

Office of The Comptroller
Sher-e-Kashmir University of Agricultural Sciences & Technology of Kashmir
Main Campus Shalimar – 190025

Notice Inviting e-Tender

E-NIT No: (02) of 2025

Dated: 04.03.2025

SKUAST-K Shalimar Srinagar invites tender under Two Bids e-procurement system (Technical and Financial) from Chartered Accountant Firm (hereinafter referred as “Firm or C.A. Firm”) registered with the Institute of Chartered Accountants of India and also empanelled with the Comptroller & Auditor General of India (C&AG), alongwith the earnest money in the shape of CDR from any nationalized/scheduled bank for an amount of Rs 20,000/- (Rupees twenty Thousand), pledged to Deputy Comptroller (Headquarter), SKUAST-K, Srinagar for preparation of Balance Sheet of the University for the Financial Years 2023-24, 2024-25 & 2025-26.

Selection of Chartered Accountants for preparation of Balance Sheet of the SKUAST-K for the Financial Years 2023-24, 2024-25 & 2025-26	Cost of Tender document	EMD/CDR
		500/-

1. The Bidding document consisting of qualifying information, eligibility criteria, specifications, set of terms and conditions and other details can be downloaded from the website www.jktenders.gov.in as per following schedule:-

1.	Date of publish of Tender Notice	06.03.2025
2.	Date of start of downloading	06.03.2025
3.	Pre-bid meeting date	10.03.2025 (2.00 pm)
4.	Bid submission start Date	11.03.2025
5.	Bid submission end date	17.03.2025 (05.00 pm)
6.	Date & Time of opening of Technical bid (online)	18.03.2025 (02.00 pm)
7.	Date of opening of Financial Bids of qualifying bidders (online)	19.03.2025 (02.00 pm)

Notes:

- i. Details regarding the tender are available on website of the University <https://skuastkashmir.ac.in/> and Govt. website www.jktenders.gov.in. Tender document can be downloaded from these websites. Bidders are therefore, requested to visit the websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed on the aforesaid websites only.
- ii. Manual bids shall not be accepted.
- iii. For submission of e-Bids, bidders are required to get themselves registered with www.jktenders.gov.in
- iv. Bids must be accompanied with proof of cost of Tender document fee of Rs. 500 to be deposited in the official A/C Number .0242040100004249 in favour of Deputy Comptroller (Headquarter) SKUAST-K and the counter-folio of the Pay-in-Slip be uploaded while tendering for the work, failing which tender shall not be entertained.

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INTRODUCTION

The **Sher-e-Kashmir University of Agricultural Sciences and Technology of Kashmir** is an agricultural university located with its H/Q at Shalimar, Srinagar, Jammu and Kashmir, India with its main campus and Faculty of Horticulture in Shalimar, Srinagar. The university has multiple campuses, colleges, research and extension centers across the Kashmir Valley.

The university under the name and style of ‘Sher-e-Kashmir University of Agricultural Sciences and Technology’ was established in 1982 by an Act passed by the State Legislature of Jammu and Kashmir in the 33rd year of the Republic of India on 31 March 1982 which came into force on 1st August 1982, with its jurisdiction over the entire State of Jammu and Kashmir and headquarters at Shalimar, Srinagar.

SKUAST-K has been ranked 10th among Agriculture Institutes in India in 2024 and 10th 5th among State Agricultural Universities.

Scope of work and terms and conditions for Request for Proposal

1) Scope of Work

Preparation of Balance Sheet of the University

The selected firm would be required to provide qualified resource personnel and relevant services to the University, which includes:

- i. Preparation of Balance sheet of the University as per the Uniform Format of Accounts prescribed by the Parliamentary committee in the year 2000 for the Financial Years 2023-24, 2024-25 and 2025-26.
- ii. Assistance in addressing the concerns of the Statutory Audit and C&AG audit from time to time and implementing audit recommendations.
- iii. Assistance in finalizing the Annual Accounts of the University (in the prescribed format) for each Financial Year.
- iv. Submission of the annual accounts with its all relevant financial statements and annexures duly certified and verified, in the form of hard and soft copies within one month from the date of issue of allotment letter by the University.

2) Eligibility criteria for the C.A. Firms

- i. The firm should be registered with the Institute of Chartered Accountants of India and empanelled with the Comptroller and Auditor General of India (C&AG) for conducting audit and accounting work of PSU/PSE.
- ii. The firm should have a PAN.
- iii. The firm should have a Goods & Services Tax (GST) Number.
- iv. The firm should have at least three full time partners on the date of tender submission.
- v. The firm should have successfully carried out preparation and finalization of annual accounts of Central Government funded Higher Education Institutions/PSU/Autonomous Body/Govt. Body in at least one financial year during the last five completed financial years.
- vi. The firm should have the Head office/Branch office in Srinagar J&K.
- vii. The firm should not have been blacklisted or barred by any Ministry or its Department/ Autonomous Body/PSU/Institute of Higher Education/Govt. Body during last five years.
- viii. No disciplinary action has been taken against its existing partners in past and no disciplinary enquiry is pending against any of its partners during last five years by the Institute of Chartered Accountants of India/NFRA.
- ix. Earnest Money Deposit (hereinafter referred to as EMD) amounting to Rs. 20,000/- through Demand Draft/FDR/CDR pledged in favour of the Deputy Comptroller (Headquarter), SKUAST-K, Shalimar Srinagar 190025 to be submitted in the shape of CDR from any nationalized/scheduled bank.

3) Documents to be submitted alongwith Technical Bids

- i. A copy of Registration Certificate issued by ICAI.
- ii. A copy of certificate issued by the O/o the C &AG regarding empanelment.
- iii. A copy of PAN card.
- iv. A copy of Goods & Services Tax (GST) Number.
- v. A list containing detail of Partners.
- vi. A copy of audited balance sheet of the organization whose account was prepared by the C.A. Firm.
- vii. Copy of audited Balance Sheet of the C.A. firm for last three years.
- viii. List of main clients of the firm along with their address and telephone numbers & nature of work performed.
- ix. A tender acceptance letter duly signed by the authorized signatory of the bidder firm with seal as per Annexure-III.
- x. EMD/Bid Security declaration in lieu of EMD as per Annexure-IV.

4) Bid Submission

- i. 'Technical Bid' shall comprise of all documents as per Annexure-I.
- ii. 'Financial Bid' shall comprise of the price bid as per Annexure-II.
- iii. Conditional tenders will not be accepted.
- iv. Bids shall be submitted online at e-Procurement System of the Govt. of Jammu and Kashmir www.jktenders.gov.in and no manual bid shall be accepted.
- v. Bidders are advised to follow the instructions provided in the 'instructions to the bidder for the e-submission of the bids online through the e-Procurement System of the Govt. of J&K www.jktenders.gov.in.
- vi. Bidder who has downloaded the tender from the University website <https://skuastkashmir.ac.in/> and e-Procurement System of the Govt. of J&K www.jktenders.gov.in including download of financial bid template in any manner, and in case the same is found to be tampered/modified in any manner, tender will be completely rejected and earnest money deposit (hereinafter referred to as EMD) would be forfeited and tenderer is liable to be barred from doing business with SKUAST-K Srinagar in future for 3 years.
- vii. Intending bidders are advised to visit frequently the University website <https://skuastkashmir.ac.in/> and e-Procurement System of the Govt. of J&K www.jktenders.gov.in on regular basis and at least 3 days prior to closing date of submission of tender for any corrigendum/ addendum/amendment, at any stage.
- viii. Financial bids of only those firms will be opened who meet the eligibility criteria and qualify in the technical bids. Further, a consolidated annual fee should be quoted for the entire work mentioned in the scope of work.

5) Opening of Financial Bid and Evaluation

- i. The eligibility of bidders and their technical bids will be evaluated by a committee on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the Technical bid/ eligibility criteria and other terms and conditions laid down in the tender. The work will be awarded to the lowest Responsive bidder (inclusive of all taxes).
- ii. The estimated cost per year including taxes would be approx. Rs.40,000/- and therefore, the minimum bid quote should not be less than Rs.40,000/- per year. Hence, the Bid below the minimum amount of Rs.40,000/- per year will be treated as unresponsive and will not be considered and the Firm will be disqualified from financial evaluation.

6) Penalty for deficiency in Services

- i. In case of delayed finalization/preparation of Balance Sheet of the University upto one month a penalty equal to 0.5% per week or part thereof of the amount of Annual contract fee will be deducted from the payment to the C.A. Firm. For delay beyond one month, the University will have the option either to impose a penalty equal to 1% per week or part thereof of the amount of annual contract or take the action as detailed in Para 7 (xix) under General Conditions. The amount of penalty can be reduced/waived by the Comptroller SKUAST-K, if the reasons for delay cited by the C. A. Firm are found justified.
- ii. The University will not be responsible for any financial, legal or otherwise for any mishappening, loss to the staff of the C.A. Firm due to any reason during his/her deployment in the University.

7) General Conditions

- i. The firm shall deploy required manpower to meet the deadlines. The wages to be given to the persons deployed in the University shall not be less than basic minimum wages as notified by the Govt. of India or Government of J&K, whichever is higher from time to time. The Firm must ensure payment of all statutory dues as per prevailing Labour Laws and any loss to its employee due to the reason beyond control of the University and indemnify the University from such obligations.
- ii. The work has to be done in the premises of the University at Shalimar Campus.
- iii. Loss to the University due to the act of deployed person shall be the responsibility of the C.A. Firm.
- iv. The firm shall not assign, transfer or sub-contract all or any of the work to any third party.
- v. The firm shall attend to and assist the Audit being specifically conducted by the office of the Principal & Accountant General (Audit), J&K in University premises from time to time.
- vi. To advise on accounting automation and system oversight as and when required.

- vii. The University information shall not be shared with any other organizations/persons.
- viii. The rates quoted shall remain valid during tenure of the contract if the contract is renewed.
- ix. The period of contract will be initially for three financial years i.e. from Financial Year 2023-24 to 2025-26. However, the University may renew the contract on yearly basis for next two financial years i.e. 2026-27 & 2027-28 subject to satisfactory performance of the firm on same terms & conditions as per mutual consent of both parties. University also reserves the right to terminate the services of the selected CA Firm by giving one month notice and the payment would be made on pro-rata basis for the period firm has rendered its services.
- x. The earnest money deposit will be forfeited if successful bidder fails to sign the contract within the stipulated time. No interest on the Earnest Money shall be paid by the University.
- xi. Successful bidder would be required to submit Performance Security for an amount of 10% of the value of the contract in the form of Bank Guarantee from a schedule Commercial Bank within five days from the date of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- xii. Payment will be made after satisfactory completion of the work and after approval of Annual Accounts/balance sheet by the Competent Authority of the University.
- xiii. There will be regular progress meeting between Finance Sections of the University and Partner/Partners of the C.A. firms for work status report of the Annual Accounts and their working.
- xiv. The CA firm will be requested to depute the persons for the contract.
- xv. The decision of the University with regard to acceptance or otherwise of the bids will be final and binding.
- xvi. It is compulsory for all bidders to comply with all the Terms and Conditions of RFP as well as General Conditions mentioned above and a certificate to this effect should necessarily be enclosed with the Technical Bid.
- xvii. In the case of a tie of lowest rate, the firm having higher turnover for the last three Financial Years, will be awarded the tender.
- xviii. Upon verification evaluation/assessment, if in case any information furnished by the firm is found to be false/incorrect their bid shall be summarily rejected and no correspondence on the same shall be entertained and security deposit shall be forfeited.
- xix. If the selected firm is not able to fulfill its obligations under the contract/work order, which includes non-completion of the work, the University reserves the right to get the work accomplished through another Firm at the risk and cost of the bidder. Any costs, damages etc. resulting out of the same shall have to be borne by the selected firm, which can be recovered from their bills and remaining by sending a claim.

- xx. The University reserves the right not to accept the qualified tender where there is a justified reason and in such case no bidder/intending bidder shall have any claim arising out of such action.
- xxi. All disputes would be subject to jurisdiction at Srinagar.
- xxii. Bids must be accompanied with proof of cost of Tender document fee of **Rs. 500** to be deposited in the official A/C Number 0242040100004249 of Deputy Comptroller (Headquarter), SKUAST-K and the counter-folio of the Pay-in-Slip be uploaded while tendering for the work, failing which tender of the defaulter shall not be entertained.
- xxiii. Financial Bids of eligible bidders shall be opened online on the website www.jktenders.gov.in in the office of the Comptroller, SKUAST-K, Shalimar Campus (Tender receiving authority) as per the scheduled date.
- xxiv. The lowest bidder i.e. L1 shall be intimated to deposit the original hard copies of all relevant documents as mentioned in the general conditions to the bidders, within 02 days of the opening of financial bid.
- xxv. Agreement - The successful bidder shall execute the agreement within a weeks' time after fixation of contract, failing which no payment shall be authorized.
- xxvi. The Tender Opening Committee reserves the right to accept or reject any or all Tender/s without assigning any reason thereof.
- xxvii. If any dispute arises between the Bidders and the University, the decision of the Hon'ble Vice-Chancellor of the University shall be final and binding upon the parties.

8) Arbitration and Settlement of Disputes

- i. In case of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement) which may at any time arise between the parties, touching or arising out of or in respect of this agreement shall be settled by the parties amicably and mutually.
- ii. In case any dispute is not settled or resolved mutually, then such dispute may be referred by the parties signed hereto for arbitration in terms of the Arbitration & Conciliation Act 1996 and the Rules amendments made there under for time being in force shall be deemed to apply to such arbitration proceedings under this clause.
- iii. All Such arbitration proceedings shall be conducted in English and Place of Arbitration will be Srinagar. The expenses of arbitration shall be borne by the parties equally. The jurisdictions for any Court proceedings arising out of this, will be within the jurisdiction of Courts of Law at Srinagar only.

P.S. – Pre-bid meeting will be held on 10.03.2025 at 2.00 p.m. in the office chamber of the Comptroller, SKUAST–K, Shalimar, Srinagar for all the prospective bidders or their representatives to seek clarification, if any, on nature of work before submitting the final bids. However, a confirmation mail may be sent at comptroller@skuastkashmir.ac.in & tufailmanzoor90@gmail.com for attending the

pre-bid meeting. Further, the queries which need to be addressed in the pre-bid meeting may also be mailed at the above e-mail-address before the pre-bid meeting.

Instructions for online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the e-Procurement System of the Govt. of J&K website www.jktenders.gov.in using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Portal. More information useful for submitting online bids on the Portal may be obtained at: www.jktenders.gov.in.

A) Registration

- i. Bidders are required to enroll on the e-Procurement module of the Govt. of J&K website www.jktenders.gov.in by clicking on the link “Online bidder Enrollment” on the Portal which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
- iv. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- v. Bidder then logs in to the site through the secured log-in by entering their user ID/ Password and the password of the DSC/ e-Token.

B) Searching for Tender Documents

- i. There are various search options built in the Portal, to facilities bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, location, Date Value, etc. there is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the Portal.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘my Tenders’ folder. This would enable the Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

C) Preparation of Bids

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule any generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid document may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificate etc.) has been provided to the bidders. Bidders can use “My space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My space” area while submitting a bid, and need not to be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

D) Submission of Bids

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this server time during bid submission.
- iv. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender is opened by the authorized bid openers.

- v. Upon the successful and timely submission of bids (i.e. after clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- vi. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid, this acknowledgement may be used as an entry pass for any bid opening meetings.

Sd/-
Comptroller/Director Finance
SKUAST-K Shalimar

No. Au/Accts./7971-73

Dated:06.03.2025

Copy for information to:-

- 1 I/C ARIS Shalimar for uploading the tender notice on University Website.
- 2 Internal Audit Officer SKUAST -K.
- 3 Secretary to Vice-Chancellor for information of Hon’ble Vice-Chancellor
- 4 Notice Board
- 5 Office File

TECHNICAL BID

1. Name of the Firm
2. Address (with Tel No. Fax No. & e-mail)
3. Contact person Name and mobile number
4. (a) Year of establishment of Firm
(b) Name & Contact details of all full time Partners
5. (a) Registration number with Institute of Chartered Accountants of India _____
(b) GST Number _____
(c) PAN Number _____
6. Letter/Reference No. and date of Empanelment with the C&AG of India
7. Confirm the Attachments:

S. No.	Document	Whether Attached	Page No.
1	Have you attached work order for carrying out the Accounting work for Central Higher Education /any PSU/Govt. organization at least once in the last five years	Yes/No	
2	Have you attached list of main clients of the firms alongwith their address and telephone numbers and nature of work done in last three years.	Yes/No	
3	Whether copy of Goods and Services Tax (GST) and PAN Certificate is attached	Yes/No	
4	Have you attached registration certification with Institute of Chartered Accountants of India\	Yes/No	
5	Have you attached empanelment certificate with the Comptroller and Auditor General of India (C&AG)	Yes/No	
6	Have you attached a tender acceptance letter	Yes/No	
7	Have you attached Audited balance Sheet for last three years of CA Firm	Yes/No	
8	Have you attached the audited balance sheet of the institute whose accounts were prepared by the CA firm	Yes/No	
9	Have you attached a certificate that the firm has not been blacklisted	Yes/No	
10	Have you attached proof of submission of EMD of Rs.20,000/- by Bank demand draft (DD)/FDR.	Yes/No	
11	Have you attached a list containing detail of Partners	Yes/No	

I/We hereby certify that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the company/firm will be black-listed and will not have any dealing with the organization in future.

Signature of Authorized person
with seal of firm

TENDER ACCEPTANCE LETTER

(To be given on Firm's Letter Head)

To,

Subject: Acceptance of Terms & Condition of Tender

Tender Reference No: _____

Dear Sir,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ____ to ____ (including all documents like annexure(s), schedule(s) ,etc.), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time by your University too has also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.

5. I/We do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking/Autonomous Body during last five years and no disciplinary action has been taken against any of its existing partners in past and no disciplinary enquiry is pending against any partner during last five years by the Institute of Chartered Accountants of India.

6. I/We certify that all information furnished by our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your University shall, without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full Earnest Money Deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with
Official Seal)

**FORMAT OF BID SECURITY DECLARATION CERTIFICATE FROM BIDDERS IN LIEU
OF EMD (On Bidders Letter head)**

I / We, the authorized signatory of M/s , participating in the subject Tender No for carrying out the Preparation of Balance Sheet alongwith the Receipt & Payment Accounts of SKUAST-K, Shalimar, Srinagar for the financial years 2023-24, 2024-25 & 2025-26 do hereby declare :

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event we withdraw / modify our bid during the period of validity or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline. I/we will be suspended from being eligible to submit bids for contract(s) of SKUAST-K Shalimar for a period of Three years from the date of committing such breach.

Signature and Seal of Authorized Signatory
of bidder

Name of Authorized Signatory of Firm

Name of Firm.....