

**GURU GHASIDAS VISHWAVIDYALAYA,  
CENTRAL UNIVERSITY,  
BILASPUR (C.G.)**

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**NOTICE INVITING EXPRESSION OF INTEREST FROM CHARTERED ACCOUNTANTS FIRMS**

# GURU GHASIDAS VISHWAVIDYALAYA

## INVITATION FOR EXPRESSION OF INTEREST

E.O.I. Notice No:

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**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR(C.G.)**

( A Central University established by the Central Universities Act,  
2009 No.25 of 2009)

**web [www.ggu.ac.in](http://www.ggu.ac.in)**

No./1070/Fin/2010

Bilaspur Dated :27.01.10

**INVITATION FOR EXPRESSION OF INTEREST**

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) invites "Expression of Interest (EOI)" from reputed Chartered Accountant firms for preparation, conversion in double entry system and verification of annual accounts for the year 2009-10 . Details & Formats regarding the EOI can be downloaded from the University website [www.ggu.ac.in](http://www.ggu.ac.in). The EOI document priced Rs. 500/- and processing fees of Rs. 1000/-total Rs. 1500/-(non-refundable) is to be deposited through bank draft in favour of "**The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG)**" along with the offer. Short-listed applicants will have to deposit EMD of Rs. 15000/-(refundable).The applicants must be registered with the Institute of Chartered accountants of India. Details regarding the eligibility criteria are as per the EOI documents.

Sealed offers addressed as "Invitation for Expression of Interest" should be sent to "**The Registrar, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur-495009 (C.G.)**" upto 15:00 hours on or before 15<sup>th</sup> February 2010 by speed / registered post only. The University is not responsible for any postal delay in receiving the documents. University reserves the right to accept / reject any or all applications without assigning any reason thereof.

**REGISTRAR**

# **GURU GHASIDAS VISHWAVIDYALAYA**

## **INVITATION FOR EXPRESSION OF INTEREST**

**E.O.I. Notice No:**

### **OBJECTIVE**

1. Ensuring Data Entry in double Entry System of Accounting /Accrual basis." in computer and preparation/verification/conversion of accounting records for the purpose of Annual Accounts 2009-10 by 30<sup>th</sup> April 2010
2. Preparation of Annual Account & Balance Sheet
3. Reconciliation of University Accounts.
4. Providing suitable & standard accounts in software.
5. Training to the entire staff members relating to double entry Accounting System.

**Finance officer**  
Guru Ghasidas University

# **GURU GHASIDAS VISHWAVIDYALAYA**

## **INVITATION FOR EXPRESSION OF INTEREST**

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### **GUIDE LINES TO THE APPLICANTS**

1. Chartered Accountant firm are required to submit their applications in the prescribed format and with full particulars, giving details about their organization.
2. While deciding upon the pre-qualification of Chartered Accountant firm emphasis will be given on the ability and competence of applicants to do good quality work within the specified time schedule.
3. Each page of the application shall be seal & signed by authorised person.
4. Applications containing false and /or inadequate information will be liable for rejection.
5. Applicants shall furnish documentary evidence/ certificates in support of their claim of work undertaken and work in hand, failing which the application will be liable for rejection.
6. Decision of the Guru Ghasidas Vishwavidyalaya Bilaspur (C.G.) in regard to pre-qualification of Chartered Accountant Firm shall be final & binding.
7. GGV reserves the right to reject any of the applications without assigning any reason thereto.
8. In case of any dispute the Court at Bilaspur (C.G) shall be the jurisdiction.

**Finance officer**  
Guru Ghasidas University

# **GURU GHASIDAS VISHWAVIDYALAYA**

## **INVITATION FOR EXPRESSION OF INTEREST**

**E.O.I. Notice No:**

### **PREQUALIFICATION CRITERIA**

The interested Chartered Accountant firm should meet the following eligibility /prequalification criteria before submitting their proposals as EOI response.

1. They should have experience to work with the universities /educational institutions/other major organisations.
2. Full time placement of one qualified CA is mandatory for the entire duration of work with minimum two staff members should be present at the time in the university
3. CA Firm should be registered with "The Institute of Chartered Accountants of India"
4. The firm should have one local (Head office or Branch) office at Bilaspur (C.G)
5. The firm should have been in operation /existence for a minimum of five continuous years as on 1st January 2010.
6. The applicant should have had average turnover (gross) of Rs. 25 lakhs during the last three financial years ending 31<sup>st</sup> march 2009. This should be duly audited by a Chartered Accountant.
7. The applicant should have minimum solvency of Rs. 10 Lakhs certified by banker.
8. The applicant should furnish their annual financial statement (along with income tax & service tax return certificates) for the last five years
9. Only two PC will be provided by the University. However Licensed Accounting Software, Printer & other Accessories will have to be managed by the firm.

**Finance officer**  
Guru Ghasidas University

# **GURU GHASIDAS VISHWAVIDYALAYA**

## **INVITATION FOR EXPRESSION OF INTEREST**

**E.O.I. Notice No:**

### **SELECTION /EVALUATION CRITERIA FOR SHORTLISTING OF CHARTERED ACCOUNTANT FIRM**

Guru Ghasidas vishwavidyalaya Bilaspur will employ a two-stage selection process:

Stage -1: Expression of Interest (EOI) shall serve to solicit qualification proposals from interested CA firm that meet the evaluation criterion. Technical evaluation would be done on the basis of Organisational status of the firm & work experience. (Format B to D)  
On the basis of responses received, CA firm/Firms will be short listed for further consideration.

Stage -2: Financial offers will be evaluated to determine which firm offers the greatest value, in combination with the outcome of the stage -1.

Even though an applicant may qualify he would be liable to disqualification if he has made misleading or false representation or deliberately suppressed the information in the forms statements and enclosures required in the prequalification document.

**Finance officer**  
Guru Ghasidas University

# **GURU GHASIDAS VISHWAVIDYALAYA**

## **INVITATION FOR EXPRESSION OF INTEREST**

**E.O.I. Notice No.:**

### **FORMAT-A**

#### **LETTER OF TRANSMITTAL**

From

To

The Registrar  
Guru Ghasidas Vishwavidyalaya,  
Koni, Bilaspur (C.G)

Subject: Submission of EOI from Chartered Accountant firm

Sir

Having examined the details given in EOI notice & EOI document for the project, I/we hereby submit the relevant information

1. I/we hereby certify that all the statements made and information supplied in the enclosed format A-E and accompanying statements are true and correct.
2. I/we have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/we welcome you to approach in person or can send any person to verify our competence and general reputation.
4. I/we submit all the necessary certificates/copies in support of our suitability, technical know how and capability.

Signature:  
Name & Seal of the Authorized Person/s,  
Legal representatives of the firms/Proprietors

# GURU GHASIDAS VISHWAVIDYALAYA

## INVITATION FOR EXPRESSION OF INTEREST

E.O.I. Notice No.:

FORMAT – B

### ORGANISATIONAL STRUCTURE

1	Name & Address of the CA Firm with Telephone No./Fax No./Email ID	
2	Year of Establishment	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
4	Name of partners & Other executives	
5	Designation of individuals authorised to act for the organization.	
6	Total No. of Article /professional staff.	
7	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for competing in any organization at any time? If so, give details.	
8	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
9	In which field the applicant has specialization & interest	
10	Any other information considered necessary but not include above.	
11	Address of local office with telephone No's, E-mail address, if any	

### Brief Bio- Data of Key Professionals

Particulars	Details
Details of Proprietor /Partner:	
Detailed Task Assigned/ work experience	

Signature:  
Name & Seal of the Authorized Person/s,  
Legal representatives of the firms/Proprietors

# GURU GHASIDAS VISHWAVIDYALAYA

## INVITATION FOR EXPRESSION OF INTEREST

E.O.I. Notice No:

FORMAT – C

### DETAILS OF SIMILAR PROJECTS DURING THE LAST FIVE YEARS

Sl. NO	Description	1	2	3	4	5
1	Name of the work and location					
2	Name & Address of Employer / Organization, Telephone no. of officer to whom reference may be made.					
3	Cost of work in Rs. Lakhs (Attach copy of Work Order)					
4	Name of person's In charge & Key staff & nos. of staff involves.					
5	Any other information					

Signature:  
Name & Seal of the Authorized Person/s,  
Legal representatives of the firms/Proprietors

# GURU GHASIDAS VISHWAVIDYALAYA

## INVITATION FOR EXPRESSION OF INTEREST

**E.O.I. Notice No.:**  
**FORMAT – D**  
**FINANCIAL DETAILS**

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five year duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (copies to be attach).

Particulars	Financial Year				
	04-05	05-06	06-07	07-08	08-09
Gross Turnover					
Profit /Loss					

- II. Financial arrangements for carrying out the proposed work.
- III. The following certificates are enclosed:
- (a) Current Income Tax clearance Certificate/order
  - (b) Solvency Certificate form bankers of Applicant.
  - (c) PAN No. of the Chartered Accountant / C.A. firms.

Signature:  
Name & Seal of the Authorized Person/s,  
Legal representatives of the firms/Proprietors

# **GURU GHASIDAS VISHWAVIDYALAYA**

## **INVITATION FOR EXPRESSION OF INTEREST**

**E.O.I. Notice No:**

**FORMAT – E**

**Format for Financial Proposal.**

We accept the terms & conditions of the proposal. We quote our fees inclusive of all Expenses & Taxes for the above referred work as Rs.....)

(In words Rs.....)

Signature:  
Name & Seal of the Authorized Person/s,  
Legal representatives of the firms/Proprietors