-Andhra University

Visakhapatnam

Expression of Interest is invited for Contractual appointment of experienced Chartered Accountant Firm for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts and income tax issues etc. of Andhra University for a period of two Financial Years i.e., 2026-27 and 2027-28

The information provided by the Bidders in response to this EOI Document will become the property of Andhra University and will not be returned. AU reserves the right to amend, rescind, or reissue this Expression of Interest for appointment of experienced Chartered Accountant Firm for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts and Income Tax issues etc. of Andhra University.

Andhra University

VISAKHAPATNAM, ANDHRA PRADESH

S. No.	Items	Details
1	Name of work	Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts and Income Tax Issues etc. of Andhra University for a period of two Financial Years i.e., 2026-27 and 2027-2028
2	Name of the Office	Registrar, Andhra University, Visakhapatnam
3	Language of documentation	English
4	Working knowledge of a Specified Language (Specifically for Junior level Staff)	Telugu
5	Language of Reporting	English as desired by the Client
6	Currency for payment of consultancy fees	Indian Rupees
7	Required number of copies of the offer	One copy
8	EOI No. & Date	EOI No.01/2020-21/ AU Dt: XX .04.2023.
9	Performance Security	Rs.1.00 Lakh
10	Bid Processing Fee	Demand Draft of Rs. 2,500/- for Cost of Bid Application and Processing Fee of Rs .450/- for GST in favour of Registrar, Andhra University payable at Visakhapatnam. Non refundable.
11	Earnest Money Deposit	Demand Draft of Rs. 50,000/- towards EMD in favour of Registrar, Andhra University payable at Visakhapatnam. (refundable to the unsuccessful bidders)
13	Last date & time of receipt of bids	15-12-2025 @ _05:00P.M.
14	Opening of bids	17-12-2025 @04:00 P.M.

Invitation:

The Registrar, Andhra University proposes to hire services of experienced Chartered Accountant Firms with experience of over 15 years and demonstrable experience of over 7 years in maintaining accounts of Universities, Urban Local Bodies/Government Firms for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc., of Andhra University.

Overview of the Present procedure for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts and Income Tax Issues etc. of Andhra University.

The reconciliation of receipts of AU is very crucial task. AU will receive collections of about Rs. 200 crores from various sources such as Tuition Fee, Examination Fees, and Receipts from School of Distance Education etc. The number of transactions that AU will be dealt per year would be about Rs.2,75,000 per annum and it comes to 700 to 800 transactions per Day. The collections of AU have to be monitored, very closely and cautiously. The Chartered Accountant Firm had to reconcile the above said transactions and has to report whether all the collections had been transferred to AU funds or not. For preparation of Financial Statements the Chartered Accountant Firm had to enter the data in Tally software.

Minimum requirement of professionals to be deployed and other infrastructure related issues:

1. The team should consist of the following Professionals.

    - A Senior Chartered Accountant with 10 Years of Post Qualification experience.
    - Minimum of 6 professional Accountants with CA inter / M.com and 5 Years of Post Qualification experience.

2. The firm shall furnish names of the persons and qualifications who were deployed for the above said work.

3. AU will Provide infrastructure such as computers, computer peripherals to the professionals positioned at the AU along with Internet facility.

4. The CA firm shall borne the transportation / TA and other costs to Professionals if any positioned at AU for carrying out visits to Colleges of AU.

SCOPE OF WORK

1. To take up preparation of Annual Accounts of AU.
2. To reconcile all the receipts as per Computer Center, DD Cell etc & Collection Banks with reference to concerned Data available from AU network as well as daily statements of the collecting agencies.
3. Reconciliation of all cash books month wise, quarterly and annually with all the Bank Accounts cash book wise on both receipts and expenditure side.
4. Assist in preparation of Budget.
5. To prepare subsidiary register.
6. Imparting of training to the concerned accountants and other staff of AU.
7. Preparation of quarterly, Half Yearly, Annual Financial Statements.
8. Any other work entrusted by AU relating to preparation of Annual Accounts.
9. Filing of Income Tax Return and assistance in Income Tax matters
10. The service provider should maintain the confidentially while discharging his duties and should not disclose the information regarding the financial transactions of AU.

Technical Criteria

CA-Firms, fulfilling the following eligibility criteria can participate in the bid:-

1. The Firm should have a minimum standing experience of 12 years and it should have at least 4 full time FCAs / FCA partners in Firm. One of the FCA partners / FCA should be available at all time for monitoring and supervision.
2. The firm should have the experience in conducting Audit of Government / Semi Government Organizations for the past 5 years.
3. The firm should have 5 CA Inter / M.com candidates with 5 years' post qualification experience.

4. The Firm must have expertise/experience of minimum of 7 years in Reconciliation of Receipts and preparation of accounts of any University/ municipal corporation/ Government organizations located in AP whose Turnover/ Receipts are more thanRs.300 Crores excluding Government Grants. Documentary evidence should be furnished. A satisfaction Certificate duly issued by the respective Corporation/ organization shall be submitted along with the Bid documents.

5. The firm must have a branch in Visakhapatnam city as per the certificate issued by the ICAI.

6. The firm should have a minimum annual turnover of Rs. 100.00 lakhs per Annum in the last three financial year's i.e.2022-2023, 2023-2024 and 2024-2025. Audited Profit & Loss Account and Balance Sheet shall be submitted as proof of evidence.

7. The Firm should submit a write up on Proposed Approach, Methodology and Work Plan, not exceeding 20 pages.

8. The bidder must be registered with GST Authorities. Documentary evidence should be furnished.

The Formats and necessary details to submit the Technical Criteria Information are provided at Annexure-I to Annexure- VII of this RFP.

Those who qualify the above conditions alone will be considered for financial bid.

General Instructions to the Bidder:

1. The Chartered Accountant Firm shall be required to undertake the assignments as mentioned in Scope of Work of this RFP.
2. To obtain firsthand information on the assignment and on the local conditions you are encouraged to pay a visit to the AU before submitting your proposal. Please note that costs of preparing the proposal and of negotiating the contract, including visits to the Client etc are not reimbursable.
3. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work, where works to be carried out, whether it inspects them physically or not.
4. The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at Bidders own risk and may be liable for rejection.
5. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed formats.
6. Only detailed, complete proposals in the formats indicated in this RFP shall be taken as valid.
7. No bidder is allowed to modify, substitute or withdraw the proposal after its submission.

8. Submission of a proposal by a bidder shall mean that he/she has read this notice and RFP documents and has made himself/herself aware of the scope of work and terms and conditions of the work to be done, material to be supplied etc. that may be required by firm in carrying out the work, local conditions, laws and by laws of the Government, AU and other factors bearing influence on the execution of the service so proposed.
9. The Bids will be opened on date and time specified in the presence of representatives of the bidder(s), who may choose to attend.
10. Bids received late i.e. after the date and time specified in the RFP shall not be considered at all.
11. Registrar, AU reserves the right to cancel/alter the bid without assigning any reasons thereof.
12. Designated Authority reserves the right to open or not to open any or all RFP without assigning any reason thereof.

Disqualification:

The Registrar, AU may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Bidder if the bidder has

- Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the previous undertakings by the concerned bidder.
- Declared as ineligible by GoI/ State/UT for corrupt, fraudulent practices or has been blacklisted.
- A Bidders proposal may be rejected if it is determined that the Bidder has engaged in corrupt, fraudulent or unfair trade practices.
- Firm's Expression of Interest containing conditions shall be liable for rejection out rightly without assigning any reason for the same.
- Does not fill in the Bid form as well as annexure, specifications etc.
- Does not submit the RFP before the stipulated time and specified date.
- Does not attach the required documents.

Conflict Of Interest:

The Chartered Accountant Firm at all times shall hold the Department’s interests paramount and shall avoid conflicts with its other assignments.

Right to Accept or Reject Proposals:

The Registrar, AU reserves the right to annul the RFP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the bidders.

Amendments and Clarification for RFP:

The Registrar, AU during the process of evaluation of Proposals may at its discretion ask bidders for clarifications on their proposals and the bidders shall respond within the time frame as may be mentioned. Further the **Registrar, AU** reserves the right to modify/amend the contents of the RFP before the last date of submission under due intimation to the bidders to whom this RFP is issued and the bidders may be asked to amend their proposal due to such amendments.

Earnest Money Deposit:

The EMD of the successful bidder(s) shall be released after the bidder signs the final agreement and furnishes the Performance Bank Guarantee.
However the EMD Money shall be forfeited on account of one or more of the following reasons:

- Bidder withdraws his proposal during the validity period of the EOI.
- Bidder fails to provide required information during the evaluation process or does not respond to requests for clarifications.
- Upon being a successful bidder fails to sign the Agreement in the stipulated time or fails to furnish the performance bank Guarantee.

Preparation of Proposal

Part I: The Technical Proposal:

The **Technical Proposal** shall be submitted in a sealed cover superscripted "**Technical bid** for "**appointment of experienced Chartered Accountant Firm for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc. of Andhra University** with the following documents inside:

a) A covering Letter from the Bidder on the Bidders letter head requesting for "appointment of experienced Chartered Accountant Firm for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc. of Andhra University**.**

b) RFP Document cost as specified in the RFP.

c) Earnest Money Deposit as specified in the RFP.

d) The firm shall submit the supportive documentary evidence as specified Technical Criteria along with the Formats specified at Annexure-I to Annexure-VII of this RFP.

Part II: Financial Proposal:

The Bidder shall submit the financial Proposal in a sealed cover super scribed "Financial Bid "

"Appointment of experienced Chartered Accountant Firm for Preparation ofAnnual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc. of Andhra University"

The above mentioned sealed covers Part I (Technical Proposal) & II (Financial proposal) shall be kept in an envelope of bigger Size and shall be properly sealed and super scribed with the name of Firm, its address, Bid for **"Appointment of experienced Chartered Accountant Firm for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc., of Andhra University."**

Evaluation of Financial proposal: The price shall be quoted for each month and least price quoted by the technically successful bidder will be allotted the work.

Financial Bid

Name of the work: Engaging of Chartered Accountant for Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc. of Andhra University for the years 2026-27 & 2027-2028

Sl. No.	Quantity	Description of item	Rate (Remuneration per Month)
1	**24 Months**	Preparation of Annual Accounts and Reconciliation of all Receipts, Bank Accounts, Income Tax Issues etc. of Andhra University.	

Rs.In words:

Signature of the firm/Contractor

Annexure I

PROFILE OF THE FIRM

1. Name of the firm with full address (In Capital Letters) :

2. The C& AG empanelment Registration Number :

3. GST Registration number :

4. Details of *Full time Partners* of the Firm

Sno.	**Name of the Full time Partner(s)**	**Membership No.**	**Date of joining the Firm as Partner**	**Specialization**

5. No. of Audit Staff employed Full time with the Firm:

   a. Articles/ Audit Clerks :

   b. Other Audit Staff :

Signature of Authorized Representative

Firm's Name :

Annexure II

(On the Letterhead of the Firm lead partner of the company full postal address, telephone nos. or fax, e-mail address etc.)

(A) Year of Registration of with ICAI:-

(Copy of Registration Certificate shall be attached)

Annexure III

Format for indicating required experience:
Firm's Experience related to conducting Audit of Government / Semi Government Organizations for the past 5 years.

Sno	Name of Project / Work	Financial Year	Cost Involved (Rs Lakhs)	Date of Commencement of the Work	Date of Completion of the Work	Authority for whom carried out

Supportive documents required to be attached.

Annexure IV

Format for mentioning Annual Turnover

Financial Year	Annual Turnover Rs. In Crores
2019-20	
2020-21	
2021-22	
Average	

Audited Annual Accounts Reports for last 3 Years of F.Y. 2022-23, F.Y. 2023-24 & F.Y. 2024-2025 shall be attached)

Annexure V

Format for indicating specific experience in Universities/ Municipal Corporations/ Government Organisations of AndhraPradesh:

Specific experience in Universities/ Municipal Corporations/ Government Organizations of Andhra Pradesh			
Sr. No	**Name of Universities/ Municipal Corporations/ Government Organizations where work done**	**Financial Year**	**Authority for whom carried out**

Documentary evidence should be furnished. A satisfaction Certificate duly issued by the respective Corporation/ organization shall be submitted.

Annexure VI

Format for the experience of the Team Leader

Name:

Current Position:

Qualification and Certification

Total Experience:

Starting from the Earliest Position to the Present

S.No	Year From / to	Firm /Position	Names of the Assignments handled specific to the Present Work

Note:
Supportive Documents to the above shall be appended.

Annexure VII

Format for indicating Man Power:

Sl. No	Name of incumbent	Age	Professional Qualification	Total Experience	Date Since employed with the consultants	Training	Annual Salary
1	2	3	4	5	6	7	8

Note: The details of the personnel such as Name, Qualifications, tenure with the firm shall be submitted along with the format with supportive documents.