



**JADAVPUR UNIVERSITY  
KOLKATA - 700 032, WEST BENGAL**

**NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANTS/COST ACCOUNTANTS FIRMS**

**Tender No: JU/Fin./2016-17/01 Date: 05.10.2016**

JADAVPUR UNIVERSITY invites tender from **Chartered Accountants/Cost Accountants Firms** having office at Kolkata and having experience in finalisation of the Annual accounts of the University or Higher education Institutes like NIT, IIT etc. for providing two 'Semi-qualified Assistants' on full time basis for BRS and finalisation of the Annual accounts of the University. The last date of submission tender document is on or before **26.10.2016**. Bidders are requested to visit the website regularly for update themselves.

*Registrar*

**The details of the Tender are as follows:**

**SCOPE OF WORK::**

The nature of work of the Chartered Accountants/Cost Accountants Firm shall be as follows.

1. To provide two 'Semi-qualified Assistants' to JU, having experiences of handling the University accounts or accounts of other Higher Education Institute like IIT, NIT, etc. finalisation process and related jobs.
2. Verification and checking of all financial transactions from cash book/bank book and other ancillary record maintained by the University, for finalisation purpose.
3. Bank reconciliation of the University accounts, through Tally and using tools (lookup, pivot, etc.) under Microsoft excel.
4. Presentation of comprehensive report highlighting major issues, suggestions etc. towards steps to finalisation of Annual accounts.
5. Biodata of the candidates to be placed at JU must be furnished for evaluation.
6. The office schedule of JU is to be followed for attending duties.

**TIME PERIOD:**

The Chartered Accountants/Cost Accountants firm will be required to provide the desired services initially for a period of **six months, may be renewed on the basis of performance.**

**The University** reserves the right to discontinue the services of Chartered Accountants/Cost Accountants firm in the event their services are evaluated as unsatisfactory at any time during the period.

**PRE-QUALIFICATION CRITERIA :**

The Chartered Accountants/Cost Accountants firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The firm should be based at Kolkata or should have a office at Kolkata.
2. The firm must have experience in finalising the annual accounts of a University or Institute of Higher learning, like IIT/NIT etc., proof which need to be submitted.
3. The firm should be registered with The Institute of Chartered Accountants of India and similarly Cost Accountants firm should be registered with The Institute of Cost Accountants of India.
4. The firm must have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
5. The firm should have been in operation for at least 5 years after its registration.
6. The semi-qualified assistant should have at least two years experience in finalisation of annual accounts of a University or Institute as stated herein.

## **PAYMENT TERMS :**

The payment shall be made against the services provided by the Assistants at JU, subject to the following terms and conditions:

1. The payment will be made monthly, against submission of bills in duplicate on submission of the monthly performance report, during the entire contract period in accordance with the financial bid submitted by the selected bidder and accepted by the University. No price variation would be allowed during the contract period.
2. Any increase in service tax rates during the contract period will be borne by the University. TDS under Income tax will be deducted at applicable rates.
3. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the University will be the final in this regard.

## **SUBMISSION AND EVALUATION OF THE TENDER:**

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i. **Prequalification-cum-technical bid** in **Annexure-A**, with all supporting documents kept in a separate envelope super scribing " **TECHNICAL BID**", **alongwith the Biodata of the candidates**
- ii. Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing "**FINANCIAL BID**".

All the pages of the Tender document including the Annexures and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelope. The envelope should be superscribed:

**"TENDER FOR SELECTION OF CHARTERED ACCOUNTANTS/ COST ACCOUNTANTS FIRM FOR PROVIDING TWO SEMI-QUALIFIED ASSISTANTS AT JADAVPUR UNIVERSITY, KOLKATA"**  
Submitted by: **(Name, Address, E-mail and Telephone Number of the Firm)**  
Submitted To: **THE REGISTRAR**  
**JADAVPUR UNIVERSITY, KOLKATA - 700 032, WEST BENGAL**

The Applicant can submit the Tender by registered post /courier/Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

## **LAST DATE OF SUBMISSION OF TENDER:**

Last date of submission of the Tender is **26-10-2016** up to **15.00 hours**.

## **DATE OF OPENING OF TENDER**

The Tender will be opened for technical evaluation on **26-10-2016 at 15:30 hours** in the Committee Room no.-1 of the Institute. The authorized representatives must carry authorization letter to attend the bid opening which should be attended by all. The date of opening of financial bids will be communicated later.

## **EVALUATION OF TENDER**

The Tender will be evaluated by Tender evaluation committee constituted by the Vice Chancellor, Jadavpur University. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bid will be given weightage as given below. In case of a firm not fulfilling the minimum eligibility criteria in each category of the technical bid, the bid of the respective bidder shall be rejected.

The combined score of technical and financial bids will be taken into consideration for finalizing the firm for award of contract. The firm scoring maximum marks will be declared successful. However mere scoring of maximum marks does not entitle the firm for award of contract.

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria. Each firm meeting the pre-qualification criteria would be evaluated and given technical score and called for the interview. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated.

Date: 05<sup>th</sup> October 2016

Sd/-  
Registrar

Annexure-A

**Technical and Financial Evaluation Criteria**

	<b>Firm's Experience</b>	<b>30</b>
	Firm's Existence in years after its registration	
	5 Years - 7 years	5
	> 7 Years - 10 years	7
	> 10 Years	10
	<b>Experience of handling accounting and financial services involving finalisation process of at least one University and/or Higher Educational Institute</b>	
01.	Finalisation of 1 annual accounts	3
	> 1- 3 annual accounts	6
	> 3 annual accounts	10
	<b>Number of paid staff (Full Time) on the roll of establishment</b>	
	5- 10 Staff	5
	>10-20 Staff	7
	>20 Staff	10
	<b>Total Technical Score</b>	<b>30</b>
02	<b>Score on Interview of the candidates to be placed at JU</b>	<b>30</b>
03.	<b>Score on Financial Proposal *</b>	<b>40</b>
	<b>Grand Total</b>	<b>100</b>
	<b>* <u>Formula for calculation of Financial Proposal</u></b>	
	The lowest evaluated financial proposal will be given maximum score of 40. The score of other firms would be calculated as per the formula: <b>F (other than lowest bidder) = (price quoted by lowest bidder/ price quoted by the bidder) X 40</b>	

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## FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Charges for the manpower (Two Semi-qualified Assistants) per month.			The service Provider will raise the monthly bills in duplicate on submission of the Report to the University.
B.	Add: Service Tax as per applicable rate.			
C.	<b>Total charges to be paid (including Service Tax (A+B))</b>			

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Signature : \_\_\_\_\_

Date:

Name &amp; Designation : \_\_\_\_\_

Seal: