

Dr. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY



Dr BABASAHEB AMBEDKAR TECHONOLOGICAL UNIVERSTIY invites Expression of Interest from the reputed firm of Chartered Accountants for the Appointment of CA firm for Tax Related work for the Financial Year 2019-20 and subsequent renewal for further two more years based on satisfactory performance.

The interesting and eligible firms of Chartered Accountant may bid Technical and Financial document on or before 27th February 2019 (Please see attached document for schedule, Technical and Financial document format). Those firms have already applied need not to reapply.

Schedule of submission of bid document, opening of Technical and Financial bid

Sr.No	Particular	Date	Time
1	Last date and time for submission of Bid document	27.02.2019	Upto 4.00 pm
2	Opening of Technical Bid	27.02.2019	5.00 pm
3	Opening of Financial Bid	28.02.2019	11.00 am
4	Presentation and Discussion with committee to finalize CA firm for Income Tax Work.	28.02.2019	11.00 am

Dr Babasaheb Ambedkar Technological University invites expression of interest (EOI) from the reputed firm of Chartered Accountant for the appointment for Income Tax related work for the Financial Year 2019-20 and further on yearly renewal on the basis of performance.

Scope of work:-

1. Filing of Income Tax Return.
2. Filing of required documents for obtaining exemption of income for the University under applicable section.
3. Filing of Audit Report under Income Tax Act.
4. Appointed Chartered Accountant firm will also be the tax consultant for the university for Income Tax and file the return before due date and guide to complete the Income Tax formalities wherever is applicable.
5. Consultant will have to submit University Income Tax return from the Assessment Year 2019-20 onwards.
6. The Dr. B A Tech. University is being in imparting education in general, is expected to be exempt from Income Tax.
7. The Dr. B A Tech. University however may discontinue the services of Chartered Accountant firm by giving One Month Notice at any time if the services are found unsatisfactory.

General Instruction:-

1. Interested firm of Chartered Accountant may apply in stipulated proforma- I & II enclosed, along with documents and demand draft of Rs.10,000/- may be drawn in favor of “ Registrar, Dr. B A Tech University, payable at Lonere / Mangaon”. The EMD of unsuccessful bidder will be refunded within 15 days from the date of opening the Financial Bid through electronic mode/cheque. EMD of successful bidder will be retained as Security Deposit with University.
2. Technical proposal as per form – I, and Financial Proposal as per form – II shall be sealed in two separate envelopes. Both sealed envelopes shall bear distinct identification with regard to the type of bid i.e. for the technical proposal the envelop should be mark as proposal for Tax consultant to the

Dr B A Tech University as a 'part –I'. For financial proposal the envelop must be marked as tax consultant to Dr B A Tech University as a 'Part –II'.

3. These two sealed envelope shall be kept in third envelop and super scribing 'Tax Services Dr B A Tech University' and should be addressed to the Finance Officer, Dr B A Technological University Lonere, Mangaon, Dist. Raigad, 402103.

1. The fees shall be quoted in financial proposal in form –II only. The audit fees would be fixed by the board with minimum level of Rs. 1,00,000/- for the first year and a reasonable increment thereto, after reviewing the expected fees by the applicants and hence applicants should quote the expected audit fees for the first year and expected increments for the subsequent two years in rupees, excluding the taxes.
2. The sealed EOI should reach to the Finance Officer, Dr B A Technological University Lonere, Mangaon Raigad 402103 before 27.02.2019 upto 16.00 Hrs.
3. EOIs received after scheduled date and time shall not be considered.
4. After selection of the firm as per the procedure above they will be intimated in their registered address.
5. After taking of the assignment the firm will have to stick to the due deadlines to complete the audit & taxation activities stipulated in respective Acts and rules.
6. Failing to complete the audit assignment with in due date the university reserves the right to cancel the assignment.
7. The CA firm is not permitted to sub contract the work to any other firm.
8. Any dispute arising out of or in connection with this contract, including any questions regarding its existence, validity or termination, shall be referred to the Vice-Chancellor who shall be the sole arbitrator and in discussion in this, regards shall be final and binding.
9. The Dr. B A Tech University reserves the right to reject of any of the applications or whole process without assigning any reason at any time and could call for any other details or additional information from any of the firms/members at its own discretion.
10. The fees to be quoted should be consolidated upto completion of Assessment Proceedings for each Assessment Year basis and taxes will

be paid separately. Further services for appellate matters will be considered independently.

11. The firm having the experience of Educational Institutes/University and Government Sector will be given preference.
12. The preference shall be given to the firm having registered and the existence of last 5 years. Financial proposal shall be opened for those firms who have qualified in the technical proposal as per the evaluation criteria.
13. The applicant firm should have been registered with ICAI and C & AG having address within the state Maharashtra less than 200km from the Dr. B A Tech. University (attach Proof)

Eligibility Criteria:-

Relevant papers in support of fulfilling eligibility criteria should be enclosed.

Sr. No.	Particulars	Minimum requirement
1.	No. of years of existence of the firm.	5 Years (Proof to be enclosed)
2.	No. of qualified CA, full time appointment including partners	Two
3.	Minimum receipt or Annual Turnover of applicant CA firm (during last 3 years each)	Rs. 40 Lakhs or more
4.	Experience of Income Tax Work of any Educational Institution/University or Tax-exempt entity with special mention about any special services rendered.	Self-certified list to be attached (if required, proof of appointment letter will be called)

APPLICATION FORM – I

Technical Proposal

The firm shall apply with details as noted below in the application failing which the application may not be considered.

1. Year of establishment:
(Photocopy of Certificate of registration issued by the Institute of Chartered Accountants of India to be enclosed).
2. Name of Firm:
With details of Partners
(d) Qualifications
(e) Post qualification experience of the partner (total no. of years)
(f) Membership No. of all Partners.
3. Details of the qualified assistants with
(b) Name _____
(e) Membership Number (if any) _____
(f) Date of Joining in the firm _____
4. Detailed Office Address: _____
5. Contact Details :
(e) Mobile No. _____
(f) L/L No/ _____
(g) Name _____
(h) E-mail ID _____
6. PAN No. _____
7. TIN No. _____
8. GST Registration Number _____
9. Name of the Organization where the firm has worked (P1. Attach proof)
 1. _____
 2. _____
 3. _____
11. Annual turnover of 2015-16, 2016-17, 2017-18:-
12. Name of the Banker with Address :-
13. Account No. with IFS Code No.
14. EOI document payment Details (Rs.10,000/- of EMD) :-
15. Attach the profile of the firm justifying their eligibility to comply subject scope of work.

I/We hereby declare that the information furnished here in is true to the best of my knowledge. I/we further declare that in case of appointment I/we shall abide by the

terms and conditions of University of Mumbai. In case the furnished information is found to be false at any stage, University of Mumbai will cancel the EOI./awarded order(s) without assigning any reason further, i/we hereby declare the firm is not debarred by the Institute of Chartered Accountant.

Dated _____

Full Signature with office seal of The EOI firm

APPLICATION FORM – II

FINANCIAL PROPOSAL

CONSOLIDATED AUDIT FEES (IN RUPEES)

Important information with respect to Financial Proposal:-

1. The fees to be quoted should be consolidated; applicable tax will be paid separately.
2. Component wise feed
 - A. Yearly Fees for completing Income Tax Work per Assessment Year.

Full signature with office seal of the EOI firm.

Dated _____