

हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174

Hemvati Nandan Bahuguna Garhwal University
(A Central University)

Srinagar (Garhwal) Uttarakhand - 246174

GSTIN-05AAALH0213N3ZE

PAN- AAALH0213N

TAN N- MRTN00338C

NIT NO. : HNBGU/ES/ET/2024/12

Dated: 30/01/2024

E-Tender DOCUMENT FOR

“ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTING FIRMS”

Last Date & Time of Submission of Bid	Up to 15:00 Hrs, on 19/02/2024
Date & Time of Online Opening	15:30 Hrs, on 20/02/2024

(<https://eprocure.gov.in> or www.hnbgu.ac.in.)

Total No. of Pages 19

Er.(V.N.Bahuguna)
Executive Engineer

Prof.(N.S.Panwar)
Finance Officer

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NIT NO. : HNBGU/ES/ET/2024/12

Dated: 30/01/2024

**E-Tender DOCUMENT
FOR**

“ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTING FIRMS”

Tenders are invited from Chartered Accountant Firms/Cost Accountant Firms registered with C&AG for engagement in the University for Internal Audit/preparation and finalization of Annual Accounts & Balance Sheets/Physical Verification and dealing with the matters related to taxation and filing of statutory returns, etc. Kindly submit your **QUOTATION** giving **lowest rates** along with terms and conditions through on-line mode on or before 19/02/2024. The tender forms and other details can be obtained from the websites <https://eprocure.gov.in> or www.hnbgu.ac.in.

NAME OF WORK	E-TENDER FOR “ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS/COST ACCOUNTING FIRMS”
ESTIMATED value of the work	Rs. 10,00,000.00
EARNEST MONEY DEPOSIT Bid Security/ Security Deposit	Rs. 50,000.00
COMPLETION PERIOD	As per terms and condition
Last date & time of online downloading and submission of bid, online EMD and other documents as specified in the bid document	Up to 14:00 Hrs, on 19/02/2024
Date of Opening of bids	At 14:00 Hrs, on 20/02/2024

Er.(V.N.Bahuguna)
Executive Engineer

Prof.(N.S.Panwar)
Finance Officer

Eligibility Criteria

The bids of only those firms will be considered which fulfill the following eligibility criteria.

Following Certificates must be self-attested, scanned and uploaded:

1. The firm should be empanelled with C&AG of India as category "A" firm. Registration No. and other details to be scanned and uploaded.
2. The firm should have at least five full time partners out of which at least two should be FCA partners. Please provide member status card for each member (to be scanned and uploaded).
3. The firm must have conducted the tasks of similar nature as above for at least two centrally funded institutes/organizations during last five years (April 2018 to March 2023) out of which one should be a Higher Educational Institute/Central University.
4. The Firm should have a registered office in Uttarakhand (proof to be scanned and uploaded).
5. EMD of **Rs.50000.00** must be deposited by the Bidder.
6. The annual turnover of the firm during the last 3 years should not be less than Rs 30 Lakhs per year. A certificate from C.A. in this regard must be scanned and uploaded.
7. The firm should be registered with 'The Institute of Chartered Accountants of India' (ICAI) and have Income Tax Permanent Account No. (PAN) and GST Registration. (A copy of certificates to be scanned and uploaded).
8. An undertaking by bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department" (proof to be scanned and uploaded).
9. An undertaking by the bidder that his/her any near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand (proof to be scanned and uploaded).
10. Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice to the purpose. All documentary proofs must be listed on the letter head of the company and enclosed in a cover, to be submitted with the technical bid (proof to be scanned and uploaded).

Scope of Work**A. Preparation and Finalization of Annual Accounts of the University and Other Related Services (Please refer Schedule-1 for details)**

1. Routine Financial scrutiny and vouching including extracting and endorsing the Trial Balance up to finalization of accounts including Bank Reconciliation, etc.
2. To computerize and prepare the financial accounts of the university by regularly data feeding of each financial transaction in the Tally accounting software/ relevant software.
3. To prepare the annual financial statements, i.e., income and expenditure account, cash flow statement, statement of accounts, and projection of pensionary liabilities of the employees on Actuary basis along with the schedules and notes on accounts as per the prescribed latest format/schedule issued by MoE/UGC.
4. Certification of accounts of the University at the end of each financial year.
5. Certification of accounts of sponsored projects/Consultancies of external agencies and other miscellaneous certification as and when required.
6. To assist the university in preparing the details regarding observations on SAR/AIR/UGC/MoE etc.
7. The University is having two more campuses other than at Srinagar Garhwal, i.e., Pauri Campus and Tehri Campus. The scope of work includes the accounts of these campuses also.
8. The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved, for each activity, and will report every month to the Finance Officer, HNBGU/Deputy/Asstt. Registrar (Finance & Accounts) who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the University.

B. Internal Audit and control mechanism.

1. To conduct the internal audit of the University for the year 2024-25 on quarterly basis with quarterly reporting.

2. Internal audit of systems and procedures to assess their effectiveness in the manner of propriety and efficiency-cum performance audit, apart from routine internal audit of all the transactions/activities/areas of the university.
3. Internal audit of all accounts maintained by the university including students' activities, research projects, sponsored/funded projects, consultancies, etc.
4. Review of various activities of the university including internal control systems and recommendations for additional checks and balances, wherever required.
5. Assistance in replying statutory audit memos and in getting the observation(s) dropped.

C. Physical Verification and stock taking:

1. Physical verification and stock taking of fixed assets /stores / consumable /library books, once in a year, as per GFR 2017 of all three campuses, including scrutiny and reconciliation of fixed assets registers with financial records, and assessment of obsolete and unserviceable assets to remove from the financial records.
2. Other physical verification as may be required by the university from time to time.
3. Preparation and updation of asset registers. Making both a soft copy and a hard copy of a Centralized Fixed Assets Register (in the GFR Format) for the University.

D. Others including statutory returns and taxation

1. Liaison and Filing of various statutory returns including TDS/EPF/Taxes/GST etc. regularly on time, and exemption, assessment and other tax related services with concerned departments. Guiding the University on the Circulars issued by the Tax Departments on regular basis and as required.
2. To represent, on behalf of the university, in any office/court of law related to the matter of income tax/service tax/state

commercial tax/GST, etc., as and when arises. Review of various activities of the university to conduct propriety audit.

3. Verification of the reconciliation of fees and other income with accounts records.
4. To assist the University at the time of C&AG audit.
5. To deal with the investment of GPF and other funds as per GOL rules, and matter of various advances.
6. Maintaining Employee / Vendor Master details required for FORM 24Q and 26Q with Annexures and FORM 16 / FORM 16A.
7. Preparation/generation of TDS certificates in Form 16 and Form 16A.
8. Maintaining monthly TDS deduction details of Employees/Vendors.
9. Advise the University on TDS/ TCS provisions/any other taxation matters.

SCHEDULE-1

A. Scope of Work with respect to Preparation and Verification of Annual Accounts

(Date of finalization of accounts by the University for FY 2024-25 is 31st May 2025)

The responsibility of the Chartered Accountant Firm shall be to prepare the Final Accounts of the University as per the requirement of the Government. Therefore, the Chartered Accountant Firm shall ensure that all the necessary Proforma, documents, statements, etc., are ready well before the time. Firm may ensure, by way of personal visit, etc. the type of record being maintained in the offices. Following is the list of some of the works, but this list is not exhaustive.

- i. Preparing the Annual Accounts of the University comprising of Balance Sheet, Income and Expenditure Statement, and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies.
- ii. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in the Financial Year.
- iii. Identifying prior period income/expenses, while passing the receipt and payment vouchers.
- iv. Ensuring that all adjustments are done on a monthly basis, which flows out of the Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the University has its accounts.
- v. Mapping the expenditure as booked under OH-31, OH-35 & OH-36 (earlier Non-Plan/Plan) into different sub-heads as per the nature of expenditure.
- vi. All the entries related to receipts and payments are to be entered into accounting software running at the University (e.g., Tally, PFMS-TSA, ERP, SAMARTH) which are being used for keeping records. **This is a full-time activity and experienced and trained staff minimum two (02) persons are to be deputed by the firm on a regular full-time basis.** These persons will be deputed in the Finance and Accounts office and/or any other office as per the instructions of the Finance Officer. **Further, the CA firm will ensure compliances of all labour laws with respect to staff deputed, i.e., minimum wages, EPF and ESI, etc.**
- vii. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation

and provision(s) for depreciation.

- viii. Preparation and Consolidation of all Accounts of the Departments, Projects with the University Accounts.
- ix. Separate GPF/CPF/NPS/ GIS Accounts on accrual basis.
- x. Passing entries in respect of assets created out of sponsored projects where the ownership vests with the University, to merge them with the assets of the University under respective conventional classified Heads.
- xi. Preparation of Detailed Schedule of Fixed Assets.
- xii. Preparation of Detailed Schedules relating to outstanding liabilities and accrued assets.
- xiii. Preparation of Schedules relating to loans and advances.
- xiv. Preparation of schedules of prepaid expenses and receipts.
- xv. Preparation of detailed schedule of Investments.
- xvi. Calculation and Provision of Depreciation in the annual accounts as per the rates adopted by the University.
- xvii. Checking that the figures in accounts tally with subsidiary records.
- xviii. Checking the calculation of accrued interest on loans and advances.
- xix. Calculation of accrued interest on Investments.
- xx. Compilation of supporting statements and working sheets in respect of all the schedules and in respect of Receipts and Payments Account, Income and Expenditure Account, and Balance Sheet to facilitate Audit.
- xxi. Obtaining the data required for Actuarial valuation for pension, gratuity, and leave encashment and arranging to send the same to Actuarial, after getting the same approved from AR Accounts / DR Accounts and Finance Officer.
- xxii. If required, make a presentation of certified Annual Accounts to the Finance committee/Executive Council.
- xxiii. Staff of the CA firm shall be present at the time of AG Audit and GST audit to explain the various issues. Further, CA firm will also support to provide appropriate/suitable replies to audit observations and paras.
- xxiv. Providing necessary in-house training to the University staff for maintaining accounts/cashbooks.
- xxv. Any other work which may be necessary for the finalization of Annual Accounts.

GUIDELINES FOR BIDDER /GENERAL TERMS & CONDITIONS

1. The interested bidder must read all terms and conditions of HNBGU carefully. He/She should only submit the bid if he/she considers himself/herself eligible as per the Eligibility Criteria mentioned in the Tender Document and is in possession of all the documents required there to.
2. Information and Instructions for bidders posted on website shall form a part of bid documents. Information and Instructions can be seen and downloaded from website <https://eprocure.gov.in> or www.hnbgu.ac.in free of cost.
3. The bid can be submitted only after submission of **EMD**/Bid Security/Security Deposit of Rupees **Fifty Thousand** only through available modes of payment **on the CPP Portal**.
4. On opening date, the bidder can login and see the bid opening process. After opening of bids, he/she will receive the competitor bid sheets.
5. Bidder shall upload the documents in the form of JPG format or PDF format only.
6. If any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
7. Online bid documents submitted by intending bidders shall be opened only for those bidders, whose EMD is deposited and other documents are scanned and uploaded and found in order. The bid submitted shall become invalid, if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not deposit online EMD/Bid Security/Security Deposit.
 - (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the Eligibility Criteria.
8. The bidders should quote **their lowest rates** based upon the Terms and Conditions forming part of their tender document. Order will be placed to the successful bidder (quoting lowest rates) out of the eligible bidders.
9. The Earnest Money Deposit (EMD)/Bid Security/Security Deposit of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tender. No interest will be paid on the amount of the EMD/security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance security @10% of the contract value. The performance Security will be released after the successful completion of the contract.
10. The quoted rate should be valid till end of agreement period.
11. In case, the vendor/ firm fail to comply the terms & conditions, the University may terminate the contract without assigning any reason.
12. Kindly furnish your GST Number in your quotation/tender for our records.
13. All suits shall be in the courts of **Srinagar Garhwal /Pauri Jurisdiction** only.
14. **The successful bidder will be liable to start the job w.e.f. April 01, 2024. If the successful bidder does not start job in time or stops the work midway or leaves the job altogether, his/her Performance Security Deposit will be forfeited and the University shall have the right to cancel the order.**
15. **Bidders/Firms may visit the University premises and inspect the work place /location of the University.**
16. At any time prior to the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. The amendments will be notified which will be binding to all the bidders.
17. Price quoted should include all taxes by the bidders/firms.
18. **Opening of Price Bids:** The tender committee/authorized officer of the University will make a decision of Opening of price bids after the Technical evaluation.

19. **Criteria for Bid Evaluation:** The contract will be awarded to the eligible bidder who has quoted the lowest rates.
20. Acceptance/Non-acceptance of bids: The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
21. The University reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.
22. Tenders shall be kept valid for at least a period of 90 (Ninety) days from the date of opening.
23. If the University feels at any stage, the work entrusted has not been executed to meet the requirements of the University as per the scope and time schedule, university will be at liberty to cancel the agreement and suitable penalty may be imposed including forfeiting of Bid Security deposit/Performance Security Deposit.
24. The selected Firm shall work as per terms and conditions of prescribed agreement entered into and directions given by the HNBGU from time to time.
25. The selected firm shall deploy Audit personnel and supervisors for efficient conduct of the audit and other work, as committed to the university.
26. The selected firm shall not sublet or sub-contract this job to any other person or firm in any circumstances. It shall undertake and complete this work on its own. It shall meet all the parameters on its own.

27. The fees payable for the assignment will be released as per the following details-

1. 20% payment shall be made on a quarterly basis at the end of each quarter for the first three quarters after completion of the work as per scope of work.
2. 30% payment shall be made after the finalization of Annual Accounts, completion of internal audit, physical verification and final balance sheet submission and acceptance by the University and completion of the work as per scope of work.
3. 10 % after satisfactory completion of the audit by the C.A.G office.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Firm's Name	
Owner's Name	
Signature of owner	

DECLARATION
(To be executed by Bidder on Letter head of the firm)

I,Name, designation, acting on behalf of(agency name & address), which is an applicant for Engagement of Chartered Accountant/Cost Accountant Firm at **HNBGU Srinagar Garhwal, Uttarakhand-246174**, hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the **HNBGU Srinagar Garhwal**. We are not debarred/black listed by any agency/organization. In the event of any breach of the terms and conditions of Work Order/Agreement during the entire period of contract, the full responsibilities of any loss incurred by **HNBGU Srinagar Garhwal** because of our negligence including financial, time and reputation as assessed by **HNBGU Srinagar Garhwal**, shall lie with my agency and my agency will fully compensate **HNBGU, Srinagar Garhwal** for all such losses without resort to any legal process.

Signature:
Name:
Address:
Official Seal

Check List /Mandatory documents to be uploaded

Note: The Technical Bid shall be instantly rejected, if the following documents are not scanned and uploaded online.

S.No.	Particulars	Yes/No
1.	Self attested copy of the Technical Bid.	
2.	A copy of Online payment of Rs. 50000/- (Rs. Fifty Thousand Only) as EMD/ Bid Security/ Security Deposit.	
3.	A copy of empanelled with C&AG of India as category "A" firm. Registration No.	
4.	The firm should have at least five full time partners out of which at least two should be FCA partners. Please provide member status card for each member.	
5.	A supporting document that Firm is having a registered office in Uttarakhand.	
6.	The firm must have conducted the tasks of similar nature as above for at least two centrally funded institutes/organizations during last five years (April 2018 to March 2023) out of which one should be a Higher Educational Institute/Central University.	
7.	The annual turnover of the firm during the last 3 years should not be less than Rs 30 Lakhs per year. Certificate from CA must be uploaded.	
8.	A copy of appropriate PAN Card	
9.	A copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last three financial years.	
10.	A copy of appropriate registration of GST.	
11.	Bidder Profile /Mandate Form with enclosures.	
12.	Copy of Declaration Certificate (in a stamp paper of Rs.100/-)	
13.	Any other documents as may be necessary in connection with the job tendered for, including certificate of experience and list of clients (with contact number and address) where services are being provided.	
14.	An undertaking by the bidders that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Uttarakhand .	
15.	A copy of declaration by the Bidder regarding acceptance to Terms & Condition of the Tender.	

Bidders Profile Form

Sl. No	Firm's Name			
01	Owner's Name			
02	Full Postal Address			
03	E-mail address		Website address	
04	Contact Person's Name		Contact No.	
05	GST No (Upload scanned copy)		PAN (Upload scanned copy)	
06	C&AG of India as category "A" firm. Registration No. (Upload scanned copy)			
07	List of the organizations to whom the similar works have been done. (Upload scanned copy)			
<p>Note: Bidder/Firm must print GST No. and Current Bank Account No with ISBN No. On their Letter Head / Bill / Quotations (Scan and upload).</p> <div style="text-align: right;">Signature with Seal</div>				

Section VIII
Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payments.

Details of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number / Mobile Number	
5.	E-mail	

Bank Accounts Details:

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	
11.	Signature of Accounts Holder/s	

Section IX
Financial Bid

I/We (Name of the Firm) hereby offer following rates, to Engagement of Chartered /Cost Accountant Firm at HNB Garhwal University, Srinagar Garhwal Uttarakhand.

Sl. No.	Description of the Services	Tentative Estimated Amount with GST	Total quoted rate with Taxes
1.	<ol style="list-style-type: none">1. Preparation and finalization of Annual Accounts of the University for the year 2024-25 and subsequent years.2. Internal Audit for the year 2024-25 and subsequent years and Control Mechanism.3. Physical Verification and Stock Taking for the year 2024-25.4. Others including statutory returns and taxation, etc.	1000000.00 (Ten Lakhs)	

Note: The rate of above mentioned items shall be filled online only. Scanned copy of this document is not to be attached along with other enclosures.

DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER

(On the Letter Head of the Firm/Agency)

To :

The Registrar
Hemvati Nandan Bahuguna
Garhwal University Srinagar
Garhwal, Uttarakhand

Regarding: Acceptance of Terms and Conditions

- A. I/We, Owner / Director/authorized signatory of the Company/Firm M/s _____, is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

Note: Scanned copy of this document is to be uploaded along with other enclosures.

DECLARATION REGARDING BLACKLISTING / NON-BLACKLISTING

(To be executed by the bidder on Rs.50/-Stamp paper& attested by Public Notary/Executive Magistrate)

I/We Director(s)/Authorized Signatory of M/S _____ hereby declare that the Company has not been blacklisted or debarred in the past by H.N.B. Garhwal University Srinagar Garhwal or any other Government department /organization/ Under-taking from taking part in Government tenders.

Or

I/We Director(s) of M/S. ----- hereby declare that the Company namely M/S.- Was blacklisted or debarred by H.N.B. Garhwal University Srinagar Garhwal, or any other Government Department (Name of the Department) from taking part in Government tenders for a period of -----years w.e.f.-----.The period is over on ----- and now the company is entitled to take part in Government tenders.

In case the above information is found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by H.N.B. Garhwal University, and EMD shall be for forfeited.

In addition to the above, H.N.B. Garhwal University, will not be responsible to pay the bills for any completed/partially completed work.

SIGNATURE and NAME OF THE BIDDER WITH SEAL

Note: **Scanned copy of this document is to be uploaded along with other enclosures.**

**PERFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY, SRINAGAR GARHWAL**

I/We, Owner/Director/Authorized Signatory of the company M/s

Hereby certify that none of my relative (s), as defined, is/are employed in H.N.B. Garhwal University, Srinagar Garhwal. In the case at any stage, if it is found that the information given is incorrect, H.N.B.Garhwal University, Srinagar Garhwal shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in a manner as father, mother, son(s), son's wife (daughter-in-law), Daughter (s), daughter's husband (son-in-law), brother (s), brother's wife, sister (s), sister's husband(brother-in-law)

The certificate will be given by all the Owner/Director/Authorized Signatory of the company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled and earnest money/ performance security deposit will be forfeited at any stage, whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

1. Name of Director _____ Signature_____

2. Name of Director _____ Signature_____

3. Name of Director _____ Signature_____

OR

(Name of Owner/Director/ Company Secretary)

Signature

Note: Scanned copy of this document is to be uploaded along with other enclosures.