

INVITATION FOR EXPRESSION OF INTEREST (EOI)

(Appointment of Annual Accounts Auditor for F.Y. 2015-16)

EOI Date: : 07 February, 2016

DUE DATE: 22 February, 2016

To submit on or before: 15:00 Hours (3:00pm) on 22 February, 2016

- * EOI – Covering note
- * Format of Capability Statement – Annexure 1 (Technical Bid) (Envelope 1)
- * Financial Bid (Envelope 2)

EOI shall be filled in two parts under Three Envelope System. Technical Bid shall be enclosed and sealed in Envelope No. 1. Financial Bid shall be enclosed in Envelope No. 2. Both the sealed Envelopes shall be kept in Envelope No. 3 which is big enough to contain both the Envelopes. On each Envelope the name and address of the Firm shall be written in block letters. On the top of it, the Envelope Number should be mentioned.

Dear Sir/Madam,

01 The Vice Chancellor, Gondwana University, Gadchiroli is inviting Expression of Interest (EOI) in English in the enclosed format from experienced Chartered Accountant Firms empanelled with the Comptroller & Auditor General of India for appointment as Auditors for Annual Accounts Audit of F.Y. 2015-16. Your expression of interest could form the basis for a contract between your firm and Gondwana University, Gadchiroli.

02 The objective of inviting expression of interest is to appoint the auditors through a wider reach and by a transparent process providing equal opportunity. Interested firms may please complete the enclosed Capability Statement - Annexure-1 and send the same to the following address:

Finance & Accounts Officer Gondwana University, Gadchiroli Complex, MIDC Road, Gadchiroli (M.S.) 442 605
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03 Vice Chancellor, Gondwana University, Gadchiroli reserves the right to reject any and all proposals received in response to this invitation in any manner deemed to be in the best interest of Vice Chancellor, Gondwana University, Gadchiroli. Although, it is Vice Chancellor's, Gondwana University, Gadchiroli preference to award contract for the services described in this invitation.

04 This invitation contains no contractual offer of any kind. Any proposal submitted will be regarded as an expression of interest by the proposer and not an acceptance by the proposer of any offer by Vice Chancellor, Gondwana University, Gadchiroli. No contractual relationship will exist except pursuant to a written letter of award signed by Registrar, Gondwana University, Gadchiroli and the proposer.

05 Vice Chancellor, Gondwana University, Gadchiroli reserves the right to modify or exclude any consideration, information or requirement contained in this invitation and to add new considerations, information or requirements at any stage of the procurement process, including negotiations with proposers, at any time before any letter is awarded for the audit services outlined in this invitation.

06 Gondwana University, Gadchiroli may, at its discretion, extend the deadline for the submission of EOIs. The extension of the deadline may accompany a modification of the invitation documents prepared by GUG at its own initiative or in response to a clarification requested by a prospective proposer. Proposers must provide all requisite information under the EOI and clearly and concisely respond to all points.

07 **Eligibility, requirements and assessment criteria:**

The EOI and capability will be assessed against evidence of qualified and experience in providing Annual Accounts Audit services in Gadchiroli.

The minimum eligibility requirements are –

- (i) Professional Standing of the CA firm: Minimum 15 years (as on October 1, 2015)(CA Institute Certificate as on January 1, 2016)
- (ii) Minimum no of Partners: 05 (Minimum 4 FCAs and of which at least two Partner must have standing of more than 15 years)
- (iii) Preference will be given to those firms, who have minimum 10 years (as on October 1, 2015) (CA Institute Certificate as on January 1, 2016) experience of annual account audit of turnover above 5 crore of state government universities.
- (iv) Chartered Accountant firms must have minimum number of 15 qualified / semi qualified employees.
- (v) Office location : Vidharbha Region
- (vi) Average Gross fees of the CA firm during FY 2013-14 FY 2014-15 FY 2015-16 : Rs 75.00 lacs

08 The EOI should be sent along with a Capability Statement including a profile of the organisation relevant technical and geographical coverage along with the financial turnover for the last 3 financial years. A format for the capability statement is attached. Individual CVs are not required at this stage. Any EOI with inadequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed. EOI should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organisation profiles.

09 In the interests of equity of treatment, EOI will be processed strictly as per prescribed formats enclosed. Non-adherence to the formats shall lead to rejection of such EOIs. Further correspondence in respect of non standard EOIs will not be entertained.

10 EOI - Annexure-1 should reach us on or before DUE DATE and TIME in a sealed cover duly super-scribed with “**Annual Accounts Audit of F.Y. 2015-16**” and “DUE DATE”. Technical Bid (Envelope 1) of EOI will be opened first on and qualified firms on the basis of that will be informed about the date of the opening of financial Bid (Envelope 2). Responses received after due date and time shall not be accepted and no further correspondence on such responses shall be entertained. Gondwana University, Gadchiroli will not be responsible for any loss or delay in receipt of EOI in post.

LATE EOI SHALL NOT BE OPENED AND SHALL NOT BE CONSIDERED.

11 It is expected that the audit will be undertaken in accordance with the Audit Standards issued by the ICAI to the extent they are applicable to the given scope.

12 The financial quote should also be submitted in a separate envelope **including** out of pocket expenses if any and stating the taxes as applicable (Financial Bid Envelope 2).

13 Respondents, if desire, may participate in EOI opening after producing authorization/identity proof.

14 EOI submitted should be free from correction, over-writing, erasures etc., and each page should be suitably numbered.

15 Authorized Signatory should sign the EOI submitted indicating the name and designation with official seal. Unsigned EOI are liable to be ignored by Gondwana University, Gadchiroli.

16 Canvassing by respondents in any form, including unsolicited letters on EOI submitted or post corrections shall render their EOI submitted liable for summary rejection.

17 STATEMENT OF WORK

The scope of the Annual Accounts Audit will be provided to the short-listed firms. However, the Annual Accounts Audit is expected to be based on sufficient verification of the aspects covered in the scope of audit and not be on mere confirmations obtained from the Finance and other related departments.

18 Your EOI and financial quote will be valid for 30 days from the deadline for submission. Gondwana University, Gadchiroli will make its best effort to select a firm within this period.

19 The costs of preparing an EOI proposal and of negotiating a contract are not reimbursable by Gondwana University, Gadchiroli.

20 The cost of Annual Audit Fees remain same for period of Five Year From F.Y. 2015-16. (Please Financial quote the Rate Annual Audit Fees for F.Y. 2015-16.)

21 The Tenure of contract period is Five year from F.Y. 2015-16.

22 Gondwana University, Gadchiroli will not return EOIs received. These proposals shall be kept confidential for the sole and internal consideration of Gondwana University, Gadchiroli. Information relating to the examination, evaluation, and comparison of EOI Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence Gondwana University, Gadchiroli in the examination, evaluation and comparison of the Proposals or contract award decisions may, at Gondwana University, Gadchiroli's decision, result in the rejection of its Proposal.

Gondwana University, Gadchiroli shall not discuss the content of other proposals and how they compare to the Proposer's submission.

23 Gondwana University, Gadchiroli shall endeavour to provide responses to any clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of Gondwana University, Gadchiroli to extend the submission date of the Proposals, unless Gondwana University, Gadchiroli deems that such an extension is justified and necessary.

24 Disregard of any instructions may result in EOI being ignored.

25 Gondwana University, Gadchiroli looks forward to receiving your EOI and thanks you in advance for your interest.

-Sd-
(Dr. Vinayak S. Irpate)
Registrar
Gondwana University, Gadchiroli

Format for Submission of Expression of Interest for short-listing Chartered Accountant Firms for the
Annual Audit of Gondwana University, Gadchiroli from F.Y. 2015-16
Technical Bid (Envelope 1)

Name of the Firm Firm's registration no with ICAI	
Number of Partners (Enclose copy of constitution certificate issued by the Institute of Chartered Accountants of India as of 1 st January 2016)	
Number of Qualified employees (With either a CA or CISA qualification)	
Date of formation (As per constitution certificate issued by the Institute of Chartered Accountants of India)	
Full Postal Address of Offices /Branch Offices. (This may be given on a separate sheet of paper attached)	
Name of contact person along with landline and mobile numbers	
Empanelment no if empanelled with C&AG?: (Acknowledgement from office of C&AG for receipt of all documents in this regard copy to be enclosed)	
Permanent Account Number (PAN) with a copy of PAN card	
Service Tax Registration Number and copy of Service tax returns for FY 2015-16	
Particulars of experience in government sector <u>excluding bank audits</u> and particularly in state government University (education) or government grants assisted sectors.	
Gross Fees of the firm for last three financial years (FY 13-14, FY 14-15 and FY 15-16) with self attested copy of financial statements and income tax returns of the firm for these periods	
Whether there are any court/ arbitration/any other legal case against the firm ? (If yes, give a brief note of the case indicating its present status)	

Profile of the firm is *attached/not attached

* Strike off what is inapplicable

Seal of the Firm	Signature
	Name
	Designation

Undertaking

We, _____
(name of firm), Chartered Accountants do hereby verify and declare -

- i) that the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- ii) that firm or partners has not been debarred or cautioned by ICAI during the last five years, if yes give details;
- iii) that individual partners are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949.
- iv) That the constitution of the firm as on January 1, 2016 shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Seal of the Firm	Signature
	Name
	Designation



गोंडवाना विद्यापीठ, गडचिरोली

कॉम्प्लेक्स, एम.आय.डी.सी.रोड, गडचिरोली (म.रा.) - ४४२६०५
Email. faogug@gmail.com Ph/Fax No. 07132-223106

जा.क्रमांक.गोविग/कुसका/७०८/२०१६

दि.०७.०२.२०१६

सनदी लेखापाल नियुक्ती

गोंडवाना विद्यापीठ, गडचिरोली येथील वित्तीय वर्ष २०१५-१६ चे वार्षिक लेखापरिक्षण करण्याकरीता विद्यापीठाची कोणतीही प्राधिकरणे किंवा त्यांचे व्यवहार यामध्ये कोणताही हितसंबंध असणार नाही अशा सनदी लेखापालांच्या भागीदारी संस्थामधून नियुक्त केलेल्या लेखापरिक्षकांकडून विद्यापीठाच्या लेखांचे लेखापरीक्षण करून घ्यावयाचे आहे. करीता इच्छुक **सनदी लेखापाल** यांनी दि.२२.०२.२०१६ ला दुपारी ३.०० वाजेपर्यंत आवेदन पत्र वित्त व लेखा अधिकारी, कार्यालयात सादर करावे.

याबाबत अधिक माहितीकरीता विद्यापीठ संकेत स्थळ www.unigug.org/www.gondwana.digitaluniversity.ac बघावे.

कुलसचिव
गोंडवाना विद्यापीठ, गडचिरोली