



College: 22582971-74
Fax: 0091-11-22590495
UNIVERSITY COLLEGE OF MEDICAL SCIENCES
(UNIVERSITY OF DELHI)
& GURU TEG BAHADUR HOSPITAL
DELHI-110 095

MC/Acctts/LTE/CA/2017-18

Dated: 28th September 2017

Sub: Preparation of Annual Accounts for the year 2017-18 of UCMS.

Sir/Madam,

The University College of Medical Sciences intends to hire a Partnership firm of Chartered Accountants for the period of one year (to be extended for further two years), as per the following eligibility criteria.

1. The CA firm must be registered with Institute of Chartered Accountants of India, and empanelled with CAG, for the last three financial years. (i.e. F.Y. 2014-15, F.Y. 2015-16, F.Y. 2016-17).(Please submit copy of Empanelment letter).
2. The CA firm must have minimum three Chartered Accountants as partners. (Please submit copy of Partnership Deed).
3. The CA firm must have a minimum gross annual revenue/turnover of Rs. 50 lakhs during the last three financial years, for carrying out accounting work (i.e. F.Y. 2014-15, F.Y. 2015-16, F.Y. 2016-17).(Please submit copy of Income Tax Return).
4. The CA firm should have at least an experience of 5 years from the date of registration of the firm. (Copy of self-attested registration certificate with ICAI is required to be submitted), out of which 3 years of experience of Accounting work of Educational Institutes, PSUs, Autonomous Bodies or Government Bodies.
5. The firm must have valid GST Registration, if applicable (Please submit Copy of Registration Certificate)
6. The CA firm must not have been debarred / delisted or black listed in past by any Government Company, Board, Society or by any other institution. If so, it must be disclosed. In such case the firm is ineligible for appointment. (Please submit Self Declaration duly signed on Letter Head of Firm as per Annexure- B)

(Please submit all above details with evidences, carefully read and fill up check list given in Annexure- C) and submit their proposal in two bid systems viz.,(i) Technical and (ii) Financial , separately to the Principal, University College of Medical Sciences, Dilshad Garden, Delhi – 110095 latest by 23-10-2017 upto 01.00 p.m.

Proposal should be submitted in sealed cover super scribing "PROPOSAL FOR PREPARATION OF ANNUAL ACCOUNTS FOR THE YEAR 2017-18 IN R/O UCMS". Separate envelopes for Technical Bid, Financial Bid, Bid Security may kindly be kept in the main envelope.

Proposal should be deposited in tender box kept at Room No.111, 1st Floor, University College of Medical Sciences, Dilshad Garden, Delhi – 110095 allotted for the purpose in the college on all working days (except Sunday and other public holidays) during working hours from 9.00 AM to 4.00 PM and on Saturday from 9.00AM TO 01.00PM. Last date for submission of the tender is 23-10-2017 (till 01:00 PM). Tender received late for any reason will not be considered and will not be opened. Telephonic tender / email tenders will not be entertained. The bids will be opened on 23-10-2017 at 2:00 p.m. in the Committee Room.

The scope of work, terms and conditions for Request for Proposal shall be as given below:

Scope of Work

Broad Task to be carried out:

- (a) Feeding of all receipts, payments and journal vouchers (approx. 10 Thousand annual) in Tally Software on daily basis. There are six major accounts of the College i.e. Non-Plan, Plan, OBC, Students Accounts, Hostel and Research Cell.
- (b) Preparation and finalization of Annual Accounts of the UCMS for the financial year 2017-18 on accrual accounting basis in the prescribed format, which can be seen in the accounts section within the office hours on all working days from 10.00 am to 4.00pm.
- (c) Quarterly Balance Sheet must be submitted by 7th of the following month i.e. 7th July, 7th October, 7th January and 7th April.
- (d) The firm should finalize the Annual Accounts (in the prescribed format) by 15th June, 2018 or within three weeks of receipts of all accounts/records, whichever is earlier. The firm is expected to make best efforts to finalize the accounts as early as possible and to report non-receipt of records/information from any Department/Branch to the section Officer.
- (e) The Annual Accounts with its statements and annexure by the CA firm shall be delivered as per our requirement in the form of Hard & Soft copies.
- (f) Preparation of Cash Book, Subsidiary Cash Book, Journal, Ledgers & reconciliation work of remittances of TDS deductions of all Accounts of UCMS as mentioned above.
- (g) To advise on accounting automation and system oversight as and when required.
- (h) To give opinion on matters relating to Income Tax including TDS and G.S.T. as and when required and also to arrange periodical workshop on 'Tally' at College for the concerned staff which would include updating them on new rules related to taxation at least once in six months.
- (i) Preparation of Bank Reconciliation Statement on monthly basis and follow up action with the Bank.
- (j) To attend and assist the Audit being specifically conducted by DGACR, New Delhi, University of Delhi and any other agency in College premises from time to time.
- (k) To assist in preparation of various financial statements/informations as per requirement of the UGC & other agencies from time to time viz. Utilization Certificates, Statements of Expenditure, RE & BE etc. for accounts of the College.
- (l) Preparation of Asset Register(s) of the College.
- (m) The above stated requirements are at minimum and the College reserves the right to request for any additional requirements.

Technical Bid

Annexure-A

FORMAT OF TECHNICAL PROPOSAL			
Name & Address of the Firm			
Year of Establishment			
PAN No. (Copy to be enclosed)			
GST No. (copy to be enclosed)			
Details of the full time partners of the firm with educational qualification & experience			
Gross Annual revenue / turnover	2014-15	2015-16	2016-17
Experience in preparation and finalization of Annual Accounts of Educational Institutions, PSUs, Autonomous Bodies (Proof to be enclosed)			
List of clients (with addresses & telephone numbers & nature of work done)			
Copy of the Audited Balance Sheet of the firm for the immediate last three years			
Certificate of Registration with ICAI			
Certificate of Registration with CAG	(Empanelment No.)		
Details of Demand Draft favouring, "The Principal, University College of Medical Sciences"	EMD Amount Rs..... DD No..... Dated..... Drawn on,.		

We hereby certify that information submitted as above is true and in case of acceptance of the bid, we shall comply with all the terms and conditions of the contract and abide by the General Conditions mentioned therein.

Name of the firm with
Rubber stamp & signature of the Partner

Annexure-B

Letter for Declaration of Debarment

This is to certify that I _____ undersigned fully authorized by (Name of Firm)_____ to submit this tender document (Appointment of Chartered Accountant's firm for preparation of Annual Accounts of University College of Medical Sciences.

This is further certified that our firm is not debarred / delisted by any Government Organization / undertaking or there is no adverse action taken or proposed against firms or any of its partner / directors. We hereby confirm that all the information given in tender document submitted here by is correct.

Date:

Place:

Name of the firm with
Rubber stamp & signature of the Partner

Annexure-C

Checklist of Documents / Evidence submitted with Technical Bid

Sr. No.	Eligibility Criteria	Documents Required	Yes/No	Page No.
i	CA Firm must be empanelled with the CAG for the last three financial year (i.e. 2013-14,2014-15 & 2015-16)	CAG Certificate for the last three financial years (i.e. 2014-15, 2015-16 & 2016-17) duly stamped and signed (Copy of empanelment letter) Mere application to CAG or acknowledgement letter from CAG will not be considered.		
ii	CA Firm should have at least an experience of 5(Five) years as on 31.03.2017 from the date of registration of the firm	Copy of self-attested registration certificate with ICAI is required to be submitted		
iii	CA Firm must have minimum three Chartered Accountants as Partners	Copy of the Partnership Deed		
iv	The firm must have valid GST Registration	Copy of Registration Certificate		
v	CA firm must have a minimum gross annual revenue/turnover of Rs. 50 lakh during the last three financial years, for carrying out accounting work (i.e. F.Y. 2014-15, F.Y. 2015-16, F.Y. 2016-17)	Copy of Income Tax Return along with self certified certificate of the last three years		
vi	CA Firm must have an experience of Accounting work of at least 3(Three) years in preparation and finalization of Annual Accounts of Educational Institutions, PSUs, Autonomous Bodies or other Govt. Bodies	Copy of work orders to be submitted		
vii	CA firm must not have been debarred / delisted or black listed in past by any Government Company, Board, Society or by any other institution. It has also been disclosed that any disciplinary action has been taken by ICAI against the firm / Proprietor / any Partner. In such case the firm is not eligible for appointment.	Self declaration duly signed on Letter Head of the as per Annexure-B		

Date:

Place:

Name of the firm with
Rubber stamp & signature of the Partner

Annexure-D
On a letter head of CA firm
Financial Offer Form

Sr. No.	Particulars	Amount
1	For providing services for the job mentioned in scope of work	

NB: This Financial offer should be submitted separately (in separate sealed envelop) on a letter head of the firm signed by Authorized Partner of the firm. The outer side of envelop must specify "FINANCIAL OFFER FOR PREPARATION OF ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR 2016-17". The Financial offer submitted in envelop of Technical bid will be rejected and the firm will not be considered as responsive bidder.

Date:

Place:

Name of the firm with
Rubber stamp & signature of the Partner

Name of the Offerer:

Address of the Offerer:

Cell phone Number:

Email Address:

General Conditions

- (a) The work has to be done in the premises of the UCMS, Delhi unless otherwise permitted by the College.
- (b) Minimum 2 professional, basically Tally Software and accounts conversant would be required full time on daily basis during office hours for the work to be performed at UCMS, in addition to regular supervision and work by the key person of the CA firm, who must be a Chartered Accountant and have an experience of minimum 3years. They would be expected to work in close coordination with the concerned staff of the Accounts/Hostel/Students/Research Cell.
- (c) The firm shall not assign, transfer or sub-contract all or any of the work to any third party without written permission of the UCMS.
- (d) The rates quoted shall remain firm till the completion of the work.
- (e) The firm should have the experience in preparation and finalization of Annual Accounts of Educational Institutions, PSUs, Autonomous Bodies or other Govt. Bodies (Proof to be enclosed)
- (f) The period of work will be for one financial year. However, the UCMS may renew the contract on annual basis on the same terms and conditions subject to satisfactory performance of the firm.
- (g) The firm shall have to execute MOU/Agreement with the UCMS.
- (h) To deposit Earnest money amounting to Rs.15000/- along with bid through Demand Draft in favour of "The Principal, University College of Medical Sciences". **The bid without EMD of Rs.15,000/- shall not be considered.****
- (i) Successful bidder awarded the contract would be required to submit Performance Security for an amount of 10% of the value of the contract in the form of Bank Guarantee from a Commercial Bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- (j) 20 percent payment by Account payee cheque will be made on quarterly basis for three subsequent quarters in a year on receipt of the bills and balance payment will be made by A/c Payee cheque on receipt of the Annual Accounts along with all ledgers & separate Audit Report on the accounts of the College and after acceptance of the same by the Governing Body.
- (k) The decision of the UCMS with regard to acceptance or otherwise of the bids will be final and binding.
- (l) It is compulsory for all bidders to comply with all the Terms and Conditions as well as General Conditions mentioned above and a certificate to this effect should necessarily be enclosed with the Technical Bid.
- (m) UCMS, Delhi authorized officials shall have the right to inspect the work being done by contracting firm.
- (n) All disputes would be subject to jurisdiction of Delhi.

For any clarification/details, Section Officer, Accounts, UCMS, Delhi -110095 (Phone No 22582972-74 Extn. 1302) may be contacted on any working day (Monday to Friday) between 10 a.m. to 04 p.m.