

NOTICE FOR TENDER

Location: Muzaffarpur, Bihar and area under jurisdiction The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur.

The Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur is a State University in India. Began in 1952, the university initially functioned from the Mohanpur House at Sara Mohanpur Village of Darbhanga-Sakri route. In 1975, it was shifted to the campus belonging to Raj Darbhanga.

The University is in Muzaffarpur town, The university imparts education in fields such as humanities, social science, life science, commerce and medicine, with both undergraduate and postgraduate courses. More than 1000 faculties are engaged in teaching and research.

The institute has a residential campus of about 230 acres with modern facilities and support services for its students and faculty.

1. Eligibility Criteria:

- a) Bidder must be registered with the Institute of Chartered Accountants of India (ICAI)(ICAI constitution certificate must be attached).
- b) Bidder must be registered with Income tax and GST.
- c) Bidder must be CAG Empanelled.
- d) Bidder must have at least 10 years existence as practicing firm and having head office/Branch Office in ICAZ records in Muzaffarpur commissioners.
- e) Bidder must have at least 5 full time partners associated with the firm as per ICAI Certificate.
- f) Bidder must have a minimum annual turnover of Rs. 50 lacs (University Headquarter & P.G. Deptt., Colleges), Rs. 10 lacs (A.P.J.K.W.I.T. & M.B.A.) or more in the preceding 3 financial year 2017-18, 2018-19 and 2019-20 (Copy of audit report, ITR & GST)
- g) Bidder must have experience of at least 5 years in University/College Auditing.
- h) Audit of the Accounts of 42 Constituent Colleges & Preparation of Report thereon @ minimum Fees of Rs. 12,750/- Only inclusive T.A./C.A., per College, per year. GST will be paid extra as per Government rate.
- i) The Firm who have completed and submitted Audit Report within stipulated time will be given priority.

2. Earnest Money Deposit:

Earnest Money Deposit of Rs.5000/- (Rupee Five Thousand Only.) by way of Demand Draft/Pay Order favouring "The Registrar, BRABU" payable at Muzaffarpur. The said amount of successful bidder will be converted into Security Deposit and it refundable after satisfactory completion of whole contract. The Demand Draft of unsuccessful bidders will be returned.

Bids received without earnest money or not fulfilling the above eligibility criteria shall be summarily rejected. The earnest money deposit (EMD) will be forfeited if the bidder withdraws or amends/impairs and derogates from the tender in any respect with in the period of validity of tender. The earnest money deposit (EMD) of only unsuccessful firm will be refunded after the, completion of the selection procedure. No, interest shall be paid on EMD.

3. The tender should be submitted in a single large envelope containing three separate inner covers. First inner envelope will cover EMD; Second envelope will cover Technical Bid in the given format: technical Forms and the supporting. documents; Third envelope will cover Financial Bid as per given format.

Each envelope should be sealed and super scribed in bold letters as (i) Technical Bid (ii) Financial Bid and should be in the prescribe format duly filled in and signed by the bidders in both bids and these three envelopes should be contained in a single sealed bigger envelope.

4. Technical Bid shall be opened on 31.08.2021 at 3.00 Pm in University Campus in presence of the bidders or their authorized representative who intend to he present. The Financial hid will be opened, only if the bidder fulfils the stipulated conditions for technical bid. After scrutiny of the Technical bid, date of opening of the financial bed will be intimated later.
5. The period of the contract shall be three years from the date of award of contract. The said period shall he extended only at the discretion of the BRABU on mutual consent with the Chartered Accountant Firm, subject to satisfactory completion of work during contract period. The decision of the BRABU shall be final and binding on the bidder.
6. Last date of the tender 11/11/2021 upto 3.00 PM.
Tender opening date 15/11/2021 at 3.00 PM

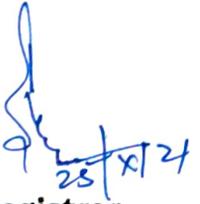


25/11/21

Registrar

SCOPE OF WORK

1. The C.A. firms must undertake 100% review of all receipts & payments.
2. For P.G. Deptt. and University Headquarter — Audit and Finalization of Cash Book, Posting of voucher, preparation of Ledger, Bank Reconciliation Statement, Receipt/Payment Accounts, Income & Expenditure Account and Balance Sheet with Annual Report.
3. For Constituent College — Audit and Finalization Book of Accounts, Bank Reconciliation Statement, Receipt/ Payment Account, Income & Expenditure Accounts and Balance Sheet with Annual Report.
4. Rate for the same for per College, for per year be quoted separately District wise (Muzaffarpur No. of College 14, Vaishali No. of College 12 Sitamarhi No. of College 12 East Champaran No. of Colleges 5). One firm will be allotted only one District for Audit.
5. For M.B.A Audit and Finalization Book of Accounts, Bank Reconciliation Statement, Receipt/Payment Account, Income & Expenditure Accounts and Balance Sheet with Annual Report.



23/11/24

Registrar

Standard Format for Submission of Technical Bid

The Registrar

AGREEMENT

I have gone through the terms and conditions mentioned above and agreed to abide by all these Terms and Conditions.

Encl. Tender enclosed

For..... (Firm Name)

Place

Chartered Accounts

Date :

FRN No.....

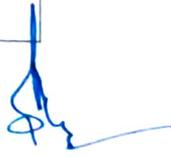


APPLICATION FOR ACCOUNTING AND PREPARATION OF FINANCIAL STATEMENT FROM FY 2018-2019 TO 2020-2021 OF BABASAHEB BHIMRAO AMBEDKAR BIHAR UNIVERSITY AND PROFESSIONAL FEE QUOTE

Sir,

With reference to your advertisement number dated..... in the newspaper Our firm introduces to be empanelled for Accounting & Preparation of Financial Statement from FY 2018-2019 to 2020-2021 with the following details:

Particular	Details as required
1. Name of the Firm	
2. (i) Registration no. of Firm	
(ii) PAN/TIN No.- (iii)GSTIN No.	
3. Firm's Bank & Bank Account Number	
4. Name, Designation & Qualification of all the members/partners of the firm with full address	
5. Name & Address of the Organization Accounting during last 10 years	



6. Professional Fee	
7. EMD Amount DID or B.Chq. No. Date Instrument issuing Bank & Branch	- Rs. 5,000/- - - , -
8. Contact of the Firm	

Place :
Date :

For (Firm Name)
Chartered Accounts
FRN No



Standard Format For Submission of Financial Bid

To,
The Registrar,
Babasaheb Bhimrao Ambedkar Bihar
University, Muzaffarpur (Bihar)-842001

Sub.: - Quotation for Accounting & Preparation of Financial Statement and Audit from Financial Year 2018-2019 to 2020-2021.

Particulars	Total Amount (In Rupees)
1. Professional fees per year (excluding GST)	Both in Numeric and Words.

Note-

1. GST as applicable on the date of payment will be paid extra.
2. TDS and other statutory deduction as applicable will be deducted at the rates notified by Government of India to time form each bill.

Place :
Date

For (CA Firm)
Chartered Accounts

FRN No

