

**INDIAN INSTITUTE OF MANAGEMENT UDAIPUR**

**Expression of Interest (EoI)**

**For**

**Accounting and Tax Compliance Services**

Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan  
Website: [www.iimu.ac.in](http://www.iimu.ac.in)

**EOI no. IIMU/EOI/Accounts/2017/12/01**

**Dated: 28.12.2017**

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## 1. TEXT OF ADVERTISEMENT

Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan  
Website: [www.iimu.ac.in](http://www.iimu.ac.in)

### INVITATION FOR EXPRESSION OF INTEREST

Indian Institute of Management Udaipur (IIMU) invites Expression of Interest (EoI) from reputed Accountancy and Consulting firms / companies (hereinafter referred to as 'Consultant' or 'Bidder') for accounting and tax compliance services for the period of three years, which may be extended further for maximum two years on annual basis at the sole discretion of IIMU.

The EoI Document containing the details of qualification criteria, submission requirement, scope of work and evaluation criteria etc. can be downloaded from the website [www.iimu.ac.in](http://www.iimu.ac.in) or <https://eprocure.gov.in>

The eligible Bidder may submit their EoI response in the prescribed format, by applying on the website <https://eprocure.gov.in> and nowhere else as it will be opened online at this site only.

Detailed Request for Proposal(RFP) Document will be subsequently issued to successfully pre-qualified bidders only. In response to the RFP, bidders will need to submit the bid documents for further evaluation.

Chief of Administration,  
IIM Udaipur, Balicha,  
Udaipur – 313 001

Note: IIMU or any of its designates reserves the right to cancel this request for EoI and / or invite afresh EoI with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and IIMU reserves the right to amend / add further details in the EoI.

## 2. LETTER OF INVITATION

Indian Institute of Management Udaipur  
Balicha, Udaipur-313001, Rajasthan

Dear Sir/Madam,

Indian Institute of Management Udaipur (IIMU) invites Expression of Interest (EoI) from reputed Accountancy and Consulting firms / companies (hereinafter referred to as 'Consultant' or 'Bidder') for accounting and tax compliance services for the initial period of three years, which may be extended further for maximum two years on annual basis at the sole discretion of IIMU.

The EOI Document containing the details of qualification criteria, submission requirement, scope of work and evaluation criteria etc. is enclosed.

The EOI Document is available on website [www.iimu.ac.in](http://www.iimu.ac.in) and <https://eprocure.gov.in>

Sr. No.	Critical Dates	Date	Time
1.	Publishing Date	28.12.2017	09.00 hrs
2.	Document Download Start Date	28.12.2017	09.00 hrs
3.	Document Download End Date	18.01.2018	11.00 hrs
4.	Bid Submission Start Date	28.12.2017	09.00 hrs
5.	Bid Submission End Date	18.01.2018	13.00 hrs
6.	Bid Opening Date	18.01.2018	15.00 hrs

Yours faithfully,  
Chief of Administration  
Indian Institute of Management Udaipur

Encl.: EoI Document.

### 3. SCOPE OF WORK FOR ACCOUNTING AND TAX COMPLIANCE SERVICES

1. Enter, process and maintain all day to day accounting transactions into the ERP – Microsoft Dynamics AX, Campus Vue, CRM, Paypac, Tally, Public Financial Management System(PFMS) etc.
2. Thorough checking and verifying all the bills/claims submitted to accounts, as per the Institute's policy.
3. Prepare, process and maintain all transaction vouchers, supporting documents, books and registers pertaining to receipts, payments, income & expenditure, assets, liabilities, stores and fixed assets.
4. Assistance in preparing and processing all documents and details pertaining to procurement cycle, required to be prepared and processed by Accounts & Finance team as per the Institute's policy, including issuance of Purchase Orders/Service Orders/Work Orders.
5. Prepare bank reconciliation & fees reconciliation, on day to day basis.
6. Maintain petty cash book on daily basis.
7. Assistance in reconciling physical cash transaction with books, including employees cash advance transactions.
8. Payroll processing.
9. Prepare and maintain records of students' fee receipts.
10. Maintain / assist in maintaining necessary records of Faculty / Staff Development Allowance and reconcile balance for each faculty on day to day basis, to the extent possible
11. Prepare Annual Accounts of the Institute as per the prescribed format of Accounts for Central Autonomous Bodies including all required disclosures, computation, notes and schedules, as per the applicable GAAP.
12. Prepare Annual Accounts of the Institute as per The Company's Act 2013 for Incubation Centre.
13. Assistance in completing all secretarial compliances for incubation center including preparation of agenda and minutes of meetings.
14. Assistance in completing all statutory compliances related to ROC.
15. Prepare and maintain desired records as well as prepare and file returns for compliances related to GST, Income Tax and TDS matters.
16. Prepare and maintain records and documents desired for compliances related to GPF/NPS/Payroll.
17. Prepare and maintain records and documents desired for compliances under Foreign Contribution Regulation Act, 1976.
18. Prepare and maintain records and documents desired for compliances related to Works Contract / Building and Other Construction Workers, in respect matters relating to direct tax, indirect tax, accounts and finance.
19. Prepare and maintain records and documents for compliances related to General Financial Rules (GFR), Financial Rules (FR), and Supplementary Rules (SR) as per Government of India, in respect matters relating to direct tax, indirect tax, accounts and finance.
20. Collating and preparing financial details for Certification of Statement of Expenditure and Utilization Certificate as per the requirement of funding agencies.

21. Prepare / assist in preparing monthly, quarterly and yearly budgets and perform variance analysis report.
22. Prepare MIS reports in prescribed format.
23. Prepare / assist in preparing monthly, quarterly and yearly demand forecast for requirement of funds as prescribed by MHRD.
24. Prepare details desired for getting yearly Actuarial valuation done for pension, gratuity, leave encashment and any other long term benefits applicable to employees of the Institute as per Central Government Rules.
25. Prepare and provide all required information and facilitate audit of accounts conducted by CAG, Internal Auditors, Statutory Auditors, Tax Auditors, Pre-Auditors and other agencies, as applicable from time to time.
26. Provide and assist in documenting updates, applicable to the Institute, on all latest amendments in laws, rules and regulations, relating to direct tax, indirect tax, accounts and finance matters.
27. Preparation of appeals and replies with respect to all tax related matters.
28. Prepare replies to all queries, relating to direct tax, indirect tax, accounts and finance matters, received by the Institute.
29. Collate details and make presentation of certified Annual Accounts to the Finance committee / Board of Governors, if required.
30. Attend / present before any tax authorities / departments for assessment and / or for any other purpose.
31. Assistance in any other item of work in respect of statutory & regulatory compliances relating to accounting and taxation matters.

#### **4. EOI PROCESSING FEES**

A non-refundable processing fee for Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of a Demand draft or a Pay Order drawn in favour of “Indian Institute of Management Udaipur ” Payable at Udaipur has to be submitted along with the EoI response. Bids received without or with inadequate EoI processing fees shall be summarily liable to get rejected.

#### **5. METHOD FOR SUBMISSION OF PROPOSAL**

Proposal, in its complete form in all respects as specified in the EoI, must be submitted through online mode under the e-procurement system. **The bidders have to apply online through E-Procurement portal <https://eprocure.gov.in> only.** The processing fee is to be submitted in a sealed envelope to be super scribed this EOI name & the name of your agency and must reach the below address before the last date & time for receipt of EOI

*The Chief of Administration  
IIM Udaipur,  
Balicha, Udaipur-313001,  
Rajasthan*

. In exceptional circumstances and at its discretion, IIMU may extend the deadline for submission of proposals by issuing an amendment to be made available on the website [www.iimu.ac.in](http://www.iimu.ac.in) and <https://eprocure.gov.in>, in which case all rights and obligations of IIMU and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

## **6. INSTRUCTIONS TO CONSULTANTS / SUBMISSION REQUIREMENTS**

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted as per below:-

- a) Bidder's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of working on similar assignment as per Format-3.
- d) Details of team experience as per Format-4.
- e) Average annual turnover of the Bidder and average team size in 'specified territory as per Format-5.
- f) CV of Team Leader and On-site Team Supervisor as per Format-6.
- g) Details of Human Resource, Training and Knowledge Management Function as per Format-7
- h) Declaration as per Format-8.
- i) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

Bidder must have its office(s) within a radius of 500 km from IIMU campus (herein referred to as '**Specified Territory**' in this document).

EOI Documents have been hosted on the website [www.iimu.ac.in](http://www.iimu.ac.in) / <https://eprocure.gov.in> and may be downloaded from the website.

The bidders are expected to examine all instructions, forms, terms and other details in the EoI document carefully. Failure to furnish complete information as mentioned in the EoI document or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the Bidder's risk and would result into rejection of the proposal, by IIMU at its own discretion.

## 7. QUALIFICATION CRITERIA:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be considered eligible for next stage(s) evaluation.

S. No.	Pre-qualification Criteria	Supporting Compliance Documents / Details
1.	The Bidder shall be a firm/ company/ partnership / proprietorship firm registered under the Indian Companies Act, 1956/ the Partnership Act, 1932 / the Limited Liability Partnership Act, 2008 and who have their registered offices in India and must have an office in 'Specified Territory'	Details in Format - 2 Copy of certificate of incorporation and registration, as applicable
2.	The Consultant should be in the business of providing accounting and tax compliance services for the last 10 years as on 31 March 2017	Details in Format – 3
3.	The Consultant must have employed, on an average during the last twelve months ended on 30 September 2017, not less than 10 CA / Accounting Technician from ICAI / CMA / CWA / MBA (with post qualification experience of not less than 5 years in the field of accounting and tax compliance services) in its office(s) in 'Specified Territory'	Details in Format – 4
4.	The Bidder should have minimum average annual turnover of Rs 10 Crores, during the last three financial years (2014-15, 2015-16 and 2016-17)	Details in Format - 5 CA certificate with name of CA, registration number, signature and stamp
5.	The Bidder must be capable of deputing, on an average man-days basis on all days, at least, 3 manpower resources at IIMU. On-site team must be led by on site team supervisor and supported remotely by senior and strategic project management team, including team leader (Senior Team). Senior Team may be required to provide on-site support on need basis. On site team deployment should not be more than 10% of average team size of the Bidder during last three years (2014-15, 2015-16 and 2016-17), in specified territory. In other words, average team size of the Bidders in specified territory should be not be less than 30 full time employees on the payroll of the Bidder, including HR team members.	Details in Format - 5

6.	The Bidder must have a diversified team consisting of members who specialize in providing accounting and tax compliance services. In case of Bidders having multiple offices in India, profile of the team forming part of office(s) situated in 'Specified Territory' should only be considered.	Team profile, as at 30 September 2017, in Format – 4
7.	Bidder must designate a Team Leader, who should be CA or Certified Accounting Technician from ICAI / CWA / CMA / MBA (Finance) from a reputed Institute, with a minimum of 10 years of experience in providing accounting and tax services to medium or large size organizations.	Details in Format - 6
8.	Bidder must designate one on-site Team Supervisor, who should be CA or Certified Accounting Technician from ICAI / CWA / CMA / MBA (Finance) from a reputed Institute with a minimum of 5-7 years of experience in providing accounting and tax services to medium or large size organizations.	Details in Format - 6
9.	The Bidder must have established process / credential of recruiting and retaining experienced quality resources.	Details in Format - 7 Organization chart of Human Resource (HR) function, including the size of HR team. A note on important HR policies relating to recruitment and retention of quality resource may also be shared.
10.	The Bidder must have structured process of Knowledge Management, e.g., analyzing and disseminating information about latest changes in the field of accountancy and tax laws.	Details in Format – 7 Organization chart of Knowledge Management function, including the size of the team. A note on Knowledge Management process explaining the capability of the Bidder in analyzing and disseminating information about the latest changes in the field of accountancy and tax laws may also be shared.
11.	The Bidder must have capability and structured processes of imparting relevant training to its manpower resources.	Details in Format - 7 Note on manpower resource training processes and policies.
12.	The Bidder should not have any conflict of interest, i.e., financial, business or other relationship with IIMU, which may have an impact upon the outcome of delivery of services	Declaration in Format - 8
13.	PAN No. / GST Registration Certificate	Copy to be enclosed.
14.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Declaration in Format - 8

## **8. EVALUATION CRITERIA AND METHOD OF EVALUATION:**

- a. Screening of EoI shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EoI will be evaluated for short listing *inter alia* based on their past experience of handling similar type of project, strength of their man power, financial strength etc.
- c. Bidders who qualify as per the eligibility conditions will be provided further details / clarification about the scope of work, if requested for. The Bidders may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. IIMU may take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience.
- e. Short listed Bidders will be issued RFP and asked to submit their Technical and Financial Bids in separately.

## **9. RESPONSE:**

Bidders must ensure that their Bid response is submitted as per the formats attached with this document.

## **10. CONFLICT OF INTEREST:**

1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform IIMU, detailing the conflict in writing as an attachment to this Bid.
2. IIMU will be the final arbiter in cases of potential conflicts of interest. Failure to notify IIMU of any potential conflict of interest will invalidate any verbal or written agreement.
3. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

## **11. CONDITION UNDER WHICH EOI IS ISSUED:**

The EOI is not an offer and is issued with no commitment. IIMU reserves the right to withdraw EoI and or vary any part thereof at any stage. IIMU further reserves the right to disqualify any bidder, should it be so necessary at any stage.

## 12. FORMATS FOR SUBMISSION:

### FORMAT – 1

#### BIDDER'S EXPRESSION OF INTEREST

To,

Chief of Administration,  
Indian Institute of Management Udaipur,  
Balicha, Udaipur – 313 001,  
Rajasthan

#### **Sub: Submission of Expression of Interest for Accounting and Tax Compliance Services**

Dear

In response to the Invitation for Expressions of Interest (EoI) published on 28.12.2017, for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we provide the following documents in the form of soft copy on <https://eprocure.gov.in>:

1. Organizational Contact Details (Format-2)
2. Experience of working on similar assignment (Format-3)
3. Details of team experience (Format-4)
4. Average annual turnover of Bidder and average team size in 'specified territory (Format-5)
5. CV of Team Leader and On-site Team Supervisor (Format-6)
6. Details of Human Resource, Training and Knowledge Management Function (Format-7)
7. Declaration (Format-8)
8. Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.

Sincerely Yours,  
Signature of the applicant

[Full name of applicant]

Stamp .....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

## FORMAT – 2

<b>S. No</b>	<b>Bidder's Organizational Contact Details</b>	
1.	Name of Organization	
2.	Areas of business	
3.	Type of Organization (Company / Partnership / LLP / Proprietorship)	
4.	Date of incorporation / registration	
5.	PAN and GST No	
6.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
7.	Address of registered office with telephone no. & fax	
8.	Address of offices in 'Specified Territory'	
9.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Copy of PAN and GST registration certificate in respect of 5 above.
4. Undertaking in respect of 6 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

**FORMAT – 3**

<b>Bidder Experience of Working on Similar Assignment</b>			
Nature of Service	Number of years of experience	Number of assignments handled during last 10 years (annual contract value of 12 lacs and above but less than 24 lacs)	Number of assignments handled during last 10 years (annual contract value of 24 lacs and above)
Bookkeeping, Accounting & Related Services, Tax advisory and Compliance related assistance			
<p>Decision of Evaluating Committee in ascertaining “similar assignment” will be final.</p> <p align="right">Signature of the applicant Full name of applicant</p> <p align="right">Stamp &amp; Date</p>			

### FORMAT – 4

<b>Details of Bidder's Team Experience</b>				
<b>S. No</b>	<b>Professional Qualification</b>	<b>Number of Employees</b>	<b>Current Average Experience with Bidder(in Years.)</b>	<b>Total Average Relevant Experience (in Years.)</b>
1.	Chartered Accountant (from ICAI)			
2.	Certified Accounting Technician (from ICAI)			
3.	Company Secretary (from ICSI)			
4.	Cost Accountant (from ICWAI)			
5.	MBA (from reputed Institutes)			
6.	Management Accountant (from reputed Institutes)			
7.	Others			

**Note:**  
Experience should be given in average number of years and rounded-off. For example - 6 months and above should be rounded off as 1 year / 2 year and 5 months should be rounded off as 2 years

Signature of the applicant  
Full name of applicant  
Stamp & Date

**FORMAT – 5**

<b>Average Annual Turnover of the Bidder and Average Team Size in ‘Specified Territory</b>			
<b>S. No</b>	<b>Financial Year</b>	<b>Turnover of Bidder (Rs. in Crores)</b>	<b>Team Size in ‘Specified Territory’ (No. of Employees)</b>
1	2014-15		
2	2015-16		
3	2016-17		
Average Annual Turnover / Team Size			
<b>Note: Please enclose CA certificate in support of your claim.</b>			

Signature of the applicant  
Full name of applicant  
Stamp & Date

## FORMAT – 6

### CV of Team Leader and On-site Team Supervisor

1.	Name of Bidder	
2.	Name of Team Leader / On-site Team Supervisor	
3.	Qualification	
4.	Name of the Institute passing / qualifying examination	
5.	Current position held	
6.	Nationality	
7.	Relevant experience: <ul style="list-style-type: none"><li>• With present employer along with year of service, job description, etc.</li><li>• With other employers along with the name of the employer, year of service, position held, job description, etc.</li></ul>	
8.	Number of years of relevant experience	

### CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualification and my experience.

(Signature of Team Leader / On-site Team Supervisor)

Signature of the applicant Full  
name of applicant

Stamp & Date

## FORMAT -7

### Details of Human Resource, Training and Knowledge Management Function

1.	Size of Human Resource (HR) team (Number of employees in HR function)	
2.	Number of HR team members dedicated for recruitment process	
3.	Number of technical training held at the 'Specified Territory' during last three years	
4.	Number of team members dedicated for Knowledge Management function	

Signature of the applicant

Full name of applicant

Stamp & Date

## FORMAT -8

### Declaration

We hereby confirm that we are interested in competing for the Accounting and Tax Compliance Services to be provided to the Indian Institute of Management Udaipur as per the Scope of Work and other terms & conditions stated in the offer inviting Expression of Interest.

We hereby confirm that we do not have any conflict of interest, i.e., financial, business or other relationship with IIMU, which may have an impact upon the outcome of delivery of services

We hereby confirm that we are not blacklisted by any Central Govt. / State Govt. / PSU / Govt. Bodies

All the information provided herewith is authentic to the best of our knowledge.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.