Development vide letter No. 29-4/2012-IFD dated 17<sup>th</sup> April 2016 and certifying the Annual Accounts;
  - 6) Preparation and Finalization of Annual Accounts of the University on yearly basis;
  - 7) To advise the University regarding financial matters from time to time for taking corrective steps so that RPCAU Account are prepared in perfect manner;
  - 8) Audit related matters such as to assist and co-ordinate at the time of conduct of Audit i.e., C&AG audit etc. Assisting in resolving audit paras (if any) during the course of audit;
  - 9) Assistance in replying statutory audit memos and facilitation in getting the observation dropped;
  - 10) Any other work needed for Account's finalization.

#### **MINIMUM ELIGIBILITY CRITERIA-CUM-TECHNICAL BID**

- 1) The firm should have at least 10 years of establishment.
- 2) The Firm should have experience of at least **one year** in **Five** different Central Government funded Autonomous Educational Institutions (i.e. in IITs, NITs, IISER, Central Universities or other higher educational institutions) in the last 10 financial years (i.e. from 2011-12 to 2020-21) in doing similar works such as accounting, Internal Audit, Taxation Consultancy, as specified in the tender document.
- 3) The firm should be empanelled with C&AG office and ICAI for the Year 2020-21.
- 4) The firm should have at least 3 FCA partners.
- 5) The firm should have GST Registration Number and having their registered and well-established office in Patna/Muzaffarpur/Samastipur (Bihar).
- 6) The annual turnover of the audit firm in last three financial years (Financial Year 2018-19 to 2020-21) must be more than **Rupees Thirty Lakhs per annum**. The same needs to be certified by the Statutory Auditor of the Firm.
- 7) The firm or any partners of the firm should not have been prohibited/debarred by any regulating agency including IRDA, RBI, SEBI, ICAI, any PSUs or Govt. Co. or any other organization in respect of any assignment or behaviour.
- 8) Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 9) Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed and enclosed in a cover, to be submitted with the technical bid.

- 10) As per the **Guideline No. 1-CA(7)/03/2016** dated 7<sup>th</sup> April 2016 issued by the Institute of Chartered Accountant of India, the minimum fees for the assignment mentioned on the Financial bid is as follows:

Sl.	Particulars	Minimum Fees (Exclusive of GST) for on Year
1	Accounting Services as per scope mention above	6,42,873.00

*Therefore, the technically qualified firm which quotes the audit fees lesser than the minimum amount mentioned above will be automatically disqualified.*

**Note:**

- 1) The above quoted fee is exclusive of GST and GST will be paid extra at the prevailing rate.
- 2) The Board & Lodging facility shall be provided by the University, if required for outstation Firm(s).
- 3) No other expenses shall be payable by the University and above fees is inclusive of all travelling and conveyance expenses.
- 4) Any other statutory deductions shall be made by the University as per prescribed rates and norms.

**GENERAL TERMS AND CONDITIONS**

- 1) **Financial Bid** will be **OPENED ONLY** of the Bidders who will qualify in the Technical Bid.
- 2) The University will, finally, contact only those Bidders meeting the requirements including the rates.
- 3) The decision of acceptance of the quotation shall rest with the competent authority of RPCAU, who does not bind, there of himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
- 4) Bidders are advised to satisfy themselves about the quantum of work before submitting their bids. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 5) At any stage during finalization of Tender process, the Competent Authority of the University is free to use any evaluation matrices/weightage or take help of any consultant, as required in selecting the successful Firm(s) and Firm(s) should be agree to abide by it.
- 6) Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Firm(s) who resort to canvassing will be summarily rejected.
- 7) This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
- 8) The successful Bidder on acceptance of this Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions, if any, forming the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading thereto, shall commence the work as outlined under "scope of work" with the April 2022 for Financial Year 2022-23 onwards.
- 9) The Firm(s) shall not sublet the work or part of the work.

10) Payment for the services will be made only after successful completion of work and submission of related reports etc. TDS will be deducted as per rules.

**LIQUIDATED DAMAGE CLAUSE**

- 1) The Firm(s) shall be responsible for the faithful and timely compliance of the provisions of the work order.
- 2) Any breach of contract or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
- 3) Any misconduct/misbehaviour on the part of manpower deployed by the Firm(s) will not be tolerated and such person will have to be replaced immediately upon instructions from the University.
- 4) RPCAU reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the RPCAU shall be final and binding on the Firm(s) in respect of any clause covered under the contract.

**EVALUATION OF TENDER**

The entire bid process shall be conducted in **Two Parts / Steps** which shall be as under:

**A) Part - I: Technical Evaluation**

Sl.	Particulars	Points to be Allocated	Maximum Points	Remarks
1	Year of Establishment of Firm/LLP	1 Mark for each completed years of establishment	15	ICAI Certificate
2	Scalability of the Firm	1 Mark for each Branch and 1 Mark for Head Office	5	ICAI Certificate
3	Number of Partner	2 Marks for each FCA and 1 Mark for each ACA	10	ICAI Certificate
4	Central Government funded Autonomous Educational Institutions (i.e. in IITs, NITs, IISER, Central Universities or other higher educational institutions) in the last five financial years	5 Marks for Each Year of Services per assignment	70	Contract Copy/Experience/ Award Letter
<b>Total Points</b>			<b>100</b>	

**B) Part - II: Financial Bid Evaluation:** Financial Bid evaluation will be based on the bid prices and preference shall be given to those firms having higher nos of experience in dealing with similar nature of assignments as mentioned in the tender documents.

226

**PART - I**  
**[TECHNICAL BID FORM]**

Sl. No.	Criterion	Details	
1	Office Address of the firm Name and address of the authorized Official Telephone no., Mobile, Email		
2	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment.  (copies of all registration certificates enclosed herewith)	Registered with ICAI, then mentioned Registration Number (Date of Registration No.) PAN of CA Firm GST Registration No. of Bihar C&AG Empanelment No.	
3	The CA firm should be in operation for at least <b>10 years</b> after its registration	Year of Registration/ Starting of operation Nos. of years in operation after registration (in years)	
4	Average Annual Turnover (i.e. average gross professional fee received/ earned) of the CA Firm for the last 3 (three) years i.e. (2018-19, 2019-20 & 2020-21) must be equal to or greater than Rs. 30.00 lakh (Rupees Twenty-Five Lakh) [Copies of the Audited Financial Statements/ CA Certification for turnover for three years upto 31st March, 2021 are enclosed herewith as per <b>Annexure-I</b>		
5	Experience of the firm in doing similar works in the Central Government funded Autonomous Educational Institutions (i.e. in IITs, NITs, IISER, or other higher educational institutions). Enclosed as per <b>Annexure-II</b>		

**Signature of the Tenderer  
& Date with Rubber Stamp**

Name of the Tenderer: \_\_\_\_\_

1225

**Annexure-I**

**Details of CA Firm's Professional Income**

**[Gross Professional Fees earned]**

<b>Particular</b>	<b>Financial year 2018-19</b>	<b>Financial year 2019-20</b>	<b>Financial year 2020-21</b>	<b>Average Annual Income</b>
Annual Income (Rs. in Lakh)				

**Annexure-II**

**Format for providing details of experience of works**

<b>Sl. No.</b>	<b>Name &amp; Address of the Organization</b>	<b>Experience with Central Government funded Autonomous Educational Institutions (i.e. in IITs, NITs, IISER, or other higher educational institutions)</b>	<b>Year of Appointment</b>	<b>Page No</b>

**Note:** Please submit the work experience details of the organizations mentioned in Col. No. 3 only, failing which, the bid may be rejected.

**Signature of the Tenderer  
& Date with Rubber Stamp**

**Name of the Tenderer:** \_\_\_\_\_

\_\_\_\_\_

224

**PART - II**  
**[FINANCIAL BID FORM]**

<b>Sl.</b>	<b>Particulars</b>	<b>Professional Fees</b>
1	Accounting Services as per Scope of Work	

**Signature of the Tenderer  
& Date with Rubber Stamp**

**Name of the Tenderer:** \_\_\_\_\_

\_\_\_\_\_



122

### **AWARD OF THE CONTRACT**

- 1) The Firm(s) should qualify in all the terms of "Eligibility Criteria". Eligible Firm(s) shall be awarded the contract. If after winning the contract, the Firm(s) fails to provide the services within the time given, the Firm(s) will be blacklisted, in addition to recourse to other legal measures. No grievance shall be entertained in this regard.
- 2) RPCAU reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Firm(s)s without assigning any reason thereof.
- 3) The contract shall be awarded initially for one financial year i.e. 2022-23 and if found satisfactory the contract may be renewed further at the discretion of the university.
- 4) The extension of the contract would be subject to an escalation of 10% of the fees as quoted in L1 and incremental thereof.
- 5) In case, after award of tender the firm(s) found to provide wrong information, the contract will be void-ab initio.

### **NOTIFICATION OF AWARD**

Prior to the expiration of the period of TENDER validity, the University will inform the Firm(s) by registered letter or by phone or fax or by email that the Bid has been accepted and the work has been awarded.

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