

Bid Ref. No. Finance/SP/2024-2025/898

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर – 470003 (म.प्र.)
(केन्द्रीय विश्वविद्यालय)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR – 470003 (M.P.)
(A Central University)

Tender for carrying out
The Accounting Work
Related to Preparation of Annual Accounts and Related Services of
Doctor Harisingh Gour Vishwavidyalaya, Sagar, MP

e-TENDER DOCUMENT

fo@dhsgsu.ac.in
www.dhsgsu.ac.in

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर – 470003 (म.प्र.)
(केन्द्रीय विश्वविद्यालय)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR – 470003 (M.P.)
(A Central University)

E-PROCUREMENT TENDER NOTICE

Ref. No. Finance/SP/2024-2025/898

Dated: 27.12.2024

Dr. Harisingh Gour vishwavidyalaya, Saga, MP invites tender under Two Bids System e-procurement system (Technical and Financial) from the reputed C.A. firms registered with institute of Chartered Accountants of India as well as empanelled with the C&AG for carrying out the Taxation work of the University.

| Item | Details/Date |
|---|--------------|
| EMD Amount | 60,000/- |
| Online Bid Document Download Start Date | 27.12.2024 |
| Pre-Bid Meeting | NA |
| Online Bid Submission Start Date | 27.12.2024 |
| Online Bid Submission End Date | 17.01.2025 |
| Online Bid Opening Date (Technical) | 20.01.2025 |

Notes:

- I. Details regarding the tender are available on website of **DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR. (M.P.)** www.dhsgsu.edu.in and <https://eprocure.gov.in/eprocure/app>. Tender document may be downloaded from above mentioned websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- II. Manual bids shall not be accepted.
- III. For submission of e-Bids, bidders are required to get themselves registered with <https://eprocure.gov.in/eprocure/app>.
- IV. Clarification/queries, if any, can be addressed to the Finance Officer/Assistant Registrar (Account and Finance) on e-mail: fo@dhsgsu.edu.in/ arfinance@dhsgsu.edu.in.

REGISTRAR(Off.)

INDEX

| Sr. No. | Content | Page No. |
|--------------------|--|-----------------|
| 1. | Introduction | 4 |
| 2. | Scope of Work | 4-5 |
| 3. | Eligibility criteria for the Firms | 5-6 |
| 4. | Bid Submission | 6-7 |
| 5. | General Terms and Conditions | 7-9 |
| 7. | Instructions for online Bid Submission | 10-12 |
| 8. | Technical Bid (Annexure-I) | 13 |
| 9. | Financial Bid (Annexure-II) | 14 |
| 10. | Acceptance Letter | 15 |

INTRODUCTION

Dr Harisingh Gour Vishwavidyalaya, Sagar, MP (A Central University) formerly University of Saugar was established on 18 July 1946 by Dr Sir Harisingh Gour (founder Vice-Chancellor) by his lifetime saving. The University is situated 05 Kms East of Sagar city and its campus covers an area of 1312.89 acres over Pathariya Hills connected to the Vindhya Range, surrounded by lush green forest (about 100 acres) within its Campus and has effectively contributed to the maintenance and preservation of ecosystem and its biodiversity. It is one of the finest picturesque campuses in India. The NAAC appointed by UGC has awarded 'A⁺' Grade re-accreditation to this University. This University is a Central University w.e.f. 15 January 2009. The University is developing in a congenial peaceful disciplined and enthusiastic atmosphere.

On behalf of the Dr Harisingh Gour Vishwavidyalaya, Sagar (MP) **Online** tenders are invited under Two Cover System. For details of terms and Conditions, please refer to the Tender Copy. Tender Document may be downloaded from website of the Vishwavidyalaya (www.dhsgsu.edu.in) and CPP Portal.

The Scope of Work and Terms and Conditions are as given below:

1) **Scope of Work**

Part A: Accounting Services:

- 1) To arrange for vouching and data entry of all expenses and receipts including Internal Receipt of the University. Bank reconciliation on fortnightly basis and prepare a monthly report on the financial status of the University.
- 2) Feeding of all receipts with verification, payments and Journal vouchers including projects accounts (approx 100 thousand entries/vouchers) in registered Tally and other software at University on daily basis.
- 3) Preparation of party wise ledgers for each funds/grant/projects separately.
- 4) Routine financial scrutiny and vouching including extracting and endorsing the Trial balance up to finalization of accounts including Bank Reconciliation etc.
- 5) Preparation and finalization of Annual Accounts of the University on Yearly basis in the prescribed format of Ministry of Education on or before 31st May of every year. The annual accounts with its statements and annexures duly certified and verified by the CA firm shall be submitted in the form of hard and soft copies with all formulas of excel etc.
- 6) To advice the Finance Section of the University from time to time for taking corrective steps so that DHSGSU, Sagar Accounts are prepared in perfect manner;
- 7) Assisting in replying statutory audit memos and facilitation in getting the observation dropped.

- 8) Assurance and advisory service required by the University from time to time.
- 9) Please note that the Annual Accounts related work of the University is as under but not limited to:
 - Preparation of Accounts on the Formats of Financial Statements for Central Higher Educational Institutions.
 - Bank Reconciliation Statements.
 - Scrutiny of Ledgers.
 - Procurement/tendering process of fixed assets, library books, consumables, stationary etc.
 - Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entries wherever necessary.
 - Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest.
 - Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed format of CAG and as circulated by Ministry of Human Resource Development vide letter No. 29-4/2012-IFD dated 17th April 2016 and certifying the Annual Accounts; and
 - Any other work needed for Account's finalization.
- 10) Audit related matters such as to assist and co-ordinate at the time of conduct of Audit i.e., Internal Audit, C&AG audit etc. Assisting in resolving audit paras (if any) during the course of audit.
- 11) Suggestion related to investment activities of the university.
- 12) Training related to accounting work to the employees of the university if required.

Part B: Statutory Consultancy to the University:

- 1) Provide Consultancy on all Statutory matters like GST, Income Tax, PF, NPS, FCRA and other Financial Matters etc. as and when required.
- 2) **Eligibility criteria for the Firms**
 1. **The firm should be registered with:**
 - a. the Institute of Chartered Accountants of India (A copy of Registration to be submitted) and;
 - b. Should be empanelled with office of the Comptroller and Auditor General of India (C&AG).
 - c. The firm should have **at least 15 years of establishment.**

Copies of certificates issued by the ICAI and O/o the C&AG should be submitted along-with technical bid.

2. The Firm should have experience of **at least ten years in Central Government funded Autonomous Educational Institutions/Central Universities (i.e., in IITs, NITs, IISER, Central Universities or other higher educational institutions)** in doing similar works, as specified in the tender document.

3. The firm should have **GST Registration Number & PAN**. Copies should be submitted along-with technical bid.
4. The CA firm should have at least three full time partners on the date of tender submission. (A copy of list is to be submitted).
5. The annual turnover of the CA firm in last three financial years (Financial Year 2021-22 to 2023-24) must be more than Rupees **Fifty Lakhs** per annum. The same needs to be self-certified and audited financial statements needs to be furnished.
6. A Certificate should be submitted that the CA firm has not been blacklisted or debarred by any of Autonomous Body/PSU/Institute of Higher Education/Govt. Body or by any court of law within Last two years. It should also be mentioned that no action has been taken against its existing partners for professional misconduct during last two years by the Institute of Chartered Accountants of India and no enquiry pending for professional misconduct.
7. The Earnest Money amounting to **Rs. 60,000/-** can be deposited through University Samarth portal from the following link:

<https://dhsgsu.samarth.edu.in/feeportal/index.php/site/login>

The copy of the EMD payment receipt must be attached with the technical bid document

8. A tender acceptance letter must be attached along-with the technical bid as per **Annexure-III**.

3) Bid Submission

- I. “Technical Bid” shall comprise of all documents as per **Annexure-I**.
- II. “Financial Bid: shall comprise of the price bids of the items included in **Annexure-II**.
- III. Tender acceptance letter must be signed by the authorized signatory of the bidder with seal as per **Annexure-III**.
- IV. Bids shall be submitted online at **CPP portal: <http://eprocure.gov.in/eprocure/app>**.
- V. Bidders are advised to follow the instructions provided in the ‘instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>.
- VI. Bidder who has downloaded the tender from the University website www.dhsgsu.edu.in and Central Public Procurement Portal (CPPP) <https://erprocure.gov.in/erprocure/app>, including download financial bid template in any manner, and in case the same is found to be tampered/modified in any manner, tender will be completely rejected and earnest

money deposit (hereinafter referred to as EMD) would be forfeited and tenderer is liable to be banned from doing business with University.

- VII. Intending bidders are advised to visit frequently the University website www.dhsgsu.edu.in and CPP Portal <http://eprocure.gov.in/eprocure/app>. on regular basis and at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment, at any stage.

4) Payment and Price Validity:

The price as quoted by the firm shall remain unchanged during the contract period. The Fees should be quoted including TA/DA etc. However university may provide Rent free accommodation, if available.

5) Period of Engagement:

- (i) The engagement shall be for a period of 3 Years i.e Financial Year 2025-2026 to 2027-28, however performance of the firm shall be reviewed on yearly basis and if the performance is not found satisfactory, the engagement shall be terminated after one year or two year as the case may be.
- (ii) The engagement tenure may be extended further upto 2 years after satisfactory completion of 3 years, 4 years as the case may be, on same terms and conditions, with the mutual consent of both the parties.

6) Payment Terms:

20% of yearly quoted fee will be paid on Quarterly basis, after satisfactory service & submission of bill. Next 10% will be paid on submission of Certified Annual Accounts and balance 10% will be paid on completion of Audit by appropriate authority.

7) Termination/Suspension of Agreement:

The contract can be terminated at any time prior to its completion by either party on a notice of 60 days.

8) Terms and Conditions of Tender:

- (i) Technical and Financial bids should be submitted separately.

Technical Bid: -The technical bid should be submitted as per Annexure-I attached.

- (ii) Financial Bid: Financial bid should be submitted as per Annexure-II attached.

A Professional fee should be quoted for the job mentioned in scope of work.

Note:- Financial bids of only those firms will be opened who meet the eligibility criteria and qualify in the technical bids. Further, a fee should be quoted for the entire job mentioned in **Scope of Work** on Yearly basis.

9) Opening of Financial Bid and Evaluation

The eligibility of bidders and their technical bids will be evaluated by a committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions laid down in the tender. The work will be awarded to the lowest Responsive bidder (inclusive of all taxes excluding GST).

10) General Conditions

- I. The firm shall deploy required manpower to meet the deadlines. However, minimum One person fully conversant with Accounting & Taxation work would be required on full time daily basis during office hours and including Saturdays/Holidays as and when required for the Work to be performed. They would be expected to work in close coordination with the concerned staff of the respective Finance branches. The persons deputed by the firm will observe the office decorum.
- II. The work has to be done in the premises of the University unless otherwise permitted by the University.
- III. Loss to the University due to the act of deployed person shall be the responsibility of the C.A. Firm engaged by the University.
- IV. The firm shall not assign, transfer or sub-contract all or any of the work to any third party.
- V. The University information shall not be shared with any other organizations/persons
- VI. The rates quoted shall remain valid during tenure of the contract if the contract is renewed.
- VII. The earnest money deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time i.e. seven days from the issue of the work order. No interest on the Earnest Money shall be paid by the University.
- VIII. There will be monthly progress meeting between Finance Section of the University and Partner/Partners of the contracting C.A. firms for work status report.
- IX. The engaged firm shall depute the persons for the contract within seven days of the issue of work award letter.
- X. The decision of the University with regard to acceptance or otherwise of the bids will be final and binding.
- XI. It is compulsory for all bidders to comply with all the Terms and Conditions as well as General Conditions mentioned above and a certificate to this effect should necessarily be enclosed with the Technical Bid.
- XII. Upon verification/evaluation/assessment, if any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained and security deposit shall be forfeited.
- XIII. If the selected firm is not able to fulfill its obligations under the contract/work order, which includes non-completion of the work, the University reserves the right to get the work accomplished through another Firm. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from their bills and remaining by sending a claim.
- XIV. The University reserves the right not to accept the qualified tender where there is a justified reason and in such case no bidder/intending bidder shall have any claim arising out of such action.

XV. Conditional Bids will be summarily rejected.

11) Arbitration and Settlement of Disputes

In case of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement) which may at any time arise between the parties, touching or arising out of or in respect of this agreement shall be settled by the parties amicably and mutually.

In case any dispute is not settled or resolved mutually, then such dispute may be referred by the parties signed hereto for arbitration in terms of the Arbitration & Conciliation Act 1996 and the Rules & amendments made there under for time being in force shall be deemed to apply to such arbitration proceedings under this clause.

All Such arbitration proceedings shall be conducted in English and Place of Arbitration will be at Sagar. The expenses of arbitration shall be borne by the parties equally.

The jurisdictions for any Court proceedings arising out of this, will be within the jurisdiction of District Court at Sagar Jurisdiction/ High Court of MP at Jabalpur.

The Instructions for online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

A). Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift/ nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/ e-Token.

B). Searching for Tender Documents

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, location, Date Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘my Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

C). Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use “My space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My space” area while submitting a bid, and need not be upload again and again. This will lead to a reduction in the time required for bid submission process.

D). Submission of Bids

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are required to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be download and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
4. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
7. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to Bidders

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk.

Annexure-I**TECHNICAL BID**

1. Name of the Firm
2. Address (with Tel No. Fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) Year of establishment of Firm
(b) Name & Contact details of all full time Partners
5. (a) Registration number with institute of Chartered Accountants of India _____
(b) GST Number _____
(c) PAN Number _____
6. Confirm the Attachment:-

| Sr. No. | Document | Whether attached | Page No. |
|---------|--|------------------|----------|
| 1. | Have you attached work order for carrying out the similar accounting & consultancy work for Central Government funded Autonomous Educational Institutions/Central Universities (i.e., in IITs, NITs, IISER, Central Universities or other higher educational institutions) for at least 10 years | Yes/No | |
| 2. | Have you attached list of main clients of the firms along- with their address and telephone numbers and nature of work done in last 10 years. | Yes/No | |
| 3. | Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached | Yes/No | |
| 4. | Have you attached registration certification with Institute of Chartered Accountants of India (latest) | Yes/No | |
| 5. | Have you attached empanelled certification with Office of the Comptroller and Auditor General of India (C&AG) | Yes/No | |
| 6. | Have you attached a tender acceptance letter, along with certifying that the firm has not been Blacklisted or barred | Yes/No | |
| 7. | Audited balance Sheet for last three years of CA Firm | Yes/No | |
| 8. | Have you attached the audited balance sheet of the Institutes, whose accounts were prepared by the CA firm | Yes/No | |
| 9. | Have you attached proof of submission of online EMD | Yes/No | |

I/We hereby certify that the information furnished above are full and correct to the best of our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future.

**Signature of Authorized person
with seal of firm**

FINANCIAL BID**Annexure-II**
(Amount in Rs.)

| Sr. No. | Description | Yearly fees for entire scope of work including Manpower & all other taxes (excluding GST) |
|-----------------------|---|--|
| 1 | A. Accounting Work as per Scope of Work | |
| Total | | |
| Total Amount in words | | |

Signature of Authorized person
with seal of firm

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the website(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.

_____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/organization has also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our firm has not been blacklisted or debarred by any of Autonomous Body/PSU/Institute of Higher Education/Govt. Body or by any court of law within Last two years. Further, no action has been taken against our firm/ its existing partners for professional misconduct during last two years by the Institute of Chartered Accountants of India and no enquiry pending for professional misconduct.

6. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/false, then your department/organization shall, without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

Yours faithfully,
(Signature of the Bidder, with Official Seal)