



OFFICE OF THE REGISTRAR:: GAUHATI UNIVERSITY  
GOPINATH BARDOLOI NAGAR:: GUWAHATI-781014 :: ASSAM:: INDIA  
E-mail- registrar@gauhati.ac.in

Ref. No.GU/FIN/TR/2025-26/ 397

Date : 05-05-2025

## **Gauhati University** **Expression of Interest (EOI)**

**Sub:** Empanelment of Chartered Accountant firms for Income Tax consultancy and Goods and Service Tax consultancy and assisting in various aspects of the departmental proceeding – Regarding

Gauhati University, is a state university located in Guwahati, Assam, India. It was established on 26 January 1948, under the provisions of an Act enacted by the Assam Legislative Assembly and is the oldest university in North East India.

Gauhati University, intends to make a panel of Chartered Accountant firms for handling various assignments related to assessment of cases, reply of notices, opinion on special matters for Income Tax and Goods and Service Tax and other department proceeding related to Income Tax Act, 1961 and Goods and Service Tax Act, for Gauhati University. The services of the panel may also be taken whenever it is required for the above mentioned assignments for Gauhati University on monthly basis.

For this purpose an expression of interest (EOI) is hereby invited for Empanelment of Chartered Accountant firm.

The EOI document can be downloaded from the Gauhati University website at <https://gauhati.ac.in>. The Last date of submission is 20/05/2025 till 1pm. The EOI will be submitted in sealed envelope mentioning the subject in bold at the top of the envelope in Gauhati University, Treasurer Establishment.

The Critical Date sheet is as under:

S. no	Description of Activity	Due date	Time
1	EOI document available for download and EOI Submission start date	06/05/2025	
2	Pre-bid Meeting	16/05/2025	3 pm
3	EOI submission End date	20/05/2025	1 pm
4	Date of interaction	To be notified later on through email.	



Note: if any due date happens to be holiday then the next working day will be the due date at the same time.

### **Last date and Time for Submission and Opening of the EOI**

1. Expression of Interest (EOI) is to be submitted in hard copy at the following address along with soft copy :  
Treasurer  
Gauhati University,  
Gopinath Bordoloi Nagar,  
Jalukbati, Guwahati - 14
2. The last date for submission of EOI is 13/05/2025 (1pm)
3. Gauhati University may, at its discretion, extend the last date and time for submission of EOI and / or date and time of opening of EOI by issuing corrigendum/addendum.
4. List of empanelled applicant(s) will be notified in their respective email. No email will be given to non empanelled applicants.

### **Scope of Work**

1. TDS Return of the University.
2. Applying for lower deduction Tax certificate U/S 197 of Income Tax Act, 1961; if required.
3. Filing of GST monthly, Quarterly and Annual return.
4. Replying of notice received from Income Tax Department/ Goods and service Tax Department an attending hearing whether physical or online mode.
5. Filing of 15 CA for foreign payment
6. Filing of appeal at Commissioner/Tribunal level as applicable.



7. Providing opinion on Income Tax, Goods and Service Tax and other matters and signing of Utilisation Certificate as and when necessary for Gauhati University.

## General Terms and Conditions

1. The firm will not assign or transfer the work to the other firms etc. If done , it will be considered as violation of engagement terms .
2. All the bidder are required to deposit tender fee of Rs.5,000/-(non refundable) and an Earnest money of Rs.25,000 through SBI Collect. The EMD will be returned to unsuccessful bidder after finalization of the above Expression of Interest. In case of successful bidder the EMD will be converted into security deposit and will be returned without interest after the Termination/Completion of the Contract. if the bidder is having MSME registration certificate then the bidder is exempted from submitted EMD/Security deposit However , a declaration as per attached Format is required to be submitted along with MSME Certificate . Expression of interest (EOI) without EMD will be rejected except MSME bidder.
3. The firm will have to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity having regards to the nature of work assigned and ensure that the staff assigned to perform the service will conduct themselves in the manner consistent here with.
4. Gauhati University will not pay any TA/DA, boarding or lodging expenses. All such expense shall be borne by concerned Chartered Accountancy firm for successful completion of assignment.
5. No advance towards fees etc. shall be paid/ Sanctioned at any stage of the Assignment.
6. The Chartered Accountant firm must ensure that all the knowledge and information not within the public domain which may be acquired during the carrying out of his



- duties, shall be, for all time and for all purpose, regarded as strictly confidential, and shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the Gauhati University .
7. Incomplete, unsigned and without supporting documents EOI will be rejected out rightly.
  8. EOI are invited under two bid system namely Technical Bid and Financial Bid. There must be two separate envelopes duly sealed and subscribing the subject on envelope. EMD must be kept in Technical bid envelope only. Both the envelopes namely Technical Bid and Financial Bid must be kept in one bigger envelope and duly sealed with super subscribing the subject at the top of the envelope. Unsealed envelope will be rejected out rightly.
  9. This office reserves the right to remove name of any of the Chartered Accountants from the panel so made , after making enquiries as deemed fit and such decision should be final.
  10. This office also reserves the right to cancel /withdraw the expression of Interest without assigning any reason whatsoever.
  11. In case of any issue not covered by the condition of this EOI, the decision of Vice Chancellor Gauhati University shall be final and binding to all.

### **Selection criteria-**

In order to be eligible for Empanelment for above set assignment/consultancy, a firm must fulfill the following conditions.

The applicant firm/person should–

- i. Be a member of the Institute of Chartered Accountant of India should have valid full time Certificate of practice issued by the respective institutes.
- ii. Possess experience of at least eight years of practices as Chartered Accountants.



- iii. That the applicant or any partner/proprietor of the applicant firm having experience and practice as stated above should not have indulged in any unethical professional practice misconduct including moral turpitude.
- iv. Not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended from time to time) during past eight years or penalized under Chapter V of the Finance Act, 1994 or Custom Act , 1962 ,1962 or Central Exercise Act 1944, DVAT Act, 2004 or the Central/IGST/Delhi Goods and Service Tax Act, 2017.
- v. Location of office:-That the location of the office of the firm must be in the Guwahati.
- vi. The firms shall be shortlisted by a committee to be constituted by Vice Chancellor and only the shortlisted firms shall be called for interaction by the committee for final empanelment. The final panel shall be notified and may be modified as and when required.
- vii. The applicant must be a Partnership Firm of Chartered Accountants as on 01.01.2025, registered with the Institute of Chartered Accountants of India (ICAI) with a valid Firm Registration Number (FRN).
- viii. Empanelment with the Comptroller and Auditor General of India (CAG).
- ix. The firm must have prior experience with government departments, public sector undertakings (PSUs) and University Audits along with appointment letters.
- x. Preference will be given to firms that have been continuously engaged with any Ministry of the Government of India for the last three financial years (i.e. FY 2022-23, 2023-24 and 2024-25).
- xi. The firms must have an average annual turnover of not less than Rs.30.00 lakhs during the last three financial years (i.e. FY 2022-23, 2023-24 and 2024-25).
- xii. The firm should have at least two full-time qualified Chartered Accountant partners, with at least one partner having 10+ years of post-qualification experience. The firm should have adequate technical and support staff to undertake assignments in multiple states concurrently. A declaration for the same is required to be attached.
- xiii. The firm must be GST registered and in compliance with all applicable statutory requirements.

### **Tenure**

The panel so made above shall be in force for a period of one year. However, in case of necessity, new person/firm can be added in the panel by following the same procedure.



### **Cancellation-**

The empanelment of the Auditor will stand cancelled ,without any prejudice to all available legal/other remedy/ recourse in the event of any of the following :-

- i. If the empanelment has been obtained on the basis of the false information/misstatement.
- ii. If the Firm/Person does not take up the audit in terms of appointment / allotment letter.
- iii. If the Firm/Person fails to maintain/honor confidentiality & secrecy in all respect.\
- iv. If he Firm/ Person fails to comply with any of the eligibility criteria/ other terms &conditions.
- v. If the Firm/ Person fails to provide the audit reports/ Completion the Assignment given within prescribed time frame and mandated inputs of requisite quality within prescribed time limit.
- vi. If Firm/ Person is found guilty of professional misconduct by their respective Institute (ICAI).
- vii. Administrative necessity as deem fit by Gauhati University.

### **Financial Bid**

- a) Financial Bid shall be opened only for the firm(s) which are recommended by the committee mentioned at 1(vii) for empanelment.
- b) The Price shall be fixed and including of all applicable taxes & duties except GST as applicable.
- c) While quoting the price, the bidder shall consider all expenses including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by Gauhati University. Rate quoted shall be fixed & shall not be quoted with price variation / discount etc or other condition.
- d) Gauhati University reserves the right to reject any or all of the applications, without assigning any reason and without incurring any liability thereof.



## Conflict of Interest

- I. The selected firm should provide professional, objective and impartial service and hold Gauhati University Office interest paramount .
- II. The selected firm shall not downstream or outsource any part of the scope of the work.
- III. The selected firm shall not disclosed any document/Information received during the course of consultancy to other organization who so ever.

*[Handwritten Signature]*  
5/5/25

Registrar  
Gauhati University

পঞ্জীয়ক  
গুৱাহাটী বিশ্ববিদ্যালয়, গুৱাহাটী-১৪  
Registrar  
Gauhati University, Guwahati-14



**GAUHATI UNIVERSITY**

**PROFORMA FOR EMPANELLED OF CHARTERED ACCOUNTANT FIRMS**

<b><u>S. no</u></b>	<b><u>Information/Details sought</u></b>	<b><u>Reply</u></b>
1.	Name and address of the person/firm. In case of firm, please also provide total number of partners and names of partners Who will be engaged in this assignment	
2.	PAN-Permanent Account Number	
3.	GST Certificate and Incorporation Certificate(if applicable)	
4.	Date of Birth (in case of individual)and date of incorporation (in case of firm)	
5.	Address for correspondence including Contact No./Mobile No. and E-mail ID	
6.	Membership No. of institute of Chartered Accountants of India/Institute of Cost Accountants of India along with date Of becoming member of institute For all partners	
7.	Whether empanelled (during last seven years) with department of Income Tax, Department of Customs & Central Excise, Department of Goods & Service Tax. Please Attached relevant proof.	
8.	Average annual turnover in last three Financial year please Attached Audited/Certified balance sheet	
9.	No. of Audit Assignment of Internal /Statutory/PSUs entities except Bank Branch Audit, for which the audit has been Done in last 5years .please attached relevant proof.	
10.	Staff Strength (excluding typist, stenographers, computer operators, secretaries and subordinate staff etc.) Consisting of Audit and Article clerks with the knowledge in book Keeping and accountancy and are engaged in outdoor audit.	
11.	Whether any investigation/inquiry/disciplinary proceeding is pending in the records of relevant institute like institute of Chartered Accountants of India, the Institute of Cost Accountants of India, the Northern India Regional Council of Chartered Accountants of India and the Northern India Regional Council of Institute of Cost Accountants of India /CBIC/Govt. of NCT of Delhi against any applicant/proprietor /partner/employee of the firm (Give details)	

**(Performa of Financial Bid)**

<b>Name of organization</b>	<b>Period(F.Y 2025 - 26)</b>	<b>Price (inclusive of all expenses monthly basis )</b>	<b>GST In Rs.</b>	<b>Total in Rs.</b>

**NOTE:** Fees quoted must be all inclusive (i.e. including TA/DA and other out of pocket expenses etc.) Gauhati University will not make any arrangement for stay, and conveyance at Head Office.

**(Signature of the Partner of the Firm)**

**(Name of the partner)**

**(Seal)**

**Declaration**

I.....Proprietor/Partner of M/s  
.....do hereby declare that the information /  
details etc. submitted in /along with Expression of Interest application are true and correct to  
the best of my knowledge and belief .

Dated:

Place :

Signature

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

**(On Bidders Letter head)**

I/We, the authorized signatory of M/s .....

Participating in the subject expression of interest(EOI)No. .... for

The item/job of

....., do here by declare:

- (i) That I/ we have availed the benefit of waiver of EMD while submitting our offer against the subject expression of interest (EOI) and no EMD being deposited for the said expression of interest(EOI). (copy enclosed)
  
- (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 or I/we commit any breach of an expression of interest(EOI)Conditions/Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of Gauhati University for a period of one year from the date of committing such breach.

**Signature and seal of Authorized Signatory of bidder**

**Name of Authorized Signatory.....**

**Company Name.....**

## **List of Documents to be attached for Chartered Accountants Firm**

1. Copy of Registered partnership deed.
2. Partners data as per ICAI website.
3. List of Partners and paid assistants and other staff.
4. Certificate of Office located at Guwahati.
5. Audited/Certified Balance Sheet and Profit & Loss statement for last 3years.
6. The firm must submit copies of appointment letters from the organization as per technical eligibility criteria .
7. Certificate that no legal suit/ criminal case pertaining or contemplated against the CA OR CMA firm on the grounds of moral turpitude or for violation of any laws in force.
8. Bid Security Declaration Certificate, if applicable.
9. All the document including all the pages Bid submitted must be self attested.
10. Tender fee and EMD payment receipt.