



KARNATAKA SANSKRIT UNIVERSITY

***INVITED TENDERS FROM CHARTERED ACCOUNTANT FIRMS  
FOR DAY TO DAY ACCOUNTING OF FINANCIAL  
TRANSACTIONS AT  
KARNATAKA SANSKRIT UNIVERSITY***

Tender No.KSU/FS/A.E.M/TD/2025-26/01

Dated : 05.12.2025

**Karnataka Sanskrit University (KSU)**

Chamarajendra Sanskrit College Campus, Pampamahakavi Road, Bengaluru – 560018, Karnataka

Phone: +91-80-26701303,080- 26705387

Email: [karnatakasanskrituniversity@gmail.com](mailto:karnatakasanskrituniversity@gmail.com)

Website: <https://ksu.ac.in/>

### REQUEST FOR PROPOSAL (RFP) SCHEDULE

1.	Tender Reference No.	:	KSU/FS/A.E.M/TD/2025-26/01 Dated : 05/12/2025
2.	Date of Commencement of Download of Tender Document from eProcurement website <a href="http://kppp.karnataka.gov.in">http://kppp.karnataka.gov.in</a>	:	From:05/12/2025at 11:00 PM
3.	Last Date and Time for uploading of e-Tender in eProcurement portal	:	18/12/2025at 4:00 PM
4.	Date and Time of Online Opening of Technical Bids	:	19/12/2025at 4:15 PM
5.	Address for Communication	:	Office of Registrar (Administration), Chamarajendra Sanskrit College Campus, Pampamahakavi road, Chamarajpet, Bengaluru – 560018, Karnataka, India  Phone: +91-80-26701303, 080- 26705387 Email: <a href="mailto:karnatakasanskrituniversity@gmail.com">karnatakasanskrituniversity@gmail.com</a>

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**Tender No.KSU/FS/A.E.M/TD/2025-26/01**

**Dated : 05.12.2025**

Dear CA Firms,

1. Karnataka Sanskrit University (KSU) invites Proposals under e-Procurement (two cover system) to maintain taxation and accounts transaction entry services for a period of one year which may be extended by another one year based on performance. More details on the Services are provided in Tender document.
2. The CA Firm will be selected under Least Cost Selection (LCS) procedures.
3. CA Firms must provide Bid Security as specified.
4. The Financial Proposal of the CA Firms who are technically qualified/responsive will only be opened through e-procurement portal.
5. University has about 75 UGC and state Pay employees.
6. Expected annual transactions of the University is about Rs. 70 crores for the year 2024-25.
7. University has 32 affiliated colleges, nearly 600 affiliated pathashalas and Campus College at University.

Other details can be seen in the tender document.

Total tender annual estimated cost of Rs.15,00,000/- .(Excluding Applicable Taxes)

Successful tenderer shall furnish performance guarantee of 5% of the contract value through a DD or Bank guarantee.

Yours sincerely,

Registrar (Administration)

Karnataka Sanskrit University (KSU)

Name of the University	<b>Karnataka Sanskrit University (KSU)</b> The method of selection is: <b>Least Cost Selection (LCS)</b>									
1	<p>A technical and a Financial Proposals are requested: <b>Yes</b></p> <p>The name, objectives and description of the Assignment are:</p> <table><tr><td>Name</td><td>:</td><td>Providing service of taxation and accounts entry.</td></tr><tr><td>Objective</td><td>:</td><td>To provide skilled manpower to the University to maintain taxation and accounts entry.</td></tr><tr><td>Description</td><td>:</td><td>This tender is being published to provide skilled manpower to the University to maintain taxation and accounts entry for a period of one year, extendable by another one year based on performance.</td></tr></table> <p>The Proposal will be the basis for qualification, technical evaluation, financial evaluation, contract negotiations and ultimately for a signed contract with the selected CA Firm.</p>	Name	:	Providing service of taxation and accounts entry.	Objective	:	To provide skilled manpower to the University to maintain taxation and accounts entry.	Description	:	This tender is being published to provide skilled manpower to the University to maintain taxation and accounts entry for a period of one year, extendable by another one year based on performance.
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2	<p><b>Bid Security</b></p> <p>1) The CA Firm shall furnish Bid Security as follows:</p> <table><tr><th>Sl.</th><th>Service</th><th>Bid Security Amount</th></tr><tr><td>1.</td><td>Hiring of service of Taxation and Accounts Entry</td><td>Rs 50,000/- (Rupees Fifty Thousand Only)</td></tr></table> <p>2) The Bid Security shall be paid in the e-Procurement Portal using any of the following payment modes:</p> <p>a) Credit Card</p> <p>b) Direct Debit</p> <p>c) National Electronic Funds Transfer (NEFT)</p> <p>d) Over the Counter (OTC)</p> <p>3) The OTC payment facility shall be available at designated SBI bank branches for making payments from the date of notification.</p> <p>4) The CA Firm should provide the documents relating to bid payment along with proposal.</p> <p>5) The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s furnishing of the Performance Security.</p> <p>6) The Bid Security may be forfeited:</p> <p>i) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Bid Submission Form and extension of bid validity thereof;</p> <p>ii) if the successful Bidder fails to sign the Contract and Furnish a Performance Security.</p>	Sl.	Service	Bid Security Amount	1.	Hiring of service of Taxation and Accounts Entry	Rs 50,000/- (Rupees Fifty Thousand Only)			
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3	<p>Clarifications may be uploaded online in e-Procurement portal up to one day before pre-bid conference, as per the tender Schedule.</p> <p>Only Online Queries through e-Procurement portal will be accepted. Queries sent through letters, emails or any other mode will not be entertained.</p>									
4	Proposals should be submitted inEnglish language.									
5	Service Provider should not associate with other firms or sub-contract to other firms.									

6	Key information should include number of years working for the firm/entity, and degree of responsibility held in various assignments.																																		
7	<b>a) General Qualification Criteria for Service supplier</b> <table border="1"> <thead> <tr> <th>Sl.</th><th>Qualification Criteria</th><th>Supporting Documents to be submitted in EOI</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Applicant should be an individual/ firm (Consortiums or Joint Ventures are not allowed)</td><td>a. Constitution Certificate issued by the ICAI</td></tr> <tr> <td>2.</td><td>Applicant should have been in existence for a period of at least 5 years</td><td>b. Certificate of Incorporation / GST Registration</td></tr> <tr> <td>3.</td><td>Applicant should have provided accounting services for Govt. Universities of Karnataka for a minimum period of 3 years</td><td>c. Work Order Copy</td></tr> <tr> <td>4.</td><td>The Applicant should have average annual turnover of Rs. 1 crore in the preceding 3 financial years, i.e., 2022-2023, 2023-2024 &amp; 2024-2025</td><td>d. Annual Turnover statement certified by Chartered Accountant as per format enclosed. e. Audited Balance Sheet f. Audited Profit &amp; Loss Statement</td></tr> <tr> <td>5.</td><td>GST Registration and GST Returns for the preceding three financial years, i.e., 2022-2023, 2023-2024 &amp; 2024-2025</td><td>g. GST Certificate h. 1year - GST Return Copies</td></tr> <tr> <td>6.</td><td>PAN and Income Tax Returns for the preceding three financial years, i.e., 2022-2023, 2023-2024 &amp; 2024-2025</td><td>i. PAN j. Income Tax Returns</td></tr> <tr> <td>7.</td><td>Affidavit on Rs. 100/- Stamp Paper duly filled and Notarized</td><td>k. Affidavit as per format enclosed.</td></tr> <tr> <td>8.</td><td>Indemnity Bond on Rs. 100/- Stamp Paper duly filled and Notarized</td><td>l. Indemnity bond as per format enclosed.to be executed after award of contract.</td></tr> <tr> <td>9.</td><td>C&amp; AG Empanelment Registration Number</td><td>m. Empanelment Certificate copy</td></tr> <tr> <td>10.</td><td>Team Composition- Personnel to be deployed to Karnataka Sanskrit university Should have experience in Accounting / Book keeping by using Tally/ERP in any Govt. Universities of Karnataka should have Kannada knowledge to read and wright. (personnel Experience Certificate should be enclosed)</td><td>n. Accounting Staff – B.com graduates/CA apprentices with minimum 3 years experience – with Knowledge of Kannada o. CVs of candidates to be furnished.</td></tr> </tbody> </table>		Sl.	Qualification Criteria	Supporting Documents to be submitted in EOI	1.	Applicant should be an individual/ firm (Consortiums or Joint Ventures are not allowed)	a. Constitution Certificate issued by the ICAI	2.	Applicant should have been in existence for a period of at least 5 years	b. Certificate of Incorporation / GST Registration	3.	Applicant should have provided accounting services for Govt. Universities of Karnataka for a minimum period of 3 years	c. Work Order Copy	4.	The Applicant should have average annual turnover of Rs. 1 crore in the preceding 3 financial years, i.e., 2022-2023, 2023-2024 & 2024-2025	d. Annual Turnover statement certified by Chartered Accountant as per format enclosed. e. Audited Balance Sheet f. Audited Profit & Loss Statement	5.	GST Registration and GST Returns for the preceding three financial years, i.e., 2022-2023, 2023-2024 & 2024-2025	g. GST Certificate h. 1year - GST Return Copies	6.	PAN and Income Tax Returns for the preceding three financial years, i.e., 2022-2023, 2023-2024 & 2024-2025	i. PAN j. Income Tax Returns	7.	Affidavit on Rs. 100/- Stamp Paper duly filled and Notarized	k. Affidavit as per format enclosed.	8.	Indemnity Bond on Rs. 100/- Stamp Paper duly filled and Notarized	l. Indemnity bond as per format enclosed.to be executed after award of contract.	9.	C& AG Empanelment Registration Number	m. Empanelment Certificate copy	10.	Team Composition- Personnel to be deployed to Karnataka Sanskrit university Should have experience in Accounting / Book keeping by using Tally/ERP in any Govt. Universities of Karnataka should have Kannada knowledge to read and wright. (personnel Experience Certificate should be enclosed)	n. Accounting Staff – B.com graduates/CA apprentices with minimum 3 years experience – with Knowledge of Kannada o. CVs of candidates to be furnished.
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	11. Peer review	The organization/Firm should submit latest Peer Review Certificate
	b) Accounting service Past Experience	
	Sl.	Qualification Criteria
		Supporting Documents to be submitted in EOI
	1.	Bidders should have provided / providing at least ten (10) organizations Accounting service in the preceding last three financial years at Government / Semi Government / Government departments/Universities.
		Work Order / Invoice Satisfactory Certificate
8	Proposals must remain valid for 90 days after the submission date	
9	The proposal shall be uploaded online in the e-Procurement portal <a href="http://kppp.karnataka.gov.in">http://kppp.karnataka.gov.in</a>	
10	The bidder shall upload the proposals in the e-Procurement Portal on or before the due date and time specified in tender document.	
11	The Technical Bids will be opened online in the e-Procurement portal on the date and time as specified in the tender document. The Financial Proposal shall remain encrypted in the e-Procurement portal.	
12	The address to send information to the Client is: Karnataka Sanskrit University(KSU) Chamarajendra Sanskrit College Campus, Pampamahakavi Road, Bengaluru – 560018 Phone: +91-80-26701303, 080-26705387 Email: <a href="mailto:karnatakasanskrituniversity@gmail.com">karnatakasanskrituniversity@gmail.com</a>	
13	a) It is mandatory for the bidder to meet all the qualification criteria mentioned in tender document. If the proposal does not meet one or more of the qualification criteria mentioned in the tender document, the bid will be treated as non-responsive and further evaluation will not be carried out for the bid. b) The University reserves the right to seek clarification and/or any additional information including documents during the evaluation.	
14	After the technical evaluation is completed, the Client shall mark the proposals e-Procurement Portal, which did not meet the minimum qualifying criteria or were considered non-responsive to the tender and Terms of Reference, as rejected. The Client shall open those financial bids in the e-Procurement portal, who have secured the minimum qualifying mark in the technical evaluation.	
15	The financial bids shall be opened online in the e-Procurement portal.	
16	The address for negotiation will be intimated in the invitation for negotiation. Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff.	
17	<b>Performance Security</b> a) Within twenty-one (21) days of the receipt of notification of award, the successful Bidder, shall furnish the Performance Security in accordance with. b) Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the	

	annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Sincerely,  
Registrar (Administration)  
Karnataka Sanskrit University(KSU)

### 1. About the University:

Karnataka Sanskrit University is an autonomous Body working under Department of Higher Education, Government of Karnataka. It has established in the year 2010 by its 'Karnataka Sanskrit University Act, 2009'. It has 75 Teaching and Non-teaching staff. Its annual transaction about Rs.70 crores (Seventy Crores) for the year 2023-24, it includes salary of staff members, government grants and other receipts and payments.

### 2. Introduction

- a) The CA Firms are invited to submit a Technical Proposal and a Financial Proposal, as specified for consulting services required for the Assignment named. The Proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected CA Firm. Bid security as proposed in data sheet.
- b) The Client will provide the inputs specified, assist the firm in obtaining licenses and permits needed to carry out the services.
- c) Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the office, are not reimbursable as a direct cost of the Assignment; and (ii) the University is not bound to accept any of the Proposals submitted.
- d) Government of Karnataka (GOK) expects CA Firms to provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- e) It is GOK's policy to require that CA Firms observe the highest standard of ethics during the execution of such contracts.
- f) Contract to the detriment of GOK, and includes collusive practices among CA Firms (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive GOK of the benefits of free and open competition.
- g) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- h) CA Firms shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

### 3. Work Description

Below stated works are to be conducted and other works related to accounts also to be done at the University.

#### Part – A

- 1) Day to day transactions entry in to the Tally software.
- 2) Admission receipts entry.
- 3) Examination related receipts entry.
- 4) Bank transactions entry.
- 5) Entry management of all assets and stocks.
- 6) FDs and Dattinidhi entries and maintenance.
- 7) Ledgers and Cashbook entries.

- 8) Preparation of monthly bank reconciliation statements and cashbooks.
- 9) Preparation of Trial balance.
- 10) Accounts related data entry work.
- 11) Maintenance of profit & loss account.
- 12) Annual accounts balance sheet.
- 13) Record keeping.
- 14) Maintenance of accounts.
- 15) And other accounts related work.

#### **Part - B**

- 1) Goods and Service Tax (GST) Act.
- 2) Filing of GSTR 3B, GSTR 1, GSTR 2, GSTR 3, GSTR 7, GSTR 9, GSTR 9A and any other applicable return before due date.
- 3) Checking of pay bills & sales invoices for proper application / deduction / deposit of GST & TDS on GST.
- 4) Suggest any other areas where GST is applicable for timely compliance to the requirements of the act.
- 5) Any other GST related work/compliance.
- 6) Filing of TDS, TCS returns and corrections if any.
- 7) Analysis of TDS demands and justification reports and rectification thereof.
- 8) Generation of Form 16A, of vendors and employees, along with details of payment made in digital format.
- 9) Any other revenue Tax related work compliance.
- 10) Ensure filing of Professional Tax return and timely payment of Professional Tax.
- 11) Ensure compliance of filing of various documents under Customs Act and rules.
- 12) Any other compliance related work.
- 13) Report discrepancies noticed in the accounting entries, if any to the concerned Finance Executive on daily basis and assist in preparation of Financial Statement.
- 14) Suggest suitable method and latest update in Mandatory Requirements with regard to Taxation & accounts matters under various statutes.

### **3. Preparation of Proposal**

CA Firms are requested to submit a Proposal in English language.

#### **A. Technical Proposal**

1. In preparing the Technical Proposal, CA Firms are expected to examine the tender document in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
2. While preparing the Technical Proposal, CA Firms must give particular attention as per the tender document.
3. Reports to be issued by the CA Firms as part of this assignment must be in English language. It is desirable that the firm's personnel have a working knowledge of the University's official language.
4. The Technical Proposal should provide as per tender document in Standard Forms.
5. Details of experience in Government, in any local bodies, any Universities shall be enclosed.
6. A description of the methodology and work plan for performing the assignment shall be enclosed.
7. Assigning staff qualification details shall be enclosed.
8. Any additional information requested as per tender document.
9. The Technical Proposal shall not include any financial information.



## **B. Financial Proposal**

- a) CA Firms shall express the price of their services in Indian Rupees per month. (including taxes, charges, levies)
- b) The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the CA Firm is expected to keep available the key professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the CA Firms who do not agree have the right not to extend the validity of their proposals.

## **4. Submission, Receipt and Opening of Proposals**

- a) The original Proposal (Technical and Financial) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign the Proposals.
- b) An authorized representative of the CA Firm initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- c) The completed Technical and Financial Proposal must be uploaded in e-procurement portal of Government of Karnataka. Any Proposal submitted to the University, shall not be considered.
- d) After the deadline for submission of proposals the Technical Proposal shall be opened as per schedule by the evaluation committee.

## **5. Proposal Evaluation**

- a) From the time the proposals are opened to the time the contract is awarded, if any CA Firm wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the CA Firm's proposal.
- b) Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained.

## **6. Evaluation of Technical Proposals**

The evaluation committee appointed by the University as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria) and point system specified in tender document. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical eligibility.

## **7. Opening and Evaluation of Financial Proposals: Ranking**

- a) After the evaluation of Technical proposal is completed, the University shall notify those CA Firms whose proposals did not meet the minimum qualifying criteria, their financial proposals will not be opened.
- b) The Financial Proposals shall be in e-procurement portal. The name of the CA Firm, the quality scores, and the proposed prices shall be displayed when the Financial Proposals are opened.
- c) The evaluation committee will determine whether the Financial Proposals are complete.
- d) The Client will select the lowest proposal ('evaluated' price). The selected CA Firm will be invited for negotiations.

**Note:-**I. The minimum technical qualifications are not complied by any bidder will be technically rejected and such firms' financial bids will not be opened.

II. In case single firm price bid opened based on technical qualification, their quoted price mandatorily subject to negotiation as per norms.

## **8. Negotiations**

- a) Negotiations will be held at the address indicated in the tender document. The aim is to reach agreement on all points and sign a contract.
- b) Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and CA Firm will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the CA Firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the Assignment.
- c) The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the CA Firm will initial the agreed contract. If negotiations fail, the Client will invite the firm who has quoted the second lowest price for negotiations. The process will be repeated till an agreed contract is concluded.

## **9. Award of Contract**

- a) The contract will be awarded after the negotiations or without negotiations.
- b) The CA Firm is expected to commence the Assignment on the date and at the location specified in the tender document.

## **10. Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the CA Firms who submitted the proposals or to other persons not officially concerned with the process, until the winning CA Firm has been notified that it has been awarded the contract.

## **11. Terms and Conditions**

- a) The C.A. Firm shall **deploy required qualified experienced** staff to cope up with the scope of work and overall responsibility shall be of the CA Firm for the assigned work under the tender.
- b) The deployed Staff should of Commerce Graduate with experience of works in Tally software and Knowledge of Direct & Indirect Taxes, Accounting for the assigned scope of work.
- c) Staff's resume must be evaluated to get satisfied about the credentials of the same. The staff deployed must have the knowledge of Tally.
- d) They shall work under the overall I supervision of the Officers in Finance &Accounts Department.
- e) Firm should provide ESI & PF to the employees deployed to the University.

Note: The firm / Co., is fully responsible for the GST, TDS on GST returns filling, Income Tax returns, etc. Any demand arising due to delay In filing of returns of TDS,GST & TDS on GST returns will be borne by the firm.

## **12. General Conditions of Contract**

- a) This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated

- b) The CA Firms shall begin carrying out the Services within thirty (30) days after the date the Contract becomes effective, or at such other date as may be specified
- c) This Contract shall terminate at the end of such time period as is specified
- d) Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties
- e) The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event
- f) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- g) The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the CA Firms, to be given after the occurrence of any of the events. If the CA Firms (or any of their Members) become insolvent or bankrupt;
- h) If, as the result of Force Majeure, the CA Firms are unable to perform Services for a period of not less than thirty (30) days; or
- i) If the CA Firm, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- j) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- k) The CA Firms, their Sub-CA Firms, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the any accounts of the University.
- l) The titles, agreed job descriptions, minimum qualifications and estimated periods of engagement in the carrying out of the Services of the CA Firms' Key Personnel are described. The Key Personnel and Sub-CA Firms listed by title as well as by name are hereby approved by the Client.
- m) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the CA Firms, it becomes necessary to replace any of the Key Personnel, the CA Firms shall forthwith provide as a replacement a person of equivalent or better qualifications.
- n) The CA Firms shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
- o) No additional payment will be made for any accounts related extra work. In the time of audit and other occasions work may be extra.
- p) Payments will be made to the firm on monthly basis. On every completed month, monthly part of the payment shall be decided by the annual bid. No interest shall be payable on late payments.
- q) Settlement of disputes are subject to conditions of University and state government rules and at the Bangalore jurisdiction only.

## 1. Technical Proposal Submission Form

*[To be submitted on company letter head]*

Date: ....../...../.....

To,

Karnataka Sanskrit University (KSU)  
Chamarajendra Sanskrit College Campus,  
Pampamahakavi Road, Bengaluru – 560018

Sir,

**Tender Ref. No.** . . . . .

**Subject: Technical Proposal for** . . . . .

We, the undersigned, offer to provide the Accounts maintenance and taxation services for the above in accordance with your Tender document vide no. .... dated ....../...../..... We are hereby submitting our Proposal which includes this Technical Proposal and a Financial Proposal.

If negotiations are held during the period of validity of the Proposal, i.e., before ....../...../....., we undertake to negotiate on the basis of the proposed service. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:	
Name:	
Title:	
Company Seal:	

## 2. Details of CA Firm

Sl.	Particulars	Details		
1.	Company Name			
2.	Address of Registered Office			
3.	Contact Details	Landline		
		Mobile		
		Fax		
		Email		
4.	Proprietor/partner Details	Name		
		Landline		
		Mobile		
		Fax		
		Email		
5.	Registration and Records	Sl.	Registration and Records	Copy Uploaded [Yes/No]
		1.	Copy of Income Tax PAN along with IT Returns filed for the financial year 2023-24.	
		2.	Copy of GST Registration Certificate	

## 3. Format of Annual Turnover Statement

*[To be printed on letter head of Chartered Accountant.]*

*[Should be duly signed and certified by Chartered Accountant]*

The Annual Turnover of M/s \_\_\_\_\_ during the past five years are given below.

Sl.	Financial Year	Turnover (in Crores)
1.	2021-22	
2.	2022-23	
3.	2023-24	

We certify that the above turnover statement is true and correct.

Signature of Chartered Accountant	
Seal of Chartered Accountant	
Registration Number	
Name of Chartered Accountant	
Date	
Place	

#### 4. Format of Affidavit

*[To be submitted by bidder's authorized person on Stamp Paper of Rs. 100/-]*

*[The affidavit shall be notarized]*

#### AFFIDAVIT

This affidavit is executed by M/s ..... on day \_\_\_\_, Year \_\_\_\_, having its registered office at .....for the Request for Proposal of Karnataka Sanskrit University, Bangalore for ..... vide reference no. .... dated .../.../.....

We / I hereby declare and undertake on oath as follows:

1. We / I that all the information, documents, testimonials, certificates, curriculum vitae, etc., submitted by us for the above-mentioned proposal are all correct and genuine.
2. We / I declare that the Order, Invoices, Certifications, proof of payment, Certificates, etc. submitted by us are correct and genuine.
3. We / I declare that our firm / company M/s. .... is not blacklisted or de-registered by any Government / Quasi Government / other organization.
4. We / I declare that we / I will not default in the submission of Tax Deducted at Source (TDS), Provident Fund, ESI, etc.
5. We / I declare that we / I will not violate any of the provisions of the Indian Labour Law.
6. We / I are aware that if one or more of the above declarations and undertakings are found to have been violated/breached, then We / I shall be blacklisted by Karnataka Sanskrit University for the period of five years.

Identified by me:

Deponent

Advocate

Name:

Title:

Company:

Date:

Place:

## 5. Indemnity Bond

[To be submitted by bidder's authorized person on Stamp Paper of Rs. 100/-]

[The Indemnity Bond shall be notarized]

### INDEMNITY BOND

This deed of Indemnity Bond is executed on this ..... day of ....., 2022 by Smt./Sri./Dr. .... residing at ....., in the capacity of authorized signatory of M/s ..... having its registered office at ..... and duly authorized to sign, and verify present undertaking in favour of Karnataka Sanskrit University having its office at ....., hereinafter called KSU (which terms shall mean and include its successors, administrator and assigns)

**WHEREAS** KSU invited proposals for ..... vide reference no. .... dated .../.../.....

I/We ..... acknowledge that I/We ..... have fully understood and are aware of the terms & conditions of the RFP and Contract and do hereby unequivocally and unconditionally undertake and declare that.

- 1) I/We ..... shall comply with all the Rules / Regulations / Laws / Government instructions / status, etc., that are applicable / will be made applicant and/or are aimed to protect the interest of the workers / employees engaged by me / us in the past and during the course of performance of the contract with KSU.
- 2) I/We comply with the Request for Proposal conditions.
- 3) I/We protect, indemnify and hold harmless KSU and its employees, officers, directors or representatives from and against any and all liabilities, losses, any accounts related.
- 4) Any other payments, Claims or liability that may arise for ensuring compliance of the provisions of any account related laws.
- 5) And other claim made by any third party in connection with any violation of any of laws, guidelines, instruction etc.

**IN WITNESS WHEREOF** this undertaking has caused on the ..... day ..... month of ..... year.

Date: .....

Signature: .....

Place: .....

Name: .....

Designation: .....

Company Seal: .....

### **WITNESS**

1: .....

2: .....

## 6. Financial Proposal Submission Form

[To be submitted on company letter head]

Date: .../.../.....

To,

Karnataka Sanskrit University(KSU)  
Chamarajendra Sanskrit College Campus,  
Pampamahakavi Road, Bengaluru – 560018

Sir,

**Tender Ref. No.** . . . . .

**Subject: Technical Proposal for** . . . . .

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated ....../....../....., and our Proposal (technical and Financial Proposals). Our attached financial proposal is for the sum of Rs. ....../- (Rupees ..... Only).

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e., ....../....../.....

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:	
Name:	
Title:	
Company Seal:	

**Table No. (a) for form. 6**

**SUMMARY OF PRICE SCHEDULE**

Sr No.	Itemdescription	UOM (Unit of measurement)	Basic price/ Year (Rs)	IGST@.. %	CGST @...%	SGST@. ..%	TotalPriceforrequiredservices.
1	2	3	4	5	6	7	8
1	Accounts entry and taxation	Year					

**7. Form of Contract**

This CONTRACT (hereinafter called the "Contract") is made the ..... day of the month of ....., 2022,

**BETWEEN**

on the one hand, ..... (hereinafter called the "Client")

**AND**

on the other hand, ..... (hereinafter called the "CA Firms").

**WHEREAS**

- A. The Client has requested the CA Firms to provide certain consulting services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");



- B. The CA Firms, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1) The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - a) The General Conditions of Contract.
  - b) The Special Conditions of contract
  - c) The followings:
    - i) Description of the Services
    - ii) Reporting Requirements
- 2) The mutual rights and obligations of the University and the Service provider shall be as set forth in the Contract, in particular:
  - a) The CA Firms shall carry out the Services in accordance with the provisions of the Contract; and
  - b) the University shall make payments to the CA Firms in accordance with the provisions of the Tender.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

**FOR AND BEHALF OF**

Karnataka Sanskrit University

By Registrar (Administration)

**FOR AND BEHALF OF**

*[Name of CA Firm]*

By *[Authorized Signatory]*

Package Name

S No	Package Name	No of Items	View Item Details	
1	Default	1		

S No	Item Details	Unit	Quantity	Value of Service	Extent of Contract	Estimate Unit Rate	Denomination	Estimate Item Price
1	<b>Code:</b> CA01 <b>Name:</b> Hiring of service of Taxation and Accounts Entry <b>Specifications:</b> Specification:As per tender document	YEARLY	1	---	1	1500000	RUPEES	1500000.00