

BID DOCUMENT

(e - Procurement)

**Empanelment of registered CA firms for various Audit Work of the
University**

Registrar Office (Development), BHU, Varanasi



Issued On:

25-10-2025

R.O. (Development)

BANARAS HINDU UNIVERSITY

VARANASI-221005, INDIA

NOTICE INVITING TENDERS (NIT)

For empanelment of CA firms, the Banaras Hindu University invites sealed tenders in two bid system (Technical & Financial) from registered Chartered Accountants for preparation of utilization certificates, Income Tax consultancy, GST' consultancy and other works as mentioned in the annexure enclosed. **Firms having at least 5 Chartered Accountants and annual turnover of Rs. 20,00,000/- or more in each year for preceding three financial years** may submit their bid in the enclosed proforma (s) along with processing fee of **Rs.5,000/-** (non refundable) through Demand Draft drawn in favour of the **Registrar, BHU** payable at SBI,BHU Branch, Varanasi latest by **14-11-2025 up to 05.00 p.m.** in the office of the Dy. Registrar (Development), Central office, BHU, Varansi-221005.

The envelope containing technical bid will be opened first, by the evaluation committee. After technical evaluation the envelopes containing financial bid will be opened only of those bidders who are found technically qualified by the evaluation committee.

Further, the empanelment of CA firms will be initially for two financial years (unless revoked earlier on the ground of prejudicially affecting the University interest) which may be extended for another 1 year on the same terms and conditions on the basis of satisfactory performance of the empaneled CA firms.

Sd/-
(Anand Vikram Singh)
Dy. Registrar (Dev.)

DETAILS OF WORK REQUIRED TO BE DONE BY THE EMPANELED FIRM

The university desires to draw a panel of registered Chartered Accountants (preferably from Varanasi) initially for two years which on the basis of satisfactory performance can be extended up to another one year, for preparation of utilization certificates, Income Tax consultancy, GST consultancy, representation in Income Tax Assessments and Appeals, GST Assessments & Appeals and other works as mentioned below.

The scope of work is as under:-

(1) Preparation of Utilization Certificate for Projects and Schemes

- (a) **Project A/C 'Project' & 'Miscellaneous':-** The Utilization certificate of each Project will be prepared on the prescribed format of the funding agencies alongwith statement of expenditure on the basis of ledger account, passing register, principle investigator's bill registers and concerned vouchers available in the university.
- (b) **Project A/C 'Scholarship':-** The Utilization certificate will be prepared on the prescribed format of the funding agencies after preparation of student wise receipt & expenditure records/ ledger and vouchers available in the university
- (c) The utilization certificate in respect of recurring & non-recurring grant of each schemes will be prepared on the prescribed format of the funding agency on the basis of ledger accounts and vouchers available in the university.

(2) Goods and Service Tax consultancy (GST)

- (i) **Assignments covered under the retainership charges (to be quoted on per Annum basis).**
 - (a) The CA Firm will undertake, at the time of initiation of the agreement, an in-depth study of the various inward and outward financial transactions, in the University to ascertain as to whether the University complies with the provisions contained under the GST Act and rules & regulations framed there under as applicable for the university.
 - (b) As a result of the above study, the CA Firm would submit a report of all the shortcomings identified by it alongwith the suggested corrective measures with necessary guidelines.
 - (c) The CA firm will regularly monitor, during the entire period of agreement, the compliance of the corrective actions suggested by it to ensure that the University does not, in any way, infringe the provisions contained in the GST Act and rules made there under.
 - (d) Provide consultation and opinion to various DDO's/Heads of Departments/ Offices and Central Registry, as and when called for.
 - (e) Keep the University updated with amendment in the provisions of GST Act which affect the University and additional compliance required by the Institution.

- (ii) Assignments covered for which payment will be admissible on “per case basis”**
- (a) Attending to all queries of GST Department in assessment and appeals if referred to by University/Departments.
 - (b) File appeals against any order of assessment and penalty imposed by the GST Department, if referred by the University/Department.
 - (c) Filling of monthly and yearly return of GST with the GST Department.
 - (d) Issuance of GST Deduction Certificate to the suppliers.
 - (e) Any other matter/work of miscellaneous nature.

3. Income Tax Consultancy:

(i) Assignment covered under the retainership charges (to be quoted on per Annum basis)

- (a) The CA Firm will undertake, at the time of initiation of the agreement, an in-depth study of the various inward and outward financial transactions, in the University to ascertain compliance with the provisions contained under the Income Tax Act and rules & regulations framed there under as applicable on the University.
- (b) As a result of the above study, the CA Firm will submit a report incorporating all the shortfalls along with suggested corrective measures indicating necessary guidelines.
- (c) The CA Firm would also regularly monitor, during the entire period of agreement, the compliance of the corrective actions suggested by it to ensure that the University does not, in any way, infringe the provisions contained in the Income Tax Act and rules made there under.
- (d) Provide consultation and opinion to various DDO's/Heads of Departments/Offices and Central Registry, as and when called for.
- (e) Finalization of Annual Income Tax Returns of the university alongwith all Schedules.
- (f) Keep the University updated with amendments in the provisions of Income Tax Act which affect the University.
- (g) Regular follow up with the tax authorities for tax related matters including refunds.

(ii) Assignments covered for which payment will be admissible on “per case basis”

- a) Attending to all queries of Income Tax Department in assessment/appeal proceedings if referred to by University/Departments.
- b) File appeals against an order of assessment and penalty imposed by the Income Tax Department.
- c) Obtain Exemption Certificate for Deduction of Tax at Source for the University.
- d) Scrutinizing the correctness of TDS deductions made by the financial institutions

with which the University has invested its funds and suggest due course to the university.

4. Filing of e-TDS returns

- a) Filing of quarterly return of TDS with the Income Tax Department
- b) Issuance of TDS Deduction Certificates
- c) Any other matter/ work of miscellaneous nature

5. Issuance of Certificates 15 CA/CB for foreign remittances.

6. Reconciliation of Projects/Schemes, if referred to by the University.

Sd/-
(Anand Vikram Singh)
Dy. Registrar (Dev.)

Professional & Financial Details of CA Firms – Part I
To be filed in by the “Chartered Accountant Firm”

1. Name of the Firm :
2. Address with phone no. & e-mail :
 - a) Permanent
 - b) Correspondence
3. Date of Registration of Firm :
4. Whether Proprietary/Partnership :
5. Name of the Partners :
6. Registration of Firm with ICAI :
(Attach copy of Certificate)
7. PAN of firm (Attach copy of PAN) :
8. Qualification of Partners :

Name of Partner(s)	Basic Qualification	Registration Dates & No. as associate Member of ICAI	Additional qualification if any
(1)	(2)	(3)	(4)

9. Experience of Firm with govt. institutions of :
Higher education (Attach copies of Experience and satisfactory performance certificate issued from the Institute)

Name & Address of the institution for which you have worked	Documents in favour of experience	Nature of work performed	Period of work		Remarks
			From	To	
(1)	(2)	(3)	(4)		(5)

10. Turnover of the Firm in last three Financial Years :

2022-23	2023-24	2024-25

11. No. of Article Clerk :

12. No. of paid Assistants :
13. No. of CA's & Staff that will be assigned :
For BHU's work
14. Whether your firm or any partner has :
Been Disqualified/Terminated/black
Listed/debarred by any of the Govt./
PSU's/Educational Institution/
Regulatory Authorities in last 5 Financial Year
(if yes, the University will not consider the firm for evaluation)
15. Awards/Recognition/Achievement (if any) :
16. In the event of any question, dispute or difference whatsoever arising in empanelment of the CA Firms or relating to meaning, scope and operation of the task of the CA Firms, the matter shall be referred to a Committee constituted by the Vice-Chancellor, Banaras Hindu University. The decision of the committee shall be final and binding upon the CA Firms and the University. The Civil Court, Varanasi (U.P.), shall have the jurisdiction to dispose off the matter in case of legal dispute.
17. A demand draft for Rs.5,000/- being processing charges in favour of "The Registrar, BHU" payable at SBI, BHU Branch, Varanasi is enclosed (DD No....., dt.....).

I/We the Partner of M/s (Name of the firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge and anything found incorrect may result in the cancellation of our firm's name from the Panel of Chartered Accountants of BHU.

Note : To enhance clarity in the evaluation process, preliminary evaluation criteria pertaining to the bid information required under Profession & Financial Details of CA Firms – Part I is attached herewith as Annexure – I.

Date :

(Authorized Signatory)

Place :

Professional Fee Detail – Part II

Proforma to be filled in by the “Chartered Accountant Firm”

S. No.	Particulars	Fees presently being paid	Rate to be quoted by the firm
1	Name of the Firm		
2	Address with phone no. & e-mail		
	a. Permanent		
	b. Correspondence		
3(a)	Professional Fees for Preparation of Utilization Certificate for Project & Schemes. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.900/- Per certificate basis	
3(b)	Professional Fee for Preparation of Utilization Certificate for Project Account “S” (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.800/- Per student basis	
4	Professional Fee for Income Tax Consultancy and Advice on Taxation matter (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.33,000/- Per Annum basis	
		Rs.900/- Per Case basis	
5	Professional Fees for GST Consultancy. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.30,000/- Per Annum basis	
		Rs.900/- Per case basis	
	GST return of the University	Rs.1,000/- Monthly basis	
	GST return of the University	Rs.4,990/- Annual basis	
	GST Audit of the University	Rs.9,990/- Annual basis	
6	Professional Fee for filling of e-TDS returns. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.4,750/- Per Quarter Return basis	
7	Professional Fee for Issuance of Certificate 15 CA/CB for foreign remittances. (Excluding applicable taxes which will be reimbursed by BHU at actual)	Rs.650/- Per certificate basis	

* All figures to be quoted in INR and rounded-off to the nearest rupee.

Note : After determination of L1 rates for each item/service, all technically qualified bidders shall be offered an opportunity to match the L1 rates. Firms agreeing to match the L1 rates shall be empaneled. The University reserves the right to allocate work among the empaneled firms at its discretion, based on factors such as past performance, availability, nature of work, and specific requirements from time to time.

Date :

Place :

(Signature of the Applicant)

Documents to be Attached

The Chartered Accountant Firm should provide the details supported by documentary evidence in respect of the following points in two envelopes separately (i.e. one for Technical Bid Evaluation and another one for Financial Bid Evaluation) :

a. Technical Bid Envelop

- 1) Professional & Financial Details of CA Firms – Part I.
- 2) Processing Fees of **Rs.5000/-** (Rupees Five Thousand Only). (DD drawn in favour of “**The Registrar, BHU**”, payable at SBI, BHU, Varanasi)
- 3) Name and Address proof of the firm (self attested).
- 4) Details of Registration with Govt. of India/state govt. if any.
- 5) Copy of PAN (self attested).
- 6) Certificate issued from ICAI.
- 7) Copy of GST Registration Documents (self attested)
- 8) Audited Annual Accounts for the Last Three Financial Years upto financial year 2024-25.
- 9) Document in support of work carried out in govt. institutions of higher education.

b. Financial Bid Envelop

- 1) Professional Fee Offer – Part II.

INVITATION FOR BIDS
Notice Inviting Tender (NIT)

BANARAS HINDU UNIVERSITY
Registrar Office (Development)
VARANASI-221005

e-Procurement Notice

Ref: R/Dev/G/CA Empanelment/2025-26/

Dated: 25-10-2025

Online tenders are hereby invited in **two cover system** from reputed registered CA firms / **authorized representative of CA firm** for supply of :-

- **Empanelment of registered CA firms for various Audit Work of the University**

Bidders can download complete set of bidding documents from e- procurement Platform <http://eprocure.gov.in/eprocure/app> from 25-10-2025 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <http://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 14-11-2025 upto 05:00PM. (Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <http://eprocure.gov.in/eprocure/app> and www.bhu.ac.in.

CRITICAL DATE SHEET

Published Date	25-10-2025 (05:00 PM)
Bid Document Download Start Date	25-10-2025 (05:00 PM)
Clarification Start Date	25-10-2025 (05:00 PM)
Clarification End Date	30-10-2025 (05:00 PM)
Pre bid meeting	NA
Bid Submission Start Date	25-10-2025 (05:00 PM)
Bid Document Download End Date	14-11-2025 (05:00PM)
Bid Submission End Date	14-11-2025 (05:00PM)
Bid Opening Date	15-11-2025 (03:00PM)

Sd/-
(Anand Vikram Singh)
Dy. Registrar (Dev.)