

UNIVERSITY OF LUCKNOW



**Expression of Interest from Chartered Accountant firms
for B.Ed.-2020-22 Accounting and Reconciliation Work
for Proposal Document**

August-2020



UNIVERSITY OF LUCKNOW, LUCKNOW

**INVITING E.O.I FOR B.Ed. AND RELATED WORKS FROM REPUTED FIRM OF
CHARTERED ACCOUNTANTS**

Central Accounts Office of University of Lucknow hereby invites E.O.I. application (in two bid system) from Firm of Chartered Accountants for the B.Ed. 2020-22 and related works. Applications should be accompanied with covering letter as mentioned in “**Annexure A**” & a declaration as mentioned in “**Annexure B**”.

Interested Chartered Accountancy firm may send their Bid to the Finance Officer, University of Lucknow, Lucknow. Complete Bid details along with all documents can be submitted on or before **11/09/2020 at 12:00 PM** in the office of undersigned. Bid will be open on **11/09/2020 at 3:00 PM** at meeting hall of administrative building, L.U.

At any time prior to the deadline for submission of Bids, the University may amend the Bidding Documents by issuing an addendum. The amendment will be notified by publishing on University's website www.lkouniv.c.in. The amendment will be binding on all the bidders.

In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the University may, at its discretion, extend the deadline for the submission of Bids.

**Finance Officer
University Of Lucknow
Lucknow (U.P.)**



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Terms of References (TOR) for Proposal

1. Scope of Work:

Data Size – applicants of 4.35 Lakh (approx) students and 2.15 Lakh (approx) students counselling & admission

- a) Reconciliation of amount received from Students (one to one) in form selling/application money with TCS Data.
- b) Reconciliation of amount received from Students (one to one) as counselling fees with TCS Data ,
- c) Reconciliation of amount received from Students (one to one) as balance fees with TCS Data,
- d) Compilation and Verification of Amount Payable as a fees transfer to the participated colleges with TCS Data,
- e) refund of fees to students ,if any
- f) Preparation of Day Book.
- g) Bank Reconciliation of B.Ed.2020-22 Accounts, and
- h) Preparation of Final Accounts (Receipts & Payments, Income & Expenditure and Balance Sheet).
- i) Computer, Printer, Stationery etc related to this work will be managed by Chartered Accountants firm.

2. Procedure for Submission of Bid:

- a) The Tender set is divided into two parts i.e.
 - i. **Part-I (Technical Bid)** - This should be put into sealed **Envelope No. 1** along with authorized signatory on each page. Technical bid should be submitted in the format as specified in “**Annexure C**”
 - ii. **Part-II (Financial Bid)** – This should be put into sealed **Envelope No. 2** along with authorized signatory on each page. Financial bid should be made in the format as specified in “**Annexure D**”

Both of the above bids should be put into separate Envelopes i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking “**Bid for the Engagement of Firm of Chartered Accountants for B.Ed. 2020-22**”.

- b) Documents should be submitted in the **Envelope No. 1** as per eligibility criteria of Bidding/Tender document as mentioned in **clause 4**.
- c) After opening of the Tender Part 1 i.e. Technical Bid and analysing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidders’ Tender Part 2 (i.e. Financial Bid as per Annexure D of Bidding/Tender document) will be opened with the approval of Competent Authority.
- d) Vice Chancellor, University of Lucknow reserves the right to accept/ reject any Tender without assigning any reason.

3. Bid Prices:

- a) Bid Prices will not be adjusted for any conditional or unconditional circumstances.



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4. Eligibility Criteria (Technical Bid):

- a) Chartered Accountant Firm should have minimum 5 years of experience.
- b) Chartered Accountant firms should have experience of doing any similar nature of work at Central/State Level examination in last 10 preceding financial years of more than 150 crore.
- c) Preference will be given to the firms who have experience to JEE, B.Ed. & UP SEE.
- d) The firm needs to submit the copy of **Work order** of contract of similar nature for confirming the Point (c) above. (Preferably of any University)
- e) The bidder should have minimum average turnover of 25 Lakh in the last 3 preceding financial years.
- f) The bidder should have an office in Lucknow.
- g) The bidding entity/ any partner/ Director of the entity should not have been convicted in any disciplinary proceedings/ criminal case by regulatory authority (ies) / court in connection with professional work. Bidder should not be on negative list/ black listed by any PSU or Govt. Department. Bidder will have to submit an undertaking in this regard.
- h) Photocopy of Pan Card, Photograph of owner/ partner to be attached.
- i) Registration No. with ICAI along with documentary evidences to be attached.
- j) GST No. should be attached.
- k) Bank Details of Bidder
- l) Present assignments in hand, if any.

(All supporting documents should be attached duly signed and stamped otherwise no cognisance with regard to mere filling up the documents will be taken.)

5. Sub Contract, Transfer or Assign The Contract:

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.



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**Format for Covering Letter
On Applicant's Letterhead**

"ANNEXURE A"

PROFORMA

To,
Finance Officer,
Lucknow University
Lucknow (UP)

Sir,

Subject: Notice inviting offers for B.Ed.2020-22 and related works

The undersigned, having read and examined in detail the EOI document in respect of providing services for B.Ed.2020-22 and related works on contract basis, do hereby express our interest to provide such services.

Correspondent Details:

Our Correspondence details are:

1	Name of Company/Firm	
2	Address of the Company/Firm	
3	Name of the contact person to whom all references shall be made regarding this EOI	
4	Designation and address of the person to whom all references shall be made regarding this EOI	
5	PAN and GST details	
6	Mobile	
7	E-Mail id of contact person	
8	Landline	

Yours faithfully,

(Signature of the Authorised Person)



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“Annexure – B”

DECLARATION

Declaration Letter on official letter head stating the following:

1. I hereby declare that, I/We have made myself/ourselves thoroughly conversant with the Scope of work and local conditions regarding Assessment and scrutiny of Annual Returns on which my/our offer is based for the work.
2. The specifications, clauses, and conditions for this work have been carefully studied and understood by me before submitting this tender.
3. We are not black-listed by any Central/State Government/ Public Sector Undertaking/Institute of Chartered Accountants of India.
4. I undertake to pay the labour engaged on the work as per minimum wages act and its amendments from time to time applicable to the zone concerned.
5. I hereby declare that Shri _____ residing at _____ having Telephone No. _____, Fax No. _____ Mobile No. _____ E-mail address _____ shall be my/our authorized representative for attending the call. He will be responsible for liaison.
6. I hereby declare that I have signed all the pages of the tender document in token of acceptance of all the contents and terms & conditions of tender.
7. The facts and information furnished by us are true to the best of our knowledge and belief.

Thanking you.

Yours faithfully,

(Signature of the Authorised Person)

Date :
Place :
Business Address:

Name :
Designation
Seal:



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Annexure “C” For Technical Bid Only

1	NAME OF THE FIRM (constitution certificate issued by ICAI as on 01-01-2020 to be attached)	
2	EXPERIENCE OF DOING ANY SIMILAR NATURE OF WORK AT CENTRAL /STATE LEVEL EXAMINATION IN LAST 10 PRECEDING FINANCIAL YEARS (more than 150 crore.)	
3	ADDRESS OF THE OFFICE IN LUCKNOW	
4	ANY DISCIPLINARY PROCEEDINGS/CRIMINAL CASE	
5	PAN DETAILS	
6	REGISTRATION NO. OF FIRM WITH ICAI	
7	GST No.	
8	BANK DETAILS	
9	PRESENT ASSIGNMENTS IN HAND (IF ANY)	
10	MINIMUM AVERAGE TURNOVER OF 25 LAKH IN THE LAST 3 PRECEDING FINANCIAL YEARS. (FULL ITR RETURN OF LAST 3 PRECEDING FINANCIAL YEAR)	

Yours faithfully,

(Signature of the Authorised Person)



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“Annexure D”

PROFORMA FOR FINANCIAL BID

1. Name of the Company/Firm, address, etc.
2. Details of rate quoted
(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the '**written in words**' will be taken into consideration)

Note: No cutting or over writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.

Sr. No.	Particulars	Consolidated Remuneration (Excluding GST) (In Rs.) Lump Sum
1	Reconciliation Of Amount Received From Students, Compilation And Verification Of Amount Payable To Participated Colleges, Preparation Of BRS Of B.Ed.-2020-22 Accounts And Preparation OF Financial Statements And Related Works, As Per Mentioned In Para 1 (Scope Of Work)	

In Words:

Thanking you.

Date:

Yours faithfully,

(Signature of the Authorised Person)