

National Institute of Technical Teachers' Training & Research Bhopal

(An autonomous body under Ministry of Education, Government of India)



EXPRESSION OF INTEREST (EOI)

FOR ENGAGEMENT OF CHARTERED ACCOUNTANCY FIRM

FOR CONSULTANCY OF FINANCIAL SERVICES INCLUDING TAXATION, GST

AND FINANCIAL LEGAL SERVICES FOR NITTTR, BHOPAL DEEMED TO BE

UNIVERSITY UNDER DISTINCT CATEGORY

Website: www.nitttrbpl.ac.in

E-mail: accounts@nitttrbpl.ac.in

I. ABOUT THE NITTTR Bhopal deemed to be University under distinct category

The National Institute of Technical Teachers' Training and Research (NITTTR) Bhopal is a premier institute of international repute established in 1965 by the Government of India under the Ministry of Human Resources Development of India under the Ministry of Human Resources Development for the improvement of the quality of technical education systems and catering to the wide range of needs of polytechnic and engineering college of Western Regional States of the country. The institute is known for its quality services and products. The institute is internationally recognized for its HRD services and its innovative approaches in developing professionally competent manpower. Recently, Ministry of Education, Govt. of India, declared our institute as an Institute as an Institution Deemed to be University under distinct category. For further information about NITTTR Bhopal, one may visit the website www.nitttrbpl.ac.in.

II. NAME OF THE WORK/ SERVICES:

Objective is to solicit proposals for consultancy Service to express a professional opinion on the effectiveness of the overall financial management in NITTTR Bhopal and complying with all the financial rules and regulations of deemed University/ Ministry of Education/ Ministry of Finance/ Govt. of India including the GST provisions.

Sl. No.	Brief Scope of work
1	TAX COMPLIANCE
2	ANNUAL ACCOUNTS PREPARATION
3	RETURN FILING (TDS) QUARTERLY/ YEARLY
4	MONTHLY/QUATERLY /YEARLY GST RETURN FILING
5	PREPARATION AND FINALISATION OF AUDIT REPORT
6	ANNUAL ACCOUNTS AUDIT
7	INTERNAL AUDIT
8	ADVISORY /PROFESSIONAL SERVICES ON FINANCIAL MATTRES
9	FINANCIAL LITIGATION SUPPORT SERVICES
10	ACCOUNTING PROCEDURE REVIEW & RECOMMENDATIONS WITH FOCUS TO GST & OTHER STATUTORY COMPLIANCE
11	GST COMPLIANCE TRAINING AT NITTTR, BHOPAL
12	FILING/COMPLIANCE OF ANY OTHER FINANCIAL RULES AS PROMULGATED BY CENTRAL/STATE GOVERNMENT FROM TIME TO TIME

III. INSTRUCTIONS TO THE FIRM

The firm may assess about the nature and quantum of the financial work & also comprehensively study the duties/obligations of tax compliance along with GST provisions applicable to Central Government Educational Institutions.

IV. Qualification Criteria:

Each eligible Chartered Accountancy firm should possess all the following qualification criteria. Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

SL. No.	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS
1.	LEGAL ENTITY	(i) The Applicant must be either a registered/ partnership firm or LLP or a company and registered in India. (ii) Firm should be empanelled with C&AG office during last fifteen years. (iii) Firm should be empanelled with ICAI during last five years. (iv) Must have registered/ Branch Office at Bhopal (M.P.)
2.	SALES TURNOVER	The Applicant should have an average annual turnover (audited) of INR 15 lakh or more, in last Five financial years ending on 31st March, 2023.
3.	EXPERIENCE	(i) Should have been in the business of Legal Consulting/Auditing/ Accounts/ taxation services in India for at least for the last ten years, and (ii) The applicant should have finalised Annual accounts/conducted Statutory or Internal Audit for minimum of the following in last 5-7 years: a) 03 Autonomous Bodies/ Statutory Bodies or b) 02 PSUs or c) 02 Central/State University, or d) 05 Private Institutions with Minimum turnover of Rs 50.00 each.
4	MANPOWER STRENGTH	The applicant or/and its group firm/company should have at least 15 Professional on their rolls in the area of Consultancy/ Taxation/ Finance Accounting in which at least 4 qualified and experienced professional shall be in the field of finance and taxation with relevant qualifications and 03 Professional must have DISA(ISA) qualified with minimum 02 Professional should possess forensic Audit and Fraud Detection Course certificate conducted by ICAI

		In addition to above the firm must have at least 3 qualified assistant (paid Chartered Accountants)
5	LITIGATIONS & CONSULTANCY EXPERIENCE	Applicant should have experience for at least 5 years in litigations and consultancy experience in the field of Indirect Taxation such as VAT, Excise Duty, Customs Duty Service Tax and GST.
6	BLACKLISTING	Applicant should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it and should not have been blacklisted due to default in the performance of contract for any purposes. Should not have any investigation pending against it or against the Principal Officers/Partners.
7	Branch Office	In the consignee location.

Note: Relevant self-attested supporting documents with respect to all the qualification criteria mentioned above, must be submitted along with Eol.

V. (a) For any query pls. email:-

E-mail – accounts@nitttrbpl.ac.in

(b) Firm is required to put the authorised sign on each page of the EOI documents and enclosures, along with official stamp. Unsigned, conditional and/or incomplete EOI otherwise considered defective, may be rejected.

VI. RIGHTS TO ACCEPT OR REJECT Eols

1. The Eol is liable to be rejected inter-alia: -

- (a) If it is not in conformity with the instructions mentioned in the Eol document.
- (b) If it is not properly signed by the Firm.
- (c) If it is not accompanied with proper documents.

2. This University reserves the right to: -

- (a) Accept / Reject any of the Eols in full or part thereof.
- (b) Revise the requirement at any time or at the time of placing the order.
- (c) Add, modify, relax or waive any or all of the conditions stipulated in the Eol specifications wherever deemed necessary.
- (d) Reject any or all the Eols in part or full without assigning any reasons thereof.

VII. OTHER TERMS AND CONDITIONS

1. The Successful Company / Firm shall at its own comply with the provision of orders and notifications issued by government from time to time on all financial matters for which services are provided to NITTTR Bhopal deemed to be University.
2. The successful Firm should ensure compliance of all financial duties as contained in the terms of reference of this Eoi, on **Top Priority** on receipt of information from NITTTR Bhopal deemed to be University.
3. In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied/imposed after issuing notice. The decision of NITTTR Bhopal deemed to be University in this regard shall be final and binding on the Firm.
4. The Firm shall be deemed to have full knowledge of the requirements of the NITTTR Bhopal deemed to be University on financial matters.
5. Submission of this application implies that the company/ firm has read this notice and all the documents and has made themselves aware of the scope and specifications of the work to be done, local conditions and other factors having a bearing on the execution of the work.
6. The requirement given in the scope of work is only indicative, NITTTR Bhopal deemed to be University reserves the right, either to increase or decrease it, as per requirement. The decision of NITTTR Bhopal deemed to be University in this regard shall be final and binding on the Firm.
7. The bidder firm should not be owned or controlled by any Director/Management who is an employee (or Relatives) of NITTTR Bhopal deemed to be University. A self declaration by the bidder firm shall be submitted in their letter head.

VIII. CONTRACT PERIOD

The contract shall be renewed annually on the basis of performance and mutual consent initially for a period of one year and shall be for the maximum period of three years.

IX. Validity of Offer:

The offer for EOI shall be valid for a period of 15 days from the last date of submission of EOI, which may, however, be extended further if required.

X. TERMS OF REFERENCE

The detailed terms of reference are enclosed at Annexure-I.

XI. INSTRUCTIONS

The Expression of Interest is to be submitted along with following formats/details (other than the self-attested supporting documents to be enclosed):

- a) Organization/Firm Details as per Format-2.
- b) Experience of the organization/Firm in related field as per Format-3.
- c) List of experts/ consultants on payroll as per Format- 5.
- e) Financial strength of the company as per Format-6.
- g) Declaration as per Format-4.
- h) Quotation

XII. CIVIL SUIT JURISDICTION

All legal proceedings in connection with this Contract shall be subject to the territorial jurisdiction of the Hon'ble Court of Bhopal (M.P.) only.

XIII. Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the University whose decision will be final.
- c. NITTTR Bhopal deemed to be University will take up references and reserves the right to pay due heed to the applicant's performance elsewhere.

Sd..

Accounts Officer

FORMATS FOR SUBMISSION

FORMAT – 1

(On Company's/Firm's letter head)

APPLICANT'S EXPRESSION OF INTEREST

To,

The Director,
National Institute of Technical Teachers' Training & Research,
Shamla Hills, Shanti marg,
Bhopal-462002

Sub: For Engagement of Chartered Accountancy Firm for Consultancy of Financial Services Including Taxation, GST and Financial Legal Services for NITTTR Bhopal deemed to be University.

Sir

In response to the Invitation for Expressions of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in sealed envelope:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Declaration by the Applicants (Format – 4)
4. List of experts / consultants on payroll (Format 5)
5. Financial strength of the organization (Format-6)
6. Quotation

Yours Sincerely,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

FORMAT – 2

(On Company's/Firm's letter head)

S.N.	Particulars	To be filled in by the applicant
1.	Name of the Company/ Firm	
2.	Date of incorporation /establishment of the company/ firm	
3.	Registered Office address of the Company/ firm with Office Telephone Number, Email ID, Fax Number	
4.	Name of the Contact person with Telephone Number, Email ID, Fax Number	
5.	Address of the branch office at Bhopal	
6.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ The Partnership Act, 1932	
7.	Main areas of business	
8.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	

Enclose:- Self Attested copies of all supporting documents.

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 3

(On Company's/Firm's letter head)

Experience in Related Fields					
Overview of past experience of the Organization in all aspects related to same /similar Consultancy					
S. No	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclose completion certificates)	
1	Experience of Assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<p>Decision of the University in ascertaining "similar nature" and "similar assignment" will be final.</p> <ul style="list-style-type: none">• Completion Certificate to be provided. <p style="text-align: right;">Signature of the applicant Full name of applicant</p> <p style="text-align: right;">Stamp & Date</p>					

Format - 4

DECLARATION BY THE APPLICANT

(To be executed & attested by Public Notary / Executive Magistrate on Non-Judicial Stamp paper of Rs. 100/- by the applicant)

I / We _____ of
M/s. _____ do hereby declare following, that : -

1. The firm/ company namely M/s. _____ **has not been blacklisted or debarred** in the past by Union / State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the NITTTR Bhopal deemed to be University.
3. I/ We do accept all the terms and conditions of the EOI towards "For Engagement of Chartered Accountancy Firm for Consultancy of Financial Services Including Taxation, GST and Financial Legal Services for NITTTR Bhopal deemed to be University."
4. I/We hereby confirm that we have more than 10 technically qualified professional on our rolls in the area of Consultancy /Taxation/Finance Accounting out of which at least 5 qualified and experienced persons shall be in the field of finance and taxation with relevant qualifications viz. CS/CWA/CA/MBA/ M.com and 02 B.Tech (IT)/Computers etc.
5. I/We have not involved in any litigation, current or during the last five years, the parties concerned and disputed amount.
6. I/We shall be available to contact at all times and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the Consultancy agency/ firm shall be acknowledged immediately on receipt on the same day.
7. I/We shall enter into an Agreement with the University on Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days of the issue of letter of Award. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Bid Security Declaration.
8. The information furnished in the EOI is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my appointment/engagement shall be liable to be cancelled / terminated without any notice and/or compensation in lieu thereof shall be paid by me.
9. In case the above information found false, I / We are fully aware that the EOI will be

rejected / cancelled by the NITTTR, Bhopal deemed to be University. I/We shall pay the penalty as fixed by the NITTTR Bhopal for causing administrative inconvenience to the NITTTR Bhopal. The NITTTR, Bhopal may also initiate the process of blacklisting our firm/agency for the breach of contract. In addition to the above, NITTTR Bhopal deemed to be University will not be responsible to pay the bills for any completed / partially completed work.

Deponent

Witness:-

1.
2.

Name _____

Address _____

FORMAT – 5

(On Company's/Firm's letter head)

List of experts/consultants on payroll (at least 5)				
S. No	Name	Designation	Qualification (Graduation/ Post Graduation)	Relevant Experience
1				
2				
3				
4				
5				
6				

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 6

(On Company's/Firm's letter head)

FINANCIAL INFORMATION

Financial Analysis: Furnished following financial details, duly supported by certified copy of audited balance sheet, profit & loss account for the last three years :-

Financial Year	Annual Turn over	Profit / Loss	Remarks
FY 2018-19			
FY 2019-20			
FY 2020-21			
FY 2021-22			
FY 2022-23			
Gross Total			
Average Annual Turnover of five years			

(Signature of the applicant with stamp of firm with Date)

Details of certifying Chartered Accountant

Name:-

Reg. No.-

Membership No.-

Address with Mobile no. and E-mail –

Certified by Chartered Accountant (ink signed with stamp)

TERMS OF REFERENCE**Objective and Scope of Work**

Objective is to solicit proposals for consultancy Service to express a professional opinion on the effectiveness of the overall financial management in NITTTR Bhopal deemed to be University and complying with all the financial obligations in consonance with the rules of Govt. of India including the GST provisions.

Scope of Consultancy Services on GST

S. No.	ACTIVITIES/SCOPE OF WORK
1.	COMPLIANCE & FILING OF RETURNS as per the related instructions prevailing in educational institutions/autonomous body of MoE/MoF/deemed University etc.
	<ul style="list-style-type: none">a) The Chartered Accountancy Firm shall make 100% verification of vouchers, Head of Account wise entries of Receipt & Expenditure in Cash Book/other financial statements, bills and books of Accounts.b) Reconciliation of all transactions with bank accounts of the NITTTR, Bhopal.c) Checking and verification of Cash/Bank/Journal Vouchers and checking of software entries and the financial transactions on monthly basis.d) The firm shall ensure arithmetic accuracy of all entries & ensure that all transactions recorded in cash book/Bank book/Journal. Verification of the correctness of Trial Balance and compiling the grouping statements & Schedules to the Annual Financial Statement along with Receipt & payment and Balance Sheet.e) Preparation of Annual Accounts on double entry system as per MoE, Govt. of India format .f) Audit of the procurement / tendering process of fixed assets, consumables, stationery etc and compliance of the recommendations/observations of CAG audit.g) Income Tax Assessment of employees of the NITTTR Bhopal deemed to be University, preparation of form-16.h) Filing of Quarterly and Annual Return.i) Review and filing of all statutory compliances such as TDS, Professional Tax, GST and remittance thereof to the concerned tax authorities.j) Review and filing of monthly, quarterly and annual returns to the statutory authorities.k) Review of monthly TDS deduction of employees and pensioners/family

pensioners of NITTTR Bhopal and filing of quarterly e-TDS Return, (Salary and other than Salary) of the NITTTR Bhopal. Preparation of Form 16, Form 16-A, Form 16-B.

- i) Pre-transaction audit of bills, vouchers, purchase, services hiring and works proposals related to the NITTTR Bhopal deemed to be University as and when required.
- m) Internal Audit and scrutiny of Books of Accounts, ancillary records and relevant files/documents; Checking of Stock Register and Assets Register (Consumable and Non-consumable) and any other relevant documents.
- n) Verification of Fixed Asset Register (stock & store).
- o) Preparation of quarterly report of Institute Accounts. The Internal Audit of the accounts of NITTTR Bhopal should be carried out on quarterly basis. In no case should there be overlapping of any 2 (two) quarters. Quarterly reports need to be submitted to the Finance Officer, on quarterly basis within a period of 1 (one) month from the end of each quarter. The report should be comprehensive, highlighting major issues, objections, suggestions and corrective measures. Action taken or not and compliance made or not in terms of the Internal Audit report of the preceding quarter and last Statutory Audit report should be clearly stated in the report of the succeeding quarter.
- p) Audit the procurement / tendering process of fixed assets, consumables, stationery etc as per requirement/directions of the NITTTR Bhopal.
- q) Preparation and Certification of Utilization Certificates, Statement of Expenditure of various Projects & Schemes, etc. in NITTTR Bhopal deemed to be University.
- r) Checking of Grants received and its utilization as per the terms of the grant.
- s) Preparation of form 26Q and 24Q
- t) Goods and Services Tax legislations.

Any other Indirect Taxes legislation arising thereof.

Issues & notices raised during filing of GST Returns, as detailed below: -

GSTR-1, GSTR 1A, GSTR 2A, GSTR-2 GSTR 3B

ITC-1 for input credits under GST, SGST and IGST.

GSTR 7 for TDS under GST.

GSTR 8 for TCS under GST.

GSTR 9 for annual filing under CGST, SGST and IGST

	And payment liabilities of GST.
2.	ADVISORY /PROFESSIONAL SERVICES.
	<p>a) Time to time opinion / advice on queries raised by NITTTR Bhopal related to the transactions and accounting activities carried out by NITTTR Bhopal in order to ensure compliances including matter pertaining to GST.</p> <p>b) Highlight changes to be undertaken in documentation and corresponding records maintenance from a tax perspective and compliance of GST rules.</p> <p>c) Focus on regular Internal Audit of the NITTTR Bhopal to assess, review, recommend and comment in respect of effectiveness and efficiency of accounting, financing, operation & maintenance functions and procedural compliance.</p> <p>d) To identify deficiencies and provide suggestions for improvement of the existing system of accounting, internal control and management information system from time to time. The firm will have to provide opinion on specific matters requested by NITTTR Bhopal.</p> <p>e) To make NITTTR, Bhopal aware, as soon as practical and at an appropriate level of responsibility, of material weaknesses in the design or operation of accounting.</p> <p>f) To send periodic updates on various amendments in the GST and other statutory rules referred above including tariffs, classification, board circulars, judgments, etc. which may affect NITTTR Bhopal deemed to be University operations from time to time. Any other incidental work related to above. And internal control systems, that may have come to the notice.</p> <p>g) Review of procurement and supply agreements to evaluate the tax impact.</p> <p>h) Assistance with classification issues, exemption and valuation matters.</p> <p>i) Assistance in relation to credit issues, refunds and assessments etc.</p>
3.	ACCOUNTING PROCEDURE REVIEW
	<p>a) The current system of NITTTR Bhopal is also to be reviewed and modification required for streamlining the accounting, return filings and other financial activities of NITTTR Bhopal.</p> <p>b) Preparation of Standard Accounting Procedure (SAP) incorporating the changes required in the accounting procedure in NITTTR, Bhopal as per rules of MoE/MoF GOI/deemed University.</p>
4.	INTERNAL AUDIT & ANNUAL AUDIT
	<p>a) Firm must provide a Compliance Review report highlighting all major issues identified and probable lapses, if any, in any accounting</p>

	<p>practice in NITTTR Bhopal. This will be a one-time exercise and an exception based report is to be submitted which will be used by NITTTR Bhopal for monitoring the compliance status.</p> <p>b) Assisting in preparation of Internal Audit Manual of NITTTR Bhopal deemed to be University.</p> <p>c) Assistance during audit process initiated by the Tax Authority, C&AG or any other authority.</p>
5.	FINANCIAL LITIGATION SUPPORT SERVICES
	<p>a) Assisting NITTTR Bhopal to decide whether to file an application before the Advance Ruling Authorities on issues faced by NITTTR Bhopal for which there is no clarity or when there is a scope for interpretation as per the provision of Rules, as decided by NITTTR Bhopal deemed to be University.</p> <p>b) Review of Show Cause notice orders issued by Tax authorities, Commissioner, Commissioner (Appeals) and Tribunal to guide the way forward and preparation of replies. Attending any summons on behalf of NITTTR Bhopal on matters of taxation before concerned authorities and advising NITTTR Bhopal on the matter.</p> <p>c) Review of the orders, if any issued by the Revenue authorities in order to advise NITTTR Bhopal about the need to challenge such orders in appeal.</p> <p>d) Review of the original or appellate orders issued by Adjudicating authorities/Appellate authorities/Courts in order to advise NITTTR Bhopal about the need to challenge such orders in appeal.</p> <p>e) Any other incidental work as required by the NITTTR Bhopal deemed to be University.</p>