

काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

ESTABLISHED BY PARLIAMENT BY NOTIFICATION NO. 225 OF 1916

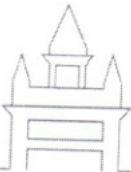
कुलसचिव कार्यालय
संयुक्त कुलसचिव (विकास)
Office of the Registrar
Joint Registrar
(Development)

NOTICE

Banaras Hindu University invites sealed tenders in two bid system from registered Chartered Accountants for preparation of utilization certificate for projects, schemes, Income Tax consultancy, Filing of returns and GST consultancy of the university. The complete details are available at B.H.U. website www.bhu.ac.in. The last date for submission of complete application form in all respect is **30.10.2017 up to 04.00 p.m.**

Sd/-

Joint Registrar (Development)



BHU

capital of knowledge

VARANASI 221 005

(542)-6701706, 2368404, 6701706

F : (0542)-2368174

Email: drdevbhu@gmail.com

registrar@bhu.ac.in

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No. R/Dev./CA/Emp./2017 46677

The Coordinator
Computer Centre
Banaras Hindu University
Varanasi -221005

कुलसचिव कार्यालय
संयुक्त कुलसचिव (विकास)
Office of the Registrar
Joint Registrar
(Development)

Dated : 20.09.2017
Most Urgent

Dear Sir,

Enclosed please find herewith a Tender Notice alongwith the proforma for empanelment of Chartered Accountants for BHU with the request to upload the same on B.H.U. website as requested for publishing in New Papers.

Encl: As above.

Yours faithfully


Joint Registrar (Dev.)
20/9/17



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कुलसचिव कार्यालय
संयुक्त कुलसचिव (विकास)
Office of the Registrar
Joint Registrar
(Development)

NOTICE

Banaras Hindu University invites sealed tenders in two bid system (Technical & Financial) from registered Chartered Accountants (preferably from Varanasi) for preparation of utilization certificate for projects, schemes, Income Tax consultancy, Filing returns and GST consultancy. **Firms having at least 5 Chartered Accountants and annual turnover of Rs. 20,00,000.00 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 **Finance officer, BHU** payable at SBI, BHU Branch, Varanasi latest by **30.10.2017 up to 04.00 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 technical bid evaluation committee. After evaluation the envelopes containing financial bid will be opened only of those bidders who are found qualified technically by the technical evaluation committee. Further BHU reserves the right to accept or reject in part or full the tender without assigning any reason thereof.

Encl: As Above.

Sd/-
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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) for three years which can be extended up to five years, for preparation of utilization certificate for projects and schemes.

The scope of work is defined as under:-

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

- (a) **Project A/C 'P' & 'M'-:** The Utilization certificate of each research Project will be prepared on the prescribed formate of the funding agencies alongwith statement of expenditure on the basis of ledger account, passing register, principle investigator's bill registers and concerned voucher available in the university.
- (b) **Project A/C 'S':-** The Utilization certificate will be prepared on the prescribed formate of the funding agencies after preparation of student wise receipt & expenditure records/ ledger on the basis of voucher 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 A/C account available in the Development section 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 would undertake, at the time of initiation of the agreement, an in-depth study of the various inward and outward financial transactions, in the Central Registry as well as in the offices of other DDO's of 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 to the university.



- (b). As a result of the above study, the CA Firm would submit a report of all the Short falls identified by it together with the suggested corrective measures along with 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 with provisions contained in the GST Act and rules made there under.
- (d). Furnish consultation and opinion to various DDO's, Heads of Departments/ offices and Central Registry, as and when called for.
- (f). Keep the University updated of such revisions in the provisions of GST Act which affect the University.
- (g). Regular follow up with the tax authorities for tax related matters including refunds etc.
- (h). Attending to all queries of GST Tax Department if referred to by Departments/ University and for all other matters, where charges on per case basis are not admissible.
- ii. **Assignments covered for which payment will be admissible on "per case basis"**
- (a). Attend to the notices issued by the department of GST and accordingly, furnish requisite information, documents and make explanations on behalf of the university before the Department of GST and parallel suggesting the University on instituting necessary corrective measures to prevent it from recurrence.
- (b). File appeals against any order of penalty imposed by the GST Department.



iii. Assignments covered for which payment will be admissible on "quarterly Basis"

- (a). Filing of quarterly return of GST with the GST Department.
- (b). Issuance of GST Deduction Certificate to the Suppliers (Monthly)
- (c). Any other matter/ work of miscellaneous nature.

4. Income Tax Consultancy. (This will be effective from 01.04.2018)

(i). Assignment covered under the retainership charges (to be quoted on per Annum basis.)

- a. The CA Firm would undertake, at the time of initiation of the agreement, an in-depth study of the various inward and outward financial transactions, in the Central Registry as well as in the offices of other DDO's of the University to ascertain as to whether the University complies with the provisions contained under the Income Tax Act, 1961 and rules & regulations framed there under as applicable to the University.
- b. As a result of the above study, the CA Firm would submit a report of all the shortfalls identified by it together with the suggested corrective measures along with 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 with the provisions contained in the Income Tax Act and rules made there under.
- d. Furnish consultation and opinion to various DDO's, Heads of Departments/ Offices and Central Registry, as and when called for.
- e. Prescribing guidelines to the DDO's for correct deduction of Income Tax on Salary, and Income Tax on Payment other than Salary.
- f. Finalization of Annual Income Tax Returns and other Formalities required for complying with various requirements as deemed necessary under Income Tax Rules.

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- g. Keep the University updated of such revisions in the provisions of Income Tax Act which affect the University.
 - h. Regular follow up with the tax authorities for tax related matters including refunds etc.
 - i. Attending to all queries of Income Tax Department if referred to by Departments/ University and for all others matters, where charges on per case basis are not admissible.
- (ii). Assignments covered for which payment will be admissible on "per case Basis"

- a. Attend to the notices issued by the department of Income Tax and accordingly, furnish requisite information, documents and make explanations on behalf of the university before the Department of Income Tax parallel suggesting the University on instituting necessary corrective measures to prevent it from recurrence.
- b. File appeals against any order of penalty imposed by the Income Tax Department.
- c. Obtain Exemption Certificate for Deduction of Tax at Source.
- d. Scrutinizing the correctness of TDS deductions made by the financial institutions with which the University has invested its funds and effect the refund of income tax thereof from the Department of Income Tax.

5. Filing of e-TDS returns:-

- (i) Assignments covered for which payment will be admissible on "quarterly basis"
- 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.

6. Issuance of Certificates 15 CA/CB for foreign remittances:-

- (i) Assignments covered for which payment will be admissible on "per case basis"
- Attend to the notices issued by the department of Income Tax regarding Foreign Remittances and accordingly, furnish requisite information, documents and make explanations on behalf of the university before the Department of Income Tax and parallel suggesting the University on instituting necessary corrective measures to prevent it from recurrence.
 - File appeals against any order of penalty imposed by the Department of Income Tax.
 - Issuance of Certificate 15 CA/CB in case of foreign remittances.

7. Filing of FCRA returns.

- (i) Assignments covered for which payment will be admissible on "annual basis"
- Filing of annual return of FCRA with the Ministry of Home Affairs.
 - Any other matter/ work of miscellaneous nature.

8. Any other work(s) that is necessary or miscellaneous in nature.

Sd/-
Joint Registrar (Development)

Professional Fee Offer – Part I

Questionnaire 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 for Preparation & Utilization Certificate for projects and schemes. (Separately of each type of work) :

(Attach photocopies of documents

For proof for work exceeding Rs. 1.0

lac in each case during last 3 F.Y.)

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.
				From	To	
(1)	(2)	(3)	(4)	(5)		(6)

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

2014-2015	2015-2016	2016-2017

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 Agencies :

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

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 :

(Signature of the Applicant)

Place:

Note: All points must be answer

Professional Fee Offer – Part II

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

Sl. No.	Particulars	Base fee (Presently being paid)		
1.	Name of the Firm	:		
2.	Address with phone no. & e-mail			
	a. Permanent	:		
	b. For communication	:		
			Basis of quotation	Rate
3.	All INCLUSIVE Professional Fees for Preparation of Utilization Certificate for Project & Schemes. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Per certificate Basis 1000/-	Per Certificate 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.1,000/-	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)	Not Available :	Per Annum Basis Per Quarter Return Basis Per Case Basis	

6.	All INCLUSIVE Professional Fees for Filling of e-TDS returns. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.5,000/- :	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 Filling of FCRA returns. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.15,000/-		

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 in respect of the following points:

c. Technical Bid Envelop

1. Technical offer – Part I from.
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). In case if the firm is from out side Varanasi, then an under taking stating that they will open their office in Varanasi and post sufficient no. of CAs and Article clerks to look after the work of Banaras Hindu University.
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 Tax Registration Document.
8. Audited Annual Accounts for the Last Three Years.
9. Documents in support of clients held during last 3 financial years exceeding work of Rs. 1.00 lac. (Separately for each type of work)
10. Document in support of Public Sector/Govt. /Educational Agencies clients held during the past.

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

d. Financial Bid Envelop

2. Professional Fee Offer – Part II From.