



Ref : IIM-R/12-13/001

Date : 04.04.12


**Engagement of CA Firms for Accounts related works on contract basis**

The Institute intends to engage Jharkhand based C&AG empanelled CA firm for the works relating to preparation of yearly accounts, cost accounts and allied work. CA firm which fulfils the prescribed criteria and offers most competitive and reasonable rates shall be engaged for this work. The period of contract initially shall be for one year with the provision for renewal for another two years, subject to satisfactory performance and approval of competent authority of the Institute. The above work shall be executed by full time professionals as per your technical proposal (minimum one Chartered Accountant/Cost Accountant and two qualified Assistants having qualifications of CA Inter or M.Com) with requisite experience. The above professionals would have to work from our premises and must be available full-time during our normal office hours.

**PROCESS FOR SUBMITTING OFFER**

Keeping in view the job responsibilities and function, qualifying criteria have been prescribed for selection of firm, which are as per Annexure I. The broad scope of work covered under the contract is listed in Annexure-II. The Terms and Conditions under the contract is listed in Annexure-III

The offer for the work needs to be submitted in three separate envelopes i.e. one envelope containing qualifying criteria requirement (Annexure - I), commercial and technical details of the firm (Annexure-IV), and the other envelope containing the quoted fee along with cost sheet (Annexure-V). Firm should also submit their cost data in support of their quoted price. Please note that in case if some manpower is required by the Institute for some other Finance & Account work the firm shall make available the same to the Institute, at the rate given in the cost sheet. The third envelop should contain the Demand Draft of Rs 5,000/- only in favour of "Indian Institute of Management Ranchi" towards the Earnest Money Deposit (EMD). The offer without the EMD will be rejected. All the envelopes should be super scribed appropriately. All the three envelopes shall be put in another envelope which shall bear superscription "**Offer for Accounts related work of IIM, Ranchi.**" and submitted to the **Administrative Officer** on or before the prescribed due date i.e. **on or before 30/04/2012 up to 2.00 pm**. Offers received after the due date and time will not be accepted and the decision of the Institute in this regard shall be final and binding. The firms will be shortlisted based on the Technical bid. The financial bids of only those firms who are shortlisted as such will be opened for consideration on **04/05/2012 at 12.00 pm** before the representative of firm who wish to be present at the time of opening of offers. Further, the institute reserves the right to accept or reject any offer without assigning any reasons therefore.



Kamlesh Thakkar  
F & AO

## ANNEXURE –I

### Minimum Qualifying Criteria

The Firm should be Jharkhand based empanelled with C&AG. It should be registered with the Institute of Chartered Accountants of India. It should have been in existence for Minimum 7 year's period as on 01.01.12. It should be a partnership firm consisting of at least five partners as on 01.01.12. (One of whom should be FCA). The Firm should have at least eight Semi-Qualified Staff / Article (CA Inter or M.Com) on its roll. Firm's turnover, on an average, for last three years should not be less than Rs 50 lacs.

**NOTE :** - Following documentary proofs in respect of above items need to be submitted along with the offer, otherwise, the offer is likely to be rejected.

1. Firm's status report issued by the ICAI as on 01.01.2012.
2. Copy of the registration certificate issued by CAG.
3. Latest partnership deed.
4. Details of CAs and Semi Qualified Staff - CA (Inter) or M.Com along with documentary proof of appointment & experience.
5. Details of experience along with the copy of appointment letter and satisfactory job completion, atleast for two years covering the scope of the work as detailed in Annexure II.
6. Supporting experience certificates on Tally ERP9.
7. Copy of annual financial statement for the F.Y. 10-11, F.Y. 09-10 & F.Y. 08-09.

## ANNEXURE –II

### Scope of work:-

- Preparation & maintenance of vouchers, files and documents and it's up keeping.
- Checking of vouchers for its correctness as regards head of accounts etc.
- Data entry of vouchers in existing TallyERP9 environment.
- Maintenance and preparation of statutory books of account.
- Preparation of Fee Receipts and Reconciliation thereof.
- Pay roll Accounting.
- Processing of Civil Work and Purchase Bill
- Consumption booking after reconciliations with stores ledger on monthly basis
- Reconciliation of Financial Accounts with Store Ledger on monthly basis
- Monthly bank reconciliation statement and clearance of outstanding entries.
- Preparation of journal for year-end adjustment entry.
- Preparation of final Accounts
- Preparation and Scrutiny of Fixed Assets Register, work register for the asset capitalization to ensure proper accounting of all expenditure.
- Submission of various Returns with Statutory authorities, i.e. TDS, P.Tax, PF & ESI, Service Tax. etc
- Issuance of TDS certificate.
- Generation of MIS report as per the request.
- Providing written opinion on various issues under Direct and Indirect Taxes as and when requested.
- Assistance during Internal / Statutory/ CAG Audit and preparation of reply to audit and compliance of audit observations.
- Any other matter relating to finance and accounts shall be deemed to be included in the scope of services

## ANNEXURE –III

### TERMS AND CONDITIONS FOR ACCOUNTING WORKS.

(In addition to those mentioned elsewhere)

1. Your firm shall be required to perform the scope of works covering all Statutes, Accounting Standards, Regulatory Requirement and any other law, as applicable to the Institute for carrying out its activity lawfully.
2. All the reports/statements/documents etc. shall be furnished in soft & hard copy. The firm shall authenticate all the corrections/ calculations.
3. The lump-sum fee shall include all the charges.
4. The Successful firm is required to deposit Performance Bank Guarantee equal to 10% value of the contract for faithful completion of the contract.
5. In any such case resulting in any dispute the decision of Director, IIM Ranchi shall be final and binding on the Firm.
6. Payment shall be made on submission of the bills duly certified by the competent Authority of the Institute within 15 days from the date of bill submission. The TDS shall be deducted as per rules.
7. It may be ensured by the firm that the contracted work is carried out only through Employees / Partners / Articles of your firm. If it comes to our notice that the assignment has been carried out by any other firm/ person (sub-contracted), the appointment is liable to be cancelled.
8. The Institute may at its options consider extension of the contract of accounting work for further period at the same rate and terms & conditions and such an extension of contract would be binding on the firm.
9. The Institute reserves the right to terminate the contract at any time giving 15days' notice to the firm, in case the services/performance of the firm is not found satisfactory. In such case:-
  - a. The incomplete works of the contract shall be got carried out at the risk and cost of the Firm.
  - b. The Performance Bank Guarantee available with the Institute shall be encashed.
  - c. No payment, what so ever for the work completed shall be made to the Firm.
10. The Institute shall not be responsible for payment of any compensation to the employees of the Firm for any accident/ injuries/ loss during the working hours or transit.
11. Statutory obligation of the employees engaged by the firm shall be borne by the Firm itself. The Institute will in no way be responsible for any obligation of the person to be engaged by the Firm.
12. In case of any dispute arising out of this contract, which could not be resolved mutually by the Firm and the Institute, the matter may be decided by an arbitrator to be appointed as per provisions of the Arbitration Act.
13. The unresolved disputes can be raised /tried in competent court at Ranchi only.

## COMMERCIAL / TECHNICAL DETAILS OF FIRMS

Sl. No.	Particulars	Details to be Furnished		
1	<b>Details of the Prime Applicant (Firm)</b>			
	Name of the Firm			
	Address of the Firm			
	Telephone			
	Email			
	Date of Registration			
	Registration Certificate No.			
	C&AG Empanelled No.			
	No. of Years of Experience			
	Total No. of Partners of the Firm			
	Number of ACA partners			
	Number of FCA partners			
	2	<b>Details of the Authorized Partner</b>		
Name				
Address				
Telephone				
3	<b>Details of the Partner</b>			
	Name of the Lead Partner for the project			
	Experience in Years			
	Address			
	Telephone			
4	<b>Details of the fully qualified staff</b>	<b>Name</b>	<b>Qualification</b>	<b>Experience</b>
5	<b>Number of Articles as on 01.01.12</b>	<b>Name</b>	<b>Qualification</b>	<b>Experience</b>
6	<b>Name and Address of Major Clients</b>	(Attach separate Sheet )		
7	<b>Gross Receipt of Last Three Years</b>	<b>Year</b>	<b>Amount ( Rs in Lakh)</b>	
		2010-11		
		2009-10		
		2008-09		
8	<b>Other Details. if any regarding the firm</b>			

Note 1: Please add more fields, if required.

Note 2: Please enclose copy of firm's registration certificate, partnership deed, and detailed profile of the firm, brief history, and latest certificates of practice of the partners, membership certificate of partners from ICAI and other required documents.

(To Be Signed by an authorized signatory of the Firm, along with the seal of the Firm)

**QUOTED FEE & COST SHEET**  
(To be submitted in separate sealed envelope)

## A. Quoted Fees :

SI No.	Particulars			
1	Name of the Firm			
2	Fees Detail	<b>Monthly Fees</b>	<b>Service Tax</b>	<b>Total Fees</b>
	Basic Rates per month			
	Total Monthly Fee In Words :-			

## B. Details of Quoted Fees (Indicative Only)

SI No.	Particulars	Amount
1	C.A.	Rs.
2	Articles (C.A. Inter/ M. Com)	Rs.

Note 1: The proposal shall be submitted as a 'fixed price' quote for the deliverables specified in this document along with the detailed cost break-up as specified below.

Note 2: All prices should be in INR and shall be specified in both figures and words.

Note 3: Quoted fee as per 'A' above shall form the basis for deciding lowest offer.

(To Be Signed by an authorized signatory of the Firm, along with the seal of the Firm)

Name of the Authorized Signatory:

Name of the Firm :

Date :

Place :