

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

INVITATION FOR EXPRESSION OF INTEREST

for

Appointment as a consultant for transformation of University Accounts Cash System to Accrual based Double Entry System

Date of Publication of Invitation: 03.12.2022

Last Date for Submission of Proposal (Technical Bid and Financial Bid): 16.12.2022

Dear Sir/Madam,

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad is one of the oldest Universities in India. The University is a State University having 480 affiliated colleges, more than 42 Post Graduate Teaching Departments and 10 Post Graduate Teaching Departments at Osmanabad Sub-Campus. The University is in receipt of the salary grants from Government of Maharashtra and development grants from Govt. of India, Govt. of Maharashtra, UGC, DST, RUSA and other funding agencies. A separate 'Finance and Accounts Section' is functioning to deal with all financial matters of the University. The University is governed by The Maharashtra Public Universities Act, 2016 and its financial affairs are governed by the Common Account Code prescribed by the Government of Maharashtra. At present, the University is following cash based Accounting System and is desirous of transforming the same into Accrual based Accounting System. (Copy of the previous year budget and audited financial statements are available on University website (bamu.ac.in), for reference).

In this Connection:

1. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad invites Expression of Interest (EOI) for appointment as consultant for transformation of its accounts Cash System to accrual based Double Entry Book-Keeping system from experienced Chartered Accountant Firms / Companies. This expression of interest could form the basis for your appointment as a consultant for the said purpose.
2. The objective of inviting EOI is to appoint a consultant through a wider reach and by a transparent process providing equal opportunity to all eligible firms/ companies. Interested firms/ companies may please complete the enclosed Capability Statement & Detailed Proposal (Annexure-I) as Technical Bid and Annexure-II as Financial Bid and send the same in two separate envelope (Envelope-I - Technical Bid & Envelope-II - Financial Bid) and to the following address along with the requisite documents to substantiate the eligibility and suitability claims.

The Finance and Accounts Officer,

Dr. Babasaheb Ambedkar Marathwada University,

Aurangabad- 431004

3. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad reserves the right to reject without giving any reason any and all proposals received in response to this invitation which it deems not to be in the best interest of the University. Moreover, the University, through its established processes shall decide the preference of proposers for award of appointment as a consultant.

4. This invitation does not contain any kind of contractual offer. Any proposal submitted will be regarded as an EOI by the proposer and not an acceptance by the proposer of any offer by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. No contractual relationship will exist except pursuant to a written letter of award of appointment as a consultant for the said purpose duly signed by the Registrar, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
5. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad reserves the right to modify or exclude any consideration, information or requirement contained in this invitation and to add new considerations, information or requirement at any stage of the appointment process, including negotiations with proposers, at any time before any letter is awarded to this effect.
6. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad may, at its discretion, extend the deadline for the submission of EOIs. The extension of deadline may accompany a modification of the invitation documents prepared by The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad 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.

7. Eligibility Criterion:

- a. The Proposer must be Chartered Accountants Registered Firm OR a Registered Pvt. Ltd. Company dealing with financial / auditory services.
- b. The proposer firm/company should have a minimum experience of 10 years.
- c. The proposer firm/company must have a minimum annual turnover of Rs. 25 lakhs
- d. Experience of dealing with Government / Semi-Government / University or any other public sector undertakings is desirable.
- e. The proposer firm / company should have at least 02 CA and 10 semi-qualified employees having knowledge of accrual system and accounting standards.
- f. The proposer firm / company should have employees conversant with accounting software.

8. Assessment Criterion:

The assessment of proposals, however is at the discretion of The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, is likely to be carried out on following parameters:

- a. Preparedness of the proposer for preparing the annual accounts of the University on accrual basis for the financial year 2022-23 at the earliest (before 31st May 2023).
- b. Feasibility of the deliverables expected by the proposer from The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
- c. Number of employees proposed to be dedicated by the proposer for the assignment in proposal.
- d. Readiness for completion of the assignment during given period by University.
- e. Readiness of the proposer for extending assistance in trouble shooting after completion of the assignment.
- f. Readiness and expertise of the proposer regarding training of University employees.
- g. The consultation fees and terms of payment proposed by the proposer.

9. Scope of Work:

The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad expects a consultant to perform the following as an integral part of this assignment:

- a. Study and analysis of existing accounting system at Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and sub-campus at Osmanabad.

- b. Suggest and implement the new design for accrual based double entry accounting system.
- c. Identify the details of existing fixed assets and inventory of University and suggest for improvement in its recording process.
- d. Identify the details of fees receivables (i.e. Exam, tuition, affiliation, other fees etc.), List of sundry creditors / debtors.
- e. Preparation of accounts manual (in Marathi) to facilitate the University staff to implement the reforms in system.
- f. Evaluate the existing pattern of University Budget and realign the same to Double Entry System to ensure convenient identification of expenses and incomes with specific heads.
- g. Devise and implement the mechanism for convenient accounting practice for various advances given to colleges and departments of the University.
- h. Prepare various formats for Vouchers, Accounting Ledger Format, Various Register, Advance Requisition, Requisition Slips and Advance Settlement etc.
- i. Any other accounting work which is essential during work for accrual accounting system.
- j. Preparation of Opening Balance Sheet as on 01/04/2022.
- k. It will be mandatory to plan the work and prepare the annual accounts of university before 31st May 2023 for the financial year 2022-23.
- l. Preparation of complete set of Books of Accounts for the Financial Year 2022-23.
- m. Assist in reconciliation of various bank accounts as for the Financial Year 2022-23.
- n. To provide regular handholding, advise, guide and impart training to the staffs at different levels at University for accrual based double entry book-keeping system and continue to do so till the balance-sheet for financial year 2022-23 is audited, drafted and published.
- o. Impart regular training to designated staff of the University in order to ensure the effective implementation of accrual based double entry book-keeping system.
- p. Coordinate with the University Officers and help them in trouble shooting during the transformation process and even after completion of the assignment at least for two financial years.
- q. Coordinate with various auditors of the University in order to achieve the effective implementation with minimal or no statutory fallacies.
- r. Suggest and implement the generation of Financial Information Management System (MIS).
- s. After preparation of Balance sheet of 2022-23, give support and guidance to maintain the books of accounts and preparation of Annual Accounts for the financial year 2023-24.
- t. Suggest and help to make changes in software as per requirement of accrual system.

However, the proposers can mention additional tasks in the scope of work as they may deem fit in the best interest of the University within the fees limit.

10. The EOI should be submitted along with a 1. Capability Statement & Detailed Proposal and two separate DD of form fees and EMD (**Annexure-I**) including a profile of the organization along with requisite documents to substantiate the claims in respect of eligibility of the proposers and experience claimed in the proposal and 2. Financial Bid (**Annexure-II**). Any EOI with inadequate information, those which do not meet prescribed criterion, or those received after the closing date will not be short listed and will not be considered in any case.

11. The EOI should reach us on or before DUE DATE and TIME in TWO sealed covers viz. Capability Statement and Detailed Proposal (Envelope-I) and Financial Bid (Envelope-II) duly super-scribed with "Consultancy Assignment for Double Entry System" with a clear mention of Annexure Title and DUE DATE.
12. The Capability Statement, Detailed Proposal (technical bid) envelope (Envelope-I) should be open first. financial bid envelope (Envelope-II) will be open only of those eligible firm / company who fulfill the technical qualification and eligible for work after scrutiny and finalize the work order before competent authority.
13. The EOI should be submitted along with Tender form fees of RS. 1000/- and Earnest Money Deposit (EMD) of Rs. 50000/- in form of demand draft of nationalized bank in favor of Registrar, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad . DD should be separate for Tender form and EMD and attached to Capability Statement.
14. Security deposit 5% of agreement amount will have to pay before starting work.
15. In the interest 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.
16. Responses received after due date and time shall not be accepted and considered no further correspondence on such responses shall be entertained. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad will not be responsible for any loss or postal delay in receipt of EOI.
17. Respondents, if desire, only one respondent may participate in EOI opening after producing authorization / identity proof.
18. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad may invite the shortlisted proposers for presentation at University premises for having a better clarity about their proposals.
19. EOI should be free from correction, over-writing, erasures, etc. and each page should be suitably numbered.
20. Authorized Signatory should sign the EOI submitted indicating the name and designation with official seal. Unsigned EOI are liable to be ignored by The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
21. Canvassing by respondents in any form, including unsolicited letters on EOI submitted or post corrections shall render their EOI liable for summary rejection.
22. The submitted EOI and financial quote inclusive with all taxes will be valid for 45 days from the deadline for submission. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad will make its best efforts to select a firm within this period.
23. Payment will be made in three parts subject to successful compliance of work as per university and standard financial norms.
 - First installment of 30%, which will made after completion of work of all closing balances
 - Second installment of 30%, will be made after completion of Annual accounts - 22-23 and
 - Third installment of 40% will be made after completion of Annual accounts of 2023-24.
24. Irregularities in work, failure to work on time will be penalized as decided by the Finance and Accounts Committee / Management Council of the University.
25. In case of breach of contract the security deposit will be forfeited and no further correspondence will be made / entertained in this regard.
26. The costs of preparing an EOI proposal and of negotiating for the assignment are not reimbursable by the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
27. The chartered accountant firm / company who will get the assignment will have to enter into an agreement with the University and fulfill all formalities before starting work.

28. The firm / company to whom assignment is allotted cannot outsource the work / assignment to any third party. If found so, it will result in termination of assignment and security deposit will be forfeited.
29. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad will not return EOIs received. These proposals shall be kept confidential for the sole and internal consideration of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. Information relating to the examination, evaluation, and comparison of EOI Proposals and the recommendation of consultancy, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after the assignment of consultancy. Any effort by a proposer to influence the examination, evaluation and comparison of the proposals may result in rejection of its proposal. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad shall not discuss the content of other proposals and the basis of comparison with any proposer.
30. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad shall endeavor 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 Dr. Babasaheb Ambedkar Marathwada University, Aurangabad to extend the submission date of proposals, unless the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad deems that such an extension is justified and necessary.
31. Disregard of any instruction may result in EOI being ignored.
32. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad looks forward to receiving your EOI and thanks you in advance for your interest.
33. For your referential study Annual Account of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad is available on website of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.
34. **For any other clarification about scope of work and working of University or any other query can visit to Finance and Accounts section, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad before submission of EOI within working hours.**

Sd/-
Prof. Sakhale B. K.
Registrar
Dr. Babasaheb Ambedkar
Marathwada University,
Aurangabad

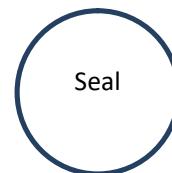
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Annexure-I

Capability Statement and Detailed Proposal
(Technical Bid)

Name of the Firm/Company		
Registration No. and Date as applicable (Please attach relevant document)		
Postal Address of Head Office		
Number of Partners / Board of Directors with Names		
Total No. of Skilled and Semi-Skilled Employees (Please attach a separate list of employees conversant with accounting software)		
Total No. of CA / CMAs working as Partners/ Employees/ Directors		
Name of Contact Person with Phone No. and Email ID		
Permanent Account Number with a copy of PAN Card		
GST Registration Number		
Form fees Rs. 1000/- DD NO & Date of Nationalized bank		
EMD Rs. 50000/- DD NO & Date of Nationalized bank		
Annual Turnover in INR	2021-22	
	2020-21	
	2019-20	
Particulars of Experience regarding working with Government/ Semi-Government/ University or any public sector undertaking (A separate summary sheet should attached)		
Whether there is any court/ arbitration/ any other legal case against the firm/ company? (If yes, please give a brief note of the case indicating its present status)		
Whether the Partner/ Director of the Firm/Company is having any interest in authorities/ bodies /committees of this University?		
Whether Profile of the Firm/Company is attached with this statement?		
Submit Detailed Proposal: <ol style="list-style-type: none"> Proposed Scope of Work (as perceived by the proposer) Proposed scheme of transformation of Cash System to accrual based double entry accounting system (Preferably a flow chart of activities to be conducted by the consultant followed by a brief description of activities) Proposed time line for complete execution of the assignment Details of staff proposed to be provided by the proposer Details of training expected to be imparted by the proposer Expectations of proposer from University in terms of provision of physical, technological and human resources Proposed deliverables of the proposer 		

Authorized Signatory
Designation
Date:



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Annexure – II

Financial Bid

Proposed Consultancy fees (Including of all Taxes) for consultation of transformation of Dr. Babasaheb Ambedkar Marathwada University, Aurangabad Accounts Cash System to Accrual based Double Entry System: (Please note that all the costs incurred by the consultant should be covered within this and nothing over and above this shall be claimed by the consultant. Please be precise and specific about the consultancy fees)	Amount in Rupees Rs _____ (In Words: Rs _____)
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Authorized Signatory
Designation
Date:

