

Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi - 110078

Website :<http://ipu.ac.in>

Tender No.: GGSIPU/Accounts/2022-23/861

Dated: 21/12/2022

TO ENGAGE CAG EMPANELED CHARTERED ACCOUNTANT FIRM FOR CALCULATION OF REVISED DEPRECIATION VALUE TO BE CHARGED IN THE BOOKS OF ACCOUNTS OF THE UNIVERSITY IN REFERENCE TO CHANGE IN DEPRECIATION POLICY FROM WRITTEN-DOWN VALUE TO STRAIGHT LINE METHOD W.E.F FINANCIAL YEAR 2016-17, (AS PER SCOPE OF WORK)

1	Name of Work	Change in method for computation of depreciation from Writtendown Value to Straight Line Method
2	Last Date, Time & Venue for submission of EMD, Technical bid, & Financial Bid documents	Date 06/01/2023 Time 3:00 pm in the office of Controller of Finance, GGSIP University, Sector 16-C, Dwarka New Delhi, 110078
3	EMD	Bid Securing EMD of Rs.5,500/-
4	Estimated Cost (Estimated cost has been taken on the basis of previous year's expenditure)	INR Rs. 2,70,000/- per year
5	Date & Time for opening of Technical Bid	Date 06/01/2023 Time 3:30 pm
6	Date & Time for opening of Financial Bid	After evaluation of Technical bid, Date & Time will be informed separately.


Registrar

(1) Eligibility Criteria

1. CA firm must have been in existence since 10 year and have an office in Delhi/ NCR based location.
2. CA firm should possess experience of more than 10 Years in Chartered accountancy practice.
3. Firm must be empaneled with CAG for the financial year 2022-23.

(2) Bid Validity

The Bids (including the Financial Bid) shall be valid for 180 days (one hundred and eighty days).

(3) Terms & condition

1. The final statement of calculation of depreciation must be submitted to the University within a period of 60 days from the date of the award of the work.
2. **Payment Conditions :-**
 - i) 85% of awarded amount will be released after the successful completion of the activities as per scope of work.
 - ii) Balance 15% of awarded amount will be released after completion of SAR Audit of respective year by the CAG.

Other conditions

- (1) The whole process of tendering can be cancelled without any prior notice or information by the Competent Authority of GGSIP University
- (2) Any Undue influence of any type shall disqualify the bidder and the bid shall be rejected.
- (3) Successful Bidders shall not be allowed to sub contract the work to any other parties (firms) in part or full.
- (4) The CA firm will be responsible for complete the work as per Accounting method and MDRD(now Ministry of Education) policy for financial statements for Educational Institutions

(4) Submission of Bids

a) Technical Bid

(i) The bidder shall place two separate envelopes (called inner envelopes) one marked "Technical Bid" with an application form -as per Annexure - II and all supporting documents as per Annexure -III and bid security declaration (applicable for MSME) in one outer envelope. Accordingly, the inner envelopes will have marking as follows:

(ii) The sealed outer and inner envelopes containing the technical bid shall be addressed to the Registrar, (Attention: to Controller of Finance) Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078.

(iii) The Sealed envelopes shall bear the name and identification number of the Bidder on the cover of the Envelope (s).

In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive and rejected.

(5) Selection Process

1. The technical bid shall be opened first and shall be evaluated by the Committee constituted by the Competent Authority of the GGSIP University. The financial bid of technically qualified bidders shall only be considered for opening of the financial bid. Lowest bidder will be selected on the basis of lowest quoted rates in the financial bid.

2. Mere fulfillment of eligibility criteria and quoting minimum rates in financial bid does not mean selection of the vendor. Vendor shall be considered selected only on the award of work to a vendor by the University.
3. The technical and financial bids must reach to the Registrar, GGSIP University on or before the due date & time by Registered Post/Speed Post or physically. Bids received late shall summarily be rejected.
4. Each bidder has to submit Earnest Money Deposit in favour of Registrar, GGSIP University failing which the tender will stand rejected. MSME registered firms will be exempted as per rule. Details for NEFT/RTGS transfer :
 1. Bank Name : Indian Bank
 2. IFSC Code : IDIB000G082
 3. Bank A/c No : 928051655
 4. Branch : GGSIP University Sector 16 C Dwarka, ND-110078
5. Successful bidder has to pay 3% Security Deposit of estimated cost in the form of demand draft in favour of the Registrar, GGSIP University payable at Delhi after signing the agreement/MoU, which shall be refunded after 80 days or upon satisfactory completion on contract, whichever is later

(6) Settlement of Disputes

- (1) The decision of the Competent Authority of GGSIP University shall be final in selection of the CA firm.
- (2) Any dispute between the CA firm and GGSIP University will be resolved by the Committee formed by Competent Authority of GGSIP University. Any CA firm, if dissatisfied with the decision of the Committee may approach the Competent Authority of GGSIP University.
- (3) Empaneled Chartered Accountant Firm shall have to execute MOU/Agreement with the GGSIP University on prescribed format of GGSIP University, at the time of assigning the work.
- (4) All audit objections raised by AGCR audit has to be replied by the CA firm.
- (5) There should be permanent office of the firms at Delhi /NCR.
- (6) All statutory dues/payments to their staffs/ individuals, who are deputed in the University, have to be made by the firm.

(7) Confidentiality

The selected Chartered Accountant firm, their partners and personnel shall not disclose any proprietary or confidential information relating to the assignment, the service or the information of the University without prior written consent of the Competent Authority

(8) Penalties

- (i) If the reports/work get delayed the penalty shall be charged. The amount of penalty will be @ 2% per week and maximum of 10% of the fee.
- (ii) In the event of gross negligence, irregularity, laxity or misconduct on the part of the CA firm or its personnel, the contract may be terminated and the CA firms may get black listed at the discretion of the Competent Authority of GGSIP University, which shall be communicated to all the Government Departments and the Institute of Chartered Accountants for debarring such firms from any assignment of any Government department.

Scope Of Work for change in method for computation of depreciation from Written-Down Value Method to Straight Line Method:	
1	Co-ordination for records, data & fixed assets register maintained;
2.	Review of records & fixed assets register maintained;
3.	Classification of assets in accordance with manner specified as per straight line method;
4	Re-computation of depreciation in accordance with new method, i.e. straight line method considering the useful life of the asset
5	Computation of deficiency/surplus in respect to depreciation of past years;
6	Reconciliation statements for deficiency/surplus to be adjusted in the books of accounts;
7	Drafting of disclosures pertaining to change in depreciation method forming part of annual accounts for information of the stakeholders;
8	Submitting report to the management covering yearwise calculations, reconciliation statements & assumptions taken.

APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT

1. Name of the firm :
2. Date of Establishment :
3. Registration No. of firm with ICAI
(Certificate to be enclosed) :
4. Constitution of the firm
(Individual/ Proprietorship/Partnership) :
5. Date of Reconstitution of the firm
(Copy of latest Constitution Certificate issue by
ICAI to be enclosed) :
6. Registered Office, if any :
7. No. of full-time Qualified Partners :
8. Staff Strength:
 - a) No. of Chartered Accounts :
 - b) Other Paid assistants :
9. Whether any partner of the firm is ex-banker
Or the firm has got tie-up with ex-bankers. :
If yes, please furnish details of partner/ tie-up
Arrangements
10. Phone Nos.
 - i) Landline(s) :
 - i) Mobile No. (s) :
 - iii) Fax No. :
 - iv) E-Mail ID (s) :
11. Goods & Services Tax Registration No. :
12. PAN No. of the Firm :
13. Details of Registration with CAG
(Certificate to be enclosed) :

14. Details of Branch/office of CA firm with address:

Sl. No	Name of Branch/office	Name of the Branch Head of CA firm	Address	Phone No./Fax No./Mobile No.	E-mail ID

15. Particulars of Partners/Proprietor (Only for full-time Partners):

S.No.	Name	Age	Designation	Qualification	Whether ACA/FCA	Member ship No.	Date of Enrolment with ICAI	Date of Certificate of Practice	Date of joining this firm	Whether DISA/CISA

(Relevant Certificate to be enclosed)

17. Details of Semi-Qualified Assistant

S.No.	Name	Qualification

18. Details of experiences with other

S.No.	Assignments	Name of office	Year	Branch/office

19. Bank Details

Bank Name	Branch Name And Address	Account No.	Account Type	IFSC Code

20. Other Corporate/Govt. works handled with details for :
the last 3 years

(Signature of the Tenderer/Bidder alongwith official stamp)

Annexure -III

List of Documents to be attached with the Technical Bid

S. No.	Details	Enclosure no
1.	A copy of Partnership Deed/Firm Registration Certificate	
2.	A copy of letter of ICAI Institute mentioning registration No. and details of partners as upto dated, firm status card copy	
3.	Copy of audited balance sheets and income expenditure statement for the last 03 financial years	
4.	Copy of Income Tax Returns for the last 03 financial years	
5.	Copy of PAN, TAN, TIN, GST Returns for the last financial year	
6.	Copy of the successful completion of similar work of any University having turnover of Rs. 30 crore at least carried out.	
7.	A detailed profile of the firm (Annexure-II)	
8.	List of the staff with name, qualification & experience	
9.	Undertaking that the firm has never been issued notice for failure to submit deliverables and cancellation of work order, forfeiture of EMD etc. by any government and / or semi government entities/ University and have not been barred from appointment by any government and/ or semi government/University entities	
10.	Copies of documents for <u>Eligibility Criteria</u> proof	
11.	EMD details /MSME	

Certified that:

1. All above information is correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated

Note: This is to be submitted in a separate sealed envelope super scribing 'Technical Bid', notice inviting tender No. and name of the bidder. All technical documents as above mentioned are to be put in the same envelope. Financial bid of that company/firm which technically quality, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

Financial Bid for the Scope of Work

1. Name of the Firm:
2. Address and phone No.:

1. Total professional fee per annum for the work (Excluding GST) Rs. _____ (in figures) Rs. _____ (in words).

The amount quoted in words and figures should be the same failing, which the amount quoted in the words will be considered.

Certified that:

1. All above information is correct to the best of my/our information, knowledge and belief.
2. I have read and understood all the terms & conditions of the tender document and undertake to abide by the same.

Signature & Seal of the Authorized person

Dated: