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REGISTERED

**CSK HIMACHAL PRADESH KRISHI VIDYALAYA, PALAMPUR**  
**Office of the Comptroller**  
**CPDU**

b6488-97  
No.QSD/CPDU/1-61/ Compilation/CSKHPKV/

Dated Palampur, the :

13 DEC 2023

From:

Comptroller

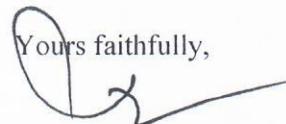
To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding hiring the services of Chartered Accountants for Conversion & Certification of the University accounts from cash based accounting system to accrual based accounting system on Double Entry System for the year 2021-2022 and 2022-2023.

Sir,

I am directed to enclose herewith Quotation/Tender for hiring the services of Chartered Accountant to prepare Balance Sheet of University for the year 2021-22 & 2022-23. It is requested to kindly quote your rate for the purpose strictly as per Terms & Conditions mention in the tender/quotation document in a sealed envelope to be addressed in the name of Comptroller, CSKHPKV Palampur so, as to reach this office on or before 30-12-2023 before 5:00 PM which will be open on 31-12-2023 (next working day).

  
Yours faithfully,

Section Officer (CPDU),  
CSKHPKV, Palampur.

CC:

✓ 1. The Incharge, UNS, CSKHPKV, Palampur alongwith complete Tender/Quotation Document. He is requested to kindly upload the same for vide publicity.

2. The Section Officer (Compilation), CSKHPKV, Palampur for information and further necessary action.(along with complete Tender/Quotation document)

3. Guard file.

## **“Tender/Quotation Document”**

### **Technical Details**

The Chartered Accountant firm should provide the details supported by documentary evidence in respect of the following points:

- 1 Name and Address of the Firm (with proof / self attested)
- 2 Details of Registration with Govt. of India/State govt./CAG.
- 3 Copy of PAN (self attested).
- 4 Certificate issued from ICAI.
- 5 Copy of GST Registration document.
- 6 Audited Annual Accounts for the last three years.
- 7 Documents in support of clients held during last 3 financial years exceeding work of Rs. 1.00 lac.
- 8 Documents in support of public sector/govt./educational agencies etc. awarded done in part if any.

**Note: Any other certificate besides the above if deemed necessary can also be enclosed.**

### **Details of work required to be done by the Empanelled firm**

The CSK Himachal Pradesh University is desirous to appoint registered Chartered Accountants (preamble from HP) for all the work related with incidental to the conversion of accounts from Cash System to Accrual system of Accounting for a support period of two years. The aim of this assignment is to provide handholding and professional assistance to sustain the new system of accounting. The assignment will also includes on the job training to the staff involved in maintaining Books of Accounts and preparation of financial statement.

#### **The work is defined as under:**

1. Conversion of Accounts Cash based to Accrual based accounting.
2. Preparation of Trial Balance, Annual Accounts and Balance sheet in the new system of accounting and financial reporting from the financial year 2021-22 & 2022-23.
3. Preparation of Bank Reconciliation Statements.
4. Preparation of Fixed Assets Registers.
5. Attending to the queries of Government Auditors on the Accounts prepared by the firm.
6. Training of CSK HPKV staff to make them conversant with the new system of Accounting and financial Reporting including hands on training.
7. Preparation of Balance sheet of CSKHPKV as on 01-04-2021 after 100% survey and identification of all tangible and intangible fixed Assets owned or in use or both by CSKHPKV.
8. The consultant must also put in place a system for flow of data required for according accounting entries and maintaining books of accounts to ensure that CSKHPKV can maintain the accounting system on its own after completion of the assignments.
9. Any other work(s) that is necessary for the conversion of accounts.

## **TERMS AND CONDITIONS**

1. The firm should have been operation in H.P. for at least 5 years after registration.
2. The firm should have at least 4-5 Chartered Accountants and Annual turnover Rs 1500000 lakh or more in each for the last three financial years.
3. Preference will be given inter alia to the firm whose registered offices or Branch Offices are situated in HP.
4. The Tender/Quotation will be valid for acceptance for 6 months from the date of opening.
5. The period of the contract may be extended with mutual consent.
6. Working hours, and holidays for key professional shall be as per Rule applicable to the employer.
7. The consultant shall ensure that all time during the consultant performance a nodal officer shall be In charge of the service.
8. An MOU will be signed between firms and CSKHPKV.
9. Technical bid consisting of all technical details of services to be provided by the contractor along with commercial terms and conditions and financial bid indicating the cost of services mentioned in the technical bid shall be submitted separately by the bidders.
10. The technical bid and the financial bid shall be sealed by the bidder(s) in separate covers duly super-scribed. Both these sealed covers shall be put in a bigger cover which shall also be sealed and duly super-scribed. The technical bids shall be opened by the Department at the first instance and evaluated by a committee.
11. At the second stage financial bids only of the technically acceptable offers, shall be opened for further evaluation and ranking before awarding the contract.
12. The completion of the work for 1<sup>st</sup> year i.e. 2021-22 should be complete on or before 31<sup>st</sup> December, 2024.
13. No price increase will be allowed during the currency of rate contract and rates approved shall remain enforce to the currency of rate contract.
14. The minimum fee of the assignment for two years i.e. 2021-22 & 2022-23 will be Rs. 250000/- (Rupees two lakh & fifty thousand only).
15. All tenders/quotee should be accompanied with an earnest money of Rs. 25000/- (Rupees twenty five thousand only) in the shape of FDR/TDR to be pledged in the name of the Comptroller, CSKHPKV, Palampur.
16. The assignment must be completed satisfactorily within the stipulated period failing which the Comptroller will have right to forfeit the EMD.
17. The University reserves the right to enter into parallel rate contract with the two or more firms and to enter into negotiation with the concerned firms, who quote the parallel rates. The negotiation will be held in the presence of High Power Committee. The firms, who quote parallel rates will be asked to quote fresh rates in under sealed covers and on the basis of fresh quoted rates, the tenders will be finalized.
18. The rates and units shall not be over written, amount shall be both in figures and words. The words 'NO QUOTATIONS' should be written cross in the schedule for which a tenderer/quotee does not wish to tender. All corrections must be signed in full by the tenderers/quotees.
19. Any dispute arising out of the deal shall be subject to the decision of the Vice-Chancellor of the University whose decision shall be final. Settlement of all disputes will be made within the jurisdiction of CSKHPKV, Palampur.
20. The signature on the Tenders/Quotation will be deemed to be the authorized signature of the tenderer/quotee.
21. The tender/quotations received after due date or without the earnest money shall not be considered.
22. Any term/condition given by the firm which is in contravention to the terms contained in the tender/quotations shall not be acceptable and shall be treated as null and void.
23. In the event of tender/quotations, being accepted, the quotations will be converted into a contract which will be governed by these terms and conditions.
24. The tender/quotations not strictly in accordance with the above conditions reliable to be rejected.
25. The successful Tenderer/Quotee will have to execute an agreement on the non-judicial paper (specimen enclosed for ready reference) duly signed and stamped and only after the signing of the above agreement, the notification with regard to finalization of the tenders/quotations will be issued.
26. Performance Security shall be obtained from the successful contractor/firm on the ward of contract irrespective of his registration status, which shall be for an amount i.e. five percent of the value of the contract. Such security shall be furnished in the form of FDR/TDR duly pledged in the name of Comptroller, CSKHPKV, Palampur which shall be released after three months from the date of completion of contract.
27. The other condition(s), if any, shall be announced at the time of opening of Tender/Quotation.

## **PROFORMA OF APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANTS**

Questionnaire to be filed in by the Chartered Accountant firm

1. Name of the Firm :
2. Address with phone No. & e-mail :
3. Date of Registration of firm :
4. Whether Proprietary/partnership :
5. Name of the partners :
6. Registration of Firm with ICAI  
(Attach copy of Certification)
7. PAN of firm (Attach copy of PAN) :
8. Qualification of Partners

Name of Partner(s)	Basic Qualification	Year of Registration in CA Foundation/CA Course	Registration Date & No. as Associate Member of ICAI	Additional qualification, if any

9. Experience of firm  
(Attach photocopies of documents for proof for work exceeding Rs. 1.00 lacs in each case during last 3 financial years.)

Name & Address of the Institution for which you have worked	Documents in favour of experience	Nature of work performed	Specific Certificates regarding details of work	Period of work	Remarks specifically with reference to work conducted and litigation etc.

10. Turnover of the Firm in last three financial years
11. No. of Article clerk :
12. No. of Paid Assistants :

13 No. of CA's & Staff that will be assigned for work

14 Whether your firm has been Disqualified/terminated/ Black listed/debarred by any of the Govt./Educational Agencies

15 A demand draft for Rs. 5000/- being security deposit in favour of the Comptroller, CSKHPKV, payable at SBI, HPAU Branch Palampur is enclosed.

#### DECLARATION

We, the partner of M/s.....(name of the firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and anything found incurred may result in the cancellation of our firm's name from the panel of Chartered Accountants of CSK Himachal Pradesh Agriculture University.

(Signature of the Applicant)

Date :

Place:

#### Professional Fee Offer

Questionnaire to be filed in by the Chartered Accountant Firm

1 Name of the firm :  
2 Address with phone No. & e-mail :  
3 Professional Fee (all inclusive :  
For complete assignment

#### Payment Terms:

The contract fees shall be paid after completion of the work.

(Signature of the Applicant)

Date :

Place:

## **AGREEMENT DEED**

1. This agreement made at Palampur on the \_\_\_\_\_ between CSK, Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) one part and M/s \_\_\_\_\_ (referred to Chartered Accountant) on the other part.
  
2. Whereas the CSK, Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) and M/s \_\_\_\_\_ entered into the agreement to preparation/compilation of Annual Accounts of CSK, Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) on Accrual Based Accounting system for the financial years 2021-22 & 2022-23 on the terms and conditions specifically mentioned in tender documents and as agreed by both the parties are as follows:
  
3. That this agreement is valid for the financial year 2021-22 & 2022-23 in respect of work mentioned in clause No.2 below, which may be extended with mutual consent.
4. Conversion of Accounts of CSK, Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) from Cash based accounting system to Accrual based accounting system on Double Entry System includes the following:
  - a) That preparation of Annual Accounts and Balance Sheet in the new system of accounting and financial reporting from the financial year 2021-22 and 2022-23 in format provided by UGC (The format is available on UGC website ([www.ugc.in](http://www.ugc.in)) under the link "Notices – Workshop on implementation of new Accounting Standards).
  - b) Preparation of Bank Reconciliation Statements.
  - c) Preparation of Fixed Assets Registers.
  - d) Attending the queries of Government Auditors on the Accounts prepared by the firm.
  - e) Training of CSK, , Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) staff to make them conversant with the new system of Accounting and Financial Reporting including hands on training.
  - f) Any other work(s) that is necessary for the conversion of accounts.
  - g) Preparing the Opening (as first) Balance Sheet of CSK, , Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) as on 01.04.2021 after 100% survey and identification of all tangible and intangible fixed Assets owned or in use or both by CSK, Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP).
  - h) The consultant must also put in place a system for flow of data required for according accounting entries and maintaining books of accounts to ensure that CSK, Himachal Pradesh Krishi Vishvavidyalaya, Palampur (HP) accounting entries and maintaining books of accounts to ensure that CSK, Himachal Pradesh Krishi Vishvavidyalaya can maintain the accounting system on its own after completion the assignments.
5. That for the above said assignment, consolidated fees of Rs. \_\_\_\_\_ only) shall be disbursed by University as per payment schedule based on completed work duly certified by Committee specified in tender documents as under:

**Payment Schedule:**

Year wise 100% payment shall be made after completion of the work.

6. TOR uploaded in the website [www.hillagric.in](http://www.hillagric.in) on \_\_\_\_\_ shall form part of the Agreement.

IN WITNES THEREOF THE parties have affixed their signatures in the presence of witnesses.

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF CA  
CSK HPKV, PALAMUR  
COMPTROLLER