

केन्द्रीय बौद्ध विद्या संस्थान

(सम विश्वविद्यालय)

चोगलमसर, लेह, लद्दाख

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དབུས་གཞུང་ནང་པའི་རིག་གནས་གཞུག་ལག་སློབ་གཉེན་ཁང་།

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## Central Institute of Buddhist Studies

(Deemed to be University)

Choglamsar, Leh-194101, U.T. Ladakh


Ministry of Culture, Govt. of India

Tender No: CIBS/Accounts/FY 23-24/ 3066-67

Dated: 21/12/2023

### Notice inviting Tenders /Quotations regarding hiring the services of Chartered Accountants.

Tenders/Quotations are invited from eligible firms for hiring the services of Chartered Accountants for compilation of Books and preparation of Balance Sheet, filling statutory Returns for the year 2023-2024 and onwards. It is requested to kindly quote the rate for the purpose strictly as per Terms & Conditions, mentioned in the Tender/Quotation Documents in a sealed envelope to be addressed in the name of Vice-Chancellor, Central Institute of Buddhist Studies, (CIBS-Deemed to be University), Choglamsar, Leh UT of Ladakh so as to reach this office on or before 04/01/2024 before 5:00 p.m. The sealed envelopes will be opened on the next working day.

  
21/12/23

(Administrative Officer)  
CIBS, Choglamsar, Leh

Copy to:

1. PA to the Vice-Chancellor, CIBS, Leh for the kind information of the Hon'ble Vice-Chancellor.
2. Accounts Section for information and necessary action.

3. Concerned file.

### **Details of work required to be done by the Empaneled firm**

Central Institute of Buddhist Studies is desirous to appoint registered Chartered Accountants for all the work related with finalisation of books and preparation of Balance Sheet for the year 2023-2024 and onwards, handling of all matters related to Tax, filing of tax returns & other statutory returns, and to provide other associated work/ services. Liaison with concerned tax authorities/ depts. as required. Advice and guidance to the institute on accounting practices, issues and on circulars/ notices issued by the tax departments on routine basis and all other assignments incidental to it. The CA firm may provide on-job training to the staff involved in maintaining books of accounts and preparation of financial statement for their self-growth and development.

#### **The work is defined as under:**

1. Compilation of annual accounts and preparation of Balance Sheet as per prevalent accounting policies and standards.
2. Preparation and filling/ deposition of statutory dues and returns.
3. Replying to income tax/ gst notices received from Income Tax officer (As and when). Filing Appeal/ Defending scrutiny cases is excluded from the scope.
4. Preparation of Trial Balance, Annual Accounts and Balance sheet in the new system of accounting and financial reporting from the financial year 2023-24 & onwards.
5. Review of Bank Reconciliation Statements.
6. Assistance in replying to the queries of Government Auditors on the Accounts prepared by the firm.
7. Training of CIBS staff to make them conversant with the new system of Accounting and financial reporting including hands on training.
8. The consultant must also put in place a system for flow of data required for according accounting entries and maintaining books of accounts to ensure that CIBS books are complete in all respects.
9. Any other work(s) that is necessary for the conversion of accounts.

## TERMS AND CONDITIONS

1. The firm should have been in operation for at least 10 years after registration.
2. The firm should have at least 2 Chartered Accountant (Fellow) and Annual turnover Rs 15,00,000 or more in the last financial year (FY 22-23).
3. Preference will be given inter alia to the firm who has most relevant experience as per scope of work.
4. The Tender/ Quotation will be valid for acceptance for 6 months from the date of opening.
5. The period of the contract may be extended with mutual consent.
6. Technical bid consisting of all technical details of services to be provided by the firm along with commercial terms and conditions and financial bid indicating the cost of services mentioned in the technical bid shall be submitted separately by the bidders.
7. The technical bid and the financial bid shall be sealed by the bidder(s) in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be stapled and duly super-scribed. The technical bids shall be opened by the Department at the first instance and evaluated.
8. At the second stage financial bids only of the technically acceptable offers, shall be opened for further evaluation and before awarding the contract.
9. Price increase will be allowed @5% after one year of completion of contract.
10. The assignment is for complete financial year 2023-24 and hence rates to be quoted accordingly.
11. The assignment must be completed satisfactorily within the stipulated period.
12. The University reserves the right to enter into parallel rate contract with the two or more firms and to enter into negotiation with the concerned firms, who quote the parallel rates. The negotiation will be held in the presence of Competent Authority. The firms, who quote parallel rates will be asked to quote fresh rates in under sealed covers and on the basis of fresh quoted rates, the tenders will be finalized.
13. The rates and units shall not be over written, amount shall be both in figures and words. The words 'NO QUOTATIONS' should be written cross in the schedule for which a tenderer/ quotee does not wish to tender. All corrections must be signed in full by the tenderers/ quotees.
14. Any dispute arising out of the deal shall be subject to the decision of the Competent Authority of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of Competent Authority, CIBS, Leh.
15. The signature on the Tenders/ Quotation will be deemed to be the authorized signature of the tenderer/ quotee.
16. The tender/ quotation received after due date shall not be considered.
17. Any term/condition given by the firm which is in contravention to the terms contained in the tender/ quotation shall not be acceptable and shall be treated as null and void.
18. In the event of tender/ quotation, being accepted, the quotations will be converted into a contract which will be governed by these terms and conditions.
19. The tender/ quotation not strictly in accordance with the above conditions liable to be rejected.
20. The successful Tenderer/ Quotee will have to execute an agreement on the non-judicial paper (specimen enclosed for ready reference) duly signed and stamped and only after the signing of the above agreement, the notification with regard to finalization of the tenders/ quotation will be issued.
21. The other condition(s), if any, shall be announced at the time of opening of Tender/ Quotation.
22. CA firms already on panel/working with CIBS are not eligible to apply for this tender due to coding period.

## **"Tender/ Quotation Document"**

### **Technical Details**

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

- 1 Name and Address of the Firm (with proof / self-attested)
- 2 Details of Registration with Govt. of India/ State govt./ CAG.
- 3 Copy of PAN (self-attested).
- 4 Certificate issued from ICAI.
- 5 Copy of GST Registration document.
- 6 Audited Annual Accounts for the last three years.
- 7 Documents in support of clients held during last 3 financial years.
- 8 Documents in support of public sector/ govt/ educational agencies etc. awarded done in part if any.

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

**PROFORMA OF APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANTS**

Questionnaire to be filed in by the Chartered Accountant firm

1. Name of the Firm
2. Address with phone No. & e-mail
3. Date of Registration of firm
4. Whether Proprietary/partnership
5. Name of the partners
6. Registration of Firm with ICAI(Attach copy of Certification)
7. PAN of firm (Attach copy of PAN)
8. Qualification of Partners

Name of partner(s)	Basic Qualification	Year of registration in CA Foundation/ CA Course	Registration Date & No. as Associate Member of ICAI	Additional Qualification, if any

9. Experience of firm  
(Attach photocopies of documents for proof for work in each case during last 3 financial years.)

Name & Address of the Institution for which you have worked	Documents in favor of experience	Nature of work performed	Period of work	Remarks specifically with reference to work conducted and litigation etc.

10. Turnover of the Firm in last financial year
11. No. of Article clerk
12. No. of Paid Assistants
13. No. of CA's & Staff that will be assigned for work
14. Whether your firm has been Disqualified/ terminated/ blacklisted/ debarred by any of the Govt/ Educational Agencies

**DECLARATION**

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 incurred may result in the cancellation of our firm's name from the panel of Chartered Accountants of CIBS, Leh.

(Signature of the Applicant)

Date

Place

Professional Fee Offer

Questionnaire to be filed in by the Chartered Accountant Firm

- 1 Name of the firm
- 2 Address with phone No. & e-mail
- 3 Professional Fee (per month)
  
- 4 Payment Terms:
  - Rates shall be inclusive of travelling cost. However, Boarding & Lodging at Leh will be arranged/ provided by CIBS.
  - The contract fees shall be paid on monthly basis.
  - For Financial Year 2023-24, consolidated bill to be raised for the period 1<sup>st</sup> April'23 till allotment of assignment and henceforth monthly invoices to be raised.
  - GST will be paid extra at the rate applicable

(Signature of the Applicant)

Date:

Place:

## **AGREEMENT DEED**

This agreement made at LEH the between VC, Central Institute of Buddhist Studies (CIBS), Choglamsar-Leh, Ladakh, India, one part and M/s (referred to Chartered Accountant) on the other part.

Whereas the CIBS, Leh and M/s entered into the agreement to preparation/ compilation of Annual Accounts of CIBS on Accrual Based Accounting system for the financial years 2023-34 & onwards and other related works on the terms and conditions specifically mentioned in tender documents and as agreed by both the parties are as follows:

1. That this agreement is valid for the financial year 2023-24 to 2025-26 in respect of work mentioned in clause No. 2 below, which may be extended with mutual consent.
2. Compilation of annual accounts and preparation of Balance Sheet of CIBS, Leh on Double Entry System includes the following:
  - a) That compilation of Annual Accounts and Balance Sheet in the new system of accounting and financial reporting from the financial year 2023-24 and onwards in format provided by UGC (The format is available on UGC website (www.ugc.in) under the link "Notices - Workshop on implementation of new Accounting Standards).
  - b) Preparation and filling/ deposition of statutory dues and returns.
  - c) Replying to income tax/ gst notices received from Income Tax officer (As and when). Filing Appeal/ Defending scrutiny cases is excluded from the scope.
  - d) Preparation of Trial Balance, Annual Accounts and Balance sheet in the new system of accounting and financial reporting from the financial year 2023-24 & onwards.
  - e) Review of Bank Reconciliation Statements.
  - f) Attending to the queries of Government Auditors on the Accounts prepared by the firm.
  - g) Training of CIBS staff to make them conversant with the new system of Accounting and financial Reporting including hands on training.
  - h) The consultant must also put in place a system for flow of data required for according accounting entries and maintaining books of accounts to ensure that CIBS books are complete in all respects.
  - i) Any other work(s) that is necessary for the conversion of accounts.
3. That for the above said assignment, consolidated fees of Rs. \_\_\_\_\_ only) shall be disbursed by University as per payment schedule based on completed work in tender documents as under:

### **Payment Schedule:**

- Rates shall be inclusive of travelling cost. However, Boarding & Lodging at Leh will be arranged/ provided by CIBS.
- The contract fees shall be paid on monthly basis.
- For Financial Year 2023-24, consolidated bill to be raised for the period 1st April'23 till allotment of assignment and henceforth monthly invoices to be raised.
- GST will be paid extra at the rate applicable

IN WITNES THEREOF THE parties have affixed their signatures in the presence of witnesses.

FOR AND ON BEHALF OF  
CIBS, LEH

FOR AND ON BEHALF OF CA