



NOTICE INVITING EXPRESSIONS OF INTEREST FROM REPUTED CA FIRMS TO ASSIST IN PREPARATION OF ACCOUNTING RECORDS FOR THE FINANCIAL MANAGEMENT OF THE UNIVERSITY OF CALCUTTA.

Terms of Reference

I. Objective of the assignment

Under this proposal, CU wishes to review its various sources and utilization and the reconciliation of the various funds and to prepare updated robust accounts as on date.

II. Scope of Work

The scope encompasses the following:

1. Reconciliation of sources and utilization of the various CU funds.
2. Preparation of updated robust accounts.

III. Qualifications of the C.A. Firm

The C.A. Firm should be of reputable standing with documented credentials of undertaking assignments of comparable scale and complexity. Preferably, should be affiliated with international renowned chartered accountancy firms. Further:

- 1 Consultant should have presence in Kolkata and have specialist department that has expertise of reviewing financial systems and procedures and advising on financial and accounting systems.
- 2 At least 3 large public sector or comparable experience with prevalent public financial management systems and practices will be required in the last 10 years.
- 3 Experience as prime executor in executing at least 3 service contracts in higher education sector over the last 5 years with minimum amount of contract value of over 1 crore or equivalent amount. Preferably 1 such service contract from a reputed government institute. Successful completion certificate from client of at least 1 such service contract
- 4 Must have adequate staff and resources to support the exercise with demonstrable documentary evidence.
- 5 Proposed key professionals: The firm should have team members and resources like qualified Chartered Accountants.
- 6 The key project team members should preferably be based in Kolkata.



IV. Deliverables

- 1 Inception report within 15 working days of project kick –off date.
The Inception report should include amongst other aspects – Detailed Approach and methodology to be adopted, Milestones for various deliverables and support to be required of CU
- 2 Steering committee presentation (based on frequency determined at the time of finalization of the inception report).
- 3 Report on funds reconciliation.
- 4 Updated robust accounts.
- 5 Report on gaps noted under items noted under point 4 above.
- 6 Clear recommendations and way forward for the Implementation of recommendations.

V. Timing and Duration of the Assignment

The estimated duration of assignment is 6 months from the date of signing of Contract or project kick-off, whichever is earlier.

VI. Selection Process

CU proposes to follow a QCBS method for selection of the firm with a Technical: Financial weightage of 80:20.

The split of the technical weightage will be on:

- Quality of individual resources proposed (35%)
- Relevant experience of the firm (35%)
- Overall approach and methodology (30%)

The shortlisted Firms will be called to present their proposal to a duly constituted Selection Committee which may be constituted out of Officials of CU. The financial bid should mention the net amount in total claimed/quoted by the firm for the complete project. CU will make the payment on monthly basis.

VII. Last Date and Time for Submission of Bids

Bids (in two separate sealed envelopes – one each for the technical bid and the financial bid – which will be kept inside a bigger third sealed envelope) will be submitted – under a formal letter addressed to the Registrar, University of Calcutta – to the office of the Registrar, University of Calcutta, 87/1 College Street, Calcutta – 700073, by 3 pm on 27.3.2015.