

**Minutes of 1<sup>st</sup> Meeting regarding Chartered Accountant Tender held on 24<sup>th</sup> May, 2023 at 12:00 PM under the Chairmanship of Shri Shyam Jagannathan (IAS), Development Commissioner, SEEPZ-SEZ.**

**Members Present:-**

1. Shri Anil Chaudhary, SO
2. Shri Palash Shankar, ADC (Finance)
3. Shri Ravindra Kumar, Assistant
4. Shri Amit Shirvalkar, IT Executive
5. Shri Murari Mishra, Executive

**1. The meeting was regarding tender of Chartered Accountant for accounting, billing and contract management support**

**2. Requirement of Total Manpower:-**

S.No.	Designation	Minimum Qualification	Requirement (Nos.)
1.	Chartered Accountant	Chartered Accountant by ICAI	02 (Two)
2.	Accountant	Graduate / Post-Graduate in finance with 0 to 3 years relevant experience	07 (Seven)
Total Manpower			09 (Nine)

**3. Estimated Contract Value:-**

Qualification	No of People	Cost per Month (Per Person)	No of Months	Total
Chartered Accountant	2	60,000	12	14,40,000
Accountant	7	31,000	12	26,04,000
Conveyance		15,000	12	1,80,000
Partner Visit	3 visits p.m.	5000 per visit	12	1,80,000
<b>Total</b>	-	-	-	<b>44,04,000/-</b>

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**4. Eligibility Criteria:-**

S. No.	Eligibility Criteria	Supporting Documents
1.	Must be registered with the appropriate government authority as a firm / pvt. ltd. company / ltd. company / LLP and shall be in the consulting services business for at least 5 years	Copy of the incorporation / registration certificate clearly indicating the nature of business/ Or any other government document describes the Date of Constitution.
2.	Must possess a valid GSTN and PAN	Copies of GSTN, PAN
3.	Must have an average turnover of at least Rs.1 Crore in the last 3 financial years, i.e. FY 2019-20, 2020-2021 & FY 2021-2022, FY 2022- 2023 (provisional).	Audited financial statements for the past 3 financial years and CA Certificate.
4.	Must have completed at least two similar assignments of providing billing, accounting and contract management support to government clients, each with a contract value of at least Rs.25 Lakh. Assignments where the client is an SEZ Authority shall be preferred.	Summary of relevant experiences. Completion certificates issued by the clients clearly mentioning the name of the assignment, scope of work, area of the campus, value of the contract, etc. In case the scope of work is not elaborated / area of the campus is not mentioned in the completion certificate, corresponding contract agreement may be submitted.
5.	Must not be presently debarred / blacklisted by ICAI or any procuring entity under the central government including PSUs and autonomous entities or by any state government or by multilateral agencies such as The World Bank, Asian Development Bank, etc.	Self-declaration of not having been debarred / blacklisted by any of the entities mentioned in this criterion at present.
6.	Must have at least 2 CISA/DISA qualified CA.	Certificate issued by ICAI and their CVs
7.	Must be registered with Provident Fund (EPF) Authorities	Copy of Registration Certificate
8.	Must have a registered office in MMR.	Proof of address/ Certificate issued by ICAI
9.	Must have continuous association of at least 2 partners with the firm for more than 5 years	Firm's Constitution Certificate issued by ICAI of 1.1.2022 or later to establish the status of the partners in the firm.
10.	Resource Deployment	HR Head of the organization to submit the CVs and other documents of the CAs to be deployed at the location mentioned in the RFP.

**5. Terms of Payment:-**

- Payment will be made on monthly basis on submission of bill and on rendering satisfactory service to the Authority.
- The Chartered Accountant firm would be solely liable for all the payments/ dues of the Personnel/ employees so deployed.

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## 6. Scope of Work:-

### A. Accounting Support – Accountant/ Chartered Accountant

1. Preparation of Balance Sheet at year ending along with schedules;
2. Preparation of Income & expenditure account at year ending with schedules;
3. Statement of Receipt & Payment as prescribe by Comptroller and Auditor General of India;
4. Schedules & Grouping to the above Financial Statement;
5. Instructions & Accounting principles;
6. Notes & Instruction for Schedules;
7. Preparation of Accounting data as per formats as required by Ministry from time to time;
8. Preparation of annual accounts of the authority pertaining to a financial year latest by 30th day of April of subsequent financial year;
9. Preparation of Annual Budget in compliance with Budget manual
10. Preparation of year-end report containing the Budget Provisions vis-à-vis the Actuals achieved and the reasons for variance.
11. Issuance of Note for Availability of funds as per Annual Budget for sanction of every payment of Authority;
12. Preparation of Monthly Receipt and Payment Statement & Statement of Utilized & Unutilized Budget Funds;
13. Preparation of Payment Vouchers based on sanction for onward submission to Pay & Account Officer. All work relating to payment after receiving of sanction order;
14. Accounting of Bills generated of Lease Rent, Miscellaneous Income, Fine & Penalty, Creche Charges, Quarter Rent, Sale of Garbage, Guest house, conference hall etc. on regular basis.
15. Issue of No dues certificate for Rent, Gate pass, Miscellaneous and Fine & Penalty dues as and when the unit de-bonded/ desired;
16. Day to day Accounting of Receipt & Expenditure;
17. Accounting of Gate Pass Consumption on monthly basis as per Report Generated from Software.
18. Calculation of Interest on Receipt of Rent, Service Charge, BMC Property Tax and Fire Cess after due date as per circular issued by the Authority
19. Providing updated outstanding balances of unit of regular basis & as and when required by management;
20. Day to day reconciliation of Bank accounts, debtors & creditors;

  
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21. Accounting of Maintenance & Repairs taking into the account the utilization certificate, Work completion report by consultant and respective bills;
22. Accounting of aside work taking into account the utilization certificate, work completion report by consultant & respective bills;
23. Accounting of Fixed Deposits created, renewed, matured and interest accrued/ received thereon;
24. Reconciliation of BMC Property Tax Collected from units and paid to BMC;
25. Filling of Income Tax Returns/TDS/ TCS Returns & PTRC Return of Authority and DC Office;
26. Filling of GST returns within due dates;
27. Filling of Revised return of TDS, VAT, TCS of earlier periods if required.
28. Ensuring all statutory compliance including filling all Monthly/ Quarterly/ Half Yearly/ Yearly Returns of Authority and DC Office.
29. Calculation of yearly usage charges to be collected from units;
30. Co-ordination with CAG/Customs receipt Audit official regarding query resolution, Internal Auditor, Tax Auditor, with respect to data required from accounts.
31. Drafting of comments on the basis of observation made/queries raised by CAG Authorities, reply to internal audit queries in respect of accounting issues;
32. Compliance report on the observation of CAG & public accounts Committee to be submitted when required by the Government of India;
33. Defending the orders issued by any Statutory Authority and also preparing the reply attending hearing in respect of Authority & Dc Office and prepare the draft appeal and filling the same after approval of the Competent Authority to the concerned Authority.
34. Reply to various DAKS / letters on timely basis;
35. Handling issues of unit holders through personal meetings as well as telephonic conversation whenever required;
36. Attending meeting from time to time by Senior Partner and other Team Members as and when called for;
37. Any other item relating to accounts or book keeping not specially included here including previous accounting period which is required for Accounting and Book Keeping.
38. Cash Management
39. Preparation of Budget including Supplementary/ Excess Grants.
40. Maintenance of optimal interest returns on funds held with SEZ authority.

  
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41. Contingency Fund of the SEZ authority and administration of the Contingency Fund.
42. Monitoring of budgetary position of the SEZ authority.
43. Regulation of Expenditure.
44. Submission of Accounts.

**B. Billing Support - Accountant/ Chartered Accountant**

1. Generation of lease rent bills on periodic basis. (approx. 600 per period, however the quantity may vary)
2. Generation of other bills such as Miscellaneous Income, Fine & Penalty, Creche Charges, Quarter Rent, Sale of Garbage, Guest house, conference hall etc. on regular basis.
3. Generation of Debit/Credit note for all types of billing if required.
4. Ensuring the delivery of bills to the units.
5. Reconciliation of bills generated with software data.
6. Maintenance of proper documentation of billing along with supporting.
7. Receipt of payments from units in form of DD's/Pay orders/Online Receipts (other than cash) and issuing acknowledgment.
8. Confirmation of DD's/Pay orders/Online Receipts in software.
9. Depositing the DD's etc. in bank and reconciliation of account on day-to-day basis.
10. Ensuring that all Payments are updated in the Account Branch.
11. Maintenance of manual register containing details of payment received.
12. Maintenance of manual records of billing work in excel format;
13. Preparing monthly reconciliation of raised Bills, amount released and deposit in the bank and submission of the same to the Estate Manager.
14. Any other item relating to billing not specifically included above.

**C. Accounts Team**

The team should consist of Two Qualified Chartered Accountant, Seven Qualified Accountant.

The personnel/employees deployed shall have the required qualification and experience to complete the accounts in timely and efficient manner.

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#### **D. Pre-bid Meeting**

In order to provide response to any doubt regarding Bidding Documents, or to clarify issues, a pre-bid meeting may be scheduled.

#### **7. Tender Timeline:-**


<b>S. No.</b>	<b>Tender Flow</b>	<b>Dates</b>
1	Tender publishing date	26.05.2023
2	Pre-Bid Meeting	02.06.2023
3	Bid Submission Last Date	16.06.2023
4	Technical Bid Opening Date	16.06.2023
5	Financial Bid Opening Date	22.06.2023

#### **Discussion:-**

This tender has been pending for more than eight months and the approval of SEZ Authority has already been obtained. The old Chartered Accountancy Firm is continuing on extension. A Show cause in this regard was issued to one of the custodian.

It was decided to give reminder to the custodian as reply of show cause has not yet been received. But during the meeting, Shri Amit Shirvalkar, IT Executive (the then custodian) has assured to give reply by 29.05.2023 positively.

**Decision:-** The SEEPZ, SEZ administration is presently in the process of updating and correction of the Budget Manual and the standards of accounting to be adhered to from Financial Year 2024-25 onwards. The Chartered Accountant/firm shall render necessary support in this activity that shall be undertaken separately by SEEPZ, SEZ through a public finance domain specialist and the Chartered Accountant shall advise on the standards proposed to be adopted in terms of feasibility in terms of conformity to the General Accounting and Audit Principles. Go ahead with the aforesaid timeline.

  
**(Shyam Jagannathan IAS)**  
Chairperson  
SEEPZ-SEZ Authority,  
Mumbai

Copy to:

1. All Officers, SEEPZ-SEZ.
2. Estate Finance Staff, SEEPZ-SEZ.
3. CA staff SEEPZ-SEZ.
4. Accounts Section, SEEPZ-SEZ
5. IT Procurement Cell, SEEPZ-SEZ