

BABA GHULAM SHAH BADSHAH UNIVERSITY,

RAJOURI (J&K) 185234

Expression of Interest (E.O.I)



Baba Ghulam Shah Badshah University Rajouri, invites proposals from the registered and reputed firms for engagement of Chartered Accountant through Local Competitive Bidding (LCB).

The proposals must be submitted in sealed envelope for respective requirements to the "Registrar Baba Ghulam Shah Badshah University Rajouri" Dhanore Rajouri and a copy of same may be sent via email to registrar@bgsbu.ac.in . Proposals should reach on or before 30th July 2024.

The detail EoI documents along with Terms of Reference(ToR) may be downloaded from the university website <https://www.bgsbu.ac.in>

No:BGSBU/Reg/24/185

Dated: 15/07/2024

Registrar

Size:10x15cms



**BABA GHULAM SHAH BADSHAH UNIVERSITY,
RAJOURI (J&K) 185234**

Expression of Interest (EOI)

Request for Expression of Interest (EOI) for appointment of Statutory Auditors of Baba Ghulam Shah Badshah University Rajouri

Baba Ghulam Shah Badshah University invites Expressions of Interest from reputed firms of Chartered Accountants for appointment as Statutory Auditors for the Financial Year 2023-24. University reserves its right to extend, award, cancel the EOI.

Interested firms are requested to quote the fee payable for the services to be rendered for the Financial Year 2023-24. Any application indicating direct/indirect effect of escalation clause will be summarily rejected.

To be eligible, the firm should have its own office in Jammu and Kashmir and possesses experience of minimum 10 years in carrying out Statutory Audit / Internal Audit. Out of total assignments of the firm, at least one should be of either a University or Academic Institution or Government Company.

Interested and eligible firms may submit their data/details/documents latest by 30th of July 2024. After scrutinizing the proposals, financial proposal of technically qualified bidders only (as per eligibility criteria) shall be opened on a later date, which will be intimated to technically qualified CA firms separately.

Important Information

Sr. No.	Event	Information to the bidders
1.	Last Date and time of submission	30 th of July 2024 The envelope containing the document complete in all respects duly sealed and super scribed Offer for appointment of Statutory Auditors for BGSB University addressed to the Registrar, BGSB University shall be sent by speed post / hand delivery only. The (EoI) received after due date & time shall not be considered even for technical evaluation.
2.	Date , time and venue of Opening of technical proposal	30 th of July 2024 at 1500 Hrs. Baba Ghulam Shah Badshah University Rajouri
3.	Expression of interest (EoI) Document	The detail can be downloaded from our website:- www.bgsbuniversity.org.in (under tender)
4.	Adress of Communication	Registrar Baba Ghulam Shah Badshah University Rajouri Email: Contact No.

Specific Conditions of EOI:

1. Tendering Process:

The offer is required to be submitted in two bid format i.e. “**Technical Proposal**” and “**Financial Proposal**” duly sealed in two separate envelopes. Both these envelopes are required to be further sealed in a singly envelope, which may be superscribed with the words “**Offer for Appointments of Statutory Auditors for BGSBU**”.

Envelope-1 consists:- (i) Covering Note for Technical Proposal (**Annexure- A**)

(ii) Form-1 (Technical Proposal)

(iii) Application for (**Annexure-B**)

(iv) Undertaking on firms letter head (Annexure- C, D, E, F & G)

Envelope-2 consists:-

(i) Form-2 (Financial Proposal)

(Form 1)

2. The Technical Proposal Comprises of (self – attested photocopies):-

Sr. No.	Particulars	Page Nos.
i.	Registration certificates of Partnership Firm / LLP / Proprietor etc. issued by the ICAI containing inter-alia; (a) Date of formation of the Partnership Firm/LLP/Proprietor.	
ii.	Constitution of Partnership Firm/LLP/Proprietor etc. on the letter head of the firm containing inter-alia; <ul style="list-style-type: none">• Detail of Partners / Sole Proprietor• Number of fulltime FCA in the firm• Employee in the firm including CA's Detail shall be given as on date of application like, date of joining of the firm, date of becoming FCA, and other interest / engagement, if any.	
iii.	Latest partnership deed / LLP agreement in case of Partnership Firm / LLP respectively.	
iv.	IT Return of the firm, / the Sole Proprietor as the case may be for the three financial years: 2020-21 2021-22 2022-23	
v.	PAN Card of the firm / Proprietor	
vi.	Financial Statement of the firm along with schedules for the preceding three years financial years: 2020-21 2021-22 2022-23	
vii.	Detail of Court Cases / arbitration cases / or any other case pending against the firm, if any.	
viii.	Detail of audit experience of the firm for the last 5 years may be given in the specific format (Only Assignments which carry a fee of Rs.50000/- and above should be mentioned). (Annexure-E)	
ix.	EMD in the form of DD amounting to Rs.10000/- (Rupees Ten Thousand only) in favor of Registrar BGSB University Payable at Rajouri must be enclosed with EOI. Offers without EMD Shall be straightway rejected.	
x.	Non-refundable Eoi document fee / Application fee in the form of DD amounting to Rs.1000/- (Rupees One Thousand Only) in favor of Registrar BGSB University, Payable at Rajouri must be enclosed. Offers without Eoi document fee / application fee shall be straightway rejected.	
xi.	Certificate of Practice (In case of partnership firm/LLP, of all the partners);	
xii.	GST Registration Certificate;	



xiii.	The firm should have at least 50 Lakh per annum and documents in support of turnover / gross receipts of the firm in the shape of fee etc.	
xiv.	Empanelment number of the firm with CAG and RBI.	
XV.	Undertaking, as Annexure-F to be furnished by the firm that there are no legal suit/criminal cases pending against firms and / or its partners or having not been earlier convicted on grounds of moral turpitude or for violation of laws in force.	

Note:

Please ensure that, all entries in the form-1 and Application Form (**Annexure-B**) should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

The competent authority of the university reserves the right to accept or reject any or all application without assigning any reason.

3. Financial Bid.

- i. Financial bid should be only state the professional fee to be charged from the University for Financial Year 2023-24 (Inclusive of all taxes etc.)
- ii. Any vague term mentioned in the Proposal shall make the offer null and void.

4. Estimated Professional Fee:

- i. The estimated professional fee payable for this assignment for the financial year 2023-24 has been kept as Rs.60000/- (Rupees Sixty Thousand Only) for each financial year.

❖ **General Conditions**

1. Selection of the firm will be done only after detailed scrutiny of the credentials of the firm. Suitable weightage will be given to the firms, which have relevant experiences of University Audit.
2. The Selected firm will have to start the audit within 20 days from the date of issuance of the Letter of Appointment from BGSB University.
3. The Audit Accounts as per the Scope of work has to be completed in a time bound manner, which will not exceed more than one month after the start of audit.
4. The Audit party will consist of sufficient number of experienced and qualified professionals.
5. The Audit work is to be undertaken as per Scope of work as enshrined in the University Act/ Statutes.
6. The Selected firm is required to sign agreements on Non-Judicial Stamp Paper of worth Rs.100/- (**Annexure-G**)
7. **Submission of Audit Report:** CA firm will submit 3 copies of Audit Report along with all the financial statements, with due seals and signatures.
8. Auditors will have to comply with any comment raised by Financial Committee or Executive Council of the BGSB University or any other regulatory body of the financial statement under audit.



9. **Regulation of Audit Fees:** The payment of Audit Fees as fixed will be made only after completion of audit work and issue of Audit Report. The BGSB University will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the Registrar, BGSB University.
10. The Statutory Auditor shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
11. The Statutory Auditors shall not be provided with any special transport facility or accommodation. Hence, fees quoted should also include any out of pocket expense including conveyance and accommodation.

12. Confidentiality:

The firm shall not disclose the documented Management systems to any third party including their internal department.

Firm selected by BGSB University Rajouri shall have to give an undertaking to follow all ethics of faith and that the information provided by university or received during the work of audit, shall be kept "**Strictly Confidential**". All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.

13. EMD:

The EMD in respect of unsuccessful bidders shall be released with 20 days after issuance of allotment letter in favor of the successful firm. The EMD of the selected firm shall be kept as security deposit which shall be released after successful completion of the assignment.

14. **Taxes and Audit:** BGSB University shall be entitled to deduct applicable tax (if any) at source as per Indian Laws from all payments due to the Firm under the agreement.

15. Sub-Contracting:

Firm to whom the work awarded shall not sub contract the work to any other parties either in part or in full.

16. Right to Accept / Reject the Proposal

BGSB University reserves the right to accept or reject the proposal at any time prior to award of contract, without thereby incurring any liability to the firm concerned or any obligation to inform the firm concerned of the grounds for its action.

17. Dispute Resolution:

In case of any dispute, the decision of the Vice Chancellor, BGSB University shall be final and binding. Jurisdiction for the arbitrary matter shall be court of District Rajouri only.



EOI FORMS (On Firm's Letter Head)
Covering Letter for Technical Proposal Annexure-A

To

The Registrar
Baba Ghulam Shah Badshah University
Rajouri-183234

Sub: Appointment of Chartered Accountant Firm for conducting Statutory Audit of BGSBU

Sir,

1. With reference to your Expression of Interest No: ----- Dated:----- for appointment of a Chartered Accountants Firm for conducting Statutory Audit of Baba Ghulam Shah Badshah University, I / We wish to apply for the same. Technical Proposal (Form-1) duly signed and authenticated is enclosed.
2. Further, I/we hereby certify that:
i/we have read the provisions of all the clauses and confirm that notwithstanding anything stated elsewhere to the contrary, The stipulation of all clauses of Eoi are acceptable to me / us and I /we have not taken any deviation to any clause.
3. I/ we further confirm that any deviation to any clause of Eoi found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the BGSB University .
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 120 days from date of opening of financial bids.
5. Further, EMD vide CDR/Demand Drafts/Fixed Deposit Receipt No. _____ of Rs.10000/- (Rupees Ten Thousand Only) , Dated:----- in favor of, Registrar Baba Ghulam Shah Badshah University Rajouri is enclosed.
6. Non- refundable Eoi document fee / Application fee vide Demand Draft No _____ amounting to Rs.1000/- in favor of Registrar Baba Ghulam Shah Badshah University Payable at Rajouri is enclosed.



Signature

Full Name.....

Designation / Firm Name:

Address with Phone.....

Seal of the Firm

.....
.....
.....

Telephone Number and Mobile Number E-Mail :

Enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Note:

- a. In absence of above declaration / certification, the offer is liable to be rejected.
- b. Bidders are advised to check & tick the respective checklist of documents being submitted along with page number.
- c. Bidders not submitted the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.



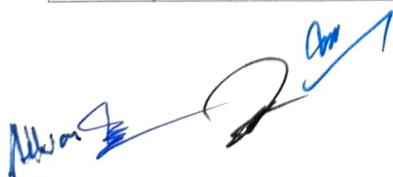
APPLICATION FORM

Annexure-B

Details of Chartered Accountant firm for appointments as the Statutory Auditors of BGSB University

Sr. No.	Particulars	Details
1	Name of the firm	
2	Adress of Registered / Head Office	
3	Telephone No. and Email Adress	
4	ICAI Registration No. with Region Name	
5	Date of Constitution of Firm	
6	PAN of the Firm	
7	Number of Full Time Partners as on 01-04-2018 (Detail to be provided in "Annexure-C")	
8	Number of Part Time Partners if any, as on 01-04-2018	
9	Number of Full Time Chartered Accountant Employees as on 01-04-2018	
10	Whether Proprietor / Partner of any other firm, if so , name and address	
11	Duration of the Applicant Firm	
12	Number of Branches (Detail to be provided in "Annexure-D")	
13	Undertakings / Declarations	
13 . a	<p>I/we do hereby undertake that [Strike out which is not applicable] I/we/none of our employee are ex-employee of your university OR I/ of our partners / of our employee was / were ex-employee of your university (give details viz Name, Position and Date of Retirement / Resignation) but cease to be under your employment since last three years of more. And I /We shall not induct/ employ any partner / employee during the tenure of our appointment as an auditor, who is / are within the above mentioned cooling period of 3 years from the date of retirement / resignation.</p>	
13. b	<p>I/we do hereby solemnly declare and affirm that</p> <ul style="list-style-type: none"> ▪ I/We have not removed or dismissed from service / employment earlier ▪ I/We have not convicted of any offence and sentenced to a term of imprisonment ▪ I/We have not been found guilty of misconduct in professional capacity ▪ I/We have not been convicted of an offence connected with any proceeding under the I.T. act. 1961 & / or W.T. Act 1957 & / or G.T. Act 1958 ▪ I/We am /are not un discharged insolvent (s) ▪ There are no complaints against me/us, registered with CBI/SFIO/Police/Courts of law <p>I / we have not blacklisted / de-paneled by any institution / organization / others etc. in the past.</p>	

Alkhan



	I/we solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms and conditions of BGSB University relating to the appointment of statutory auditors are acceptable to me/us and I/we also undertake to keep the University informed of any events / happenings which would make me / us ineligible for appointment as statutory auditor.
14.	Additional information, if any

(Signature of Authorized Person with seal of the firm)

Place:

Date:

A handwritten signature in blue ink, consisting of a stylized name followed by a large flourish and an arrow pointing upwards and to the right.

(On Firms Letter Head)

Annexure-C

Detail of Full Time Partners of the Firm

Sr. No.	Name of the Partner	Membership No.	Whether FCA / ACA	Date of Joining the Firm (full time)

(Signature of Authorized Person with seal of the firm)

Place:

Date:

(On Firms Letter Head)

Annexure-D

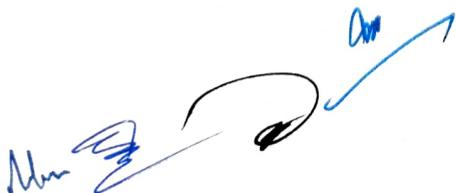
Particular of Branches (Including foreign branches, if any)

Sr. No.	Location	Complete Address with PIN Code and Telephone Number	Number of Partner in Charge of the Branch	Date of Opening of the Branch	Region

(Signature of Authorized Person with seal of the firm)

Place:

Date:



(On Firms Letter Head)

Annexure-E

Detail of Statutory / Internal Audit Work / Any Other Accounting/ Accounting Work of Universities, Academic Institutions, Government Companies, Autonomous body, etc. in hand with the firm/ undertaken in the last five year ending on 31-03-2023.

Name of the Client	Type of the Audit Work (Tick Appropriate Box)		
	Statutory	Internal	Tax/ Other
University			
1.			
2.			
3.			
Academic Institutions			
1.			
2.			
3.			
Government Companies			
1.			
2.			
3.			
Autonomous Bodies			
1.			
2.			
3.			
Others			
1.			
2.			
3.			

(Signature of Authorized Person with seal of the firm)

Place:

Date:



Annexure-F

Undertaking

I/we the following partners / proprietors of M/s. _____ Chartered Accountants do hereby jointly and severally verify and declare-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression or material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- (ii) That the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
- (iii) That the individually we are not engaged in practice or otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 1st April of the relevant year shown in same as that in the constitution certificate issued by the ICAI.

(Signature of Authorized Person with seal of the firm)

Place:

Date:



ANNEXURE-G

[to be executed on non-judicial stamp paper worth Rs.100/- upon section by the university]

AGREEMENT WITH THE STATUTORY AUDITOR FOR THE UNIVERSITY

This agreement made aton this Day of20___, between

_____ of _____ (herein after called the 'Statutory Auditor') of the one part and Baba Ghulam Shah Badshah University, an university established by the Act, of Jammu and Kashmir (hereinafter called the 'University', which term shall unless repugnant to context include its successors and assigns) on the other part.

Whereas on the basis of offer received from the Statutory Auditor, the University has appointed the Statutory Auditor to undertake audit of books of accounts of the University and other service in the name of opinion/advise/consultancy/certification, as may be requisitioned by the University from time to time.

Whereas the Statutory Auditor has agreed to render his/her/its services inter-alia on the terms and conditions mentioned hereunder;

NOW THIS AGREEMENT WITNESSETH AS UNDER

1. That the Statutory Auditor agrees to undertake audit of books of accounts as per requisition made by University from time to time through job specific letter of engagement/assignment with terms of engagement and accept fee as prescribed / decided by the university.
2. That the Statutory Auditor shall not sub-contract the work, when requisitioned by the University, to any other auditor.
3. That the Statutory Auditor or his qualified representative will inspect the books of accounts and relevant documents in respect that in connection with the audit of the same.
4. That the Statutory Auditor shall maintain secrecy of the University's and their assets/liabilities.
5. That the Statutory Auditor shall act with independence, integrity and objectivity.
6. That in case constitution of the Statutory Auditor undergoes by any chance, the same shall be informed to the University immediately.
7. That in case services of statutory Auditor are not found satisfactory and their audit reports are unworthy of being acted upon, The University may remove the Statutory Auditor from University after issuance of Show-Cause notice.
8. That the University reserves the right to take appropriate legal action including filing / lodging complaints to the professional body, if there is any misconduct on the part of the statutory Auditor or audit report submitted by the Statutory Auditor to University is incorrect or false. This shall be without prejudice to University's right to remove the Statutory Auditor.
9. That the Statutory Auditor agrees and hereby gives consent to exchange information with other Universities, Colleges, or government organizations directly or through the other medium or any other institution or association but particulars (name, address and other details) of Statutory Auditor, performance as well as cause for removing, if any.
10. All the conditions of EoI is acceptable to me/us and if any condition is violated, University reserve the right to take appropriate decision.



In witness whereof, the parties hereto have set their hand on the day, month and year mentioned herein above.

Statutory Auditor (signature of Authorized partner with Membership No. and seal of firm)

For Baba Ghulam Shah Badshah University

Registrar

Adnan *Qadir*

Financial Proposal

(Form-2)

(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To
The Registrar
Baba Ghulam Shah Badshah University
Rajouri-185234

Subject: Appointment of Chartered Accountant Firm or conducting Statutory Audit of Baba Ghulam Shah Badshah University

Particular	Price Bid (all inclusive) shall be quoted in Indian Rupees for the entire scope of work covered under the terms of the EoI
	2023-24
Statutory Audit: 1. Professional Fee (all inclusive) 2. Taxes (if any) 3. Total (Rs. in figures) 4. Total (Rs. in words)	

Please note:

- i. The above quoted Lump sum fee shall be inclusive of all expenses / and taxes.
- ii. The firm shall raise its Invoice as per payment terms enumerated in the EoI.
- iii. In case of any discrepancy in fee between figures and the amount mentioned in Words, the fee mentioned in words shall be taken into consideration.

Signature

Full Name.....

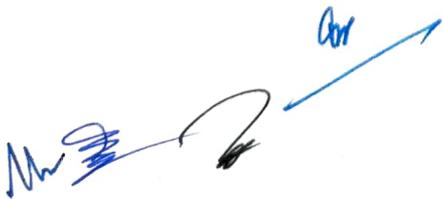
(Signature of Authorized Partner with Membership No.)

Designation.....

Seal of the Firm

Telephone Number and Mobile No.....

E-Mail :



SCOPE OF WORK FOR THE STATUTORY AUDITOR OF BGSB UNIVERSITY

1. Statutory audit of University accounts.
2. Filing of income tax returns.
3. Assessment of internal/accounting controls.
4. Examining financial statements for arithmetical accuracy, ensuring compliance with applicable accounting standards/ guidelines and policies / disclosure requirements.
5. Advice on various accounting issues including those related to Indian GAAPs (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards) when made applicable.
6. Certification and Authentication of Project Utilization Certificates.
7. To make a review of the Income and Expenditure Account / Receipt and Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
8. Consultancy on compliance of VAT/WCT/Service Tax/GST/TDS including filing of returns, getting assessment done.
9. Audit of Provident Fund as well as retirement benefit scheme for the Baba Ghulam Shah Badshah University Employees.

Responsibilities of the Auditor

1. Auditor shall prepare a Detailed Plan of Audit in Consultation with the officials of Baba Ghulam Shah Badshah University for timely completion of audit.
2. Issue Audit Report for the Audit Conducted after completion of the Audit.
3. Audit should be completed within 1 (one) month time from the time of start of the Audit.
4. Audit should be conducted in accordance with the generally accepted accounting principles in India.
5. Copy of duly audited accounts need to be furnished to the University duly signed under seal in as many numbers as are required under rules.
6. The provisions enshrined in University Act / Statutes should be given due cognizance.



Eligibility Evaluation Criteria:

Sr. No.	Evaluation of Criteria	Maximum Marks
1	Number of Full Time Partners (10 Marks upto 3 Partners, 3 for each additional partners)	30
2	Number of Professionally Qualified Staff (ACA /FCA) (5 marks for each)	10
3	Turnover for the last three years , less than 1.5 Crore (Nil marks for each year) above 1.5 Crore (5 marks for each year)	15
4	Number of similar audit assignments undertaken during last 3 years (University 15 marks / Other Academic Institution 5 marks)	45
		Total Marks 100

Adnan Jafar