



**ADMISSIONS REGULATING AUTHORITY,
MUMBAI M.S.**

**Notice Invite Quotation
REQUEST FOR PROPOSAL
FOR APPOINTMENT OF
ACCOUNTING SERVICE FOR
FY 2024-25**

**FOR
ADMISSIONS REGULATING AUTHORITY, MS. MUMBAI
(AUTONOMOUS BODY OF GOVT. OF MAHARASHTRA)**

Tender Reference Number :

Date of Issue :

Tender document Amount : 1,000/- (Non Refundable)

May – 2025

ADMISSIONS REGULATING AUTHORITY, MS, MUMBAI (ARA)

9TH Floor, New Excelsior Building,

A.K. NAYAK MARG,

FORT

Mumbai – 400 001

**QUOTATION DOCUMENT
FOR
ACCOUNTS SERVICE**

**GOVERNMENT OF MAHARASHTRA
ADMISSIONS REGULATING AUTHORITY
9TH Floor, New Excelsior Building, A.K. Nayak Marg,
Fort, Mumbai – 400 001
Tel : 022-22073719/28
E-mail: ara@maha-ara.org
Web: www.maha-ara.org**

GOVERNMENT OF MAHARASHTRA
ADMISSIONS REGULATING AUTHORITY
9TH Floor, New Excelsior Building, A.K. Nayak Marg,
Fort, Mumbai – 400 001
Tel : 022-22073719/28
E-mail: ara@maha-ara.org
Web: www.maha-ara.org

ARA/acct/01/2025

Date : May, 2025

Chapter – 1

**NOTICE
FOR
ACCOUNTS SERVICE**

**ADMISSIONS REGULATING AUTHORITY,
MS MUMBAI, 9TH FLOOR, NEW EXCELSIOR BUILDING, A.K. NAYAK MARG, FORT
MUMBAI-400001** invites sealed tenders under two-bid system from reputed and experienced Chartered Accountant Firms for providing Accounts Services at the above address.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover – I containing "Technical Bid" as per Annexure II, III, Chapter-V and Sealed Cover-II containing "Financial Bid" in the following format should be placed in a third sealed cover super scribed "Tender for Accounts Services" may be sent by post or dropped in the reception counter of this office latest by 29/05/2025 at the time 05.30 p.m. Quotations received after the scheduled date and time shall be summarily rejected. The technical bids shall be opened on /05/2025 at 11.30 a.m. at the conference hall of ADMISSIONS REGULATING AUTHORITY, MUMBAI at above-mentioned address in the presence of such service provider or their duly authorized Representatives as may like to be present.

Format of Financial Bid:
SCHEDULE OF RATES

Sr. No.	Description	Consolidated annual remuneration including service charge (profit) of the firm and all other charges
	The CA firm has to depute suitable competent accounting personnel from Monday to Friday from 9:45 AM to 6:15 PM. for carrying out the work as per Annexure I	

The financial bid shall be exclusive of any Goods & Service Tax or any other applicable taxes. The taxes as may be levied by the Government from time to time shall be charged by the contractor in addition to the rates quoted in the bid by the contractor

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be obtained from website of ADMISSIONS REGULATING AUTHORITY i.e.

www.maha-ara.org for detailed information. The tender should be submitted along with Tender Fees Rs.1,000/- and EMD for Tender for accounts services of Rs.5,000/- (Rupees Five Thousand Only) should be paid by Demand Draft in favor of SECRETARY, ADMISSION REGULATING AUTHORITY payable at Mumbai.

The Chartered Accountant firm are requested to satisfy themselves about the quantum of work involved by visiting the Accounts Department. ADMISSION REGULATING AUTHORITY 9th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai during between 9:45 a.m. to 6:15 p.m. on any working day.

Yours faithfully,

S/d
Member Secretary,
Admission Regulating Authority,
M.S., Mumbai

Chapter – II

Annexure – I

1) SCOPE OF WORK:

The Chartered Accountant firm shall render services to Admissions Regulating Authority, Mumbai-400 001 as may be required from time to time. Detailed description of the services to be provided by the CA firm is as follows:

A. Implementation of accrual Based Double Entry Accounting System

- a) Preparation of Books of accounts for the financial Year 2024-25.
- b) Daily Basis Accounting Entries / Data Entries in TALLY Software.
- c) Reconciliation of All Bank Accounts and Ledger Accounts.
- d) Accounts Finalization, Preparation of Groupings, Income and Expenditure, Receipts and Payments Cost Centers, Balance Sheets, Annexure, and other related information.
- e) College wise, Course wise processing fees reconciliation (Three ways – Accounts, Bank Statement and agency data.)
- f) Study of all contacts, working out TDS and checking arithmetical calculations and report.
- g) Prepare All Creditors & Debtors Party Ledger and Reconciliation.
- h) Petty Cash Book all entries to be prepared in tally up to 31.03.2025
- i) ARA advances reconciliation.
- j) Reconciliation of each Fixed Deposits nearest 20 accounts. To check whether interest has been received on fixed deposit at the rate fixed by the bank.
- k) All Ledger account scrutiny.
- l) Data Entries in tally and checking the reconciliation for all Bank Accounts.
- m) To Prepare Ledger Goods & Service Tax, Professional Tax and TDS, GST TDS to the Accounts Department.
- n) Unadjusted dues of employees/any other persons like TA Advance, Adjustable Advance, Accounts Recoverable, LTC Advance, Medical Advance, etc. To generate statements of all Advances, Impress other Department etc.
- o) Reconciliation of TDS payable with TDS paid by Admissions Regulating Authority on monthly basis.
- p) To provide guidance on all matters related to Goods & Service Tax, Income Tax Professional Tax, Provident Fund, and other.

- q) Attending all queries/Audit objections etc. and providing information/data pertaining to, but not limited to, Goods & Service Tax/Professional Tax/TDS/GST TDS and other accounting work etc. as and when raised/desired by Goods & Service Tax Dept./CAG/Internal Auditor/Sales Tax Dept. of Govt. of Maharashtra etc. including the data/information pertaining to earlier period not covered under contract. This work also includes attending personal hearing/visiting on behalf of ARA pertaining to any issue mentioned in Annexure I due to any reason, to the Tax Departments/Appellate Tribunals or any other agency.
- r) Preparation of Budget Register and Expenditure Control Register.
- s) Preparation and finalization of accounts at Department wise except balance sheet.
- t) TDS related assessment both in the cases of receivable and payable, if any.
- u) Checking of TDS Certificate on behalf of ARA on quarterly basis to the parties.
- v) Preparing of Trial Balance, All Ledgers, Realization Day Book, and Bank Book on monthly basis.
- w) Compilation of Accounts on yearly basis and preparation of trial balance along with all supporting schedules, Receipt & Payment Account, etc.
- x) Making entries of both income and expenditure in the TALLY accounting software. Preparation of Payment Vouchers and related work.
- y) Preparation of Accounts up to Trial Balance stage every monthly and Receipts & Payments Accounts at a year-end with all necessary reconciliations and control of accounts and schedules thereof necessary for finalization of Accounts and preparation of Income & Expenditure Accounts & Balance Sheet by the Admissions Regulating Authority, Mumbai; calculation and providing of depreciation in conformity with the accounting policies adopted by Admission Regulating Authority. Reconciliation with ARA Accounts and internal offices accounts. Reconciliation of fixed assets and current assets accounts.
- z) To provide necessary guidance on Goods & Service Tax Rules and for availing of credit rules. Reconcile the Goods & Service tax deducted and collected from the parties and deposition of the same and filing requisite returns within prescribed time limit.
- aa) Checking of appropriateness of tax deduction at source from payments to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters.
- bb) The CA firm shall be responsible for the work allotted to him/her, from the stage of preparation of vouchers, preparing ledgers/ accounting books/ registers to product (i.e. trial balance/ receipt & payment account/ balance sheet with all supporting schedules). The firm shall sign each page of the contract document. The firm shall also have to sign the final deliverables of the work assigned to it in the form of various returns, reports, etc. and hand over to the Accounts Department.

cc) Any charges levied by the Tax Authorities such as return uploading fees etc. which cannot be termed as "Service to ARA" shall be reimbursed to the firm on actual basis i.e. on production of necessary proof of such payment. **It may be noted that except, as provided in this clause, no other charges shall be paid by Admission Regulating Authority from those quoted in the financial bed duly accepted and approved by ARA.**

dd) Recovery of taxes, if any from time to time. To oversee the timely adjustment of advances/ recoveries, realization of outstanding due, write off old dues, clearance of old outstanding debits/ credits of more than one months in the bank reconciliation statement and watching any other accounts matter requiring timely completion and monthly report to Heads of Account Department.

ee) The CA firm shall prepare and maintain all ledger/ accounting books, schedules etc. including the following:

1. Manual ledger for EMD, SD, Advances etc.
2. Settlement of old issues/ advances etc.
3. Reconciliation on monthly basis with bank A/c, Inter Office A/c.
4. Fixed Deposits Register & Ledger
5. Sundry Debtors & Creditors Ledger
6. TDS Reconciliation salary, Non Salary Separately Ledger
7. College wise, Course wise, Ledger and Income & Expenditure Report
8. GST Reconciliation & Maintain Ledger
9. Maintain all Bills entry in tally software by maintaining bill-by-bill system.
10. Maintain Cash Book as per Government Rule.
11. Write each entry narration in details i.e. File No., Invoice/Bill No., NEFT/RTGS UTR no., cheque No.
12. Other works allotted as per requirement.
13. Finalization of Accounts at Department level with preparation of all schedules as related with Trial Balance.

II) Any other account related matter and anything considered necessary towards above.

mm) Period of Completion Accounts writing work.

All above accounting work shall be completed well within time so as to file the income Tax Audit Report by the current deadline of 31/ 7/2025.

Chapter – III

2. KEY PERSONNEL

The List of key personnel's required for this assignments;

Sr. No.	Key Professionals	Description of Services to be provided	Experience	No. of Persons
1	Account Manager	Overall coordination, & planning, team leadership, reporting	Qualified Chartered Accountant with at least 7 year's experience as a partner with expertise in the area of	
2	Account Team Leader	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with heads of offices,	Qualified Chartered Accountants with at least 5 years experience in internal audit with ability to lead and team and interact with senior level govt. officials	
3	Senior Account Asst.	Preparation of Vouching and verification books of accounts	Post Graduate/CA (Inter) with 3 years of experience in Accounting, and report writing.	
4	Junior Account Asst	preparation of Vouching and Verification of ARA book of accounts	Graduate/ CA (Inter) with 1 years of experience in Accounting, and report writing.	

Chapter – IV

3.

3.1 Annexure II: Eligibility of the Firms for submission of bids

Minimum Eligibility Requirements: Qualification Criteria for short listing of Accounts Writing Chartered Accountant firm for the RFP State.

- The firm shall have a standing of at least ten years in the profession and should be empanelled with CAG for "Major Audits". C.A. firm should be an Indian firm having independent legal existence, registered under the applicable Act. [Submit proof of CAG Empanelment, Registration Certificate, Articles and Memorandum of Association].
- The CA firm must have been in existence of at least 10 years.
- C.A. firm expressing interest should have an annual turnover of Rs. 20 Lakh Or more in each of the last three financial years. [Relevant documents viz, audited financial statements and a certificate from Chartered Accountant in support of satisfying the criteria should be submitted]

- d) Experience of having undertaken at least three similar assignments (Accounting Assignments) with Central/state Government/Gov. Autonomous bodies/externally aided projects **in India**, in last 5 years.
- e) Experience of having undertaken at least three similar assignment (Accounting Assignment) with Central/state Government/Gov. Autonomous bodies/externally aided projects **in Maharashtra**, in last 5 years.
- f) The Chartered Accountancy firm shall have at least 3 CA Partners and at least 20 staff. The break up details are (i) Partners of Firm i.e. number of full time chartered accountant partners (ii) paid chartered accounts of firm must be given in the Annexure III.
- g) The Registered head office of the CA firm is required to be in Maharashtra State.
- h) The Firm Profile must be self-certified along with the above eligibility details.

3.2 Disqualifications:

Bids and bidders which fall under the following categories will not be qualified:

1. Incomplete bids and bids not as per attached formats.
2. Bids received after due date and time.
3. Bidder makes any misrepresentation i.e. there are any material wrong information, makes a wrong statement, misrepresents fact, or makes a misleading statement in its bid in order to create circumstances for Admission Regulating Authority to accepts the bid.
4. Any bidder or firm, which solicits or reaches out to Admission Regulating Authority or any representatives or employees pertaining to the bid.
5. If the financial offer is enclosed in the technical bid or any indication of the financial bid in the technical proposal.
6. Any conditional quotation linked with to assets, turnover or revenue of Admission Regulating Authority would disqualify the bidder.

Chapter – V

4. Instructions to the Applicants:

The detail approach and methodology should be provided by the CA Firm themselves in the RFP.

- 1) Interested C.A. firm should submit their application, to the Admissions Regulating Authority in the prescribed pro-forma annexed herewith [Annexure I] in sealed envelope with each page of the application signed by an authorized signatory, including the pages comprising the annexure, if any, of Tender document.
- 2) The Tender MUST be accompanied by all the relevant documents in support of the statements or claims made in the application including:-
 - a) Brief description of the background and organization of your entity/firm (not more than two page)

- b) Brief description of ownership details, date and place of incorporation of the firm, objectives of the firm, total manpower strength- availability of appropriate staff, infrastructure etc.
 - c) Evidence of registration/ incorporation of the firm.
 - d) Annual Audit Report of firm for last 3 years.
 - e) A self attested copy of the latest empanelment intimation letter issued by the CAG containing the Unique Identification Number and the score.
 - f) A self-declaration form from the firm to the effect that the firm including the partners of the firm has not been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under First and Second Schedule of the Chartered Accountants Act 1949 or is one against whom no disciplinary sanction order has been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.
- 3) Any response received after the due date or not found to be in accordance with the above procedure, maybe liable to be rejected outright and the decision of the Admission Regulating Authority in this regard shall be final.
 - 4) Admission Regulating Authority reserves the right to cancel the RFP partly or fully at its sole discretion at any stage without assigning any reason to any of the participating bidders.
 - 5) Admission Regulating Authority reserves the right to cancel or reject any or all the bids without assigning any reasons.
 - 6) Admission Regulating Authority also reserves the right to modify the terms and condition, and also to cancel the bid process at any stage without assigning any reasons.
 - 7) The proposal containing should be addressed to Secretary, Admission Regulating Authority, MS, Mumbai. Each page should be signed and stamped
 - 8) The firm should have working experience in Tally ERP integrated package and Ind. – AS
 - 9) The sealed envelope containing the proposal should be superscripted with the word **"Expression of Interest for Appointment of Chartered Accountant Firm for the Financial Year 2024-25 for Implementation of Accrual Based Accounting System"** of Admission Regulating Authority.

Chapter – VI

5. Payment:

- 1. The payment shall be released on the base of work done,
- 2. No advance shall be paid for the assignment.
- 3. No travelling allowance/ halting allowance shall be paid to the CA firms for carrying out the assignment. However, goods and service tax and applicable statutory levies shall be paid as applicable from time to time in addition to basic fees.
- 4. Payment to the CA firm shall be subject to deduction of tax at source at appropriate rates then applicable..
- 5. The Account Service Fees fixed will be for the initial period of appointment.

Chapter – VII

Under the letterhead of the Entity

PART 1 – TECHNICAL BID

FOR PREPARATION OF DOUBLE ENTRY ACCOUNTING SYSTEM OF ADMISSION REGULATING AUTHORITY

Member Secretary,
Admission Regulating Authority,
9th Floor, New Excelsior Building,
A.K. Nayak Marg,
Fort, Mumbai 400 001

PART – A

1	Name of the Practicing Chartered Accountant Firm / Cost Accountant Firm:	
2	Type of Entity (Partnership / LLP / Company):	
3	Whether the Partnership Firm / LLP / Company is a Practicing Chartered Accountant Firm / Cost Accountant Firm, Please Specify.	
4	Name of the Authorized Signatory/ lead Partner:	
5	Date of Commencement of Firm:	
6	Registration Number of the firm with Institute of Chartered Accountants of India / Institute of Cost Accountants of India (Please attach documentary evidence)	
7	Details of Office(s): Address: Telephone No. E-mail: Website: (Please give all addresses, if more than one)	
8	PAN Number	
9	GST Number	
10	(Please mention page no./File name for reference For Serial no 10-14 Details of Accounting/Internal/Statutory/ Concurrent/Tax Audit Assignment of State Government/Central Government/ Semi-Government Company with copy of appointment letter of last 3 years. (from Financial year 2021-22 to Financial year 2023-24	
11	Details of other Companies for which Internal/Statutory/Concurrent/Tax Audit Assignment has been undertaken (Other than	

	Government) with Copy (from Financial year 2020-21 to Financial year 2023-24	
12	Annual Gross Receipts for last 3 Financial year along with documentary evidence (from Financial year 2021-22 to 2023-24	
13	Brief Profile of Partners (Name, Qualification, Institute of Chartered Accountants of India/ Institute of Cost Accountants of India membership no. and Date of Certificate of Practice, Mobile No. with documentary evidence	
14	Manpower (Nos) A. Qualified Professions: I. Partners II. DISA III. Others B. Articles:	

PART – B

1	Detailed Accounting Plan devised by the Accounting for ARA (Attach document providing the details of the proposed audit plan) (Please mention page no./File name for reference)	
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PART – C

DECLARATION		
1	All information provided by me/us herein above is correct, true and free from any misstatement or misinformation.	
2	I/we have no objection if enquiries are made about the work listed by me/us in accompanying sheets/annexure.	
3	I/We have read all the terms and conditions of this bid and the instructions and these are accepted to me/us.	

Signature: _____

Name and Designation of Authorized Signatory: _____

Stamp of Firm: _____

Date: _____

Place: _____

Chapter – VIII

Under the letter head of the Firm

PART 2 – FINANCIAL BID

FOR PREPARATION OF DOUBLE ENTRY ACCOUNTING SYSTEM OF ADMISSIONS REGULATING AUTHORITY

Secretary,
Admission Regulating Authority,
9th Floor, New Excelsior Building,
A.K. Nayak Marg,
Fort, Mumbai 400 001

PRICE BID SCHEDULE OF RATES

Description Lump Sum Price (Rs.):	Fixed Amount (including all charges, out of pocket expenses, etc.) per annum. Exclusions: All taxes, duties and cases as applicable.
Year	FY 2024-25
Total Amount for Account Services for Accounting	Rs.:
Amount in Words:	Rupees:
Note: The above quoted amount is exclusive of all taxes and duties and remains firm during the period of contract.	

Signature:

Name and Designation of Authorized Signatory:

Stamp of Firm:

Date:

Place:

Annexure – II

Documents to be submitted with Technical bid

Documents listed in the following check list may be submitted along with the technical bid.

Sr. No.	Description of requirement	Yes/No.	Page No.
1)	The firm should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI of the firm.		
2)	CAG Empanelment Number (Please attach Empanelment Certificate)		
3)	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA		
4)	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA		
5)	Copy of Registration certificate/allotment letter of Goods & Service Tax number. If applicable		
6)	Copy of Registration/Certificate/allotment letter PAN from Income Tax Department		
7)	pro-forma containing details of other organization where such contracts were/are undertaken (attach supportive documents)		
8)	DD of Rs. 1,000/- as Quotation Fees & DD of Rs. 5,000/- as EMD in favor of "Secretary, Admission Regulating Authority" payable at Mumbai		
10)	Qualification and experience certificates of the person who shall be deputed at this office. Enclose attested copies		
11)	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document		
12)	Copy of last 3 years income tax return		
13)	Undertaking by the bidder to the effect that there is no police case pending against the proprietor/firm/parties relating to previous service contracts.		
14)	Office address in Mumbai		
15)	At least two currently valid contracts for similar work		
16)	Declaration by the Tenderer: "This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them."		

Encls.: 1. DD/Pay Order No.....

(Signature of Tenderer with seal)

Name :

Seal:

Office Address:

Date: Phone No (O):

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.

Annexure III

Documents to be submitted with Technical bid

Mandatory Information for of Account Service Provider CA Firm of Admissions Regulating Authority, MS, Mumbai.

Submission Requirements

A – Consultant's Coimpany/Firm Profile:

Organizational : *Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.*

Brief Data Sheet of CA Firm for Internal Audit		
Sr. No.	Particulars	To be filled up by CA firms
1	Name of Firm	
2	CAG Empanelment Number (Please attach Empanelment Certificate as per instructions)	
3	CGA Empanelment Year	
4	Registration No. & Date: (Please attach Registration Certificate)	
5	Year of incorporation	
6	Total number of years of Experience from the Firm.	

Financial : *Provide previous three financial years turn over and net worth of the firm on the basis of the audited accounts of the previous three financial years as follows.*

Particulars	Amount in Lakh (INR)
Turnover 2021-22	
Turnover 2022-23	
Turnover 2023-24	

B – Consultant's Experience

Account Writing Consultancy Assignments of Central/State Government/externally aided projects in Maharashtra.

Information of at least last 10 years

Sr. No.	Name of Assignment	Type of Assignment	Fees Received

Account Writing Assignments of Government of India or Other State Government and externally aided Projects (Excluding Maharashtra)

Information of at least last 10 years

Sr. No.	Name of Assignment	Type of Assignment	Fees Received

Key Staff Profile :

A} Total Number of Chartered Accountants Partners with the firm

Sr. No.	Name of Chartered Accountant (Partner)	Education	Total Years of Experience

B} Details of Paid Chartered Accountants with the firm

Sr. No.	Key member of the firm (Name / Position)	Education	Total Years of Experience

C} Details of Senior Account Assistant with the firm

Sr. No.	Key member of the firm (Name / Position)	Education	Total Years of Experience

D} Details of Junior Account Assistant with the firm

Sr. No.	Key member of the firm (Name / Position)	Education	Total Years of Experience

Annexure – IV

AGREEMENT

(To be signed on non-judicial stamp paper of Rs. 100/-)

THIS AGREEMENT IS MADE ON _____ between the Admissions Regulating Authority, Maharashtra State, 9th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai – 400 001. (Hereinafter called the ARA of the one part) and _____ (hereinafter called the Contractor of the other part) WHEREAS the ARA is desirous of entrusting the Accounting Job work, at its ARA, Mumbai, the CA firm has offered to render the same at the said premises.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

2. This agreement is valid for the period commencing from ____ to ____ both days inclusive.
3. The CA firm shall relieve the ARA of the first part of all worries about the up keep and performance of accounting Job Work to the satisfaction of ARA of the FIRST PAR
4. The Chartered Accountant firm shall render to the services to ARA, MS, 9th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai, for its smooth running as may be required from time to time. Detailed for taking service is as follows:
 - a) Preparation of Books of accounts for the financial year 2024-25
 - b) Daily Basis Accounting Entries / Data Entries in TALLY Software.
 - c) Reconciliation of All Bank Accounts and Ledger Accounts
 - d) Accounts Finalization, Preparation of Groupings, Income and Expenditure, Receipts and Payments, Balance sheets, Annexure, and other related information.
 - e) College wise, Course, Processing fees reconciliation (Three ways – Accounts, Bank Statement and Agency data.)
 - f) Study of all contacts, working out TDS and checking arithmetical calculations and Report.
 - g) Prepare All Creditors & Debtors Party Ledger and Reconciliation.
 - h) Petty Cash Book all entries to be prepared in tally.
 - i) Reconciliation of each Fixed Deposits nearest 20 accounts. To check whether interest has been received on Fixed deposit at the rate fixed by the bank.
 - j) All Ledger account scrutiny.
 - k) Data Entries in tally and checking the reconciliation for all Bank Accounts.
 - l) Prepare of Goods & Service Tax, Professional Tax and TDS, GST TDS to the Accounts.
 - m) Unadjusted dues of employees/any other persons like TA Advance, Adjustable Advance, Accounts Recoverable, LTC Advance, Medical Advance etc. To generate statements of all Advances, Impress other Departments etc.

- n) To prepare College wise, Course wise Income & Expenditure Reports.
- o) Reconciliation of TDS payable with TDS paid by ARA on monthly basis.
- p) To provide guidance on all matters related to Goods & Service Tax, Income Tax, Professional Tax, Provident Fund, and other.
- q) Attending all queries/Audit objections etc. and providing information/data pertaining to, but not limited to, Goods & Service Tax/Professional Tax/TDS/GST TDS and other accounting work etc. as and when raised/desired by Goods & Service Tax Dept./CAG/Internal Auditor/Sales Tax Dept. of Govt. of Maharashtra etc. including the data/information pertaining to earlier period not covered under contract. This work also includes attending personal hearing/visiting on behalf of ARA pertaining to any issue mentioned in Annexure I due to any reason, to the Tax Department/Appellate Tribunals or any other agency.
- r) Preparation and finalization of accounts at Department wise except balance sheet.
- s) TDS related assessment both in the cases of receivable and payable, if any.
- t) Checking of TDS Certificate on behalf of Admissions Regulating Authority on quarterly basis to the parties.
- u) preparing of Trial Balance, All Ledgers, Realization Day Book, and Bank Book on monthly basis.
- v) Compilation of Accounts on yearly basis and preparation of trial balance along with all supporting schedules, Receipt & Payment Account, etc.
- w) Making entries of both income and expenditure in the TALLY accounting software. Preparation of Payment Vouchers and related work.
- x) Preparation of Accounts up to Trial Balance stage every monthly and Receipts & Payments Accounts at year-end. With all necessary reconciliations and control of accounts and schedules thereof necessary for finalization of Accounts and preparation of Income & Expenditure Accounts & Balance Sheet by the Admissions Regulating Authority, Mumbai; calculation and providing of depreciation in conformity with the accounting policies adopted by Admission Regulating Authority. Reconciliation with ARA Accounts and internal offices accounts. Reconciliation of fixed assets and current assets accounts.
- y) To provide necessary guidance on Goods & Service Tax Rules and for availing of credit rules. Reconcile the Goods & Service Tax deducted and collected from the parties and deposition of the same and filing requisite returns within prescribed time limit.
- z) Checking of appropriateness of tax deduction at source from payments to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters.
- aa) The CA firm shall be responsible for the work allotted to him/her, from the stage of preparation of vouchers, preparing ledgers/ accounting books/ registers to end product (i.e. trial

balance/receipt & payment account/balance sheet with all supporting schedules). The firm shall sign each and every page of the contract document. The firm shall also have to sign the final deliverables of the work assigned to it in the form of various returns and reports etc. and hand over to the Accounts Department.

bb) Any charges levied by the Tax Authorities such as return uploading fees etc. which cannot be termed as "Service to ARA" shall be reimbursed to the firm on actual basis i.e. on production of necessary proof of such payment. **It may be noted that except, as provided in this clause, no other charges shall be paid by ARA from those quoted in the financial bid duly accepted and approved by ARA.**

cc) Recovery of taxes, if any from time to time. To oversee the timely adjustment of advances/ recoveries, realization of outstanding due, write off old dues, clearance of old outstanding debits/ credits of more than one months in the bank reconciliation statement and watching any other accounts matter requiring timely completion and monthly report to Heads of Account Department.

dd) The CA firm shall prepare and maintain all ledgers/accounting books, schedules etc. including the following:

- a. Manual ledger for EMD, SD, Advances etc.
- b. Settlement of old issues/ advances etc.
- c. Reconciliation on monthly basis with Bank A/c, Inter Office A/c.
- d. Fixed Deposits Register & Ledger
- e. Sundry Debtors & Creditors Ledger
- f. TDS Reconciliation Salary, Non Salary Separately Ledger
- g. Department wise, Subject wise, Exam wise, CAP wise Ledger and Income & Expenditure Report
- h. GST Reconciliation & Maintain Ledger
- i. Maintain all Bills entry in tally software by maintaining bill-by-bill system.
- j. Maintain Cash Book as per Government Rule.
- k. Write each entry narration in details i.e. File No., Invoice/Bill No., NEFT/RTGS UTR No., Cheque No.
- l. Other works allotted as per requirement.
- m. Finalization of Accounts at Department level with preparation of all schedules as related with Trial Balance.

ee) Any other account related matter and anything considered necessary towards above.

ff) **Period of Completion Accounts writing work.**

All above accounting work shall be completed well within time so as to file the Tax Audit Report by the current deadline of 15/09 2025.

5. The agency shall be solely responsible for compliance to provisions of various Labor, industrial and any other laws applicable and statutory obligation relating to personnel deployed in ARA. The ARA shall have no liability in this regard. Also no liability in case of death of person deputed by CA firm within or outside the ARA premises.
6. The agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at ARA. The ARA shall have no liability in this regard.
7. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
8. The contract can be terminated by giving 15 days notice on either side.
9. In case of noncompliance with the contract, the ARA reserves its right to:
 - a. Cancel/Revoke the contract, and/or
 - b. Impose penalty up to 10% of the total annual value of contract in addition to the forfeiture of the Security Deposit.
10. The person deputed by the firm shall not claim to become the employees of ARA and there will be no employee and employer relationship between the person engaged by the CA firm for deployment in ARA
11. There shall be no increase in rates payable to the Agency during the contract period.
12. The firm also agrees to comply with Annexed terms, conditions, and amendments thereto from time to time.
13. Decision of ARA in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the firm.
14. in case of any dispute between the Agency and ARA, ARA shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Mumbai.
15. The firm shall ensure that no loss or damage to any property of ARA's due to lapse on the part of the personnel deployed by you discharging their responsibilities, the such loss shall be compensated by the contracting Agency and in this connection, the ARA shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the ARA besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the ARA shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
16. For the above services the ARA agrees to pay to the CA Firm, a consolidated annual remuneration of Rs. (Rupees) for which the bills to be submitted by the CA firm, on the base of work done, in duplicate, on monthly/quarterly basis. The said amount of Rs..... to be paid to the CA firm includes all expenses of the CA Firm towards emoluments of the accounting personnel, their personal requirements and conveyance, transport

charges, etc., and periodic inspections by the officers of the contractor, other liabilities under the various legislations and any other incidental charges.

17. All applicable taxes shall be deducted from the payment of bill unless exempted.
18. The CA Firm shall be fully responsible for the compliance of applicable Chartered Accountant Laws in force and other Govt. Orders.
19. The CA firm shall at all time indemnify and keep indemnified the ARA against any claim on account of disability/ death of any of its personnel caused while providing the services within/outside its premises or other premises of the ARA which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other statutory modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any working or other personnel of the CA firm or in respect of any claim, damage or compensation under labor laws or other laws or rules made there under by any person whether in the employment of the CA firm or not, who provided or provides the services.
20. In the event of any disputes the decision of the Secretary, Admissions Regulating Authority shall be final and binding.
21. In case of any dispute arising out of this business or interpretation of any clause of the agreement, the Court of Mumbai. Alone shall have the jurisdiction to try and decide.
22. The Tender document as a whole shall also be part of this agreement.

IN WITNESS WHERE OF both the parties have set and subscribed their respective hands with their seal in Mumbai in the presence of the witness.

ADMISSION REGULATING AUTHORITY, MS, MUMBAI

Witness:

1.

2.

Chartered Accountant Firm

Witness:

1.

2. Annexure to Agreement

TERMS AND CONDITIONS OF CONTRACT FOR "Hiring of services of CA Firm"

(Annexure to Agreement)

SCOPE OF WORK: "Appointment of Chartered Accountant Firm for preparation of accounts Financial Year 2024-25 at Admissions Regulating Authority, 9th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai – 400 001. By deploying required number of contract personnel.

A. TERMS & CONDITIONS :

1. The period of Contract shall be for two months from the date of signing this Contract.
2. The Contracting Agency shall render the services as mentioned in the scope of work in annexure – I of the tender document to Admissions Regulating Authority.
3. The working hours will be as under:

From 9:45 AM to 6:15 PM from Monday to Friday. If required, the work will be done on Saturday and Sunday and other holiday.

4. The personnel deployed shall be healthy, active. Nobody shall have any communicable diseases.
5. The CA firm shall bear all expenses regarding preparation Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labor legislations. payment to the firm shall be made on monthly/quarterly basis on the work done and submission of bill by the firm and on Rendering satisfactory service by the firm.
6. Replacement of person as required by the ARA will be effected promptly by the CA firm; if the firm wishes to replace any of the personnel, the same shall be done after prior consultation with the ARA. The full particulars of the personnel to be deployed by the contractor including the names and address shall be furnished to the ARA along with testimonials before they are actually deployed for the job. Firm should not make too frequent changes in the CA.
7. In case of any loss that might be caused to the ARA due to lapse on the part of the personnel deployed by the manpower agency discharging their responsibilities, such loss shall be compensated by the contracting Agency and in this connection, the ARA Shall have the right to deduct appropriate amount from the bill etc. to make good of such loss to the ARA besides imposition of penalty. In case of any deficiencies/lapses on the part of the personnel deployed by the contractor, the ARA shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
8. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation/legal or any other liability will solely rest with the CA firm.
9. That CA firm authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the ARA or the office in charge of Accounts at ARA at least once a week to get a feedback on the services rendered by the Contractor vis-à-vis corrective action required to make the services more efficient.
10. In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.

11. The successful bidder will have to deposit an amount of 3% of Annual contract value towards security deposit through Demand Draft/pay order/FDR/Bank Guarantee from a commercial bank in favors of Secretary, Admission Regulating Authority and no interest shall be payable on the Security Deposit amount. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor. The contractor will have to provide necessary guidance in audit matter including visit to this office/Goods & Service Tax Dept./AG office etc.
12. The person deployed by the CA firm shall have the required qualification. In case of noncompliance/non-performance of the services according to the terms of the contract, the ARA shall be at liberty to make suitable deductions (ranging from 2% to 10%) from the bill without prejudice to its right under other provisions of the contract. Penalty up to 5% may also be imposed, if there are frequent changes of employees deployed at this office by the contractor.
13. The CA firm shall be solely liable for all payment/dues of the workers employed and deployed by him with reliable evidence provided to the ARA. In the event, ARA makes any payment or incurs any liability; the contractor shall indemnify the ARA completely;
14. In case of any dispute arising out of this agreement then Secretary, Admissions Regulating Authority shall nominate any officer of the ARA a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable.
15. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Mumbai Court will have the jurisdiction to settle and decide all the disputes.
16. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
17. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
18. The CA firm will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
19. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
20. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause, which is beneficial to the ARA, will be considered applicable at the time of any dispute/following any statutory rules and the decision of ARA shall be final in this regard.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between ARA and the Chartered Accountant Firm and any non-compliance shall be deemed as breach of the Contract/Agreement.

ADMISSIONS REGULATING AUTHORITY
DETAILED TENDER NOTICE NO. 1 OF 2024-25

ADMISSIONS REGULATING AUTHORITY
(ARA)

**Request for Proposal for Appointment of Chartered Accountant Firms
for appointment as preparation of accounts and other related works.**

Sr. No.	Particulars	Details
1	Name of the Work	Appointment of Chartered Accountant Firm for preparation of accounts Financial Year 2024-25
2	Cost of Tender Document	Rs.1000/- (Demand Draft in favor of SECRETARY, ADMISSIONS REGULATING AUTHORITY, payable at Mumbai)
3	Mode of Bid Submission	Demand Draft in Separate Envelop
4	Tendering Authority	SECRETARY, ADMISSIONS REGULATING AUTHORITY, M.S. MUMBAI
5	Tender publishing date	20/05/2025
6	Document download start date	20/05/2025
7	Document download end date	28/05/2025 at 5.30 p.m.
8	Date and Time of Pre-Bid Meeting	29/05/2025 at 11.00 p.m.
9	Last Date of Submission of Bid	/05/2025 at 05.30 p.m.
10	Date and Time of Opening of Bids (Technical)	05/05/2025 at 11.30 a.m.
11	Date and Time of Opening of Bids (Commercial)	Will be intimated separately after opening Technical Bids
12	Earnest Money Deposit (EMD)	Rs. 5,000/- (Rs. Five Thousand only) to be paid through Demand Draft in favor of SECRETARY, ADMISSIONS REGULATING AUTHORITY, payable at Mumbai.
13	E-Tendering Helpline	Mobile Email – ara@maha-ara.org
14	Security Deposit	3% of Accepted Tender Cost
15	Time of Contract	45 days from the date of work order or completion of work as per scope of work
16	Validity of the offer	10 days from the date of opening of the tender

