

CSK HIMACHAL PRADESH KRISHI VISHVA VIDYALAYA, PALAMPUR

**Office of the Comptroller
Compilation Branch**

No.QSD/CPDU/1-61(SO-Comp)/CSKHPKV/19/-52660-62

Dated Palampur, the: ~~14.11.2019~~

33654-57

To

07 MAY 2022

The Information & Public Relations Officer,
Department of Information & Public Relations,
Government of Himachal Pradesh, Shimla-171 001 (HP).

Subject: Publication of Tender Notice.

Sir,

Kindly find enclosed herewith Tender Notice for inviting rates for conversion and certification of Accounts of the University from cash system to Accrual system of accounting in two bid system from registered Accountants preferably from Himachal Pradesh. You are requested to get it published in Geeriraj Weekly as well as in common page of two daily leading Newspapers i.e. The Punjab Kesari and The Amarujala in the northern region in one insertion only in minimum space on **09-05-2022** under intimation to this office. The bill of cost thereof as per DAVP rates may please be sent in duplicate to this office at an early date.

Yours faithfully,

Encls: As above.

**Section Officer(CPDU),
CSKHPKV, Palampur.**

CC:

1. The Incharge, UNS, CSKHPKV, Palampur alongwith Tender document. He is requested to kindly upload the same in the University Website.
2. The Dy./Asstt.Registrar(Compilation), CSKHPKV, Palampur w.r.t his letter No.QSD.Misc./CSKHPKV/Comp./19/-132 dated 12.04.2022
3. Guard File.

Attention: Advt. Section.

FAX No.0177-2624805.

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA
PALAMPUR**

TENDER NOTICE

Chaudhary Sarwan Kumar Krishi Vishvavidyalaya, invites sealed tenders for conversion and certification of Accounts of the university which is also available on University website www.hillagric.in from Cash system to Accrual system of accounting in two bid system from registered Chartered Accountants preferably from Himachal Pradesh and should have been operation in HP for at least 10 years after registration. Firms having at least 4-5 Chartered Accountants and annual turnover of Rs. 1500000 lac or more in each year for last three financial years may submit their bid in the enclosed Performa(s) along with processing fee of Rs. 5000/- through Demand Draft drawn in favour of Comptroller, CSKHPKV, payable at SBI HPAU, Palampur latest by ~~01-06-2024~~ to 3.00 P.M. and the same shall be opened on ~~03-06-2024~~ 11.00 AM in the presence of bidder or their authorized representatives.



**Comptroller
CSKHPKV, Palampur**

Technical Details

The Chartered Accountant firm should provide the details supported by documentary evidence in respect of the following points:

- 1 Name and Address of the Firm (with proof / self attested)
- 2 Details of Registration with Govt. of India/State govt./CAG.
- 3 Copy of PAN (self attested).
- 4 Certificate issued from ICAI.
- 5 Copy of GST Registration document.
- 6 Audited Annual Accounts for the last three years.
- 7 Documents in support of clients held during last 3 financial years exceeding work of Rs. 1.00 lac.
- 8 Documents in support of public sector/govt./educational agencies etc. awarded done in part if any.

Note: Any other certificate besides the above if deemed necessary can also be enclosed.



Details of work required to be done by the Empanelled firm

The CSK Himachal Pradesh University is desirous to appoint registered Chartered Accountants (preamble from HP) for all the work related with incidental to the conversion of accounts from Cash System to Accrual system of Accounting for a support **period of two years**. The aim of this assignment is to provide handholding and professional assistance to sustain the new system of accounting. The assignment will also includes on the job training to the staff involved in maintaining Books of Accounts and preparation of financial statement.

The work is defined as under:

- 1 Conversion of Accounts Cash based to Accrual based accounting.
- 2 Preparation of Trial Balance, Annual Accounts and Balance sheet in the new system of accounting and financial reporting from the financial year 2020-21.
- 3 Preparation of Bank Reconciliation Statements.
- 4 Preparation of Fixed Assets Registers.
- 5 Attending to the queries of Government Auditors on the Accounts prepared by the firm.
- 6 Training of CSK HPKV staff to make them conversant with the new system of Accounting and financial Reporting including hands on training.
- 7 Preparation of Balance sheet of CSKHPKV as on 01-04-2019 after 100% survey and identification of all tangible and intangible fixed Assets owned or in use or both by CSKHPKV.
- 8 The consultant must also put in place a system for flow of data required for according accounting entries and maintaining books of accounts to ensure that CSKHPKV can maintain the accounting system on its own after completion of the assignments.
- 9 Any other work(s) that is necessary for the conversion of accounts.

Handwritten signature and initials in black ink, located at the bottom right of the page. The signature is a stylized, cursive name, and the initials are 'JZ'.

TERMS AND CONDITIONS

- 1 The firm should have been operation in H.P. for at least 5 years after registration.
- 2 Preference will be given inter alia to the firm whose registered offices or Branch Offices are situated in HP.
- 3 The Tender will be valid for acceptance for 6 months from the date of opening.
- 4 The period of the contract may be extended with mutual consent.
- 5 Working hours, and holidays for key professional shall be as per Rule applicable to the employer.
- 6 The consultant shall ensure that all time during the consultant performance a nodal officer shall be In charge of the service.
- 7 An MOU will be signed between firms and CSKHPKV.
- 8 Technical bid consisting of all technical details of services to be provided by the contractor along with commercial terms and conditions and financial bid indicating the cost of services mentioned in the technical bid shall be submitted separately by the bidders.
- 9 The technical bid and the financial bid shall be sealed by the bidder(s) in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be sealed and duly super-scribed. The technical bids shall be opened by the Department at the first instance and evaluated by a committee.
- 10 At the second stage financial bids only of the technically acceptable offers, shall be opened for further evaluation and ranking before awarding the contract.
- 11 The completion of the work for 1st year i.e. 2019-20 should be complete on or before 31st December, 2022.
- 12 No price increase will be allowed during the currency of rate contract and rates approved shall remain enforce to the currency of rate contract.
- 13 The minimum fee of the assignment for two years i.e. 2019-20 & 2020-21 will be Rs. 250000/- (Rupees two lac & fifty thousand only).
- 14 All tenders should be accompanied with an earnest money of Rs. 25000/- (Rupees twenty five thousand only) in the shape of FDR/TDR to be pledged in the name of the Comptroller, CSKHPKV, Palampur.
- 15 The assignment must be completed satisfactorily within the stipulated period failing which the Comptroller will have right to forfeit the EMD.



- 16 The University reserve the right to enter into parallel rate contract with the two or more firms and to enter into negotiation with the concerned firms, who quote the parallel rates. The negotiation will be held in the presence of High Power Committee. The firms, who quote parallel rates will be asked to quote fresh rates in under sealed covers and on the basis of fresh quoted rates, the tenders will be finalized.
- 17 The rates and units shall not be over written, amount shall be both in figures and words. The words 'NO QUOTATIONS' should be written cross in the schedule for which a tenderer does not wish to tender. All corrections must be signed in full by the tenderers.
- 18 Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of CSKHPKV, Palampur.
- 19 The signature on the Tenders will be deemed to be the authorized signature of the tenderer.
- 20 The tender received after due date or without the earnest money shall not be considered.
- 21 Any term/condition given by the firm which is in contravention to the terms contained in the tender shall not be acceptable and shall be treated as null and void.
- 22 In the event of tender, being accepted, the quotations will be converted into a contract which will be governed by these terms and conditions.
- 23 The tender not strictly in accordance with the above conditions re liable to be rejected.
- 24 The successful Tenderer will have to execute an agreement on the non-judicial paper (specimen enclosed for ready reference) duly signed and stamped and only after the signing of the above agreement, the notification with regard to finalization of the tenders will be issued.
- 25 Performance Security shall be obtained from the successful contractor/firm on the ward of contract irrespective of his registration status, which shall be for an amount i.e. five percent of the value of the contract. Such security shall be furnished in the form of FDR/TDR duly pledged in the name of Comptroller, CSKHPKV, Palampur which shall be released after three months from the date of completion of contract.
- 26 The other condition(s), if any, shall be announced at the time of opening of Tender.



PROFORMA OF APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANTS

Questionnaire to be filed in by the Chartered Accountant firm

- 1 Name of the Firm :
- 2 Address with phone No. & e-mail :
- 3 Date of Registration of firm :
- 4 Whether Proprietary/partnership :
- 5 Name of the partners :
- 6 Registration of Firm with ICAI :
(Attach copy of Certification)
- 7 PAN of firm (Attach copy of PAN) :
8. Qualification of Partners

Name of Partner(s)	Basic Qualification	Year of Registration in CA Foundation/CA Course	Registration Date & No. as Associate Member of ICAI	Additional qualification, if any

9. Experience of firm

(Attach photocopies of documents for proof for work exceeding Rs. 1.00 lacs in each case during last 3 financial years.)

Name & Address of the Institution for which you have worked	Documents in favour of experience	Nature of work performed	Specific Certificates regarding details of work	Period of work	Remarks specifically with reference to work conducted and litigation etc.

10 Turnover of the Firm in last three financial years

- 11 No. of Article clerk :
- 12 No. of Paid Assistants :



- 13 No. of CA's & Staff that will be assigned for work
- 14 Whether your firm has been Disqualified/terminated/ Black listed/debarred by any of the Govt./Educational Agencies
- 15 A demand draft for Rs. 5000/- being security deposit in favour of the Comptroller, CSKHPKV, payable at SBI, HPAU Branch Palampur is enclosed.

DECLARATION

We, the partner of M/s.....(name of the firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and anything found incurred may result in the cancellation of our firm's name from the panel of Chartered Accountants of CSK Himachal Pradesh Agriculture University.

(Signature of the Applicant)

Date :
Place:

Professional Fee Offer

Questionnaire to be filed in by the Chartered Accountant Firm

- 1 Name of the firm :
- 2 Address with phone No. & e-mail :
- 3 Professional Fee (all inclusive) :
For complete assignment

Payment Terms:

The contract fees shall be paid after completion of the work.

(Signature of the Applicant)

Date :
Place:

