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Office of the Chief Engineer (Garhwal)

Uttarakhand Peyjal Sansadhan Vikas Evam Nirman Nigam,
102, Kyunkaleshwar, Kandolia Devprayag Marg, Pauri (Garhwal) - 246001

Letter No. 01

/Camp-EOI-AC/CA

Date:03-07-2018

Expression of Interest (EOI) For Appointment on Contractual basis

For the functioning of office of Chief Engineer (Garhwal), Uttarakhand Peyjal Nigam, Pauri it intends to appoint CA Firm for following (staff) & nature of works:-

Sr. No.	Nature of Work	Source of appointment
1	Empanelment/CA firms for implementation of Accounting system in computerized format (Tally Software, working experience on Microsoft also) for different Projects in under Superintending Engineer, of Uttarakhand Peyjal Nigam (Garhwal Zone) and at Head Quarter, Uttarakhand Peyjal Nigam, Dehradun.	Contractual

Qualifications, terms and conditions can be seen on the website <http://uktenders.gov.in>. All Expression of Interest are invited from the consultant / CA firms on 31st July 2018 upto 03:00 PM in Office of Superintending Engineer, Construction Circle, Street No.11 Rajendra Nagar, Uttarkhand Peyjal Nigam, Dehradun. It is also requested that consultant / CA firms should be participate in pre quarry meeting on 16-07-2018 at 03:00 PM in Office of Superintending Engineer, Construction Circle, Street No.11, Rajendra Nagar, Uttarkhand Peyjal Nigam, Dehradun. Telephone / Fax No. 01352751879.

Y. K. Mishra
(Y.K. Mishra)
Chief Engineer (G)
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Dated and Letter-As per Above

Copy to the following :-

1. Managing Director, Uttarakhand Peyjal Nigam, Dehradun, compliance of order as per given direction for information.
2. Finance Director, Uttarakhand Peyjal Nigam, Dehradun, compliance after approval on TOR for information.
3. Chief Engineer (HQ/Garhwal), Uttarakhand Peyjal Nigam, Dehradun/ /Haldwani.
4. Executive Engineer (HQ), Uttarakhand Peyjal Nigam, Dehradun with request for uploads the EOI & TOR on <http://uktenders.gov.in>.
5. Executive Engineer, Doon Division, Uttarakhand Peyjal Niga, Dehradun for publishing in minimum space in One Hindi/One English daily reputed National/Local Hindi Newspaper one time.

Y. K. Mishra
Chief Engineer (G)

**CHIEF ENGINEER (GARHWAL), UTTARAKHAND PEYJAL NIGAM,
KYUNKALESHWAR, PAURI (GARHWAL).**

Empanelment of Chartered Accountant Firm for Implementation of Accounting System in Computerized Format (Tally Software) for different projects in all 5 Circle (Civil/E&M - Dehradun, Gopeshwar, Pauri, New Tehri) of Uttarakhand Peyjal Nigam.

TERMS OF REFERENCE (TOR)

Status/Requirement	Chartered Accountant in Practice with 1 Senior accountant + 4 Accountant
Location	Pauri/ New Tehri/ Gopeshwar/ Dehradun
Service Term	One year Contract with possibility of extension
Responsible to	Managing Director/Chief Engineer (Ganga)/ FD - Uttarakhand Peyjal Nigam,

1. BACKGROUND

Uttarakhand Peyjal Nigam is a state implementing agency for Urban/Rural water supply and sewerage schemes and working under the aegis of Drinking Water Department, Govt. of Uttarakhand / India. The mandate of the circle includes implementation of EAP/Non EAP projects of '(NRDWP/AMRUT/NABARD and EAP) Authorities' in Uttarakhand State under the Ministry of Water Resources, River Development & Ganga Rejuvenation or urban development, Govt. of India.

2. OBJECTIVE

The overall objectives of the accounting support and training are : (i) Accounting of NRDWP, AMRUT, NABARD, STATE and EAP project in tally software, implemented at various locations of the state (Where the Division's office are located - Gopeshwar, Karanpryag, Rudraprayag, Srinagar, Pauri, Kotdwar, New Tehri, Chamba, Ghansali, Devprayag, Muni Ki Reti, Haridwar, Dehradun, Roorkee, Vikasnagar) in Uttarkhand State : (ii) Assisting the accounts staff of divisions of Uttarakhand Peyjal Nigam for accounting at Tally software (iii) Training to Uttarakhand Peyjal Nigam staff at division / HQ level at their offices.

3. SCOPE OF WORK

The services to be provided under these terms of reference deal with contract laws and other relevant legal safeguards, financial analysis & planning. Chartered Accountant firm (CA Firm) must be aware that all data, information and knowledge acquired by the knowledge should be shared outside the Uttarkhand Peyjal Nigam without the explicit approval of the MD / CE (Garh.) CA Firm will be responsible and must ensure integrity of their staff working with Uttarakhand Peyjal Nigam under these terms of reference.

The main focus of the services would be to provide the necessary operational and technical support to the Uttarakhand Peyjal Nigam staff at division level to ensure that the above objectives are achieved. The scope of services to achieve these objectives and the required outputs include but are not limited to the following:

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- The Chartered accountant firm shall provide the required manpower as detailed below within fifteen working days from the date of award of the contract.
- Implementation of Accounting System in Computerized Format (Tally Software & Microsoft Office) for different projects in all 5 Circles (Civil/E&M divisions - 20 no's), under Chief Engineer (Garhwal) and at HQ office.
- A qualified and experienced CA (Team Leader) shall need to regularly inspect and examine the implementation of the works done (accountants reports/formats/General Entry and Jal Nigam Finance schedule) on monthly basis.
- Ensuring the day to day accounting transactions of payments, receipts, sales and purchases, other miscellaneous expenses and inventory accounting are entered in Tally Software on daily basis. Working knowledge with regards to basic data entry, report generation in Tally Software/Microsoft are essential.
- Preparation, maintenance and updating of Fixed Assets Register as per the Standard Accounting Bench marks.
- Verify requisition by divisions/circles/related to Cash Credit Limit (CCL) and support in timely allotment and transfer of funds.
- To generate monthly trial balance including priced stores ledger, funds flow statement and final accounts (profit and loss account, Balance Sheet quarterly Half Yearly and annual final accounts) along with necessary schedules as required by the Internal Audit, Statutory Audit, Tax Audit and as per Guidelines and also uploading on online formats of State / Govt. of India.
- Assist in receiving Annual Plans and Technical data from Executing Agencies and compilation of plans, expenditure, budget allotment, data for state level activities at division for entry and account checking etc.
- Preparation of Half year and Annual Budget and consolidation thereof, and analysis of variance based on actual vs budgeted and actual vs target.
- Managing Institutional development activities at circle level including training program.
- Scrutinizing all ledger accounts at regular intervals in Tally Software/Manually Microsoft.
- Strict monitoring of bank guarantees (i.e. bank confirmations, timely renewals etc) and insurance policies.
- Passing regular journal entries, making month end provisions, month end closings and preparation of Monthly Profit and Loss account to submit the same.
- Preparation and generation of Management information/reports as and when required.
- Monitoring overall accounts of divisions and suggest remedial measures wherever lapses found.
- All books of accounts are required to be maintained on double entry system on accrual basis in Tally Software. The firm will be required to provide the service to ensure preparation and finalization of division's accounts using Tally Software. The correctness and quality of accounts and other reports will have to be certified by the Chartered Accountants (Team Leader).
- The daily working hours are according to division's office timing (i.e. 10 to 5) and in case of work exigency they should work beyond office hours.



- Facilitate project in timely and effective resolution of AG audit observations.
- As and when any of the personal of the firm, proceed on leave or absent for any reason, replacement shall have to be provided with similar capabilities by CA firm.
- Any other works assigned by the Chief Engineer (Garhwal) related to Finance and Accounts to be excepted by CA firm and etc..

For the above assignment the CA firm has to provide one Chartered Accountant (Team Leader) who have good knowledge of accounting and have a certificate course in Tally software & Microsoft with an appropriate experience. Team Leader with one Senior Accountant will have to be stationed at HQ office, Dehradun on a daily basis and provide the accounting support to HQ office and all other divisions and 4 accounts at circle level for divisions accounting, in booking the expenditure in correct head of accountants fixed for the projects funded by State Govt./Central Govt. or EAP.

Team leader/Senior Accountant will guide the accountants at each Circle for divisional accounting in entering the accounting data in Tally etc. Team leader/Senior Accountant will also provide the job training to the accountants / accounts staff of Jal Nigam of division's so that they understand the work and become self reporting staff for Jal Nigam in future.

Every month one training session on the accounting and tally needs to be conducted by the CA (team leader) for the accountants/unit account staff and support, if any mismatch occurs.

4. REPORTING

The consultants / CA firm will provide a division-wise monthly trail balances generated from tally software of the entire project undertaken by the respective division, which should be duly verified by the Accountants and Executive Engineer of the Uttarakhand Peyjal Nigam.

In addition to above the CA firm should also responsible for following matters:

- A. That all the transactions related to the Project have been entered on Tally in correct head of accounts. These entries will be done by the designated staff under the guidance of tally experts i.e through hands on training or as directed by SE/CE (G)/ MD/FD.
- B. That the hard copy of Trial Balance upto the reported months have been sent to division's, / SE/ CE (G) office as well as to HQ.
- C. That the printout of ledger accounts has been taken at the end of financial year.
- D. Furnish the softcopy of Trial Balance in excel format and Backup of Tally of each division at the end of each month duly indexed in such a form so that it can be easily identified.

5. PERIOD OF THE ASSIGNMENT

The assignment is for one year and extendable up to maximum of three years on a yearly renewal basis based on performance and mutual consent of either party.

6. QUALIFICATION CRITERIA

Firms will be evaluated based on the following parameters.

- a) Financial Criteria

- The annual turnover of last two financial years i.e 2016-17 and 2017-18 should not be less than Rs. 45.00 lakh in each Financial Year.

b) Technical Criteria

- The firm must be registered/empanelled with The Institute of Chartered Accountants of India (ICAI) and having certificate of practice to work as Chartered Accountant.
- The firm must be having Chartered Accountant having certificate of practice from ICAI having experience of minimum 3/5 years and 2 years for accountant with the same firm.
- The CA firm shall have adequate experience of statutory audit assignments in the social/rural development sector/externally aided/world bank/Govt. of India funded projects including Public Sector Undertakings and also taxation system on GST Based or as per Govt. of India.
- Firm should have experienced accountant those are having knowledge of financial hand books and other relevant laws etc.
- The firm should have the qualified staff to work on Tally Software for Accounting.
- Bidder shall not be under liquidation, court receivership or similar proceedings.

7. LIST OF KEY PROFESSIONAL REQUIRED

The following are the minimum qualification prescribed for the team leader and audit experts

Key Person	Nos required	Location	Specialization	Minimum Post Qualification Experience	Total Man months per year
Team Leader	1	Chief Engineer (G) office	Bachelor's Degree in Finance & Accounts, CA (Inter) or ICWA (Inter) with at least 3 to 5 years of experience in accounting. Good knowledge of Tally software & Accounts in Microsoft.	3-5 years	12
Tally Accounting Expert, Senior Accountant	1	Head Quarter	B.Com having certificate Tally software & Accounts (B.Com/Telly Certificate only Govt. recognized institutions Certificate accepted)	3-4 years	12
Tally Accounting Expert, Accountant	4	At Circle for divisions	B.Com having certificate Tally software & Accounts (B.Com/Telly Certificate only Govt. recognized institutions Certificate accepted)	2-3 years	12

FACILITIES TO BE PROVIDED BY THE UTTARAKHAND PEYJAL NIGAM:

- i. Uttarakhand Peyjal Nigam will provide office spaces within their Office premises along with work stations. And all office equipment and stationery needed for all 1 Senior and 4 Accountant full-time.
- ii. Unless the direction is acutely unreasonable, CA Firms staff will not refuse or ignore a direction from SE/CE (G)/MD.FD Uttarakhand Peyjal Nigam.
- iii. For travel in connection with above Job or Direction the vehicle will be provided with department without any TA / DA allowances.
- iv. No other facilities or input will be provided by the Uttarakhand Peyjal Nigam or on its behalf.

8. PAYMENT

Payment will be made on monthly basis after submission of all the reports well checked, verified and stamped with signature by CA as mentioned above. The monthly accounts/reports will be checked by F.D (Finance Director) in order to process the same.

9. GENERAL CONDITIONS

- a. The firm will be selected on the basis of interview/quality for one year and services may continue as per further requirements.
- b. Only those firms whose applications are found suitable as per the prescribed criteria and experience shall only be called for discussion of work, for which no TA/DA etc, shall be permissible.
- c. The mode of selection is shall be done only on the sole discretion of Managing Director/ Finance Director, Uttarakhand Peyjal Nigam, Dehradun.
- d. After selection, the firm will have to sign an agreement on Rs. 100.00 (non judicial stamp paper) for one year.
- e. The engagement under above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in Uttarkhand Peyjal Nigam/SPMG office
- f. The Competent Authority reserves right to withdraw the aforesaid advertisement/post without issuing any prior notice and also reserve right to reject one or all EoI's.
- g. The firm also required to enclose the copy of C.A qualification and experience of the person to be deployed along with Bio-data. Regarding accounting experts, the firm need to submit copies of qualification and experiences that they intend to deploy in the Circles without which EOI will be treated as irresponsive and eventually rejected.
- h. It shall be the responsibility of the CA firm to verify the qualification and experience of the selected manpower. If during the course of engagement of any outsourced personnel, it comes to notice of UKPJN that he/she has misrepresented the fact about his/her. qualification/experience, the Manpower Service Provider will have to terminate the service of such staff immediately and shall provide suitable replacement within 05 days time.
- i. The completed quotation/offers with self attested copies of all certificates/documents i.e, financial statements (Last two years), Registration Certificate with Institute of Chartered Accountants of India (ICAI), Certificate of Practice and staff available as documents of firm staff should be submitted personally/registered/speed post by super scribing the words "**Empanelment**

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of Chartered Accountant Firm for Implementation of Accounting System in Computerized Format” latest by 31st July 2018 upto to 03:00 PM in Office of Superintending Engineer, Construction Circle, Steet No. 11, Rajendra Nagar, Uttarkhand Peyjal Nigam, Dehradun.

- j. The chartered Accountant/Senior Accountant/Accountants, nominated by the successful firm should only be deployed in the Circles by the firm as per direction of M.D./C.E.(G.) Uttarakhand Peyjal Nigam. No replacement will be permissible without prior consent of this office. However during absence of the regular incumbent due to illness or leave or Otherwise, the firm shall ensure deployment of substitute Chartered Accountant/Accountants and assistant having not less than the requisite professional qualification and experience as required for this service contract.
- k. The Chief Engineer (Garhwal) reserves the right to impose extra terms and conditions other than those mentioned in this EOI in due course on the grounds of National Security or otherwise. And the same will be binding with the firm without any obligation.
- l. The CA firms should become familiar with the accounting heads created for the project, and with the relevant policies and guidelines of the projects in the Project Appraisal Document. The consultants would be provided copies of the accounts heads, Financial Management Manual, guidelines issued for the Project by the World Bank.
- m. During the audit of the Division's the CA firm and their accountant will also coordinate and help during all audits.
- n. The CA will check and verify audit monthly accounts prepared by Senior Accountant/Accountant before submission.

10. REVIEW COMMITTEE

A committee headed by MD/FD/CE (Garh.) and their officers, will review the work of CA firms on quarterly basis. The Project reserves the right to discontinue the services of consultants. In such circumstances, the Project will pay to the consulting firm, fees proportionate to the work completed to the satisfaction of the Review Committee.

11. SUBMISSION

Interested Firm may submit their Expression of Interest with offer on 31st July 2018 upto 03:00 PM in Office of Superintending Engineer, Construction Circle, Street No. 11, Rajendra Nagar, Uttarkhand Peyjal Nigam, Dehradun. **It is also requested that consultant / CA firms should be participate in pre quarry meeting on 16-07-2018 at 03:00 PM in Office of Superintending Engineer, Construction Circle, Street No.11, Rajendra Nagar, Uttarkhand Peyjal Nigam, Dehradun. Telephone / Fax No. 01352751879.**


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