

ANNAMALAI **UNIVERSITY**
(A State University - Accredited with 'A' Grade by NAAC)

Address: The Registrar, Annamalai University, Annamalainagar - 608002

REQUEST FOR PROPOSAL
for
APPOINTMENT OF RETAINER / CONSULTANT
For Accounting & Tax Matters
of
ANNAMALAI UNIVERSITY

Reference No. : G8/0402/2019
Date : 21st May, 2025

Annamalai University invites Tenders for the Appointment of RETAINER / CONSULTANT for Accounting & Tax Matters of ANNAMALAI UNIVERSITY

Last Date for receipt of tenders	05.06.2025 till 15:00 hrs (IST)
Technical Bid Opening	05.06.2025 at 15:30 hrs (IST)
Financial Bid Opening	To be intimated to qualified bidders

Note:

- Tender Notice and Tender Document are available on Annamalai University website and can be downloaded from <https://annamalaiuniversity.ac.in>
- All future Information viz. corrigendum /addendum/ amendments etc. for this Tender shall be posted on the Annamalai University website.

BID INVITATION LETTER

Reference No. : G8/0402/2019

Date : 21st May, 2025

Sub: Appointment of 'RETAINER / CONSULTANT for Accounting & Tax Matters' of ANNAMALAI UNIVERSITY.

Annamalai University ('AU'), accredited with 'A+' Grade by NAAC in 2022, is one of India's largest public residential University with 8 Faculties and 52 departments of study.

Sprawling over 850 Acres of land, the University does yeoman service in taking education to the doorsteps of the people who are otherwise far from access to centres of higher learning. The University has initiated several innovative teaching programmes over the years and has been a pioneer in distance education.

AU intends to engage a Chartered Accountant firm as Retainer / Consultant (herein referred as 'Retainer') for rendering services as per the scope below:

1. SCOPE OF WORK

The scope and extent of services to be covered under the Retainer ship Arrangement between AU and the Retainer broadly comprises of Advisory and Compliance Services, which include the following:-

- a) Provide advice and assistance to the University in connection to Double Entry System of Accounting as per directions from the Government of Tamil Nadu.
- b) Provide advice and assistance to the University for conversion of the Existing Cash Based System of Accounting to accrual system of accounting
- c) Working closely with the Electronic Data Processing (EDP) Department of the University for design & development of a robust Double entry Accounting system, including design of Chart of Accounts, design of monthly / quarterly / annual financial reports, financial statements, incorporation of suitable checks and balances, etc.,
- d) Advice and assistance to the University in connection with the preparation of Annual Budgets, Receipts and Payments Account, etc.,

- e) Filing of Annual Income Tax Returns & other returns for the University together with issue of necessary audit reports / certificates, etc., as mandated under the Income Tax Act, 1961
- f) Filing of monthly / Quarterly / Annual TDS Returns, as may be mandated under the Income Tax Law.
- g) Filing of monthly / Quarterly / Annual GST TDS Returns, as may be mandated under the GST Law
- h) Filing of monthly / Quarterly / Annual GST Returns, as may be mandated under the GST Law
- i) Preparation of replies to notices / assessment proceedings, if any, received under GST / Income Tax Laws & representation of the University before the concerned officials, where ever need be, other than proceedings relating to appeals, investigation, etc., which are not expected in the normal course.
- j) Advice and Assistance over direct / indirect tax matters.
- k) On-call advisory services in matters relating to Direct / Indirect Tax Law compliances, transaction structuring, assistance in replying to Local Fund Audit Paras, etc.,
- l) Issuance of Certificates such as Grant Utilisation Certificates, Certificate for remittance in Form 15CB under the Income Tax, etc., having a bearing on Accounting / Financial / Tax Matters, wherever necessary, on a need basis.
- m) Assistance in preparation of submissions / representations before the Fee Fixation Committee meetings, if any, with respect to financial matters.
- n) Any other work not covered above broadly falling within the domain of Accounting & Tax matters, as the above scope of work is indicative only and not exhaustive

The services will entail frequent visits by the Retainer to the University on a need / request basis, interacting with the Officials of the University, participation in meetings with internal / external persons, etc., wherever required. However visit to the University 3 times in a month shall be compulsory.

Further, the AU's Executives shall be free to visit the Retainer's Office as may be required in respect of the above for conferences, discussions and seeking opinion, in person / by phone / email, etc., as may be required.

2. ELIGIBILITY CRITERIA

- I. The applicant should be a firm registered with the Institute of Chartered Accountants of India and should have been in existence for a period of not less than 5 years. The self-certified copy of the firm

constitution certificate issued by Institute of Chartered Accountants of India (ICAI) shall be furnished to substantiate the above.

- II. The firm should have at least 2 partners as on 31.03.2025. The self-certified copy of the firm constitution certificate issued by Institute of Chartered Accountants of India (ICAI) shall be furnished to substantiate the above. Additional Weightage will be given for CA Staff in Employment with the firm.
- III. The Firm should have a minimum of 4 staff / semi-qualified assistants (CA(Inter) / a degree or postgraduate degree with accountancy and auditing as major subject)
- IV. The applicant should be registered with the Comptroller and Auditor General of India for carrying out audit of PSU's for the FY 2024-25 and should have head office / branch at Chidambaram or at any place within Tamil Nadu / Pondicherry. The firm should have minimum 3 years' experience in statutory / internal auditing of public Sector Enterprises (either Central or State Government Public Sector Undertakings) including Co-operative societies, Co-operative banks or Public sector banks, which should be evidenced by relevant appointment letters / proof of work awarded.
- V. The Firm should have undertaken / handled at least any one assignment in the nature of audit carried out under any law / retainer ship agreements of similar nature, of any University / Educational Institution / School, Educational Trust, etc., having a Gross Annual receipt in excess of Rs. 10 Crore, in the last 4 financial years. The Firms are required to submit the documentary evidence in the form of appointment letters / confirmation letters, etc., from such institutions.
- VI. The Firm should have atleast one partner who has qualified in DISA / CISA, which is to be evidenced by the relevant certificates issued in this regard.
- VII. The applicant should have Turnover of Rs. 10 Lacs in each of the immediate last three financial years as per audited annual account (i.e., year ended 31.03.2024, 31.03.2023 & 31.03.2022). The applicant should submit documentary proof in support of the turnover in the form of self-certified copy of ITR of the Firm along with copy of Balance sheet and Statement of Profit & Loss accounts.

3. PERIOD OF ENGAGEMENT

The period of engagement of Retainer would be initially for one (1) Year, which may be further extended on year to year basis (maximum 2 years after the initial year) upon satisfactory performance and subject to AU's discretion on same terms & conditions. In case of such extension, the quoted price for the extended year shall be increased by 5% over the prevailing price for the immediately preceding year. No further escalation shall be allowed / accepted by the University.

Further as per rule 29-A of Tamil Nadu Transparency in Tenders Rules 2000 the Tender Accepting Authority has power to reject a tender, if it has determined that the financial bid in combination with other constituent elements of the tender is abnormally low or abnormally high in relation to the subject matter of the services and raises concerns with such authority as to the ability to perform the contract.

4. BASIS OF OFFER

The price offer for the retainer ship should be quoted on monthly lump sum basis.

No escalation for any reason whatsoever shall be allowed over and above the bid price. However, GST, if any, and educational-cess or any such tax/levy as related to as a percentage of the GST at applicable rates, on the date(s) of payment(s) shall be paid over and above the bid price.

Income tax at source will be deducted by AU as per the applicable law and regulation and TDS certificate shall be issued to the selected Firm by AU.

The financial proposal with condition(s) or alternate price bid will be summarily rejected.

5. SUBMISSION OF BID

Interested Firms shall submit the Bid in two parts "Technical Bid" and "Financial Bid" on / before the due date / time mentioned in this Bid Document with the Office of the Registrar in separate sealed covers. The technical bid shall contain documents to substantiate the Eligibility Criteria set out in this document and the Financial Bid shall contain the price quote. In case the technical bid is found not qualifying the eligibility criteria, the Financial Bid shall not be opened / considered for evaluation.

Note:

The Firm should agree to the entire scope of work and deliverables (given above in the Scope). No proposal for deviation / part scope of work will be considered.

The "TECHNICAL BID" shall be in the Format provided in Form-1, along with the list of documents in the format provided in Form-2 of the Bid Document.

The "FINANCIAL BID" should contain the price offer for the services as per format provided at Form-3 of Bid Document.

All documents to be submitted as per the bidding documents are to be duly signed on each page and stamped as required by the authorized representative of the Firm.

Firms are instructed not to approach via e-mail, fax and telephone or contact any official in AU as regards to this bid after the submission of the bids, apart from communications by AU in writing and any Firm doing so shall be summarily rejected.

6. BID OPENING AND EVALUATION OF TECHNICAL BIDS

Opening of Technical Bids

The "Technical Bids" will be opened on 05.06.2025 at 15:30Hrs in the presence of the authorised representatives of the agencies, who may be wish to be present.

The Technical Bids shall be evaluated in terms of the supporting documents furnished by the applicants to satisfy the Eligibility Criterion set out in the Bid Document.

AU reserves the discretion to seek clarifications during the evaluation process of the Technical bids. Only those papers/supporting documents shall be considered which were initially submitted with the bid documents.

The Firms satisfying the Eligibility criterion as set out in this document in terms of documents submitted in the technical Bid will only qualify for opening of "Financial Bid". Financial Bid of other Firms will be returned unopened.

7. OPENING AND EVALUATION OF FINANCIAL BIDS

The "Financial Bid" would be opened only for the technically qualified bidders. The date and time of opening of the "Financial Bid" of the technically qualified bidders will be intimated to the technically qualified bidders. The Financial Bid will be opened in the presence of the authorized representatives of the bidders, who wish to be present.

The retainer ship will be awarded to the technically qualified bidder who has quoted lowest Lump Sum price, in Indian Rupees, without condition(s) or alternate price bid. Conditional Financial Bids will be rejected outright.

8. TERMS OF PAYMENT

The Retainer shall submit a monthly / quarterly bill. The payment shall be made within 10 days of submission of Bills to AU.

9. OTHER TERMS & CONDITIONS

- a) The Controlling Authority during the period for the arrangement to finalising the bids shall be Finance Officer of AU.
- b) In case tours and travels are required to be made by the retainer beyond Chidambaram Limits and undertaken with prior consent / requirement of AU, the Retainer would be reimbursed To & Fro journey fare, Accommodation expenses and local conveyance at the destination as below on production of documentary evidences / proof(s), in original, of the expenditure incurred. AU would be the sole authority to decide on the number of the member(s) to undertake the tours. AU reserves the right to make tour and travel arrangements on its own.
- c) No claim for journey fare/accommodation expenses/Local Conveyance for travel within Chidambaram limits. The TA/DA for any outstation journey, if required, for the above said arrangement shall be dealt and regulated as per the AU rules and as applicable to the Finance Officer of AU.
- d) Retainer shall maintain strict confidentiality about the affairs of AU and shall not disclose any information about AU to any outside person. Retainer shall make available the services of the identified personnel as may be required for successful execution of the work and or as may be required by AU on specified dates, venues and time in order to meet the obligations of AU.
- e) All claims shall be raised by the Retainer as per the terms of payment after being due, and would be accepted for payment based on satisfactory progress and quality of work at the sole discretion of the Competent Authority.

- f) In case there is a delay by the Retainer in accomplishing the work which in the opinion of AU is attributable to the Retainer, AU reserves the right to get such specific work(s) done through any other firm(s) at the risk and cost of the Retainer for timely completion of the work.
- g) AU, with the approval of the Vice Chancellor, can cancel the contract at any stage of the work. Further, in case it is found that the information submitted by Agency in the bid is incorrect, AU will cancel the contract.
- h) If due to any reason or decision of the Government / Syndicate, the services of Retainer are dropped and the Retainer is directed to discontinue work, the University reserves the Right to terminate the services of the Retainer at any time during the period of the engagement, if appointed. In such case, the Fee shall be pro-rata paid as per the actual services rendered up to the time of termination.
- i) AU reserves the right to accept or reject any or all Proposals/Offer/ Bid or annul the bid process or modify/ change the content of the bid document without assigning any reason.

For Annamalai University


Registrar(i/c).

11/12

Encl.: As Above

FORM – 1: COVERING LETTER

From

To

The Registrar(i/c),
Annamalai University,
Annamalainagar, Chidambaram.

Sir,

Sub: Appointment of Retainer for AU.

We, (Name of CA Firm) herewith enclose Technical & Financial bids for selection of our Firm as Retainer on monthly / quarterly lump sum basis (Travelling expenses will be reimbursed separately for tours made beyond Chidambaram Limits) for providing retainer ship services to Annamalai University for the period of one year.

1) We are submitting our bid consisting of:

i) Technical Bid consisting of:

(1). Documents to be substantiate the Eligibility Criteria as per format provided in Form-2 of Bid Document.

(2). Documentary evidence in support of the Eligibility Criteria.

ii) Price Offer as per format provided in Form-3 of Bid document.

We confirm and certify that all the information / details provided in our bid are true and correct.

Further, we confirm that we agree to and seek no deviations from the scope of work, payment terms and all other terms and conditions as contained in the 'Bid Document'. The bid is unconditional.

We certify that all the information provided in our bid is true. We understand that any wilful misstatement in the bid may lead to disqualification or cancellation of award, if made or termination of contract. We also understand that in such a case we may be debarred for future assignments with AU for a period of maximum three years from the date of such disqualification or as decided by the management of AU.

Further, we undertake that in the event of our appointment as Retainer, given the nature of the work being entrusted, the contents/ essence of any reference/ documents given would not be disclosed to any third person without the express approval of AU, failing which the engagement of the Firm would be terminated.

Signature of Authorised Person :

Name :

Designation & Company Seal :

Date:

Place:

**FORM – 2: DETAILS OF FIRM AND DOCUMENTS TO SUBSTANTIATE
ELIGIBILITY CRITERION**

Name & Address of the Firm		
Name of the person representing the Firm		
Email ID and Phone No. of the contact person / firm		
Firm Constitution Certification issued by ICAI Enclosed in terms of Para 2- Eligibility Criterion set out in the Bid Document	Yes – ☐ No - ☐	Page Nos.
Evidence of Empanelment with C & AG of India for the FY 2021-22 enclosed in terms of Para 2- Eligibility Criterion set out in the Bid Document	Yes – ☐ No - ☐	Page Nos.
Documents to substantiate Turnover Criterion of the firm in terms of Para 2- Eligibility Criterion set out in the Bid Document	Yes – ☐ No - ☐	Page Nos.
Documents to substantiate Experience Criterion of the firm in terms of Para 2- Eligibility Criterion set out in the Bid Document	Yes – ☐ No - ☐	Page Nos.

Certified that the above are true and correct to the best of our knowledge and belief.

Signature of Authorised Person :

Name :

Designation & Company Seal :

Date:

Place:

**FORM – 3: SCHEDULE OF PRICE BID
(TO BE SUBMITTED AS FINANCIAL PROPOSAL
IN THE LETTER HEAD OF THE FIRM)**

To

The Registrar(i/c),
Annamalai University,
Annamalainagar, Chidambaram.

Sub. : Appointment of Retainer for AU for a period of one (1) Year – Reg.:

I, _____ (Name), on behalf of _____ (name of the Firm) herewith submit the financial proposal for selection of our Firm as Retainer for ANNAMALAI UNIVERSITY for the period of one (1) year.

**SCHEDULE OF PRICE BID
(To be submitted as Financial Bid)**

Item	Lump Sum Amount (In Rupees) per month / quarterly	
	In Figures	In Words
For Providing retainer ship services retainer ship basis to AU as per tender document dated 21.05.2025		

GST, if any, and educational-cess or any such tax / levy as related to as a percentage of the GST at applicable rates, on the date(s) of payment(s) shall be charged additionally, over and above the bid price quoted above.

Signature of Authorised Person :

Name :

Designation & Company Seal :

Date:

Place:

FORM 3 - SCHEDULE OF FINES
(TO BE SUBMITTED AS FINANCIAL PROPOSAL
IN THE LETTER HEAD OF THE FIRM)

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The Respondent

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