

સ્ટેટ નોડલ ઓફીસ, રૂસા

નોલેજ કોન્સોર્ટિયમ ઓફ ગુજરાત, નવરંગપુરા, અમદાવાદ-૧૫

CAG Empanelled(C.A Firm) અંગે જાહેર નિવેદન

રાષ્ટ્રીય ઉચ્ચત્તર શિક્ષા અભિયાન એ કેન્દ્ર પ્રાયોજિત કાર્યક્રમ છે. જેનું યોજનાકીય ભંડોળ લગભગ 261 કરોડ છે. આ માટે CAG Empanelled (C.A firm) ની લાયકાત ધરાવતા બીડરો પાસેથી ઓફલાઈન ટેન્ડર મંગાવવામાં આવે છે. આ લાયકાત ધરાવતા બીડરો માટે ટેન્ડર ડોક્યુમેન્ટ અને વધારાની માહિતી www.kcg.gujarat.govt.in વેબસાઈટ પર ઉપલબ્ધ છે. ટેન્ડર જમા કરાવવાની છેલ્લી તારીખ: ૩૧/૦૧/૨૦૧૮ અને ૧૭:૦૦ કલાક છે.

સ્ટેટ પ્રોજેક્ટ ડાયરેક્ટર,

રૂસા, ગુજરાત રાજ્ય



**BOOKKEEPING AND MANAGEMENT SUPPORT SERVICES
FOR
RASTRIYA UCHCHTAR SHIKSHA ABHIYAN (RUSA)
STATE NODAL OFFICE
THE KNOWLEDGE CONSORTIUM OF GUJARAT,
AHMEDABAD**

Through offline Tender Process
(Tender Fees Rs.500)

KNOWLEDGE CONSORTIUM OF GUJARAT
“Pragna Puram”, Opposite Physical Research Laboratory,
Navarangpura, Ahmedabad-380006
Phone-079-26302067/26302077
Email:kcgrusa@gmail.com

January 2018

Index

Sr. No.	Particular	Page No.
1.	Introduction	4-5
2.	Details of Proposed Projects –Annexure 1	6
3.	General Terms & Conditions- Annexure 2	7-8
4.	Scope of Work and other Terms & conditions – Annexure -3	9-14
5.	Pre-Qualification Criteria –Annexure 4	15
6.	Format for Technical Bid-Annexure -5	16-17
7.	Format for Financial Bid-Annexure -6	18

Tender Documents to be addressed to	State Nodal Office RUSA (KCG), "Pragna Puram", Opp. PRL, Ahmedabad 380015
Issue of Tender	From 12.01.2018 to 31.01.2018 upto 17.00 hrs.
Pre Bid Meeting	19.01.2018 @16:00 hrs.
Venue for pre- bid meeting	Conference Hall, Knowledge Consortium of Gujarat (KCG), "Pragna Puram", Opp. PRL, Ahmedabad 380015
Bid due Date & Time:	31.01.2018 by 17.00 hrs.
Bid Submission Address:	State Nodal Office RUSA (KCG), "Pragna Puram", Opp. PRL, Ahmedabad 380015
Technical Bid Opening (Date & Time):	01.02.2018 at 15.00 hours
Venue for technical bid opening	Conference Hall, Knowledge Consortium of Gujarat (KCG), "Pragna Puram", Opp. PRL, Ahmedabad 380015



सत्यमेव जयते

RASTRIYA UCCHTAR SHIKSHA ABHIYAN (RUSA)
STATE NODAL OFFICE
KNOWLEDGE CONSORTIUM OF GUJARAT
Autonomous body of Department of Education,
Government of Gujarat



1. Introduction :-

Rastriya Ucchar Shiksha Abhiyan(RUSA) is a central sponsored Scheme(CSS), launched in 2013, aims at providing strategic funding to eligible state higher educational institutions. The central funding (in the ratio of 60:40 for general category States and 90:10 for special category states) would be “norm based” and “Outcome Dependent.” The funds flow the central Ministry through the state governments/union territories to the State Higher Education Councils before reaching the identified institutions.

Knowledge Consortium of Gujarat is a State nodal office RUSA for the Successful implementation and execution of RUSA project in the state of Gujarat. The KCG provides RUSA grant(s) to Universities/Colleges/Institutions as per the RUSA guidelines in Gujarat. In the previous financial year, Center had approved RS.261 Crore and it is expected that in coming years i.e.2018-2019 onwards an increased amount would be given after viewing the better performance of Gujarat state.

The State Nodal office RUSA KCG intends to appoint Firm of CAG empanelled Chartered Accountants for the Bookkeeping and Management Support Services assignments for the financial year 2014-15 onwards for its Projects/initiatives as described in **Annexure-1** below.

General Terms and Conditions of Tender notice and assignments are mentioned as per **Annexure -2**

Details of scope of work, other terms & conditions are as per (**Annexure-3**)

Minimum eligibility criteria are mentioned in (**Annexure-4**)

Each firm complying with the minimum eligibility criteria should send technical bid for Bookkeeping and Management Support Services assignments (**Annexure-5**) in sealed cover and are required to quote fees in financial bid for the said assignments for the financial year 2014-19 (**Annexure-6**)

Only the firms meeting with the minimum eligibility criteria should send their proposals. Further, each firm meeting with the said criteria and submitting the

proposal has to attach required supporting evidences/documents as mentioned in (**Annexure-4**).

Firms of Chartered Accountants meeting with the eligibility criteria are requested to submit their proposals in physical form containing technical bid

(**Annexure-5**) in one sealed cover super scribed as ‘THECHNICAL BID FOR BOOKKEEPING AND MANAGEMENT SUPPORT SERVICES AASIGNMENTS FOR RUSA’ along with another sealed cover for financial bid mentioning the fees for Bookkeeping and Management Support Services assignments (**Annexure-6**) super scribing it as ‘FINANCIAL BID FOR BOOKKEEPING AND MANAGEMENT SUPPORT SERVICES ASSIGNMENTS FOR RUSA’ TO "The State Project Director RUSA, KCG, at ‘Pragna Puram Campus’, Near L D College of Engineering, Opp. P.R.L., Ahmedabad - 380006 through /R.P.A.D./Speed Post/Physically on or before 31.01.2018 by 17.00 hrs.

Technical bid submitted by the firms meeting the eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully passing the technical evaluation will be considered for opening of financial bids. Firm/Firms will be selected on “**L1** basis” on evaluation of financial bids. In case of Non acceptance of the assignment selection of the Firms will be made on next Lower Bid.

For Scope of work, other terms and conditions, format of technical bid & financial bid, reports/outputs etc. please go through the below mentioned Annexures.

Date:-12/01/2018

**State Project Director,
RUSA.**

Place:-Ahmedabad

Annexure-1:-

Details of Proposed Projects:-

RUSA Nodal Office KCG, invites Technical Bid and Commercial Bid for its below mentioned Projects/Schemes:

Sr. No.	Particular	Brief Description
1.	Rashtriya Ucchar Shiksha Abhiyan (RUSA)	<p>Rashtriya Ucchar Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme (CSS), launched in 2013, aims at providing strategic funding to eligible state higher educational institutions. The central funding (in the ratio of 60:40 for General Category States would be "norm based" and "Outcome Dependent". The funds flow from the Central Ministry through the State Governments/union territories to the State Higher Education Councils State nodal agency before reaching the identified institutions.</p> <p>Knowledge Consortium of Gujarat is a nodal office for the Successful implementation and execution of the RUSA project in the state of Gujarat. The KCG provides RUSA grant(s) to Universities/Colleges/Institutions as per the RUSA guidelines in the state of Gujarat. In the previous financial year, Center had approved Rs.261 Crore and it is expected that in coming years i.e. 2017-2018, 2018-19 onwards an Approved amount would be released after viewing the better performance of Gujarat state.</p>

Annexure -2:-

General Terms & Conditions of the Tender Notice/Assignment:-

1. All Annexures mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work and other terms and conditions mentioned in (**Annexure 3**).
2. Eligible Firm of CAG Empanelled Chartered Accountants have to send Technical Bid (**Annexure 5**) in one Sealed Cover marked as "TECHNICAL BID FOR HANDLING THE STATUTORY AUDIT ASSIGNMENTS FOR RUSA" The same shall contain details as mentioned in (**Annexure -4**) and Financial Bid (**Annexure 6**) in another sealed cover. Marked as "FINANCIAL BID FOR HANDLING THE STATUTORY AUDIT ASSIGNMENTS FOR RUSA".

Bid covers must be reached at the office of State Project Director Office RUSA Gujarat, Pragna Puram Campus', Near L D College of Engineering, Opp. P.R.L. Ahmedabad on or before 31/01/2018 by 17.00pm

Technical bids submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully qualifying in the technical evaluation process will be considered for opening of financial bids. Firm / Firms will be selected on "**L1(Lower-1)** basis" on evaluation of financial bids. In case of Non acceptance of the assignment selection of the Firms will be made on next Lower Bid.

3. Appointment orders will be issued to the qualified firms of CAG Empanelled Chartered Accountants on completion of the process of selection as mentioned above.
4. The Appointment will be initially for a period of Fifteen months i.e. from

February 2018 however it may be renewed or extended for one year as per the mutual discussion

5. In case, if the contract is renewed for further period then in then in that case the RUSA State Nodal Office, KCG will increase the fee / remuneration of the appointed firm of Chartered Accountants at par with the D.A. declared from time to time in previous by the Government of Gujarat for the renewal of the contract for the next period.
6. The whole Process of the Tendering can be Cancelled / Modified / redefined / Altered by the Management of the State Project Director State Nodal Office , RUSA without giving any prior notice or information.
7. In case of Termination after the acceptance of assignment on dissatisfaction to the management, the assignment will be given to the firm having next Lower Financial Bid.
8. Any Other influence of any type may disqualify the bidder CAG Empanelled C.A. firm and the bid will be outright rejected.
9. For carrying out the said assignments, fees is payable for respective KCG's Projects / Schemes assigned to the firm of CAG Empanelled Chartered Accountant for the whole term of assignment(Based on yearly report/performance). Fees will be paid on monthly basis on submission of bill and fulfillment of relevant terms & conditions mentioned in the appointment order. Applicable Tax will be paid extra as per applicable rate from time to time as per Government Rule.
10. 5% Deposit (on gross bill amount) will be kept by State Nodal Office RUSA form the deduction on monthly bills submitted to State Nodal Office RUSA and same will be released after completion of Statutory Audit and after completion of final accounts.
11. Bookkeeping and Management Support service Team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the Bookkeeping / Accounting of GOG /GOI undertaking as well as Commercial Accounting of large scale Companies. Further, Team must consist of sufficient qualified assistants to complete the assignment within stipulated time frame.

Annexure -3

Scope of work for each Assignment and Manpower requirement for each assignment:

3.1 Scope of Work:

1. The Appointed Firm/its persons will have to prepare all the Accounting Vouchers indicating all the details along with relevant office orders(i.e. Bank payments) and ensure that proper and sufficient supporting(s) is / are attached.
2. The Selected CAG empanelled C.A firm has to prepare all financial necessary registered and accounts for financial yr. 2014-15 to 2018-19.
3. The appointed Firm has to prepare Bank and Cash registers, PFMS Account registers and it should be maintain on day to day basis.
4. The Appointed firm has to take custody of all cheque books, Cheque writing and have to maintain weekly report of the cheque issued and have to submit to the State Nodal Office, RUSA Authority.
5. The cash should be reconciled on weekly basis.
6. The Bank Balances should be reconciled on weekly basis.
7. All the accounting entries must be made in computer system on day to day basis.
8. Appointed firm will have to prepare accounts keeping in mind the applicable. Accounting Standards issued and approved by respective authority time to time.
9. Maintaining Minimum and Maximum balance as decided by management from time to time in Society's Saving Bank Account(s).
10. Financial And Tax Management which includes advice and guidance on Tax matter (TDS, Service Tax, VAT etc.) and providing assistance in managing fund flow, cash flow , receipts and payment of funds, temporary investments, treasury management and advice on routine matter.
11. The firm has to prepare complete books of account as per he applicable Acts including Notes of account, Accounting Policies and other allied papers for the internal Auditor, Statutory Auditor and

- Auditor from the Office of the Accountant General, Gujarat and Any other Government or local body or agency.
12. Attend all the auditors and prepare the compliance/reply for all the concerned auditors.
 13. The appointed firm will co-ordinate with the authorities where accounting information is required.
 14. Periodic preparation of data for returns such as TDS returns, Service tax Returns etc. and all other matter related to tax Management.
 15. The firm will have to give all the details to the appointed consultant for the income tax matter(s), e TDS matter(s), Service Tax matter(s) or any other matter with in stipulated time.
 16. Preparation of periodic MIS data and data as and when required by the Management.
 17. The firm will have to account for the provision entries at the end of each accounting year. If necessary, the firm will call for the information from other bodies / Institutions to prepare the accounts on accrual basis.
 18. The Appointed firm will have to reconcile all the Grant accounts with all the concerned parties/agencies at regular interval or whenever the need arises.
 19. Co-ordinate with the Agency(s)/ College(s)/ University(s)etc. to which/ whom grant(s) is/are given during a period for a particular Scheme/purpose on regular basis.
 20. The Appointed firm has to finalize the books of the Account as per the requirement of Bombay Public Charitable Trust Act, 1950 & the Societies Registration Act, 1860.
 21. Maintenance of fixed asset Register(s) detailing all the matters as required by the management and/or applied law. The Firm will do the physical verification of all assets once a year. The firm has to provide a certificate to State Nodal Office RUSA. Authority for the same. Management will render all possible assistance in providing details to the consulting firm.
 22. The Appointed Firm has to prepare and provide details for taking insuring Fixed Assets from the Director of Insurance.
 23. Regularly marking of fixed deposits pertaining to grants Society.
 24. The firm has to prepare fixed deposit register and maintain the same on regular basis.
 25. Co-ordination with the financial institution(s) on regular basis.

26. Ensure that the Policies, Norms, Rules, Regulations and procedure relevant to the scheme/ project/ initiatives of the KCG are adhere to while undertaking all accounting matters and transactions.
27. The firm has to Prepared all Governing Board related documents have to allot C.S. for the same on requirement. Firm has to provide price bid including this assignment.

3.2 Supervision & Monitoring Services:

The appointed firm shall depute a Chartered Accountant Who is conversant with such Assignment(s) to supervise the on-going work on full time basis for overall supervision monitoring and guidance on the work.

Sr. No.	Assignment(s) /Project(s)	Persons required to be deputed	Designation* (Minimum qualification and skills are mentioned below)
1.	Rashtriya Ucchar Shiksha Abhiyan (RUSA)	2	Account Executive
		1	Account Assistant

- **Minimum Qualification and Desired Skills:**

1. Account Executive:-

A Person with a post-graduation qualification in commerce on full time basis and having exposure in computerized environment for maintenance of complete books of account on double entry principles in 'Tally ERP-9' or any other computer accounting software as deployed at the RUSA Nodal Office KCG to carry out the above listed routine matter and day to day work on regular basis. Proficiency in English and Gujarati language is must. Any persons with cognate additional degree will be preferred, knowledge of PFMS is desirable.

2. Account Assistant:-

A Person with a graduation qualification in commerce on full time basis and having exposure in computerized environment for maintenance of complete books of account on double entry principles in 'Tally ERP-9' or any other computer accounting software as deployed at the RUSA Nodal Office KCG (s) to carry out the above listed routine matter and day to day work on regular basis. Proficiency in English and Gujarati Language is must. Any persons with cognate additional degree will be preferred.

3.3. Other Terms & Conditions:

Appointment of Firm:

The Appointment will be initially for a period of Fifteen months i.e. from February 2018. However, it may be renewed or extended for further one year as per the mutual agreed basis.

In case, if the contract is renewed for further period then in that case the State Nodal Office RUSA will increase the fee/ remuneration of the appointed firm of CAG Empanelled Charter Accountants at par with the D.A. declared from time to time in previous by the government of Gujarat for the renewal of the contract for the next period.

1. Payment of the Fees:

For carrying out the said assignments, fees is payable for respective State Nodal Office RUSA Project / Scheme / assigned to the firm of Chartered Accountant(s) for the whole term of assignment i.e. 1/4/2014 to 31/3/2019 and / or for the renewed period as the case may be. The firm has to provide separate bills for each of its project/Scheme/ initiatives as mentioned in Annexure -1. Fees will be paid on monthly basis on submission of bill and fulfillment of relevant terms & conditions mentioned in the appointment order. Applicable taxes will be paid extra as per applicable rate from time to time.

2. Obligation on the Firm:

The CAG empanelled C.A firm cannot Assign/ outsource/sublet the work entrusted or sub-contract in any manner what so ever, or any portion to other CAG empanelled C.A.

3. Confidentiality :-

1. The Appointed Firm's, their sub-consultants, partners or either of them, shall not, of this contract, disclose any proprietary or confidential information relating to any of the project(s) /

Scheme(s) / Initiative(s) services, of the contract, or the State Nodal Office RUSA, operations without prior written consent of the management.

2. All reports and other documents submitted by the firm shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to the State Nodal Office RUSA, together with a detailed inventory thereof. The Firm may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the State Nodal Office RUSA.
3. The Appointed Firm has to undertake that all the knowledge and information not within the public domain, which may be acquired during the execution of the assignment(s), shall be, for all time and for all purposes, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

4. Penalty :-

If any CAG empanelled C.A Firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of the State Nodal Office RUSA Gujarat, non-observation of instructions given by the State Nodal Office RUSA, Gujarat. Un authorized retention of records of the State Nodal Office RUSA, violating the terms and conditions of this assignment, unauthorized changes in the records of the State Nodal Office RUSA, indulging in malafide practices or any other cognizable offence or breach, CAG empanelled C. A. Firm will be punishable with any or all of the following consequences :-

- (i) Removal from the statutory audit assignment with immediate effect/from the date specified.

- (ii) Removal from any other assignment with immediate effect/from the date specified given by the State Nodal Office RUSA.
- (iii) Deduction of percentage of fees as determined by the management.
- (iv) Ban from accepting the future assignment of the State Nodal Office RUSA for the period as specified.
- (v) Any other action deemed appropriate by the management

Annexure -4 :-**Pre-Qualification Criteria:-**

Sr. No.	Minimum Eligibility Criteria	Proof to be enclosed
1	The Firm should be empanelled with CAG empanelled C. A for 2017-18	Certificate issued by CAG empanelled C.A 2017-18 to be enclosed.
2	It should be a partnership firm of C.A. having Head Office in Gujarat for last 10 (Ten) years as per ICAI certificate as on 12 January 2018.	Certificate of Constitution as on 12 January 2018 issued by the institute of Chartered Accountant of India
3	The C.A. firm should have minimum experience of 10 years of continuous practice.	- Do -
4	The firm should have at least 3 C.A. as partner / full time paid C. A. as on 12 January 2018 out of which 1 (One) must be FCA.	- Do -
5	The C. A. firm should have at least 20 persons' staff.	The list of staff along with Qualification details to be provided.
6	The firm should have average minimum gross receipts of Rs. 20 Lakhs from profession in last 3 years ended on 31/03/2017	Copy of audited annual accounts along with Audit Report & Tax Audit Reports and copy of IT Return Submitted.
7	The firm should have in hand or handled at least 3 (Three) Audit/Accounting Assignments of GOG/GOI in last three years as on 31/03/2017	Appointment Letters along with name of Agency, Nature of work, Location, period of Appointment to be submitted.
8	The firm should have in hand or handled at least three assignments of GOG/GOI in last Five years as on 31.03.2017 whose turnover should be Rs.30 crore or More.	Appointment Letters along with name of Agency, Nature of work, Location, Period of Appointment to be submitted.
9	Tender Fee Rs.500/- in Demand Draft in favour of "Knowledge Consortium of Gujarat RUSA"	Demand Draft Amount:Rs.500/- Demand Draft no. & Date: Bank Name:

Note:

1. If the certificate of constitution issued by the ICAI as on 12/01/2018 is not possible to be made available to the KCG, latest date certificate (bearing the date before the date of issuance of advertisement of this notice) issued by ICAI will be considered accordingly where ever mentioned in this document.

Annexure-5

FORMAT FOR TECHNICAL BID

1. Name of CAG Empanelled
C.A Firm : _____

2. Registered Address : _____

3. Address of the Branch :

a.

b.

4. ICAI Firm Registration no. : _____

4-A. Date of Registration of
the Firm : _____

4-C Total Experience in Years: _____

5-A. Details of CAG Empanelled C.A Firm as proprietor or partners or full time paid Employees:-

Sr. No.	Name	Members hip No.	Qualification	Designat ion/ Status	Age	Date of Joining	Date of ACA	Date of FCA

5-B Details of Other Staff:

Sr. No.	Name	Designation	Qualification	Age	Date of Joining

6-A Total turnover (as per audited Income & Expenditure Account & Balance sheet attached):-

Year	Turnover (in Rs.)	Profit (in Rs.)
2014-15		
2015-16		
2016-17		

6-B Income received from the Book Keeping Work:(Firm has to produce income certificate(s) from the respective government organization(s) and work order will be considered for the same.

Year	Name of Agency	Income Received
2014-15		
2015-16		
2016-17		

(Please attach appointment letter in each case.)

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Signature

Seal of office/partner

Name & Designation

Note:

1. GOG or GOI undertaking means all Govt. Dept., P.S.E., Board, Nigam, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.

Annexure -6

FORMAT FOR FINANCIAL BID

1. Name of C.A./C.A. Firm : _____
2. Registered Address : _____

Sr. No.	Assignment/Work				Amount of Fees as per financial year	
					Rupees in Figures (excluding tax)	Rupees in Words
1.	Rashtriya Ucchar Shiksha Abhiyan (RUSA) for (2014-19)					
	Sr No.	Year	Grant Received(Rs.)	No. of Transaction (Approx)		
	1.	2014-15	Rs.76,12,07,000/-	2717		
	2.	2015-16	Rs.58,88,61,834/-	2577		
	3.	2016-17	Rs.65,33,39,652/-	2527		
	4.	2017-18	Rs.69,41,00,000/-	3029		
	5.	2018-19	Rs.100 ,00,00,000 Aprox.	Avg as above approx		
	Total					
Total Amount of Fees (Excluding tax)						

Date

Signature

Seal of office/partner

Name & Designation

Note:

1. Fees quoted above are exclusive of Taxes. Applicable tax will be paid extra as per the govt. norms.
2. The Appointed firm has to provide separate bills for the above said Projects/Schemes.