



COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Technological University of Govt. of Maharashtra)

E-mail :
registrar@coep.ac.in
website : www.coep.org.in

Reference No *COEP/Accounts/EOI/Fee Recon/GOI*

Date: 21.02.2024

Expression of Interest (EOI)

Important Information:

Name of Work/Services:	Appointment of a Chartered Accountant Firm for Fee Reconciliation Assignment
Date of Issue of Eoi	21.02.2024
Last date for Eoi Physical BID Submission	28.02.2024 till 05:00 PM
Date for Opening of Eoi Technical BID	29.02.2024 till 05:00 PM
Date for Opening of Eoi Financial BID	29.02.2024 till 05:00 PM
Eoi Inviting Authority and Address	

COEP Technological University

Expression of Interest(EOI)

Inviting Quotation through Expression of Interest (EOI) For Appointment of Chartered Accountant Firm for Fee Reconciliation Assignment at COEP Technological University

Sir,

The COEP Technological University is established under COEP Technological University Act 2022. College of Engineering, Pune (COEP), chartered in 1854 is a nationally respected leader in technical education. The institute is distinguished by its commitment to finding solutions to the great predicaments of the day through advanced technology. The institute has a rich history and dedication to the pursuit of excellence.

COEP Tech offers a unique learning experience across a spectrum of academic and social experiences. With a firm footing in truth and humanity, the institute gives you an understanding of both technical developments and the ethics that go with it. The curriculum is designed to enhance your academic experience through opportunities like internships, study abroad programmes and research facilities.

Expression of Interest(EOI) is invited from Interested and Eligible CA firms for fee reconciliation Assignment latest by **28.02.2024 till 05.00 PM through Post or Courier or Personally**. The interested and eligible firms are required to enclose photocopies of the following documents (self-attested) along-with completely filled annexure:

- a) Certificate of Registration
- b) PAN Card
- c) Latest IT Return filed by firm
- d) Latest IT Returns of Partners
- e) GST Registration Certificate of Firm
- f) Documents in support of financial turnover for the last 3 financial years of the firm
- g) Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

All entries in the Application form should be legible and filled completely. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

The scope of this assignment is:

There are around 4500 Students (Plus 10% Students on higher side) currently on the Campus of COEP Technological University. The Assignment details are as follows

- 1) To do fee reconciliation for all the 4500 students (Plus 10% Students on higher side)
- 2) Verification of Applicable fees category wise and scholarship wise
- 3) To ensure Fee collected is currently entered in the books of accounts under respective sub head
- 4) To find out Fee receivable and Scholarship receivable from these 4500 students for all relevant academic years.

• **Liaison (for point 1 to 4):**

The selected Expert(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirement be fully met.

- 5) To Suggest Measures for Fee reconciliation statement and to minimize revenue leakage.
- 6) To ensure fee is booked in accounts as per Mercantile System of Accounts.

• **Reporting**

After finalization of Fee Reconciliation Assignment, the CA Firm shall submit Report to the institute authorities.

- 7) To enable the expert to express a professional opinion on the Fee receivable and Fee Income of the University
- 8) To enable expert to prepare statements and to give necessary certificates as per guideline issued by the Institute of Chartered Accountants of India (ICAI).
- 9) Any other task which may be assigned by the Registrar or Vice Chancellor, the authority of University related to assignmenting work of the University.

General Terms and Conditions:

- a) The appointment of Chartered Accountant Firm is purely on Contractual Basis. However, Registrar or Vice Chancellor of COEP Tech University is authorized to terminate the Contract without giving any reasons thereof.
- b) To be eligible, the firm should have its Head office in Pune and possess minimum 5 years' experience in carrying out Assignment/Internal Assignment of Government/Listed Companies, Autonomous body, Academic Institutions, etc.
- c) The firm can be sole proprietor concern or partnership concern in continuous practice for a period of minimum 5 years. Joint Venture is not allowed.
- d) The firm must have empanelment with C&A.G .for 2022-23(attach certificate)
- e) The firm should have annual minimum turnover of Rs.25 lacs each year in preceding 3 years i.e. 2020-21 & 2021-22, 2022-23.

- f) The firm must have experience of working on in all at least one Government Assignment in preceding 3 years i.e. 2020-21 & 2021-22, 2022-23.
- g) It is necessary to have at least 3 full time CA partner out of which 2 partner should be FCA Chartered Accountant in the firm. Attach ICAI certificate.
- h) The firm must have GST registration effective from before 6 months of this EOI publishing date.
- i) The firm should have his office in Pune with adequate staff at least before 6 months of this EOI publishing date.
- j) The Firm needs to prepare and present the Final Report to the Finance Committee as and when required.
- k) The offer shall be valid up to 7 days from the date of opening of Technical bid of this Eoi.
- l) If there happens to be a holiday on any date indicated in this Eoi documents, the transaction shall be performed on the next Working Day.
- m) **It is essential for firm to submit Annexures, EOI documents (all pages) and other essential documents as mentioned in this EOI notice with duly filled, signed, sealed & stamped manner in hardcopy, failing which the firm tender will be summarily rejected.**
- n) No firm shall withdraw his rates after the EOI BID is opened.
- o) Financial bids will be opened only technically qualified firms.

Submission of bid:

The EOI documents may be downloaded from website www.coeptech.ac.in .The Application should be filled in and complete in all respects.

- a) The firm has to submit the EOI in two parts viz.,(a)Technical Bid & and (b) Financial Bid (Annexure-D) in envelope No.2; both these envelopes should be sealed and put together in a covering envelope, super scribed with, Please Don't Open, bid for **"Appointment of a CA Firm for Fee Reconciliation"** with due date, EOI Number and Complete Address.
- b) The firm has to submit financial details in Annexure-C only.

Governing Factors:

- a) All or any of the information provided by the authority of COEP Tech University shall not be used for any other purpose. The expert shall return all the documents to the authority of COEP Tech University on completion of work.
- b) The work is expected from the Expert to be completed within stipulated time limit.
- c) The expert shall remain present in coordination / Review meetings as and when called.
- d) Rates agreed shall be firm till the completion of work inclusive of all govt. taxes, transportation Charges, daily allowance, accommodation charges or any other charges except tax.
- e) The assignment shall be carried out by the qualified and experienced accountants.
- f) The assignment shall provide methodology for Fee Reconciliation.
- g) The assignment team shall have considerable strength of expertise and established track record of providing quality assurance services. Assignment team will be lead / closed supervised by Chartered Accountant.
- h) The name of the experts to be deployed along with their CV's shall be furnished to Registrar, COEP Tech University. Registrar will not consider substitute, except in case of unexpected delay on the starting date or for reasons of health or expert leaving the firm. The name of other experts if any under the circumstances stated as above shall also be furnished along with CV to Authority of COEP Tech University.
- i) The expert should submit his report indicating the result of his review of the accounts, all discrepancies noticed in the financial accounts, procurement, bank reconciliation etc.
- j) Expert has to start the assignment as per consultation with Finance and Account Officer, COEP Tech University.
- k) While carrying out of the assignment at the respective office, the observations noticed by expert shall be given to the concerned officer as assignment para and their compliance shall have to settle after scrutinizing compliance at the respective station.
- l) The assignment mentioned herein is intended to be job oriented and not time oriented and the expert shall not be entitled to claim any compensation in the event of the time estimated for the completion of the work being extended for any reason what so ever.

Schedule for conducting Fee Reconciliation Assignment & Date of Submission of Report:

Within 7 days of the issue of Work Order, the work should get started and should be completed within 30 days. Assignment Report should be sent to concern at the same time of completion of assignment.

Evaluation Process of Bid:

- COEP Tech University will evaluate and compare the scope of work determined to substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specification.
- Interested firms will be called for the presentation and discussion at COEP Tech University for the further evaluation.
 - a. During negotiation the prospective Experts must be prepared to furnish the detailed cost breakup and other clarifications to the proposals submitted by him, as may be required. If the negotiations with this expert are successful, the award will be made to him and all other experts will be notified. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded with this expert, the expert obtaining the second highest combined score will be invited for negotiations. This process will be repeated till an agreed contract is concluded.
 - b. Please note that the Registrar, COEP Tech University, is not bound to select any/all of the firms submitting proposals. Further as quality is the principal selection criterion, the Registrar, COEP Tech University, does not bind itself in any way to select the firm offering the lowest price.

Terms of Payment:

Payment: 100% payment shall be released through CROSSED BANK CHEQUE on against clear Tax-Invoice within 30 days after successful submission of assignment report and completion of contract.

Address for the EoI Physical Bid Submission:

**The Registrar.
COEP Technological University
Wellesley Rd, Shivajinagar,
Pune – 411 005. Maharashtra, INDIA.
Phone: +91-20-25507000 | Fax: +91-20-25507299**


Registrar

Details of Chartered Accountant Firm

Sr. No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/ Head Office	
3	Telephone no. And E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of constitution of the firm	
6	PAN No. of the firm	
7	Date since when the firm has a full time FCA	
8	Number of Full-Time Partners as on 1-4-2023(Details to be provided in "Annexure-A")	
9	Number of Part time Partners if any, as on 1-4-2023	
10	Number of Full Time Chartered Accountant Employees as on 1-4-2023	
11	Number of Branches (Details to be provided in "Annexure-B")	
12	Whether the firm is engaged in any /Internal/Concurrent Assignment and other accounting work of any Govt. Companies / Autonomous body, and Academic Institutions etc.	
13	Turnover of the Firm(last 3 years)	

(Seal &Signature of the Company)

(On Firm's Letter Head)
Details of Full Time Partners of the Firm

Sr. No.	Name of the Partner	Membership No.	Whether FCA/ACA	Date of Joining the Firm (Full Time)	Station & Region where residing at present

(Seal & Signature of the Company)

(On Firm's Letter Head)

Details of /Internal Assignment Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five years as on 31-3-2022.

Name of Client	Type of Assignments(Tick appropriate box)		
		Tax	Internal/Other
Academic Institutions			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Operative Societies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Companies			
• PSU			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Others			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Companies			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autonomous Bodies/Institutes			
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Seal &Signature of the Company)

Date:

Place:

(To be printed on Firm's Letter Head)

FINANCIAL BID

1.Fee Reconciliation Assignment for Financial Year 2023-2024		
Particulars	Period/Year	Total Assignment Fee
a. Fee Reconciliation Assignment (For All Students currently Studying the in Campus) Around 4500 Students are there in campus(+10% Students on higher Side)	2023-2024	
Total:for FY 2023-24		
		Add. GST@_____%
		GrossTotal
(Rupees In Words:		

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EoI.

(Seal &Signature of the Company)

Date:

Place:

(On Firm's Letter Head)

Undertaking

I/We the following partners of M/s. _____
Chartered Accountants do hereby jointly and severally verify and declare –

- I. That the particulars given are complete and correct and that if any of the statements made or the information 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 there under;
- II. That the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
- III. That the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sr. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of Partner

(Seal & Signature of the Company)

Date:

Place: