



**ACCOUNTS OFFICE  
VISVA-BHARATI**

Memo no. Act/ 2022-23/Retender/26

Date: 27/05/2022

**NOTICE INVITING TENDER  
OFFICE OF THE ACCOUNTS OFFICER  
VISVA-BHARATI**

|   |   |
|---|---|
| <b>Last date of submission of e- Tender</b> | 16/06/2022, 5:00 PM   |
| <b>Tender Opening Date</b>                  | 17/06/2022, Time 3:00 PM  |
| <b>Mode of submission</b>                   | Online through e-Procurement portal of Ministry of Education<br><a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> |

Sub: Notice inviting Tenders for engagement of Chartered Accountants for providing professional services at the Visva-Bharati (Central University), Santiniketan, West Bengal, 731235 **during the period from 01/07/2022 to 30/06/2023.**

1. Tenders are invited on behalf of the Visva-Bharati (Central University) having employees strength of 1200 plus under two bid system from reputed Chartered Accountant Firms to provide trained manpower for data entry of all vouchers etc in Tally ERP Software and to provide professional service for collection, compilation, preparation and submission of Income Tax (ITR-7), Income Tax TDS (24Q, 26Q, 27EQ), GST TDS (GSTR-7), GST (GSTR-1, GSTR-3B, Annual Return GSTR-9), Profession Tax Returns, other compliances and consultations (including rectification returns if any). The above related Return forms for tax compliances may be complied with the changing of that format by the appropriate authority and as listed in **Sl No. 4 of Scope of Work.**
2. Please note that there are total 4 (four) annexures as Annexure I, Annexure II, Annexure III and Annexure IV.
3. Bidders are requested to go through all terms and conditions as well as the requirements of the bid stated below before finally uploading the bid onto the e-Portal.

#### **4. SCOPE OF THE WORK**

##### **I. The illustrative (but not exhaustive) scope of work by the bidders shall be as follows:**

- (i) Data entry of all vouchers etc in Tally ERP Software.
- (ii) Collection, compilation, preparation and submission of Statutory returns- Income Tax (ITR-7), Income Tax TDS (24Q, 26Q, 27EQ), GST TDS (GSTR-7), GST (GSTR-1, GSTR-3B, Annual Return GSTR-9), Profession Tax Returns, other compliances and consultations (including rectification returns, if any) . The above related Return forms for tax compliances may be complied with changes of that format, if any, by the appropriate authority.
- (iii) Preparation of final accounts including MIS reports under supervision of Accounts Officer, Visva-Bharati.
- (iv) Preparation of bank reconciliation statement.
- (v) Providing support for PFMS data entry including Treasury Single Accounts system
- (vi) Any other support relating to preparation of day to day reports and accounting as required by the university authority

##### **II. Manpower to be provided:**

Minimum four numbers of manpower having previous experience of working in Tally ERP Software, data entry and preparation of Annual Accounts of Central University (Minimum commerce graduate from a recognized Institute) shall have to be deployed at all times. Additional manpower shall have to be provided as and when required (with payment) under same terms and conditions in reasonable time.

##### **III. Wages/Remuneration:**

The rates (monthly wages) for para II above should not be less than the minimum wages notified by Government time to time.

##### **IV. Time Period:**

Vouchers entry to be made on daily basis with cash book printing on daily basis. All the year end entries shall be completed within 30<sup>th</sup> April of the following year in all respect. Finalization of Annual Accounts for a particular year should be completed by 31<sup>st</sup> May of the following year and preparation of Annual Accounts for submission of the same to C&AG for Audit by 30<sup>th</sup> June of the following year as per MHRD mandate.

## EVALUATION PROCEDURE OF BID

Bids will be scrutinized in two stages – (a) **Technical bid** and (b) **Financial bid**. However, a Pre-bid evaluation would be done before proceeding to Technical bid.

### I. PRE BID EVALUATION

For Pre-bid evaluation, all bidders must upload **Annexure II** along with the **Technical Bid**. **Technical bid** of only those bidders who comply to Pre-bid evaluation will be opened.

### II. TECHNICAL BID

The Technical bid comprises of following items-

| Sl No. | Nature of the document   | Remark if any            |
|--------|--|--------------------------|
| (i)    | A proposal submission form as per <b><u>Annexure I</u></b>   |                          |
| (ii)   | Copy of the Partnership deed / Registration of Firm issued by ICAI, New Delhi  | whichever is applicable. |
| (iii)  | A brief profile of the firm and partners / Proprietor (if any). The profile should include Year of establishment, details of Head office and or branch office, nature of work done etc.  |                          |
| (iv)   | GST registration copy  |                          |
| (v)    | Permanent Account number (PAN) copy and three year's ITR-V i.e AY -2019-20, AY -2020-21, AY -2021-22.  |                          |
| (vi)   | Certificate of Satisfactory work (Income Tax TDS-24Q <b>return having more than 1000 deductee</b> , 26Q, GST TDS-GSTR7, GSTR-1, GSTR-3B, Profession Tax Returns) completion certificate of Central University/ Cental Govt. Autonomus Bodies issued by the Competent Authority where the firm has provided professionl services for at least two year from 01.4.2018 to 31.03.2022. <b>Preference will be given for working at Central University.</b> |                          |
| (vii)  | Certificate of trained manpower having previous experience of working in Tally ERP Software, data entry and preparation of <b>Annual Accounts at Central University / Cental Govt. Autonomus Bodies</b> issued by the Competent Authority where the firm has provided the professional services.   |                          |

The bidder has to submit compliance certificate as per **Annexure III** in response to technical bid.

## II. PRICE BID

Price bids of the the bidders who qualify the technical bid will only be considered. The Price bid must be submitted as per the **Annexure IV**.

### TENDER TERMS AND CONDITIONS

1. Bidder must submit an ‘**Integrity declaration**’ in the letterhead of the firm in the following format

|  |        |  |
|--|--------|--|
| <b>INTEGRITY DECLARATION</b>   |        |  |
| <b>“We declare that M/s _____ are not declared ineligible or black listed on charges of engaging in corrupt, fradulent, collusive or coercive practices or any failure/lapses of serious natureby Government of India or any other Government body in the past.”</b> |        |  |
| Date:  | Place: | Signature of Chartered Accountant<br>Name & Designation: |

**This is to be noted that bidder who does not comply/fail to submit the above declaration would be rejected.** In any case, if such declaration is found to be false, the bidder would be blacklisted and would invite other legal provisions applicable. If any fraudulent case is found in later stage, it will be considered as breach of contract liable to be cancelled.

2. **Tender Processing Fee:** A non-refundable Tender Processing fee of Rs. 1000/- (Rs One thousand only) must be paid for every bid submitted. This fee may be paid through Demand Draft, favouring “**Accounts Officer, Visva-Bharati**” payable at State Bank of India, Santiniketan Branch (IFSC: SBIN0002121).
3. **Earnest Money Deposit (EMD):** Each bid must be accompanied by EMD of Rs. 20,000/- in the form of Demand Draft in favour of “**Accounts Officer, Visva-Bharati**” payable at State Bank of India, Santiniketan Branch (IFSC: SBIN0002121). **Waiver of EMD be claimed in case of valid registered bidder under MSME on production of MSME Registration Certificate.**
4. **Tender Processing Fee and Earnest Money Deposit (EMD) to be paid through Demand Draft (DD) must be enclosed with Technical Bid. Tender will be considered cancelled without cost of Tender Processing Fee & EMD.**

5. **Hard Copy of DD for Tender Processing Fee and EMD** need to be sent directly to the “Accounts Officer, Visva-Bharati, Santiniketan, PIN 731235 in sealed envelope within stipulated date and time.
6. All bids will be opened at 3:00PM on 17/06/2022 after closing of the upload window. Bidders willing to participate in the bid opening should submit an authorization letter from the appropriate authority of the bidding firm before hand to the tendering Authority. No separate invitation will be issued to bidders for this purpose. All decisions will be published online through e-Portal.
7. All self attested copies of documents as mentioned evaluation procedure of bid to be uploaded.
8. **The bidder have an active local head / branch office preferably at Bolpur/ Santiniketan and the proof of the same to be uploaded in the portal.**
9. Proprietor / Partner must have experience of at least five (5) years.
10. All payments will be made after certification by the Accounts Office on completion of work on month to month basis as per the University procedure. The firm shall raise the bill, in triplicate, along with attendance sheet duly verified by authorised officer of Visva-Bharati in respect of the persons deployed and submit the same to the Accounts Officer, Visva-Bharati on 2<sup>nd</sup> working day of the succeeding month. The bill, in proper form, must be duly accompanied by details of work carried out in that month.
11. The bidder shall have no right to place any pre condition for submitting bid for this NIT. Any conditions of the firm sent along with the bid, if any, shall not be binding on the university.
12. On selection of the L1 firm, the award letter will be issued. On accepting the award letter, both the parties will sign the agreement (Sl No. 14) and the work order would be issued.
13. In case the work order is not executed within two months under normal circumstances, the university will be at liberty to terminate / cancel the work order, and to forfeit the earnest money of the bidder.
14. The successful bidder has to enter into ‘contract agreement’ and ‘data security agreement’ with Visva-Bharati (to be signed at the time of placing the work order).
15. The university is not liable to bear any cost incurred by the bidder in preparing the bid, attending the bid opening event, presentation, demonstration or any other relevant expenditure to the tender.

16. In case of any amendment by the university to any part of the tender, the same will be notified in the website. The bidders should submit their response to the amended part separately within stipulated period.
17. Any grievances/issues should be addressed within 48 hrs from the opening of technical bid. Beyond this period, no grievances will be addressed. All grievances should be addressed to the tendering Authority only. **Communication in any form to anyone other than bidder will be treated as canvassing and such bidder will be outrightly rejected without any notice.**
18. Either party can terminate the contract by giving prior notice of 60 days.
19. During the contract tenure, the bidder will bear the expenses of manpower related to transport, boarding, lodging, medical and other miscellaneous personnel expenses.
20. Visva-Bharati reserves the right to impose penalty/ damages for not providing service or not providing service in time under normal circumstances, the quantum of penalty may be upto 5% of the contract value of the particular job.
21. Bank Commission where applicable will have to be borne by the supplier.
22. The Tendering Authority reserves the right to cancel the tender without assigning any reason.
23. Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than one month, either party may, following consultation with the other give a notice of termination.
24. Breach of any agreement may lead to termination of the contract signed under this NIT. In such case, one month notice in advance would be served in case awarded contract is terminated.
25. The language of the bid should be English.
26. All disputes are subject to “Bolpur, Birbhum, W.B. Jurisdiction” only.

Date: 26/05/2022  
Place: Santiniketan

Joint Registrar (Accounts)  
Visva-Bharati

SEAL

**TECHNICAL PROPOSAL SUBMISSION FORM**  
*(To be printed on Bidder's letterhead)*

Date .....

**LETTER OF BID**

To  
The Accounts Officer  
Visva-Bharati  
Santiniketan-731235

**Ref:** Invitation for Bid No. Memo no. Act/ 2022-23/Retender/26

Date: 27/05/2022

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute the order for all items in conformity with the Bidding Documents.
3. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive within the due dates

Yours sincerely,

(Authorised Signatory)

*(Sign inside the box)*

Signature of Chartered Accountant  
Name& Designation:

**CHECK LIST FOR EVALUATING PRE BID**

**(Please submit only required number of documents. Any additional documents will not be considered for weightage)**

(Tender Ref. Memo No. Memo no. Act/ 2022-23/Retender/26

date: 27/05/2022

**Fill up all information**

| SI No | Items required   | Submitted/not submitted |
|-------|--|-------------------------|
| 1     | Filled in Annexure I   |                         |
| 2     | Filled in Annexure III   |                         |
| 3     | ITR for 3 years  |                         |
| 4     | Copy of latest certificate of Registrartion with ICAI, New Delhi   |                         |
| 5     | Integrity declaration as per point 1 under tender terms and conditions   |                         |
| 6     | Copy of the Partnership deed or Memorandum of Articles or Registration of Firm   |                         |
| 7     | GST registration copy  |                         |
| 8     | Permanent Account number (PAN) copy.   |                         |
| 9     | Certificate of Satisfactory work (Income Tax TDS-24Q <b>return having more than 1000 deductee</b> , 26Q, GST TDS-GSTR7, GSTR-1, GSTR-3B, Profession Tax Returns) completion certificate of Central University/ Cental Govt. Autonomus Bodies where the firm has provided professionl services for at least two year from 01.4.2018 to 31.03.2022. <b>Preference will be given for working at Central University.</b> |                         |
| 10    | Certificate of trained manpower having previous experience of working in Tally ERP Software, data entry and preparation of <b>Annual Accounts at Central University</b> / Cental Govt. Autonomus Bodies issued by the Competent Authority where the firm has provided the professional services.   |                         |
| 11    | Copy of receipt for deposit of Application Fee of Rs. 1000/-   |                         |
| 12    | Copy of receipt for deposit of EMD of Rs. 20000/-  |                         |

Signature of Chartered Accountant

Name & Designation:

Date:

Place:

**SEAL**



**COMPLIANCE CERTIFICATE FOR SPECIFICATIONS**

(Tender Ref. Memo No Memo no. Act/ 2022-23/Retender/26

Date: 27/05/2022

**Fill up all information**

| Technical Specifications as per NIT |   |                        |
|-------------------------------------|---|------------------------|
| Sl no.                              | Particulars   | Complied/ not complied |
| 1                                   | A proposal submission form as per <b><u>Annexure I</u></b>  |                        |
| 2                                   | Copy of the Partnership deed / Registration of Firm issued by ICAI, New Delhi   |                        |
| 3                                   | A brief profile of the firm and partners / Proprietor (if any). The profile should include Year of establishment, details of Head and or branch office, nature of work done etc.  |                        |
| 4                                   | GST Registration copy   |                        |
| 5                                   | Permanent Account number (PAN) copy and three year's ITR-V i.e AY -2019-20, AY -2020-21, AY -2021-22.   |                        |
| 6                                   | Certificate of Satisfactory work (Income Tax TDS-24Q <b>return having more than 1000 deductee</b> , 26Q, GST TDS-GSTR7, GSTR-1, GSTR-3B, Profession Tax Returns) completion certificate of Central University/ Cental Govt. Autonomus Bodies where the firm has provided professional services for at least two year from 01.4.2018 to 31.03.2022. <b>Preference will be given for working at Central University.</b> |                        |
| 7                                   | Certificate of trained manpower having previous experience of working in Tally ERP Software, data entry and preparation of <b>Annual Accounts at Central University</b> / Cental Govt. Autonomus Bodies issued by the Competent Authority where the firm has provided the professional services.  |                        |

I declare that the above information aresupplied as per the requirement of NIT and any deviation to this statement will lead to disqualification of my bid.

Signature of Chartered Accountant  
Name & Designation:

Date:  
Place:

SEAL

**Financial Proposal**

(On Firm's Letter Head)

(Tender Ref. Memo No. Memo no. Act/ 2022-23/Retender/26

Date: 27/05/2022

To  
The Accounts Officer  
Visva-Bharati  
Santiniketan-731235

Sub: Price bid to provide trained manpower and professional services as mentioned in the referred tender above

| Services   | Monthly Rate (Rs.) | Quarterly Rate (Rs.) | Annual Rate (Rs.) | Yearly Total (Rs.) |
|--|--------------------|----------------------|-------------------|--------------------|
| Four Manpower for Accounts related work as per scope of work – mention rate monthly basis                        |                    | XXX                  | XXX               |                    |
| Filing of :  |                    |                      |                   |                    |
| 1. Income Tax ITR-7, Annually  | XXX                | XXX                  |                   |                    |
| 2. Income Tax TDS 24Q, Quarterly   | XXX                |                      | XXX               |                    |
| 3. Income Tax TDS 26Q, Quarterly   | XXX                |                      | XXX               |                    |
| 4. Income Tax TDS 27EQ, Quarterly  | XXX                |                      | XXX               |                    |
| 5. GST TDS :GSTR-7, Monthly  |                    | XXX                  | XXX               |                    |
| 6. GSTR-1, Monthly   |                    | XXX                  | XXX               |                    |
| 7. GSTR-3B, Monthly  |                    | XXX                  | XXX               |                    |
| 8. GST Return GSTR-9, Annually   | XXX                | XXX                  |                   |                    |
| Profession Tax Returns, Annually   | XXX                | XXX                  |                   |                    |
| Rate for consultation for each professional service like Income Tax, TDS, Service Tax, GST etc. hearing / reply. | XXX                | XXX                  | XXX               |                    |
| Total (Rs.)  |                    |                      |                   |                    |

Please Note:

- (i) The above quoted rate shall be exclusive of all related taxes.
- (ii) The firm shall raise its Invoice after satisfactory completion of said task.
- (iii) In case of any discrepancy in quoted rate between figures and the amount mentioned in words, the amount mentioned in words shall be taken into cognizance.

Signature of Chartered Accountant

Name & Designation:

Date:  
Place:

SEAL