

**Veer Kunwar Singh University, Ara**

Ref... A/c/778/2022

Date. 13/10/2022

**Short Notice Inviting Expression of Interest**

**(EOI)**

Engagement of Chartered Accountant Firm for Providing Services to the University for preparation of Annual Statement of Accounts and Books of Accounts of the University for the financial year 2015-16 and onward Details of eligibility criteria, scope of work etc. are available at University website [www.vksu.ac.in](http://www.vksu.ac.in)

Registrar

1. Notice Board
2. University website with all details.

  
Registrar  
04/10/2022  
13.X.22

**Veer kunwar Singh Universtiy, Ara, Bihar.**

**Short Notice Inviting Expression of Interest from Chartered Accountant Firm**

Veer Kunwar Singh University, Ara invites proposal from C&AG empanelled Chartered Accountant Firms having 12 year experiences for preparation of Annual statement accounts and Book of Accounts of the University for the financial year 2015-16 as detailed in scope of works. **The proposal in sealed cover may be sent under Registered post/speed post to the Registrar, Veer Kunwar Singh University, Ara Bihar, 802301** and should reach by

15/11/2015 ~~15/03/2022~~ (1 P.M.)

**Terms of Reference.**

**1. Introduction**

**i. Establishment and incorporation of University**

Veer Kunwar Singh University has been established in under Bihar Universities Act 1976 in the year of 1992 having the head quarter at Ara and jurisdiction over remaining part of Patna division excluding Patna & Nalanda district and governed by the above Act, Statutes, Ordinances, Regulations, and Rules made thereunder.

**ii. Establishment of University Fund**

1. Section 45 of the Act provides that There shall be a Fund in the name of the university referred to in Section 3 of the Act to be called after the name of the University and the said Fund shall vest in the University for the purposes of Act, subject to the provisions contained therein, and following amounts shall be credit to it, namely :-

- a) All sums contributed or granted to the University from the Consolidated Fund of the State of Bihar Government for the purposes of the University or for the purposes of the Colleges and all sums borrowed by the University or for the purpose of carrying out the provisions of this Act and the Statues, Ordinances, Regulations and Rules made thereunder,
- b) All money received by and on behalf of the institution and departments established and maintained by the University including all sums paid to the University under any

provision of this Act and the Statutes, Ordinances, Regulations and Rules made thereunder.

- c) All interests and Profits arising from endowments made to the University and all contributions, donations and subsidies received from any local authority of private person;
  - d) All fees payable and levied under this Act and Statutes, Ordinance and Regulation made thereunder; and
  - e) All other sums received by the University, not included in clauses (a), (b), (c), (d) or (e).
- f) The University Fund shall be kept in such schedule bank within the meaning of the reserve bank of India Act, 1934 (II of 1934), or invested in such securities authorized by the Indian trusts Act, 1882 (II of 1882), as may from time to time, be approved by the State Government.

iii. **Objects to which the University fund may be applied –**

As per Section 51 Act, The University Fund shall be applicable to the following objects-

- a) To the re-payment of debits incurred by the University for the purpose of this Act and the Statutes, the Ordinance, the Regulations and the Rules made thereunder;
- b) To the upkeep of department established by the University, hostels maintained by it and Colleges transferred to it ;
- c) To the payment of the salaries and advances of Officers, Teachers & Staffs of University, and of any provident fund contributions to any such Officers, Teachers & Staff;
- d) To the payment of the travelling and other allowances of the members of the Senate, the Syndicate, the Academic Council and any other authorities of the University, or the members of any committee or Boards appointed in pursuance of any provisions of this Act and the Statutes, the Regulations and the Rules made thereunder;
- e) To the making of grants to the Colleges and other institutions;
- f) To the payment of the cost of audit of the University fund under section 52 and of the cost of audit of the accounts of any College under section 53.
- g) To the payment of expenses of any suit or proceeding to which the University is party.



- h) To the payment of any expense incurred by the University in carrying out the provisions of this Act and Statutes, the Ordinance, the Regulation and the Rule made thereunder; and
- i) To the payment of any other expense, though not specified in any of the preceding clauses, but declared by the Senate to be the expense for the purpose of the University.

**2. Eligibility Criteria for CA/CMA :-**

The Firm must fulfill the following minimum eligibility criteria on the date of publication of this advertisement

- i. The firm must be empanelled with C&AG of India as on 01.01.2020. The firm has to submit acknowledgment letter of the C&AG empanelment.
- ii. The firm must have its head office/Branch Office within the State of Bihar and at least one branch office must be located in Patna or in Ara.
- iii. Continuous existence of Firm in Bihar should not be less than 12 year.
- iv. The Firm should have average turnover of 20lakhs or more for last three financial years.
- v. The Firm should have at least two one time FCA partner having experience in FCA for a period of not less than 2 year.
- vi. FCA partner of Patna/Ara based office of the Firm must have experience of 3 assignment of Internal Audit of preparation of financial statements of Instituting/Corporate Entities/State-Central Autonomous Body.
- vii. The Firm should have at least one DISA/CISA qualified partner so that system aspect of audit can better be underscored any audit is limply completed.
- viii. The Firm (CA/CMA) which had worked previously for the university and its colleges are not eligible to apply.
- ix. The Firm must submit constitution certificate of ICAI as on 01.01.2015 and member card downloaded from ICAI website.
- x. The Firm or any partner shouldn't be blacklisted by any corporate entities or Government or any other organization in respect of any assignment or behavior.
- xi. That the Firm partners has not been debarred or cautioned by ICAI during past three years. (If debarred give details.)
- xii. Any Firm not qualifying the university eligibility criteria need not apply as their proposal shall be summarily rejected

### 3. Scope of Work.

- A) i. Preparation of Ledger, Trial balance.
- ii. Preparation of Annual Statement of Accounts.
  - a. Receipt and payment account.
  - b. Income and Expenditure Account.
  - c. Balance sheet.
  - d. Cash flow statement.
  - e. Receipt and Payment Account, Income and Expenditure Account and Balance Sheet forming part of the Annual statements of the Accounts of the University shall contained schedule as indicated in common format of Annual statements of Account in prescribed format for University/Educational Institution.
- iii. Preparation of bank reconciliation statements of the bank accounts and passing of adjustment entries.
- Iv. Preparation all necessary Book of Accounts for the Financial year 2015-16 and onward.
- V. All necessary statements related to compilation of accounts.
- Vi. Verification of Expenditure by checking each voucher and corresponding entries in ledger/Cash book.
- Vii. Preparation of headwise receipt with opening & closing balance of Receipt.
- Viii. Preparation of headwise Payments Accounts.
- Ix. Schedule of bank balances.
- X. Preparation of Daily collection Register.
- Xi. Preparation of bank Account.
- Xii. Preparation of Store Account after physical verification and their reconciliation.
- Xiii. Preparation of Ledger of Fixed Assets (Land, Building, Vehicles etc.)



- Xiv Itemwise & Yearwise Depreciation to be provided in Account with its calculation sheet.
- Xv Verification of fixed Assets and Stock and reconciliation with Stock Register.
- Xvi Preparation of Ledger related to Advances to employees.
- Xvii Chartered Accountant Firm has to compile Account in a manner which may satisfy the objection and or queries of A.G. Bihar, Patna during the course of its statutory Audit.
- Xviii C.A. Firm has to apply all applicable accounting standard.
- Xix Preparation of Notes of Account.
- Xx Maintenance of other Accounting Records as required under the Bihar University Act.

4. **General Instructions to bidders.**

Bidder shall submit the bid in two separate sealed envelopes one for technical bid and another for financial bid with the covering letter in the format annexed as Annexure-II and Annexure – III respectively.

- a. Technical bid shall be placed in sealed envelopes super scribing on the top of the envelope as technical bid. This will cover detail of relevant experience, man power details, copy of income tax clearance certificate, service tax registration certificate, a demand draft of ten thousand towards earnest money as bid security in separate sealed envelope will part of the technical bid.
- b. Financial bid shall be submitted in separate sealed envelope super-scribing as financial bid and shall include fees for providing service to the University for preparation of Annual statement of Accounts for the period for the financial year 2015-16. this is firm and inclusive of all professional fee, profit and all taxes including service tax and levies and there will not be price variation or extra payment will be claimed in the excess of the amount.
- c. These three envelopes Technical Bid, Financial Bid, and DD of Ten thousand should be placed combinely in a bigger single envelope Super Scribing on the op of envelope as detailed EOI for providing service for preparation for Annual statement of Accounts etc. to the University and the same must reach the Registrar Veer Kunwar Singh University, Katira Ara, Bihar, 802301 by 20/02/2022 (1P.M.)

- d. Financial proposal submitted by the firm should be valid for 6 months from the date of Submission of the proposal.
  - e. Declaration to be given by the authorized person of the firm.
- i) That the particulars given are complete and correct and that if any statement made or the information so furnished in the application form is latter found incorrect or false or there has been suppression of material information, the firm would stand disqualified from allotment.

5. **Earnest money will be forfeited if :**

- i) A bidder withdraw his bid during its validity period.
- ii) A successful bidders fails to sign contract agreement within the date specified by the University.
- iii) A successful bidders fails to furnish performance security as we may be the part of agreement.

6. **Opening of Bids :**

- i) Opening of Technical Bids :

The technical bid shall be opened at 3:00 P.M. on the last date of submission of EOI to the Registrar, Veer Kunwar Singh University, Ara by a Committee constituted by the University for this purpose in presence of bidders or their authorized representative who wish to be present.

ii Evaluation of technical Bids :

a. Criteria of technical Bid Evaluation-

Sr. No.	Criteria	Maximum Mars
1.	No. of years of establishment of the firm- (i) 2 marks for each completed year	36
2.	No . of Assignment undertaken for preparation of financial statement/final accounts/statutory audit of Corporate entities/ University/State Central PSUs or State Central Board during last three years- (i) 4 marks for each such assignment except University/ For University it will be 6 marks for each assignment.	30
3.	Number of FCA/ACA full time partners/qualified CA- (i) 4 marks for each FCA partner. (ii) 3 marks for each ACA partner (iii) 2 marks for each qualified C.A.	16
4.	Local presence of the Firm- (i) 5 marks if Head office of the Firm situated in Bihar other than Patna and Ara. (ii) 10 marks if Branch/Head office of the Firm situated in Patna/Ara	10
5.	Methodology to be explained.	8
	Total	100 marks



- b. After technical evaluation is completed as per the criteria laid down above bidders who secure minimum technical score of 60 marks shall be shortlisted.
  - c. The bidders who do not meet the minimum qualifying technical score of 60 marks, their financial bids will be returned unopened after completion of selection procedure.
- ii. Opening of Financial Bids :- The financial bids of the shortlisted bidders who have qualified in technical bid will be opened by the committee constituted by the University in presence or the bidders/their authorized representatives who wish to be present.

A Evaluation of Financial Bids and Final Score.

- iii. The financial bid with lowest quoted price will be given financial score of 100 and other financial bids shall be given financial score inversely proportional to their quoted prices.
- iv. Final Score – The total shall be obtained after adding both technical and financial id scores by giving weight to the two scores as under-

70% of technical score (A)

30 % of the Financial score (B)

Final score –  $C=(A) + (B)$ .

- v. The university reserves the right to reject any or all offers without assigning any reasons thereof. The selection of the firm will be discretion of the University considering the experience and other eligibility.

Application received after due date will not be entertained in any case.

- vi. In any case of dispute / controversy arising out of the work allotted and payment of fees etc. the decision of the Vice Chancellor, V.K.S.U, Ara will be final.

**Particulars (Bio-data) of the Firm**

1. (a) Name of the Firm (in Capital letter) .....
- (b) Address of the Head office .....
- With telephone no and Email Id .....
- .....
- .....
- (c) Date of constitution of the Firm .....
- (d) ICAI Registration No. ....
- (e) C&AG Empanelment No. & Year .....
- (f) PAN No. of the Firm .....
- (g) Service Tax Registration No. ....

2. Details of Branches of the Firm :

Name of City	Name of Branch with full Address	Member in-charge	Tel.No.	Email ID

2. Details of Branches of the Firm :

FCA :

ACA :

C.A. :

Total :

4. Particulars of existing partners :

Sl No	Name	AC A/F CA	Membership No.	Date of Certificate of Practice	Date becoming ACA	Date becoming FCA	Date of Joining this Firm	Fulltime/Part time	Station and Region

5. Particulars of Full time employed Chartered Accountants :

Sl. No.	Name	Membership No.	Whether holding certificate of practice	Date of joining in the Firm as full time employee	Station (City & State)

6. Details of semi-qualified Staff (Article Clerks/Audit Clerks):

Sl. No	Name of Staff	Length Association with the Firm (in Years)	Educational Qualifications	Area of Key Expertise	Qualified/ Semi Qualified/ other	Remarks
1						





10. Undertaking : I/We do hereby declare that the above mentioned information are true and correct and I/We also undertake to abide the terms and conditions of the contract and would make compliance of terms and conditions of the contract and would make compliance of terms lad down in the contract if executed by us with University.

Date :

Place :

Authorized Signatory

Name :

Name and address of the

Firm:

Technical Proposal Submission Form

To,

The Registrar,  
Veer Kunwar Singh University  
Ara, Bhojpur, Bihar 802301

Sub :- Technical proposal for providing services to V.K.S.U. Ara for preparation of Annual Statement of accounts and Books of Accounts of the University for the Financial year 2015-16.

Sir,

With reference to your notice inviting EOI dated.....we,  
The undersigned hereby offer to provide service to V.K.S.U, Ara for preparation of Annual Statement of accounts and Book of Accounts for FY 2015-16 onwards. The proposal includes technical and price Bid comprising all requisites particular, information, documents and details in sealed envelope.

1. Attachments :

In line with the requirement of Bid Documents, we enclose herewith the following attachments to the Bid From

- (i) Form Annexure-I, pertaining to particulars (Bio-Data) of the Firm duly filled in the signed along with other requisites documents.
- (ii) Earnest money of Rs. 10,000/- (Rupees ten thousand) in shape of Demand Draft No.....dated.....drawn in favor of Registrar, Veer Kunwar Singh University, Ara.

2. We confirm that this proposal will remain binding upon us and subject to the modification resulting from contract negotiation.



3. We undertake that decision of the University will be final and binding upon us on any interpretation and clarification.
4. We also understand that the V.K.S.U, Ara is not bound to accept any proposals it receives.
5. We hereby declare that all the information and statements made in this proposal are true and correct and we accept that any misinterpretation contained in it may lead to disqualification.

Your Faithfully,

(Authorized Signatory)

(Name and initial)

Name and address of the  
firm with seal

Financial Proposal Submission Form

To,

The Registrar,  
Veer Kunwar Singh University  
Ara, Bhojpur, Bihar, 802301

Sub : Financial proposal for providing services to the V.K.S.U. Ara for the  
Preparation of Annual Statement of Accounts, Book of Accounts and to

Sir,

With reference to your notice inciting EOI date .....  
we, the undersigned hereby offer to provide services to V.K.S.U, Ara for  
preparation of Annual Statement of Accounts and Books of Accounts of the  
University for FY 2015-16.

1. Our financial proposals are as under :
  - (i) Rs.....(RS.....) for  
preparation of Annual Statement of Accounts and Book of Accounts of  
the University for the FY 2015-16.
2. The price quoted by us is valid till six months from the date of submission of EOI. The  
indicated amount is firm and inclusive of our professional fees, profits and all taxes  
and levies. No price variation and extra payment will be claimed in excess of this  
amount.
3. One financial proposal shall be binding upon us subject to the modification resulting  
from contact negotiation tip to expiration of the validity period of the proposal.

4. We understand that the Veer Kunwar Singh University is not bound to accept any proposal, it receives.

Yours Faithfully,

(Authorized signatory)

(Name and initial)

Name and address of the

Firm seal