

YOUNG INDIA SKILLS UNIVERSITY, TELANGANA

(Established under the Act 13 of 2024 by the Government of Telangana)

No. YISU/F&A/FS/2025

Date: 17-04-2025

NOTICE FOR INVITING QUOTATIONS

Subject: Call for Quotations for Engagement of Registered Chartered Accountant Firm for Preparation of Annual Accounts for FY 2024–25.

Young India Skills University (YISU), Telangana, invites sealed quotations from eligible and registered Chartered Accountant (CA) firms for the engagement of professional services to prepare the Annual Accounts of the University for the Financial Year 2024–25 (i.e., from November 4, 2024, to March 31, 2025), in accordance with applicable accounting standards and statutory requirements.

A) Scope of Work:

1. Verification of accounting records including scrutiny of vouchers, ledgers, and books of accounts for the financial year 2024–25.
2. Preparation and finalization of financial statements as applicable.
3. Preparation of Notes to Accounts as per applicable accounting standards.
4. Filing of statutory returns under the Income Tax Act, including:
 - a) Filing of Annual Income Tax Return
 - b) Filing of Form 10BD (Statement of Donations)
 - c) Generation and submission of Form 10BE
 - d) Any other filings required under prevailing income tax rules
5. Verification of reconciliation reports, such as Student fee reconciliation, Bank Reconciliation Statements (BRS) and other reports.
6. Verification of Fixed Assets Register vis-à-vis Books of Accounts, ensuring accurate accounting and proper reflection of asset values in the financial statements.
7. Verification of any other relevant reports, to ensure that all financial transactions and entries are accurately recorded and correctly reflected in the financial statements, with compliance to the applicable norms.
8. Any other related works required as part of statutory compliance for FY 2024–25, including finalization, preparation, and filing of applicable returns, as may arise during the course of engagement, shall be carried out by the engaged firm without additional escalation in cost.

B) Eligibility Criteria:

1. The CA firm must be registered with the Institute of Chartered Accountants of India (ICAI).
2. The firm must have a valid PAN and GST Registration.
3. Preference will be given to firms having experience in handling accounts of Government institutions, Public Universities, or Educational Institutions.

Submission of Quotation:

1. Quotations may be submitted in a sealed envelope clearly superscribed “Quotation for Engagement of Chartered Accountant Firm – FY 2024–25” addressed to:

The Registrar
Young India Skills University,
Engineering Staff College of India Campus (Transit Campus),
Gachibowli, Hyderabad-500032, Telangana.
2. The last date for submission of the quotation is 23-04-2025 by 5:00 PM.

C) Assessment and Selection Process:

The quotations received shall be assessed in two stages — Preliminary Assessment and Price Assessment.

1) Preliminary Assessment:

- a) All submitted quotations will be reviewed based on eligibility and relevant credentials as per the evaluation format provided in Annexure–III.
- b) Quotations will be scored based on the following factors:
 - Experience of the firm in preparing annual accounts of government or public-funded educational institutions.
 - Number of FCA/FCMA partners.
 - Qualification and experience of the proposed team.
 - Past experience in auditing autonomous educational bodies.
 - Average annual income of the firm over the last three financial years.
 - A minimum score of 60 out of 100 is required to proceed to the next stage.

2) Price Assessment:

- a) Only those firms that meet the qualifying score in the preliminary stage will be considered for price assessment.
- b) The firm quoting the lowest fee (excluding GST) will be selected for engagement.
- c) Tie-Breaker Guidelines:
 - If multiple firms quote the same lowest price, the firm with the higher assessment score in the preliminary stage will be selected.
 - If assessment scores are also tied, the firm with the highest average annual income over the last three years will be selected.
 - If a tie still persists, the University reserves the right to seek clarifications or reassess the quotations.

Note: Any attempt to unduly influence the assessment or decision-making process will result in disqualification.

D) Terms and Conditions:

1. The University reserves the right to accept or reject any or all quotations without assigning any reason.
2. The CA firm must have a registered office or branch office located within Hyderabad, Telangana. Proof of address (such as registration document or utility bill) must be enclosed.

3. The engagement shall be for a limited period to support the preparation and finalization of Annual Accounts for FY 2024–25 only.
4. The Firm shall start providing services within 07 days of issue of Letter of Appointment.
5. In case of failure to deliver services within the agreed timeline, a penalty of 2% of the quoted amount per week of delay may be imposed, subject to a maximum of 10%. Delays beyond 4 weeks may lead to termination of contract.
6. The firm shall maintain strict confidentiality of all records, reports, and data received from the University and shall not disclose any information without prior written consent.
7. Quotations must be submitted by hand delivery, registered post, or courier to the address mentioned above. The University shall not be responsible for any delay in transit.
8. Payment shall be released upon successful completion of the assignment and submission of the invoice, along with the finalized Annual Accounts, statutory returns, all relevant financial reports, and a comprehensive completion report outlining the approach and methodology adopted.
9. No advance payment will be made.
10. Any dispute arising out of or in connection with this engagement shall be subject to the exclusive jurisdiction of the competent courts at Hyderabad, Telangana.

E) The University reserves the right to issue clarifications, amendments, or corrigenda to the quotation notice at any stage. All such communications will be uploaded on the official website/email and shall be binding on all the firms.

For any queries or clarifications, kindly contact:

Mr. S.Vamsi, Manager (Finance & Accounts)
Contact No. 8374305711
Email Id: finance.accounts@yisu.in

Sd/-

Registrar I/c

Profile of the Applicant

(To be furnished on the Letter Head of the Firm)

S. No.	Particulars	Details
01.	Name and Address of the Chartered/Cost Accountant Firm	
02.	Date of Registration with Institute of Chartered/Cost Accountants of India <i>(Self-Attested copy of Registration Certificate issued by Institute of Chartered/Cost Accountants of India to be furnished.)</i>	Date of Incorporation/Registration: Date of Opening of Main Office or Branch Office:
03.	Year of empanelment with Comptroller & Auditor General of India. <i>(Self-Attested copy of latest Comptroller & Auditor General of India Empanelment Letter to be attached.)</i>	
04.	No. of FCA/FCMA Partners as on 1st April, 2024 <i>(Self-Attested copy of latest Constitution Certificate from Institute of Chartered/Cost Accountants of India to be furnished.)</i>	
05.	Name, Designation, Contact No. and Address of the Contact Person/ Local Representative:	
06.	Registered/Branch Office in Hyderabad: Address: Documentary proof attached: ☐ Yes / ☐ No	
07.	Years of experience (as on 31st March, 2025) in Conducting Internal Audit of Central or State Autonomous Bodies with annual income exceeding 10Crores. <i>(Self- Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such ABs along with extract of Audited Financial Statements in support of Income to be furnished.)</i>	Separate Sheet needs to be attached as per Annexure-IV
08.	Experience in conducting Concurrent/ Internal Audit of Autonomous Bodies/PSU during the last 3 financial years i.e. from 2021-22, 2022-23 and 2023-24. <i>(Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Abs/PSUs along with proof of claim to be furnished).</i>	
09.	No. of Staff of the Firm <i>(Self-Attested copy of documentary evidence in this respect to be furnished.)</i>	
10.	Date of Registration under IT PAN / Goods & Service Tax Act. <i>(Self-Attested IT PAN/Goods and Service Tax Registration Certificate to be attached.)</i>	
11.	Annual Income of the Firm for last 3 Financial Years i.e. from 2021-22, 2022-23 and 2023-24. <i>(Self- Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit & Loss Accounts and Balance Sheets will not be considered.)</i>	F.Y. Income (Rs. In Lakh) 2021-22: 2022-23: 2023-24:
12.	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Note:

- i. Information may be furnished in separate sheet (s) wherever necessary.
- ii. In case of documents, they should be self-attested photocopies.

Undertaking

I / We do hereby declare that the above-mentioned information is true and correct and I/ We hereby agree with all the terms and conditions of the Quotation Notice and we hereby undertake to abide by same.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)

Quotation**(To be furnished on the Letter Head of the Firm)**

Name & Address of the Chartered Accountant Firm:

Price Details:

S. No.	Particulars	Charges (Excluding GST)
01.		
Total		

The Price excluding GST: Rs_____ (in words) _____.

GST will be reimbursed at the applicable rate, on submission of documentary evidence.

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

We hereby agree with all the terms and conditions of the Quotation notice and we hereby undertake to abide by same.

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)

ANNEXURE-III

Standard Format for Preliminary Assessment

S. No.	Criteria	Max. Marks	Marks Obtained	Remarks
01.	Experience of the firm in handling Annual Accounts of Government institutions / State Universities / Public-Funded Educational Institutions a) Between 5 to 7 years: 10 marks b) Above 7 years, up to 10 years:20 marks c) Above 10 years: 30 marks	30		
02.	No. of FCA/FCMA Partners: a) Between 2 to 4 nos.: 10 marks b) Between 5 to 8 nos.: 12 marks c) Above 8 nos.: 15 marks	15		
03.	Qualification and experience of the proposed team a) Between 3 to 5 years: 05 marks b) Above 5 years, up to 10 years: 15 marks c) Above 10 years: 20 marks	20		
04.	Experience in Internal Audit of Central or State Autonomous Educational Bodies: a) Between 1 to 3 nos.: 15 marks b) Above 3 nos., up to 5 nos.: 20 marks c) Above 5 nos.: 30 marks	30		
05.	Average Annual Income (last three Financial Years i.e. 2021-22, 2022-23 and 2023-24: a) Between Rs. 15.00 Lakh to Rs. 25.00 Lakh: 10 marks b) Above Rs. 25.00 Lakh, up to Rs. 50.00 Lakh: 12 marks c) Above Rs. 50.00 Lakh:15 marks	15		
Total		100		

ANNEXURE-IV

Format of Experience
(On the Letter Head of the firm)

Format for Experience in Autonomous Bodies/Statutory Bodies/ Educational Institutions/PSU
(Not including Banking Companies)

S. No.	Name of the Client/Auditee	Nature of Audit	Period for which audited	Turnover of that Period (F.Y) Rs. In Crores	No. of Branches/Units audited

Date:

Authorized Signatory

Place:

(Signature and seal of the authorized signatory)