



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয় পুন্ডিবাড়ী,কোচবিহার,পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসার প্রদ্যুৎ কুমার পাল

নিয়ামক (ভারপ্রাপ্ত)

Prof. Prodyut Kr. Paul

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Ref. No. UBKV/Est. (T&P-02)/EOI-01/2023-24 dt. 07/11/2023

EXPRESSION OF INTEREST (EOI) NOTIFICATION

For

EMPANELMENT OF CHARTERED ACCOUNTANTS/ OTHER PROFESSIONAL FIRMS FOR THE PURPOSE OF OUTSOURCING OF ACCOUNTING, FINALIZATION AND STATUTORY COMPLIANCES JOBS OF UTTAR BANGA KRISHI VISWAVIDYALAYA (UBKV) FOR F.Y. 2001-2023 AND ONWARDS.

Date of Issue of EOI Notification:07/11/2023

Last Date of Submission EOI: 28/11/2023 up to 1700 hrs.

EOI Opening Date: 07/12/2023

SECTION: I

NOTICE FOR INVITING COMMITTAL EXPRESSION OF INTEREST

Uttar Banga Krishi Vishwavidyalaya (UBKV) is a Legislative body established under The UBKV Act 2001 for development of Agriculture and Allied Science at the Northern part of the West Bengal in India. The provisions of the said Act have come into force from 1st. day of February 2001 issued by the Government of West Bengal through the Department of Agriculture, Education Section. As a consequence of this, the erstwhile North Bengal Campus of BCKV was dissolved and all the Assets and Liabilities of the North Bengal Campus of the BCKV were transferred to, and vested in, the UBKV of the Go WB constituted by way of the UBKV Act, 2000.

The erstwhile BCKV was established in 1974. Since 1989, North Bengal Campus of the BCKV was operating and subsequently dissolved in consequence of foundation of the UBKV, as a separate State Agriculture University in WB. Since Feb'2001, the UBKV was registered as the State Aided University for the purpose of conducting Teaching, Research, and Extension Education leading to professional qualification of the Agriculture and Allied Science, and maintained the ICAR Accreditation guidelines for acquiring Accreditation from ICAR.

Through this Notice for Expression of Interest, UBKV is inviting applications from eligible Chartered Accountants Firms and other Professional Firms for Accounting, Finalization and Statutory Compliances related jobs of UBKV for F.Y. 2001-2023.

Submission Procedure of Bidder's Offerings in accordance with this EOI process of the University only:

Note:

- No sub-letting of the assignment will be allowed.
- The UBKV reserves the right to call for any other details or information from any of the CA/ Other eligible Professional firms.
- UBKV reserves the right to cancel the entire empanelment process without assigning any reason.

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SECTION II

SCOPE OF WORK

Accounting & other financial jobs will be undertaken in accordance with the Statutory Accounting Standards issued by the Institute of Chartered Accountants of India or Government Accounting Standards as per the GFR & subsequent amendment thereof and financial requirements of the concerned funding agencies to the extent they are applicable to the Uttar Banga Krishi Vishwavidyalaya.

- A. Preparation of the Consolidated Final Accounts of the University along with the "Significant Financial Fact Findings (SF³R)" Report will be needed for the Financial Year 2022-23
- B. Preparation of Books of Accounts, ancillary records maintenance jobs of the University and Finalisation of "Books of Accounts" either for individual responsibility unit basis or for as a whole basis of the University for the financial year 2022-23

SECTION III

ELIGIBILITY CRITERIA

The CA Firms / Other Professional Firms (Specialization in Finance Jobs) having at least 2/3 full-time Partners with minimum standing of 3-5 years in Practice of each such partners as on 1st January 2022 will be eligible to apply.

Disqualifications: The Chartered Accountants Firm/ Other Professional Firms (Specialization in Finance Jobs) shall not be eligible to apply if:

- i. The Chartered Accountants Firm/ Other Professional Firms (Specialization in Financial Jobs) or any of its partners has been declared guilty of any professional and/or other misconduct under the provisions of the Chartered Accountants Act, 1949 or Any Other Indian LAW in-force to Other Professional Firms (Specialization in accounting & financial Jobs) during the current year and immediately preceding five years.
- ii. The firm or any of its partners have any pecuniary or other interest in the UBKV such as faculty, examiner, observer etc.

The Chartered Accountants Firm/ Other Professional Firms (Specialization in Finance Jobs) while expressing their interest shall be required to submit a declaration, duly signed by the partner of the firm that they meet the above criteria and do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect/misleading information furnished shall lead to the rejection of the application and any other consequences as may be decided by UBKV.

Preference shall be given to following additional criteria:

- Experience in auditing, accounting, finalization of accounts and other financial jobs of statutory bodies and/or educational institutions
- Head office is situated in the vicinity of the University and its other outstation units
- Annual receipt of the firm as per the previous year Audited Annual Accounts should not be less than 20lacs

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General Terms & Conditions in regards with Qualification:

- GST Registered Chartered Firm/ Other Professional Firms (Specialization in Finance Jobs) will be capable to conduct audit in the different locations Format of the North Bengal of the West Bengal, where, the University outstation units are being situated.
- Accounts Preparation and Maintenance team should consist of at least one or two semi qualified audit staffs
- Detail Qualification of the Partners of the Chartered Accountants Firm/ Other Professional Firms (Specialization in Finance Jobs)

Sl. No.	Name of the Member of the interested Firm	Member ship No.	Name of the Statutory Institute/ Body	Reg. No. of the Certificate of Practice	Validity Period of such COP	Experience as Professional	Remarks (if any)

- Detail Qualification of the Audit Staffs of the Accounts Preparation and Maintenance Staffs Format for disclosure of Qualification of Accounts Preparation and Maintenance Staffs:

Name of Accounts Staffs / Article Staffs	Name of Examination (Highest only)	Board/University /Council/Institute	Year of Passing	% obtained	Experience in Audit / Accounting Jobs (in Yrs.)

SECTIONIV**General Terms & Conditions:**

- i) Techno- Commercial bid must be consist of the following information: -
- Name of the Chartered Accountants Firm/ Other Professional Firm (Specialization in Financial & Statutory Financial compliance jobs only)
 - Status of the Chartered Accountants Firm / Other Professional Firms (Specialization in Financial & Statutory Financial compliance jobs only)
 - Address of the Head Office with Official Mobile No. & valid E- mail id
 - Address of the Branch Office with Official Mobile No. / valid E- mail id (if any)
 - Communication Address with Mobile No. & valid E- mail id of Chartered Accountants Firm
 - Communication Address of Main Partner/ Proprietor of the Bidder- Firm with Mobile No. & valid E- mail id
 - Membership No. of each Partner or Proprietor of the Chartered Accountants Firm/ Other Professional Firm (Specialization in Financial & Statutory Financial compliance jobs only)
 - Valid Certificate of Practice of the Chartered Accountant Firm/ Other Professional Firm (Specialization in Financial & Statutory Financial compliance jobs only)

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- Tentative number of Staffs of the interest Professional body, who will be engaged with any assigned job, if it is empaneled and assigned specific job by the University.
- PAN, GSTIN
- Last three (3) years IT clearance certificates, and last three years Final Accounts of the interested Firm.
- Any exemption certificate from GST, IT, PT, MSME, EPFO etc., if it is/are relevant
- Accounts & Finalization of “Books of Accounts” jobs Experience (disclosed in the following format): -

Sl. No.	Name of the Bidders' Organization	Type of Accounting job	No. of Accounts related jobs completed	Accounting jobs Completion Period (in months/ days)	Value of Accounting jobs successfully completed (Amt. in Rs.)	Related incidental Expenses (Amt. in Rs.)	Remarks (if any)

Signed by the Competent Authority of the interested Chartered Firm / Other Professional Firm (Specialization in Financial & Statutory Financial compliance jobs only).

- ii) Accounting job assignment will be given by the Competent Authority of the University among the empaneled CA Firm / Other Professional Firm (Specialization in Financial & Statutory Financial compliance jobs only) only.
- iii) After due completion of the concerned **accounting jobs**, registration fees for Empanelment will be forfeited in consequence of unnecessary delay in submission of accounts jobs related report to the Competent Authority of the University.
- iv) Work Completion Period – 15 days to 1.5 months (Maximum)
- v) Period of empanelment is normally three (3) years. In special cases, it will be extended to further one (1) year only. After the expiry period of empanelment, the empanelment fees will be forfeited.
- vi) Renewal of contract can only be possible for not more than one year after completing three financial years, if GT&C, Payment T&C, Quality of Service are same as it is. In this case, periodical service assessment report of respective empanelled firm is favourable and satisfactory.
- vii) Conduction of all accounts & finalization jobs related with the controlling officer of the concerned responsibility unit as well as University Competent Authority should be made through temporary e-mail id, as provided by the University on the basis of your written demand letter.
- viii) Detail offerings of “After Service Facilities”, which will be given to the University without charging any cost.
- ix) Termination of contract period is generally three consecutive financial years.
- x) Language of communication- English / Bengali only.

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SECTION-V

- i) **Final Report Delivery Terms & Condition:**
Preparation of the Consolidated Final Accounts of the University along with the “Significant Financial Fact Findings (SF³R)” Report will be needed for the financial period in connection with Financial Year 2022-23
After completion of each accounting/audit job, related UC/ Audited Final Accounts along with the audit report is to be submitted to the University Competent Authority within 3 (three) working days from the date of completion of the accounting job on the concerned project/programme.
- ii) Renewal of empanelment contract can be possible for not more than one year after completing consecutive three (3) financial years, if GT&C, Payment T&C, Quality of Service, job completion period is as same as it is. In this case, periodical service assessment report of each assigned job is to be considered in the light of the University’s favourable interest and satisfactory performance.
- iii) Any exorbitant delayed service beyond assigned job period will attract liquidity demurrage clause. Cost of such demurrage will be recoverable from the final settlement bill value of the assigned accounting job. Cost of such demurrage will be assessed by the University on the basis of controllable delay on behalf of awardee, subject to maximum of 2% to 5% of the contracted job value.
- iv) Termination of contract period is generally three consecutive financial years.
- v) (a) Negotiable Dispute Settlement- Within the legal jurisdiction of the University.
(b) Non-negotiable dispute can be resolved within the jurisdiction of the Cooch Behar District Court only.
- vi) **Payment Terms & Condition:**
Professional Fees for accounting charges along with all reimbursable incidental expenses will be paid on the basis of triplicate bill after duly submitted each accounting or finalization job completion certificate of the concerned competent authority/ies of the University. It is to be noted that bill will be paid on the basis of certified volume of transactions of job/s concerned.
- vii) Taxes: Indirect (GST) & Direct Taxes are to be imposed as per the applicability of the relevant Acts, prevailed at the time of payment only.

Note: 1) Final Accounts may consist of the following: -

- Balance Sheet, Income & Expenditure Accounts, Receipts & Payments Accounts/ Cash Flow Statement.
- All necessary schedules, which are required to be disclosed for maintaining financial proprieties as guided by the concerned IAS.
- All Significant Financial Fact-Finding Report (SF³R), which will impact on the “Statement of Affairs” of the University for the period for which the afore- mentioned “Final Accounts” are to be disclosed as per IAS.

2) The sealed Envelope shall be superscripted with detailed of address including Mobile No. & E-mail Id. For communication (EOI meeting).

Sd/-
Registrar (Actg.),