



Tender No. 723/Chartered Accountant/2018

Date: 13.11.2018

Invitation for appointment of Chartered Accountant firms in the Institute

Motilal Nehru National Institute of Technology invites most competitive quotation from the eligible chartered accountant firms as per the terms & conditions mentioned in the tender document.

The quotation should be sent directly to the undersigned under sealed cover marked "Quotation reference no. & date" and "due date".

1. SCHEDULE

1.	EMD Amount	Earnest Money Deposit of Rs. 5000/- (Rupees Five Thousand Only) by way of Demand Draft/FDR in the name of DIRECTOR MNNIT ALLAHABAD , payable at PRAYAGRAJ should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after the award of the contract to successful bidder or after the bid validity is over, whichever is earlier. The EMD of the successful bidder shall be returned after execution of the agreement.
2.	Performance Security	Rs 10000.00
3.	Issue of Tender Document	14/11/2018 to 07/12/2018
4.	Last Date and Time for receipts of Bids	Upto 15:00 Hrs. on 07/12/2018
5.	Opening Date of Time of Bids	Upto 15:30 Hrs. on 07/12/2018
5.	Place of Bid Submission/Opening	Purchase Office Motilal Nehru National Institute of Technology Allahabad Prayagraj-211004 [India] (Quotation should be sealed and superscribed with tender number and due date of submission)
6.	Address of Communication	Purchase Office Motilal Nehru National Institute of Technology Allahabad Prayagraj-211004 [India]
7.	Contact Phone Numbers	0532-227-1021,1030
8.	E-mail Address	purchasemnnit@gmail.com

2) TERMS OF REFERENCE

2.1 SCHEDULE AND SCOPE OF WORK

The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to Registrar who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute.

Details of all of the above mentioned activities are presented in the following subsections: -

2.1.1 Filing of TDS Returns:
Preparation/filing of quarterly/annual return of Income Tax/ Goods and Services Tax/ Service Tax etc. and other tax associated works. Creation of text file for filing of e-TDS return by using data file,
Advise the Institute on TDS/TCS provisions, To extend consultancy & defend the cases related to taxation services as and when required on behalf of the Institute any other works as assigned.
Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc,
Preparation and filing of correction/revised statements against the defaults generated by NSDL and requisite action against the notices received from Income Tax Department during the tenure of appointment.
Preparation and filing of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs,
Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute,
Preparation/generation of TDS certificates in Form 16 and Form 16A,
Maintaining Employee Master Details required for FORM 24Q with Annexure and FORM 16
Maintaining Vendor Master Details required for FORM 26Q with Annexure and FORM 16 A
Maintaining monthly TDS deduction details of Employees/Vendors,
Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the Bank (Bank Challan Serial Number/deposit date),
Attaching/accounting of employees/vendors TDS to a specific Challan, Calculations of any penalty/interest, Adjusting TDS deductions in a Challan,
Validation of PAN number with PAN database of NSDL.
Any other matter related to the above work required under the Income Tax Act, 1961,
2.1.2 Filing of Annual Income Tax Returns:
Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return, Preparation/Review of revised return, if required, to be filed in respect of any financial year,
Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax (Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceedings or other hearings, Pursuing the refund claims.

2.1.3 Preparation and Verification of Annual Accounts:
Compilation, Reconciliation and finalization of Annual Accounts. Preparation of Trial Balance, Balance Sheet, Receipt & Payment Accounts, Income & Expenditure Accounts Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed,
Identifying prior period income/expenses, while passing the receipt and payment vouchers,
Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts,
Mapping the expenditure as booked under Non-Plan/Plan (or OH 31, 35 and 36) into different sub-heads as per nature of expenditure,
Ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping records, To assist in preparation of Central Fixed Assets Register as per G.F.R. and To assist in carrying out the physical verification of Assets & Stores.
Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, interest on HBA etc, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision for depreciation,
Passing entries in respect of assets created out of sponsored projects where the ownership vests with the Institute, to merge them with the assets of the Institute under respective conventional classified Heads,
Preparation of party wise schedules in respect of Travel, Temporary and LTC Advances
Party wise schedules in respect of Payables and Receivables
All Schedules related to Balance Sheet.
Obtaining the data required for Actuarial valuation for pension gratuity, leave encashment and arranging to send the same to Actuarial, after getting the same approved from AR Accounts / Registrar/Director
Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies,
If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors,
2.1.4 Compliance as and when required under Foreign Contribution Regulation Act, 1976 (FCRA) and Preparation and signing of Utilization Certificates for various Government schemes like GAIN etc running in the Institute from time to time.
2.1.5 Works related to registration/compliance under Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011 and Services related to GST matters and Preparation and signing of Utilization Certificates for various Government schemes like GIAN etc running in the Institute from time to time.

2.2 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of one-year (FY 2018-19) which may be renewed for another period of two years (on yearly basis) subject to satisfactory performance.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event of their services are evaluated as unsatisfactory at any time during the period.

2.3 Pre-qualification Criteria

Quotations are invited from CA firms fulfilling the following criteria:	Documents to be enclosed
(i) The firm must be empanelled with C & AG of India for the year 2017-18.	Proof of empanelment with C & AG for the year 2017-18.
(ii) Firm should have office located at Prayagraj.	Address proof for office location at Prayagraj.
(iii) The firm must have at least six partners [Category-I, as per RBI norms].	Constitution certificate of the firm as on 01.01.2017.
(iv) Average annual turnover of the firm in each year for the last three financial years (FY 2015-16, FY 2016-17 & FY 2017-18) should be more than Rs 25.00 Lakhs	Audited Annual Accounts of the firm for the FY 2015-16, FY 2016-17 & FY 2017-18
(v) The Firm should have completed at least one similar assignment (during last three years) with respect to preparation of Annual Accounts of CFTI such as NITs, IITs, IISERs, IISc and Central University etc. as per new MHRD format (Formats of Financial Statements for Central Higher Educational Institutions of 2015) for Annual Accounts.	Proof of Work completion

2.4 Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity for at least three financial years. No request for extra payment on account of increase in price on whatever account will be entertained.
- II. Any increase in statutory taxes during the contract period will be borne by the Institute.
- III. TDS under Income tax will be deducted at applicable rates.
- IV. Payment shall be done annually after the completion of Annual Accounts for the respective year.
- V. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard. The Firm's price shall reflect any tax exemption to which the Institute is entitled. If it is subsequently determined that any taxes that have been included in the price are not required to be paid or if, having been paid, any such taxes are subject to refunding, the Institute shall deduct the amount from the Contract price. Payment of such adjusted amount shall constitute full payment by the Institute. In the event that any taxing authority refuses to recognize the Institute's exemption from taxes, the Firm shall immediately consult with the Institute to determine a mutually acceptable procedure for settling the applicable amount.

3. SUBMISSION AND EVALUATION OF THE TENDER

3.1 Submission of Tender

Interested firms meeting the pre-qualification criteria are requested to submit their Tender in a sealed envelope. The Tender should contain the following documents:

- I. Earnest Money Deposit (EMD) of **Rs. 5000/-** (Rupees Five Thousands Only) in the form of Demand Draft/FDR;
- II. Prequalification-cum-Technical bid as per Annexure-A;
- III. Affidavit regarding Blacklisting/Non-Blacklisting from taking part in Govt. tender by Dot/Govt. dept. as per **Annexure –B**;
- IV. Financial Bid as per **Annexure –C**.

Name of the documents that it contains the Earnest Money Deposit, Prequalification cum Technical Bid and Financial Bid should be submitted together. All the pages of the Tender document including the annexures and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be opened.

3.2 Earnest Money Deposit

Earnest Money Deposit of **Rs. 5000/-** (Rupees Five Thousands Only) by way of Demand Draft/FDR in the name of **DIRECTOR MNNIT ALLAHABAD**, payable at **PRAYAGRAJ** should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

3.3 Date of opening of the Tender

The authorized representatives of the firms carrying authority letter may attend the bid opening as per the schedule given on first page of the bid document.

Annexure-A

PRE-QUALIFICATION-CUM-TECHNICAL BID

SI.	Criteria	Compliance	Annexure
1	The firm must be empanelled with C & AG of India for the year 2017-18		
2	Firm should have office located at Prayagraj.		
3	The firm must have at least six partners [Category-I, as per RBI norms].		
4	Average annual turnover of the firm in each year for the last three financial years (FY 2015-16, FY 2016-17 & FY 2017-18) should be more than Rs 25.00 Lakhs		
5	The Firm should have completed at least one similar assignment (during last three years) with respect to preparation of Annual Accounts of CFTI such as NITs, IITs, IISERs, IISc and Central University etc. as per new MHRD format (Formats of Financial Statements for Central Higher Educational Institutions of 2015) for Annual Accounts.		

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date:

Signature: _____

SEAL:

Name and Designation: _____

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING FROM TAKING PART IN
GOVT.TENDER BY GOVT**

**(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by
the bidder)**

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.-----has not been blacklisted or debarred in the past by MNNIT Allahabad or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. ----- hereby declare that the firm/company namely M/S.----- was blacklisted or debarred by MNNIT Allahabad, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.-----.

The period is over on-----and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MNNIT Allahabad, and EMD/SD shall be forfeited. In addition to the above MNNIT Allahabad, will not be responsible to pay the bills for any completed/ partially completed work.

Signature

Name.....

Capacity in which assigned:

Name & address of the firm:

Date:

Signature of Bidder with seal.

ANNEXURE-C**FINANCIAL BID**

Description of Fees	Fees		Payment Schedule
	Rupees (in Figure)	Rupees (in Words)	
Fees quoted for services per Financial Year * (L)			After finalization of Annual Accounts for the respective year
Total for Three financial years (i.e L X 3)			

***All-tax inclusive basis.**

L-1 will be decided on the basis of total fees quoted above.

The quoted fee should be inclusive of Professional Fee, Travelling, Food and other Expenses.

Deductions shall be made by the Institute as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

SEAL:

Signature: _____

Date:

Name and Designation: _____