

JIWAJI UNIVERSITY, GWALIOR

Account/2011/394

Dated: 12.01.2012

Notice Inviting Offers

Jiwaji University, Gwalior invites sealed offers from reputed Chartered Accountant Firms having annual turnover of at least Rs. 5,00,000/- in assessment year 2011-12 for Bank reconciliation work of their all bank accounts for the period of 01/04/2001 to 31/03/2012. The firm must be at least 5 years old with Registered Office in Madhya Pradesh preferably at Gwalior. Prescribed offer form along with terms and conditions may be obtained from the store section in office hours by depositing the amount in cash Rs. 1,000/-. It can also be downloaded from our website www.jiwaji.edu. In case the firm submits the downloaded offer document, the cost of offer document should also be enclosed by DD for Rs. 1,000/- in favour of the Registrar, Jiwaji University, Gwalior. The last date for receiving the offer is **27/01/2012 till 3.00 p.m.**

Registrar

CHECK LIST OF ENCLOSURES

Please arrange documents in **Envelope-2** for technical bid as per enclosure number given below - (Please write enclosure no. on the cover page of each document with ink)

- | | |
|---------------------|--|
| Enclosure-1 | Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page. |
| Enclosure-2 | Copy of PAN No. issued by Income tax department. |
| Enclosure-3 | Copy of registration of the firm with Institute of Chartered Accountant of India. (Firm constitution certificate) |
| Enclosure-4 | Copy of curriculum vitae and registration of the FCA and other CAs in the Institute of Chartered Accountants of India (ICAI membership card) who are working presently with the firm. |
| Enclosure-5 | Copies of audited balance sheet of the firm along with audit report,(if applicable), for the last three financial years 2008-09, 2009-10, 2010-11. |
| Enclosure-6 | Copy of annual turnover certificate of the firm in assessment year 2011-12. |
| Enclosure-7 | Copy of Service Tax Registration. |
| Enclosure-8 | Copies of Income Tax return of the firm for the last Three Assessment years 2009-10, 2010-11, 2011-12 |
| Enclosure-9 | Copies of work order/ appointment Letter for proving the experience of Accounting & Auditing Work between the Period Starting From 01 April 2009 to 31 st March 2011 in at least 02 Govt./Semi Govt. Undertakings or authority. |
| Enclosure-10 | Undertaking for deployment of at least 01 CA and 02 trained staff for the assigned work. |
| Enclosure-11 | Appreciation Letter, if any, received from any Govt./ Semi Govt. Undertaking Authority for any work conducted would also be considered Separately. |

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR(M.P.)

TECHNICAL BID (To be submitted in Envelope-2)

(Please write all entries in Capital letters and enclose relevant documents as required)

1- NAME OF THE TENDERER FIRM :.....

2- ADDRESS OF THE FIRM :

.....

.....

3- NAME OF THE PROPRIETOR OF THE FIRM :.....

4- TELEPHONE NUMBER 1- OFFICE :.....

2- RESIDENCE :.....

3- MOBILE :.....

5- E-Mail ID OF THE FIRM :

6- DETAILS OF THE EMD AMOUNT :

Rs..... D.D. No..... Dated.....

Name and address of the Bank :

7- DETAILS OF THE COST OF FORM PURCHASED :

(A) IF PURCHASED FROM THE UNIVERSITY : Amount Rs.

(Please enclose photocopy of the receipt) -Receipt No..... Dated.....

(B) IF DOWNLOADED FROM THE UNIVERSITY WEBSITE

Rs..... D.D. No..... Dated.....

Name and address of the Bank :

Signature of Tenderer with Seal

- 8- PAN No. issued by Income Tax Department :
(Please enclose photocopy)
- 9- Service Tax Registration No. issued by competent :
authority (Please enclose photo copy)
- 10- Annual Turnover of the Firm in Assessment Year 2011-2012. :
(Please enclose turnover certificate)
- 11- Registration of the Firm with Institute of Chartered Accountant of India:
Firm Constitution certificate (Please Enclose Photocopy)
- 12- Audited Balance sheet (if applicable) along with audit report of the firm :Yes/No
For the last Three financial Years 2008-09, 2009-10, 2010-11 is enclosed
- 13- Income Tax Return of the firm :Yes/No
For the Last Three Assessment Years 2009-10, 2010-11, 2011-12 is enclosed
- 14- Acceptance of terms & conditions is enclosed :Yes/No
(Please sign each page of terms & conditions as token of acceptance)
- 15- Copy of curriculum vitae and registration of the FCA and other CAs in :Yes/No
the Institute of Chartered Accountants of India (ICAI membership card)
who are working presently with the firm is enclosed.
- 16- Acceptance for deployment of at least 01 CA and 02 staff for
The assigned work (Please enclose undertaking) :Yes / No

Signature of Tenderer with Seal

17. Details of experience of Accounting & Audit Work between the Period from 01/04/2009 to 31/03/2011 in at least 02 Govt./Semi Govt. Undertakings or authority. (Please enclose work order/appointment letter).

Year	No.	Name of the office	Work order is enclosed
01/04/2009 to 31/03/2010	1-		Yes/No
	2-		Yes/No
	3-		Yes/No
	4-		Yes/No
	5-		Yes/No
01/04/2010 to 31/03/2011	1-		Yes/No
	2-		Yes/No
	3-		Yes/No
	4-		Yes/No
	5-		Yes/No

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of reconciliation work expected from us. The above information furnished is true to the best of my knowledge.

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR(M.P.)

Terms and conditions

Jiwaji university, Gwalior desires to engaged a reputed chartered accountant firm for Bank reconciliation work for the period of 01/04/2001 to 31/03/2012. Firms who fulfill the eligibility criteria need only apply.

1. The sealed offer should be addressed to the Registrar Jiwaji University, Gwalior and to be submitted on or before 27/01/2012 by 3:00 p.m.
2. Offers received after 3.00 p.m. shall not be accepted.
3. Offers received within the specified time shall be opened on 27/01/2012 at 4:00 p.m. at room no. 16, Jiwaji university, Gwalior in presence of the bidders or their authorized representative who choose to remain present.
4. The offer shall be accompanied with EMD of Rs. 20,000/- in the form of D.D. Drawn on any nationalized scheduled bank in favour of the Registrar Jiwaji University, Gwalior . In case the offer document downloaded from the website the cost of offer document of Rs. 1000/- should also be submitted by separate DD in favour of the Registrar Jiwaji University, Gwalior
5. The firm must be at least 05 years old with registered Office in Madhya Pradesh Preferably at Gwalior. The copy of the valid registration of the firm with Institute of Chartered Accountants of India (firm constitution certificate) must be enclosed with the technical bid.
6. The firm should have experience of **Accounting and Audit Work between the Period from 01/04/2009 to 31/03/2011** in at least 02 Govt/Semi Govt, Undertakings or authority. (Please enclose copy of work order/appointment letter with technical bid)
7. The firm should have three or more CAs out of which two must be FCA. Please enclose curriculum vitae and registration of the FCA and other CAs in the Institute of Chartered Accountants of India (ICAI membership card) who are working presently with the firm should be enclosed with technical bid.

8. The firm must undertake (in writing) to deploy at least 01 chartered accountant and 02 trained staff for the assigned work. Please enclose undertaking with technical bid.
9. The Firm Should have Turnover of at least Rs. 5,00,000/- in Assessment Year 2011-2012. Please enclose turnover certificate with technical bid.
10. The bidder should enclose copy of audited balance sheet along with audit report (If applicable) for the last three financial year 2008-09, 2009-10, 2010-11 with technical bid.
11. The bidder should enclose, PAN No. of the firm and Income Tax return of the firm for the last three Assessment years 2009-10, 2010-11 and 2011-12 with technical bid.
12. The firm should have service tax registration by competent authority. (Please enclose copy of registration with technical bid.)
13. Scope of work
 - (a) Reconciliation of all Bank accounts with bank statement.
 - (b) Reconciliation of vouchers whether all are entered in cash book.
 - (c) Reconciliation of receipts of income from different heads.
 - (d) Reconciliation of grant/project assistance amount through bank statement.
 - (e) Reconciliation of deposition of income to bank.
 - (f) Reconciliation of bank charges debited by bank.
 - (g) Reconciliation of interest credited by bank.
 - (h) Reconciliation of cheques whether all are presented to bank.
 - (i) Reconciliation of cancelled or expired cheques.
 - (j) Reconciliation of cheques issued but not presented for payments.
 - (k) Reconciliation of drafts/cheques/IPO sent for collection but not collected.
 - (l) Checking of the accounted status of cancelled or expired cheques in the cash books and provide suggestions for proper corrections.
 - (m) Reconciliation of re-issued cheques.
 - (n) Checking of all the documents related to payments and receipts and provide suggestions for proper corrections
 - (o) Certification of fund transfer from one account to another.
 - (p) Reconciliation of the fund transfer in university bank account through NEFT/RTGS/Electronic Clearing System.
 - (q) Any Other Work related to Bank Reconciliation.

14. Deliverables

(A) Monthly statements

- (I) Bank reconciliation statement for each bank account along with separate detailed statement for the work mentioned in scope of work from a to q.

(B) Annual Statements

- (1) Chartered Accountant certified Bank reconciliation statement as on 31st March YYYY.

15. The firm should complete the given reconciliation work for a Financial Year within Maximum period of 24 months from the date of issue of work order. The assigned work is for the period of 01/04/2001 to 31/03/2012 i.e. of 11 financial years hence the work should be completed for each financial year within 02 months.
16. The time specified for the assigned work shall be deemed to be the essence of the contract and the successful Tenderer shall have to complete assigned work within the scheduled period.
17. If the tenderer requests for an extension of time for completion of assigned work on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the Registrar Jiwaji University Gwalior for the same immediately on occurrence of the circumstances. It will be the sole discretion of the Vice – Chancellor to accept or reject any application regarding extension of time.
18. The firm may produce bill for payment after the completion of each financial year reconciliation work as per scheduled time. The payment will be done by Jiwaji University after examining the deliverables and bill.
19. The work has to be carried out as per the directions of Finance controller, Jiwaji University, Gwalior and all the outputs required from time to time shall be furnished within the scheduled time.
20. Technical bid shall be opened only of those who have submitted the EMD and cost of tender form as specified.
21. Financial bid shall be opened only of those who have submitted proper EMD and cost of tender document and are selected in Technical bid Evaluation.

22. A - Submission of the Tender Document

The tender shall be submitted under TWO BID system in **three different sealed envelopes:**

Envelope No.1:- EMD and cost of tender document, if downloaded from the website.

Envelope No.2 :- Technical Bid and Terms & Conditions containing all certificates, documents along with duly filled in check list, as set out in the tender document and in the order as given in the check list.

Envelope No.3 – Financial Bid, containing the rates quoted by the tenderer along with break-up of details.

ENVELOPE No.1

- (i) This envelope will consist of the Earnest Money Deposit (EMD) of Rs. /- in the form of DD from any nationalized scheduled bank, in favour of the Registrar Jiwaji University Gwalior. In case of the tender document downloaded from the website, the cost of tender document of Rs.1000/- should also be included in this envelope by DD in favour of the Registrar Jiwaji University Gwalior.
- (ii) Those tenders not containing the EMD and the cost of tender document will be summarily rejected.
- (iii) This envelope will be superscribed as “**Envelope No.1 – EMD**” and should be addressed to the Registrar Jiwaji University, Gwalior.

ENVELOPE No.2

- (i) All technical information in Technical bid along with Terms and Conditions , certificates, etc., to be submitted in Envelope No.2 duly sealed. The tenderer should write enclosure No. as given below on each document of the enclosures of Technical bid envelope and arrange them in the following order :

- | | |
|--------------------|--|
| Enclosure-1 | Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page. |
| Enclosure-2 | Copy of PAN No. issued by Income tax department. |
| Enclosure-3 | Copy of registration of the firm with Institute of Chartered Accountant of India.
(Firm constitution certificate) |

- Enclosure-4** Copy of curriculum vitae and registration of the FCA and other CAs in the Institute of Chartered Accountants of India (ICAI membership card) who are working presently with the firm.
- Enclosure-5** Copies of audited balance sheet of the firm along with audit report,(if applicable), for the last three financial years 2008-09, 2009-10, 2010-11.
- Enclosure-6** Copy of annual turnover certificate of the firm in assessment year 2011-12.
- Enclosure-7** Copy of Service Tax Registration.
- Enclosure-8** Copies of Income Tax return of the firm for the last Three Assessment years 2009-10, 2010-11, 2011-12
- Enclosure-9** Copies of work order/ appointment Letter for proving the experience of Accounting & Auditing Work between the Period Starting From 01 April 2009 to 31st March 2011 in at least 02 Govt./Semi Govt. Undertakings or authority.
- Enclosure-10** Undertaking for deployment of at least 01 CA and 02 trained staff for the assigned work.
- Enclosure-11** Appreciation Letter, if any, received from any Govt./ Semi Govt. Undertaking Authority for any work conducted would also be considered Separately.

- (ii) All pages including the enclosures shall be signed with seal by the tenderer.
- (iii) This envelope will be superscribed as “**Envelope No.2 – TECHNICAL BID**” and should be addressed to the Registrar Jiwaji University, Gwalior.

ENVELOPE No.3

- (i) FINANCIAL BID shall be in the third envelope containing the filled up schedule of *rates duly sealed*.
- (ii) *This envelope should be super scribed as “Envelope No.3 – FINANCIAL BID” and should be addressed to the Registrar Jiwaji University, Gwalior.*

B. *All the above three envelopes are to be inserted in a larger envelope and duly sealed before submitting the tender document. This envelop should be addressed to the Registrar Jiwaji University Gwalior – 474011 (M.P.)and superscribed as ~TENDER FOR BANK RECONCILIATION WORK.*

23. All tenderers are required to read Offer documents carefully before quoting rates and submission of tenders. Submission of the tender shall be considered as meeting the following requirement:

- (a) **Tender documents have been fully read and understood by the tenderer, and**
- (b) **The tenderer has duly visited the work site and has fully understood the expectations and obligations described in this tender document.**

24. The rates in the financial bid shall be filled in figures as well as in words. Overwriting of figures is not permitted. All erasures, cuttings and alterations made while filling the offer document should be initialed by the Tenderer.

25. Tenders not having duly filled in checklist will not be considered.

26. Earnest money shall be forfeited in case the Firm does not start the work as stipulated after awarding the Contract by the Registrar Jiwaji University Gwalior.

27. EMD of unsuccessful tenderers shall be returned after the award of the contract. EMD of successful tenderer shall be converted into Performance Security and refunded on expiry of the contract. No interest shall be paid on the EMD/Performance Security.

28. The contract shall generally be awarded to the lowest tenderer as per the Bid Evaluation Criteria complying with statutory norms. However the Registrar Jiwaji University Gwalior does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tenderer in the process.

29. Conditional Tenders shall not be accepted in any case. A copy of the terms and conditions must be signed by the tenderer with seal and enclosed along with the technical bid as token of acceptance of the terms and conditions.

30. Tax deducted at source (TDS) will be deducted by the Registrar Jiwaji University from the bills as per rules in force from time to time. The firm will have to bear all applicable taxes and duties enforced by the Central / State Government / Local Bodies from time to time.

31. If the awarded tenderer fails to accept the contract, the EMD amount will be forfeited and the second lowest in the list of selected agencies shall be given the opportunity for the contract.
32. The successful tenderer has to enter into an agreement within 7 days of the receipt of the order.
33. The successful tenderer shall make arrangement for deploying at least 01 Chartered Accountant and 02 trained staff for the assigned work.
34. The firm shall be fully responsible for discipline of their deployed staff during their duty hours.
35. The staff deployed by the firm for the assigned work shall be the employee of the firm and shall not have any right whatsoever to claim the employment in the Jiwaji University Gwalior in any form either during or after the currency of this agreement.
36. The Firm shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of Wages Act. etc. and also be responsible for payment of employee's contribution under E.P.F. and ESI Act. etc. in respect of staff deployed for Jiwaji University duties.
37. All bills concerning payments shall be put up by the firm to the Registrar Jiwaji University for his verification and then only it shall be further processed and forwarded by Finance Controller to Accounts Department for the payment of these bills.
38. The firm shall not at any time during the currency of this agreement sub-contract the job entrusted to them for performance to any other party.
39. In the event of dispute arising out of this agreement, the Vice Chancellor Jiwaji University, shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
40. No tenderer shall contact Jiwaji University on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort on part of a tenderer to influence the Competent Authority or members of Technical and Purchase committee, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the tenderer's bid.

41. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
42. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Jiwaji University, then the awarded contract may be liable for cancellation at the discretion of Jiwaji University and EMD/Performance Security will be forfeited.

| **Signature of Tenderer with Seal**

JIWAJI UNIVERSITY, GWALIOR(M.P.)

FINANCIAL BID

(To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

..... Phone No. :.....

Description of Work	*Rates of Reconciliation for each financial Year Rs.	* Rates of Reconciliation For 11 Years Rs.
1	2	3
Bank reconciliation work of JIwaji University Gwalior as per the terms and Conditions of offer documents.	In Figures In Words	In figures In words

***Please write only net rates. Taxes applicable will be paid extra.**

I agree with all the terms and conditions of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of bank reconciliation work expected from our firm. .

Signature of Tenderer with Seal