

INVITATION FOR EXPRESSION OF INTEREST (EOI)
(Appointment of a Firm for Outsourcing of Accounts Writing)

EOI Date: June 8, 2023

DUE DATE: July 8, 2023

Pre Bid meeting date: June 21, 2023 at 11.30 am at Churchgate Campus

To submit on or before: 15:00 hours (3:00pm) on July 8, 2023

* Invitation for EOI – Covering note

* Format of Capability statement for submission of Expression of Interest – Annexure 1

Dear Sir/Madam:

The Vice Chancellor, SNDTWU, Mumbai is inviting Expression of Interest (EOI) in English in the enclosed format from experienced Chartered Accountant Firms empanelled with the Comptroller & Auditor General of India for appointment four Outsourcing of Accounts Writing for the University, its Departments and own run colleges including at Mumbai (Churchgate and Juhu) and Pune for a period FY 2023-24 onwards. Your expression of interest could form the basis for a contract between your firm and SNDTWU. Even the backlog accounting work if any needs to be completed.

02 The objective of inviting expression of interest is to appoint a firm for Accounts Writing through a wider reach and by a transparent process providing equal opportunity. Interested firms may please complete the enclosed Capability Statement - Annexure-1 only and send the same to the following address:

<p>Finance & Accounts Officer SNDT Women's University Churchgate Campus 1, Nathibai Thackersey Road, Churchgate, Mumbai 400020</p>
--

03 Vice Chancellor, SNDTWU reserves the right to reject any and all proposals received in response to this invitation in any manner deemed to be in the best interest of Vice Chancellor, SNDTWU. Although it is Vice Chancellor's, SNDTWU preference to award one contract for the services described in this invitation, Vice Chancellor, SNDTWU reserves the right to award separate contracts for the elements covered by this invitation in any combinations as it deems appropriate, at its sole discretion.

04 This invitation contains no contractual offer of any kind. Any proposal submitted will be regarded as an expression of interest by the proposer and not an acceptance by the proposer of any offer by Vice Chancellor, SNDTWU. No contractual relationship will exist except pursuant to a written letter of award signed by Vice Chancellor, SNDTWU and the proposer.

05 Vice Chancellor, SNDTWU reserves the right to modify or exclude any consideration, information or requirement contained in this invitation and to add new considerations, information or requirements at any stage of the procurement process, including negotiations with proposers, at any time before any letter is awarded for the consultancy services outlined in this invitation.

06 SNDTWU may, at its discretion, extend the deadline for the submission of EOIs. The extension of the deadline may accompany a modification of the invitation documents prepared by SNDTWU 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.

07 Eligibility, requirements and assessment criteria:

The Eoi and capability will be assessed against evidence of skills and experience in providing consultancy services in Mumbai and Pune.

The minimum eligibility requirements are –

- (i) Professional Standing of the CA firm: Minimum 15 years (as on December 1,2022)
- (ii) Minimum no of Partners: 03 (All FCAs and of which at least one Partner must have standing of more than 15 years)
- (iii) Office location: In Mumbai or Pune
- (iv) Average Gross fees of the CA firm during FY 2019-2020, FY 2020-21 and FY 2021-22 : Rs 50.00 lacs

08 The Eoi should be sent along with a Capability Statement including a profile of the organisation relevant technical and geographical coverage along with the financial turnover (fees income) for the last 3 financial years. A format for the capability statement is attached. Individual CVs are not required at this stage. Any Eoi with inadequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed. Eoi should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organisation profiles.

Only organisations, which pass the pre-selection process, will be empanelled and invited to submit detailed proposals.

Preferably staff to be deployed Commerce Graduates and above.

One qualified person to be deployed as single point of contact. Deployment as per working days of the university, if less days worked then proportionate payment shall be done.

09 In the interests 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.

10 EOI - Annexure-1 should reach us on or before DUE DATE and TIME in a sealed cover duly super-scribed with our "EOI for Appointment of a firm for Outsourcing of Accounts Writing and "DUE DATE". Responses received after due date and time shall not be accepted and no further correspondence on such responses shall be entertained. SNTWU will not be responsible for any loss or delay in receipt of EOI in post.

LATE EOI SHALL NOT BE OPENED AND SHALL NOT BE CONSIDERED.

11 The fees for outsourcing of accounts writing work for maximum amount of Rs.25,000/- (amount inclusive all expenses) per person per month and minimum of 12 persons shall be required altogether in three campuses. Taxes on the professional fees will be treated as follows:

- a) TDS on Income Tax at applicable rates will be deducted from the Fees invoiced.
- b) Taxes will be paid additionally upfront, as invoiced, at the applicable rates.
- c) Levy of taxes not existing in the legislation so far will be reimbursed/paid additionally from the date they come into effect.
- d) SNTD has Account Software named 'Unisuite'. Training will be provided.

12 Respondents, if desire, may participate in EOI opening after producing authorization/identity proof.

13 EOI submitted should be free from correction, over-writing, erasures etc., and each page should be suitably numbered.

14 Authorized Signatory should sign the EOI submitted indicating the name and designation with official seal. Unsigned EOI are liable to be ignored by SNDTWU.

15. Multiple firms may be employed for the said work

16. If more than 12 persons are required then deployment of staff as per requirement of work to be done at the same rate.

17 Canvassing by respondents in any form, including unsolicited letters on EOI submitted or post corrections shall render their EOI submitted liable for summary rejection.

18. STATEMENT OF WORK

The scope of the outsourcing of accounts work of the departments/institutions of SNDTWU in the three campuses, mainly Churchgate, Juhu and Pune.

19. You are requested to hold your EOI valid for 90 days from the deadline for submission. SNDTWU will make its best effort to select a firm within this period.

20. The costs of preparing an EOI proposal and of negotiating a contract are not reimbursable by SNDTWU.

21. SNDTWU will not return EOIs received. These proposals shall be kept confidential for the sole and internal consideration of SNDTWU. The Evaluation Criteria would be as mentioned in Annexure II Information relating to the examination, evaluation, and comparison of EOI Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence SNDTWU in the examination, evaluation and comparison of the Proposals or contract award decisions may, at SNDTWU's decision, result in the rejection of its Proposal.

SNDTWU shall not discuss the content of other proposals and how they compare to the Proposer's submission.

22. SNDTWU shall endeavour 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 SNDT to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

23. Disregard of any instructions may result in EOI being ignored.

24. SNDTWU looks forward to receiving your EOI and thanks you in advance for your interest.

Registrar
SNDTWU

ANNEXURE I

Format for Submission of Expression of Interest for short-listing Chartered Accountant Firms for the Outsourcing of Accounts Work Services at SNDTWU

Name of the Firm Firm's registration no with ICAI	
Number of Partners (Enclose copy of constitution certificate issued by the Institute of Chartered Accountants of India as of 1 st December 2022)	
Number of Qualified employees (With either a CA or CISA qualification)	
Date of formation (As per constitution certificate issued by the Institute of Chartered Accountants of India)	
Full Postal Address of Offices /Branch Offices. (This may be given on a separate sheet of paper attached)	
Name of contact person along with landline and mobile numbers	
Empanelment no for empanelment with, if empanelled with, C&AG?: (Acknowledgement from office of C&AG for receipt of all documents in this regard copy to be enclosed)	
Permanent Account Number (PAN) with a copy of PAN card	
Goods & Service Tax Registration Number and copy of Goods & Service tax returns for FY 2022-23	
Particulars of experience of internal audit in government sector <u>excluding bank audits</u> and particularly in education or government grants assisted sectors	
Gross Fees of the firm for last three financial years (FY 19-20, FY 20-21 and FY 21-22) with self attested copy of financial statements and income tax returns of the firm for these periods	
Whether there are any court/ arbitration/any other legal case against the firm ? (If yes, give a brief note of the case indicating its present status)	
CPE Hours of Partners to be submitted	

Profile of the firm is *attached/not attached

* Strike off what is inapplicable

Seal of the Firm	Signature
	Name
	Designation

Undertaking

We, _____ (name of firm), Chartered Accountants do hereby verify and declare -

- i) that the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder;
- ii) that firm or partners has not been debarred or cautioned by ICAI during the last five years, if yes give details;
- iii) that individual partners are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949.
- iv) That the constitution of the firm as on **December 1,2022** shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI.

Seal of the Firm	Signature
	Name
	Designation

Evaluation of Expression of Interest for Outsourcing of Accounts Work

Sr. No.	Criteria / sub Criteria (A)	Basis of Valuation (B)	Maximum Marks	University Revaluation	Supporting Documents (E)
1	The Desirable Turnover of the Bidder should be more than Rs. 50 Lakhs for any of three out of five financial years (FY 2019-20, 2020-21 and FY 2021-22)	\leq 50 Lakhs = 1 Mark $>$ 50 Lakhs but \leq 2 cr = 3 Mark $>$ 2 cr = 5 Mark	5		1.1 Audited financial statement
2	Years of existence of the Firm	$<$ 15 years:2 mark \geq 15 and $<$ 20 yrs: 3 mark \geq 20 years : 5 mark	5		2.1 Copy of Certificate of Incorporation /Partnership Deed signed by Authorized Signatory
3	Experience of working with number of Govt, Semi govt sector Aided and Unaided State Universities	1 to 2 nos = 1 mark 2 to 4 nos = 3 marks \geq 5 nos = 5 marks	5		Certificate from the concerned institutions /organisations

4	Number of Employees on the payroll (Designation wise such as Qualifieds, Semi Qualifieds, Article Clerks, Office Assistants)	≥ 5 and $< 15 = 1$ mark ≥ 15 and $< 25 = 3$ mark $\geq 25 = 5$ mark	5		Self-attested letter on letter head with seal and signature of authorized signatory
5	Interaction with Authorised Signatory or Partner who would be handling the assignment		5		Only of shortlisted firms who qualify in the technical documents
6	Preferably 3 – 4 Article clerks to be deployed.	Depends on staff deployment $\geq 1 - 2 = 2$ marks $> 2 - 3 = 3$ marks $> 3 - 4 = 5$ marks	5		
	Grand Total		30		