

**MAHATAMA JYOTIBA PHULE  
ROHILKHAND UNIVERSITY  
BAREILLY**

**FOR  
U.P. JEE B.Ed. 2019**

**TENDER DOCUMENT**

**FOR  
RECONCILIATION OF AMOUNT RECEIVED FROM STUDENT,  
COMPILATION OF AMOUNT PAYABLE TO RESPECTIVE  
COLLEGES, PREPARATION OF ANNUAL ACCOUNTS AND  
BALANCE SHEET**

Opening Date of Submission of Tender :

Closing Date of Submission of Tender :

**MAHATAMA JYOTIBA PHULE ROHILKHAND UNIVERSITY,**  
**BAREILLY**

**SUBJECT: TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT/ COST ACCOUNTANT FOR RECONCILIATION OF AMOUNT RECEIVED FROM STUDENT, COMPILATION OF AMOUNT PAYABLE TO RESPECTIVE COLLEGES, PREPARATION OF ANNUAL ACCOUNTS AND BALANCE SHEET OF JEE B.Ed. 19**

Sealed quotations are invited for engagement of reputed Chartered Accountant/Cost Accountant firm for reconciliation of amount received from students, compilation of amount payable to respective colleges, preparation of annual accounts and preparation of balance sheet after confirming their eligibility criteria mentioned below.

The interested firms are required to submit the bid in single sealed cover in the prescribed format as per Annexure- A, B, C.

The University reserves the right to reject any or all the quotations without assigning any reason thereof. Incomplete and conditional tenders/quotations shall be rejected.

**Eligibility Criteria:**

1. Only the Chartered Accountant /Cost Accountant firm who is holding minimum 5 years certificate of practice(on the date of tender notice) along with atleast three financial years experience of providing similar nature of services(reconciliation of amount received from students, compilation of amount payable to respective colleges, preparation of annual accounts and preparation of balance sheet) would be eligible to apply for the tender. Preference will be given to the firm who had experience of doing the above required work under JEE. B.Ed.
2. Those firms who have been debarred/ black listed from any University should not be eligible to apply.
3. Only those firm are eligible who registered office are situated within the precincts of Uttar Pradesh.
4. Financial Criteria needed for eligibility under the tender (All the 3 criteria needs to be fulfilled along with the proof of documentary evidence)  
Average turnover for the last 3 Financial years – Rs. 15,00,000.00  
Average Profit for the last 3 Financial years- Rs. 7,00,000.00  
Minimum Staff on the date of Tender- 5
5. Eligible firm should have valid PAN,GSTIN (Attach documentary evidences for the proof).

**Annexure –A**

**SUBJECT: TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT/ COST ACCOUNTANT FOR RECONCILIATION OF AMOUNT RECEIVED FROM STUDENT, COMPILATION OF AMOUNT PAYABLE TO RESPECTIVE COLLEGES, PREPARATION OF ANNUAL ACCOUNTS AND BALANCE SHEET OF JEE B.Ed. 19**

<b>1.</b>	Name, Address of Firm	
<b>2.</b>	Registration No. of the Firm (ICAI registration)	
<b>3.</b>	Name, Designation, Address and Telephone No. of Authorized person of Firm to deal with	
<b>4.</b>	PAN issued by Income Tax Department	
<b>5.</b>	GST No.	

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

(Signature of the tenderer with Seal)  
Name of the tenderer

**UNDERTAKING**

To,  
Finance Officer,  
Mahatama Jyotiba Phule Rohilkhand University,  
Bareilly,

Sir,

1. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is also to certify that information given in this tender document are true and nothing has been concealed which is relevant for the purpose of applying for this tender.
3. It is further certified that the firm is acceptable and has not been blacklisted by any University in India.

Date: \_\_\_\_\_

(Signature of the tenderer with Seal)

Place: \_\_\_\_\_

Name of the tenderer

Annexure –C(on letter head of firm)

**Format of Financial Bid:**

Sr. No.	Description	Consolidated annual remuneration (excluding GST) (In Rs.)
1.	<b>TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT/ COST ACCOUNTANT FOR RECONCILIATION OF AMOUNT RECEIVED FROM STUDENT, COMPILATION OF AMOUNT PAYABLE TO RESPECTIVE COLLEGES, PREPARATION OF ANNUAL ACCOUNTS AND BALANCE SHEET OF JEE B.Ed. 19</b>	

Note:-The financial Bid shall be exclusive of GST. The taxes as may be levied by the Government from time to time shall be charged by the firm in addition to the rates quoted in the bid by the firm. All the stationary/equipments used for conduct of various work will be provided by University.

Date: \_\_\_\_\_

(Signature of the tenderer with Seal)

Place: \_\_\_\_\_

Name of the tenderer