

UNIVERSITY OF LUCKNOW, LUCKNOW

Applications are invited for Expression of Interest for accounting and related works from reputed firm of Chartered Accountants. The detailed Terms of Reference and scope of work can be obtained from LU website www.lkouiiv.ac.in. Interested Chartered Accountant firms may submit their bid on or before 26 June 2020 3:00PM. Pre-bid meeting will be held on 12/06/2020 at 3:00 PM in the meeting hall of Administrative building, LU. Interested account firms/chartered accountants please may participate.

**FINANCE OFFICER
UNIVERSITY OF LUCKNOW**

UNIVERSITY OF LUCKNOW



**Expression of Interest from reputed Chartered
Accountant firms for Accounting Activities**

Request for Proposal Document

June-2020

UNIVERSITY OF LUCKNOW, LUCKNOW

INVITING E.O.I FOR ACCOUNTING AND RELATED WORKS FROM REPUTED FIRM OF CHARTERED ACCOUNTANTS

Central Accounts Office of University of Lucknow hereby invites E.O.I. application (in two bid system) from Firm of Chartered Accountants for the Double Entry Accounting System, Preparation of Annual Accounts and Bank Reconciliation Statement for the FY 2020-21 for a period of one year extendable further as per the performance and with the approval of Competent Authority.

Applications should be accompanied with covering letter as mentioned in "Annexure A" & a declaration as mentioned in "Annexure B".

Interested Chartered Accountancy firm may send their Bid to the Finance Officer, University of Lucknow, Lucknow.

Complete Bid details along with all documents can be submitted on or before 26/06/2020 at 12:00 PM in the office of undersigned. Bid will be open on 26/06/2020 at 3:00 PM at meeting hall of administrative building, L.U.

At any time prior to the deadline for submission of Bids, the University may amend the Bidding Documents by issuing an addendum. The amendment will be notified in writing or by fax or by telephonic to all prospective. The amendment will be binding on all the bidders.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the University may, at its discretion, extend the deadline for the submission of Bids.

Finance Officer
University Of Lucknow
Lucknow (U.P.)

Terms of References (TOR) for RFP

1. Introduction

The Office of Finance Officer, University of Lucknow is reforming the accounting system by implementing Double entry accounting system. TOR has been prepared keeping in view the improvement in the accounting and reporting system, to strengthen accounting system for timely recording of transactions and preparation of financial reports. University needs regular operational support of external consultants. Therefore, University of Lucknow now wishes to appoint a Firm of Chartered Accountants for a period of work completion as mentioned in Tender notice.

2. Objectives of the Assignment:

To provide technical and operational support and to further strengthen financial reforms for timely recording of transactions and preparation of financial reports

Name of Work:

(1) Preparation of Accounts for the FY 2020-21 and complete annual balance sheet of FY 2020-21 as specifically mentioned in scope of work.

(2) TDS working, GST working and other taxation advisory and its compliance services as specifically mentioned in scope of work.

3. Scope of Work:

Preparation of Annual Account and related works shall include:

- a) Preparation of computerised Accounts in Double Entry Accounting System (in the prescribed format)
Annual Account consists of the following statements
 - (1) Balance Sheet
 - (2) Receipts and Payments Account (monthly)
 - (3) Income and Expenditure Account -
 - (4) Schedule(s)/Annexure(s) to the annual account
 - (5) Trail Balance
- b) Preparation of Monthly Bank Reconciliation Statement(s) and its quarterly adjustments.
- c) Providing consultancy for any confusion/ dispute arise on account of clubbing of figures in annual account.
- d) Preparation of work sheets including deduction and payment of statutory deductions like Income Tax (TDS), GST, Royalty (if any), EPF/ESI etc.
- e) Proper accounting of Grants as per the standards and preparation of Grants Register
- f) Identification of Fixed Assets and Preparation of Fixed Assets Register
- g) Preparation and periodic filing of TDS returns, issuance of form no 16 and 16 A to deductees.

UNIVERSITY OF LUCKNOW, LUCKNOW

- h) Preparation and periodic filling of GST returns
- i) Maintenance of Cheque issued and cheque received registers, identification of dishonoured cheque or stale cheque.
- j) Maintenance of Assets register and Stock register.
- k) Preparation of Fixed Deposits register and periodic reconciliation of Fixed Deposits.
- l) Preparation of Utilization Certificates
- m) Providing consultancy at the time of preparation of budget.
- n) Assistance at assessment stage under applicable tax laws for Income Tax & GST etc.
- o) Compliances of notices issued to University in respect of Income Tax & GST etc.

The Firm will inform immediately the documents/information required which are necessary for preparation/completion of annual account, after awarding the contract.

4. Procedure for Submission of Bid:

- a) The Tender set is divided into two parts i.e.
 - i. **Part-I (Technical Bid)** - This should be put into sealed **Envelope No. 1** along with authorized signatory on each page. Technical bid should be submitted in the format as specified in "**Annexure C**"
 - ii. **Part-II (Financial Bid)** - This should be put into sealed **Envelope No. 2** along with authorized signatory on each page. Financial bid should be made in the format as specified in "**Annexure D**"

Both of the above bids should be put into separate Envelopes i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking "**Bid for the Engagement of Firm of Chartered Accountants**"

- b) Documents should be submitted in the **Envelope No. 1** as per eligibility criteria of Bidding/Tender document as mentioned in **clause 6**
- c) After opening of the Tender Part 1 i.e. Technical Bid and analysing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidders' Tender Part 2 (i.e. Financial Bid as per Annexure D of Bidding/Tender document) will be opened with the approval of Competent Authority.
- d) Vice Chancellor, University of Lucknow reserves the right to accept/ reject any Tender without assigning any reason.

5. Bid Prices:

- a) Bid Prices will not be adjusted for any conditional or unconditional circumstances.
- b) Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to any variation on any account.
- c) A Bid submitted with any different adjustable price quotation will be treated as no responsive and rejected.
- d) Bid Currencies Prices shall be quoted in Indian Rupees (INR) only.

UNIVERSITY OF LUCKNOW, LUCKNOW

6. **Eligibility Criteria (Technical Bid):**

- a) Chartered Accountant Firm should have minimum 5 years of existence.
- b) Experience of handling any project of PSU / Govt /Autonomous Body of more than 100 crore.
- c) The bidder should have minimum turnover of 30 Lacs in the F.Y. 2018-19.
- d) The bidder should have an office in Lucknow.
- e) The bidding entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/ criminal case by regulatory authority (ies) / court in connection with professional work. Bidder should not be on negative list/ black listed by any PSU or Govt. Department. Bidder will have to submit an undertaking in this regard.
- f) Photocopy of Pan Card, Photograph of owner/ partner to be attached.
- g) Registration No. with ICAI along with documentary evidences to be attached.
- h) GST No. should be attached.
- i) Bank Details of Bidder
- j) Present assignments in hand, if any.

(All supporting documents should be attached duly signed and stamped otherwise no cognisance with regard to mere filling up the documents will be taken.)

7. **Sub Contract, Transfer or Assign The Contract:**

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

8. **Contract extension:**

This contract may be extended further for more than one year after satisfactory completion of work for one year.

UNIVERSITY OF LUCKNOW, LUCKNOW

Format for Covering Letter
On Applicant's Letterhead

"ANNEXURE A"

PROFORMA

To,
Finance Officer,
Lucknow University
Lucknow (UP)

Sir,

Subject: Notice inviting offers for Accounting and related works

The undersigned, having read and examined in detail the tender document in respect of providing services for Accounting and related works on contract basis, do hereby express our interest to provide such services.

Correspondent Details:

Our Correspondence details are:

1	Name of Company/Firm	
2	Address of the Company/Firm	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation and address of the person to whom all references shall be made regarding this tender	
5	PAN and GST details	
6	Mobile	
7	E-Mail id of contact person	
8	Landline	

Yours faithfully,
(Signature of the Authorised Person)

UNIVERSITY OF LUCKNOW, LUCKNOW

"Annexure – B"

DECLARATION

Declaration Letter on official letter head stating the following:

1. I hereby declare that, I/We have made myself/ourselves thoroughly conversant with the Scope of work and local conditions regarding Assessment and scrutiny of Annual Returns on which my/our offer is based for the work.
2. The specifications, clauses, and conditions for this work have been carefully studied and understood by me before submitting this tender.
3. We are not black-listed by any Central/State Government/ Public Sector Undertaking/Institute of Chartered Accountants of India.
4. I undertake to pay the labour engaged on the work as per minimum wages act and its amendments from time to time applicable to the zone concerned.
5. I hereby declare that Shri _____
residing at _____ having
Telephone No. _____, Fax No. _____ Mobile No. _____
_____ E-mail address _____ shall be my/our
authorized representative for attending the call. He will be responsible for liaison.
6. I hereby declare that I have signed all the pages of the tender document in token of acceptance of all the contents and terms & conditions of tender.
7. The facts and information furnished by us are true to the best of our knowledge and belief.

Thanking you.

Yours faithfully,
(Signature of the Authorised Person)

Date :
Place :
Business Address:

Name :
Designation
Seal:

UNIVERSITY OF LUCKNOW, LUCKNOW

Annexure "C" For Technical Bid Only

1	NAME OF THE FIRM (constitution certificate issued by ICAI as on 01-01-2020 to be attached)	
2	EXPERIENCE OF HANDLING ANY PROJECT (More than 100 Crores)	
3	ADDRESS OF THE OFFICE IN LUCKNOW	
4	ANY DISCIPLINARY PROCEEDINGS/CRIMINAL CASE	
5	PAN DETAILS	
6	REGISTRATION NO. OF FIRM WITH ICAI	
7	GST No. (If Taken)	
8	BANK DETAILS	
9	PRESENT ASSIGNMENTS IN HAND (IF ANY)	
10	TURNOVER IN 2018-19 (attach IT return of 2018-19)	

Yours faithfully,
(Signature of the Authorised Person)

UNIVERSITY OF LUCKNOW, LUCKNOW

"Annexure d"

PROFORMA FOR FINANCIAL BID

1. Name of the Company/Firm, address, etc.
2. Details of rate quoted
(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the 'written in words' will be taken into consideration)

Note: No cutting or over writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

Sr. No.	Particulars	Fees (Rs.) Lump Sum
1	Preparation of Accounts under Double Entry Accounting System for Financial Year 2020-21 and related works as per mentioned in para 3 (scope of work)	

In Words:

Thanking you.

Date:

Yours faithfully,
(Signature of the Authorised Person)