

NOTICE

Banaras Hindu University invites sealed tenders in two bid system (Technical & Financial) from registered Chartered Accountants (preferably from Varanasi) for preparation of utilization certificates, Income Tax consultancy, GST consultancy and other works and mentioned in the annexure enclosed. **Firms having at least 5 Chartered Accountants and annual turnover of Rs. 20,00,000 or more in each year for preceding three financial years** may submit their bid in the enclosed proforma(s) along with processing fee of Rs. 5,000/- (non refundable) through Demand Draft drawn in favour of the Registrar, BHU payable at SBI,BHU Branch, Varanasi latest by 02.08.2021 up to 05.00 p.m. in the office of the Joint Registrar (Development), Central office, BHU, Varansi-221005.

The envelope containing technical bid will be opened first, by the evaluation committee. After technical evaluation the envelopes containing financial bid will be opened only of those bidders who are found technically qualified by the evaluation committee. The Firms having work experience with institutions of higher education shall be given preference.

Further, the empanelment of C.A.'s firms will be initially for two financial years (unless revoked earlier on the ground of prejudicially affecting the University interest) which may be extended year to year basis for another 3 years on the same terms and conditions on the basis of satisfactory performance of the empanelled C.A. firms.

Sd/-

Encl: As Above.

Joint Registrar (Development)

DETAILS OF WORK REQUIRED TO BE DONE BY THE EMPANELED FIRM

The university desires to draw a panel of registered Chartered Accountants (preferably from Varanasi) initially for two years which on the basis of satisfactory performance can be extended up to another three years on yearly extension basis, for preparation of utilization certificates, Income Tax consultancy, GST consultancy, representation in Income Tax Assessments and Appeals, GST Assessments & Appeals and other works as mentioned below .

The scope of work is as under:-

(1). Preparation of Utilization Certificate for Projects and Schemes :-

- (a) Project A/C 'Project' & 'Miscellaneous' :- The Utilization certificate of each Project will be prepared on the prescribed format of the funding agencies alongwith statement of expenditure on the basis of ledger account, passing register, principle investigator's bill registers and concerned vouchers available in the university.
- (b) Project A/C 'Scholarship' :- The Utilization certificate will be prepared on the prescribed formate of the funding agencies after preparation of student wise receipt & expenditure records/ ledger and vouchers available in the university
- (c) The utilization certificate in respect of recurring & non-recurring grant of each schemes will be prepared on the prescribed formate of the funding agency on the basis of ledger accounts and vouchers available in the university.

(2). Goods and Service Tax consultancy (GST) :-

- (i) **Assignments covered under the retainship charges (to be quoted on per Annum basis).**
 - (a). The CA Firm will undertake, at the time of initiation of the agreement, an in-depth study of the various inward and outward financial transactions, in the University to ascertain as to whether the University complies with the provisions contained under the GST Act and rules & regulations framed there under as applicable for the university.

(b). As a result of the above study, the CA Firm would submit a report of all the

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short commings identified by it alongwith the suggested corrective measures with necessary guidelines.

- (c). The CA Firm will regularly monitor, during the entire period of agreement, the compliance of the corrective actions suggested by it to ensure that the University does not, in any way, infringe with provisions contained in the GST Act and rules made there under.
- (d). Provide consultation and opinion to various DDO's/ Heads of Departments/ offices and Central Registry, as and when called for.
- (f). Keep the University updated with ammendment in the provisions of GST Act which affect the University and additional compliance required by the Institution..
- ii. **Assignments covered for which payment will be admissible on "per case basis"**
- (a). Attending to all queries of GST Department in assessment and appeals if referred to by University/Departments.
- (b). File appeals against any order of assessment and penalty imposed by the GST Department, if referred by the University/Departments.
- (c). Filling of monthly and yearly return of GST with the GST Department.
- (d). Issuance of GST Deduction Certificate to the Suppliers.
- (e). Anyother matter/ work of miscellaneous nature.

3. Income Tax Consultancy.

- (i). **Assignment covered under the retainership charges (to be quoted on per Annum basis.)**
- a. The CA Firm will undertake, at the time of initiation of the agreement, an in-depth study of the various inward and outward financial transactions, in the the University to ascertain compliance with the provisions contained under the Income Tax Act,1961 and rules & regulations framed there under as applicable on the University.

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- b. As a result of the above study, the CA Firm will submit a report incorporating all the shortfalls alongwith suggested corrective measures indicating necessary guidelines.
 - c. The CA Firm would also regularly monitor, during the entire period of agreement, the compliance of the corrective actions suggested by it to ensure that the University does not, in any way, infringe the provisions contained in the Income Tax Act and rules made there under.
 - d. Provide consultation and opinion to various DDO's/ Heads of Departments/ Offices and Central Registry, as and when called for.
 - e. Finalization of Annual Income Tax Returns of the university alongwith all Schedules.
 - f. Keep the University updated with ammendments in the provisions of Income Tax Act which affect the University.
 - g. Regular follow up with the tax authorities for tax related matters including refunds.
- (ii). Assignments covered for which payment will be admissible on " per case basis"
- a. Attending to all queries of Income Tax Department in assessment/appeal proceedings if referred to by University/Departments.
 - b. File appeals against an order of assessment and penalty imposed by the Income Tax Department.
 - c. Obtain Exemption Certificate for Deduction of Tax at Source for the University.
 - d. Scrutinizing the correctness of TDS deductions made by the financial institutions with which the University has invested its funds and suggest due course to the university.





4. Filling of e-TDS returns:-

- a. Filing of quarterly return of TDS with the Income Tax Department.
 - b. Issuance of TDS Deduction Certificates.
 - c. Any other matter/ work of miscellaneous nature.
5. Issuance of Certificates 15 CA/CB for foreign remittances.
6. Reconciliation of Projects/Schemes, if referred to by the University.

Sd/-

Joint Registrar (Development)

Professional Fee Offer – Part I

To be filed in by the “Chartered Accountant Firm”

1. Name of the Firm :
2. Address with phone no. & e-mail :
 - a. Permanent
 - b. For Communication
3. Date of Registration of Firm :
4. Whether Proprietary/ Partnership :
5. Name of the Partners :
6. Registration of Firm with ICAI :
(Attach copy of Certificate)
7. PAN of Firm (Attach copy of PAN) :
8. Qualification of Partners :

Name of Partner(s)	Basic Qualification	Registration Dates & No. as associate Member of ICAI	Additional qualifications if any.
(1)	(2)	(3)	(4)

9. Experience of Firm with institutions of :
higher education)
(Attach photocopies of supporting documents)

Name & Address of the institution for which you have worked	Documents in favour of experience	Nature of work performed	Period of work		Remarks (if any)
			From	To	
(1)	(2)	(3)	(4)		(5)

10. Turnover of the Firm in last three Financial Years:

2017-2018	2018-2019	2019-2020

11. No. of Article Clerk :
 12. No. of paid Assistants :
 13. No. of CA's & Staff that will be assigned for BHU's work. :

14. Whether your firm or any partner has been Disqualified / Terminated/black listed/debarred by any of the Govt./PSU's / Educational Institutions/Regulatory Authorities :

15. Awards/ Recognition/Achievement (if any)

16. In the event of any question, dispute or difference whatsoever arising in empanelment of the C.A. Firms or relating to meaning, Scope and operation of the task of the C.A. Firms. The matter shall be referred to a Committee Constituted by the Vice – Chancellor, Banaras Hindu University. The award made shall be final and binding upon the C.A. Firms and the University. The Civil Court, Varanasi (U.P.), shall have the jurisdiction to dispose off the matter in case of legal dispute.

17. A demand draft for Rs. 5000/- being processing charges in favour of the Registrar, BHU payable at SBI, BHU Branch, Varanasi is enclosed (DD No. ..., dt.).

I/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 incorrect may result in the cancellation of our firm's name from the Panel of Chartered Accountants of B.H.U.

Date :

(Authorized Signatory)

Place:

Professional Fee Offer – Part II

Questionnaire to be filled in by the “Chartered Accountant Firm”

Sl. No.	Particulars	Fees*Presently being paid (in Rs.)		
1.	Name of the Firm	:		
2.	Address with phone no. & e-mail	:		
	a. Permanent	:		
	b. For communication	:		
				Rate
3a.	All INCLUSIVE Professional Fees for Preparation of Utilization Certificate for Project & Schemes. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.1000/-	Per Certificate Basis	
3b.	Professional Fees for Preparation of Utilization Certificate for Project Account “S”. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.900/-	Per Student basis	
4.	All INCLUSIVE Professional Fees for Income Tax Consultancy. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.36,000/- Rs.1000/-	Per Annum Basis Per Case Basis	

5.	All INCLUSIVE Professional Fees for GST Consultancy. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.30000/-	Per Annum Basis	
		Rs.1490/-	Per Case Basis	
	GST return	----	Monthly Basis	
	GST return	----	Annual Basis	
	GST Audit	----	Annual Basis	
6.	All INCLUSIVE Professional Fees for Filling of e-TDS returns. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.5000/-	Per Quarter Return Basis	
7.	All INCLUSIVE Professional Fees for Issurance of Certificates 15 CA/CB for foreign remittances. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.700/-	Per Certificate Basis	
8.	All INCLUSIVE Professional Fees for HEFA Projects Cash Flow/IRR Statement and etc. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.1,000/-	Per Certificate Basis	
9.	Reconciliation of Projects/Schemes. (Excluding applicable taxes which will be reimbursed by BHU at actual)	----	Per Case Basis	

10.	Advice on Taxation matter (Excluding applicable taxes which will be reimbursed by BHU at actual)	----	Per case basis	
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All Figures to be quoted in INR and rounded-off to the nearest rupee.

Date:

Place:

(signature of the Applicant)

Documents to be Attached

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

a. Technical Bid Envelop

1. Professional Fee Offer – Part I.
2. Processing Fees of Rs. 5000.00 (Rupees Five Thousand Only).(DD drawn in favour of **“The Registrar, BHU, payable at SBI,BHU, Varanasi.**
3. Name and Address Proof of the Firm (Self Attested).
4. Details of Registration with Govt. of India / state govt. if any.
5. Copy of PAN (Self Attested)
6. Certificate issued from ICAI.
7. Copy of GST Registration Document.
8. Audited Annual Accounts for the Last Three financial Years up to financial year 2019-20.
9. Document in support of works executed during last 3 financial years up to financial year 2019-2020 exceeding work of Rs. 1.00 lac. (Separately for each type of work)
10. Document in support of work carried out in institutions of higher education.

b. Financial Bid Envelop

1. Professional Fee Offer – Part II.