

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	31-03-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	31-03-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Agriculture Department Assam
संगठन का नाम/Organisation Name	Assam Agricultural University
कार्यालय का नाम/Office Name	Jorhat Assam
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
अनुबंध अवधि /Contract Period	1 Year(s) 2 Month(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	30 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	3500000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	105000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	18

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Comptroller,AAU,Jorhat
Assam Agricultural University,Jorhat-13
(Comptroller Aau)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Indian Accounting Standards (Ind AS) , Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Sudipta Suman	785013,Assam Agricultural University, Barbheta, Jorhat-13	1	<ul style="list-style-type: none"> Number of Months : 14

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms

of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

**INVITATION OF BIDS IN GeM
FOR ENGAGEMENT OF
CHARTERED ACCOUNTANT FIRM
FOR PREPARATION OF THE
FINAL ACCOUNTS (INCOME AND
EXPENDITURE
AND BALANCE SHEET)
OF ASSAM AGRICULTURAL UNIVERSITY
FOR THE FINANCIAL YEARS
2018-19 to 2024-25.**



অসম কৃষি বিশ্ববিদ্যালয়
ASSAM *Agricultural*
UNIVERSITY

**OFFICE OF THE COMPTROLLER
ASSAM AGRICULTURAL UNIVERSITY
JORHAT-13.**

Email: comptroller@aau.ac.in

Website: aau.ac.in

Coast

Tender Schedule

Name of the Work	Tender for engaging of Chartered Accountant Firm for preparation of The Final Accounts (Income and Expenditure and Balance Sheet) of Assam Agricultural University for the Financial Year 2018-19 to 2024-25
Bid Submission Start Date	As per GeM.
Last Date for Submission of Bid (through GeM portal only)	As per GeM.
Technical Bid Opening Date	As per GeM, Venue: Office of the Comptroller, AA.U, Jorhat-13
Financial Bid Opening Date	As per GeM, Venue: Office of the Comptroller, A.A.U, Jorhat-13
Estimated Bid Value	Rs. 35 Lakh (inclusive of all taxes)



**OFFICE OF THE COMPTROLLER
ASSAM AGRICULTURAL UNIVERSITY
JORHAT-13.**

TENDERNo.01/2026

NOTICE INVITING BID IN GeM

Assam Agricultural University is the Premier institution of its kind in the whole of North-Eastern Region of India. The main goal of this institution is to produce globally competitive human resources in farm sector and to carry out research in both conventional and frontier areas for production optimization as well as to disseminate the generated technologies as public goods for benefitting the farmers and traders involved in the sector while emphasizing on sustainability, equity and overall food security at household level. The mission of the university is to fill up talent gap in agriculture and allied sector to preposition the state to combat the emerging challenges in agriculture and ensure productivity increase in agri-horti-animal-fish crops on the face of shrinking/fragmented land holdings, ailing soil health, diminishing water resources and increased human population. Technology showcasing and transfer to the user groups for science led agricultural growth.

Funds for the various programs are primarily received from the Indian Council of Agricultural Research (ICAR), the apex body for coordinating, guiding and managing research and education in Agriculture in the entire country under the aegis of DARE, Ministry of Agriculture and Farmer Welfare and other by Govt. of India, Govt. of Assam and International Agencies related to the field of Agriculture and allied activities.

Bids are invited from eligible Chartered Accountant Firms for preparation of the Final Accounts (Income and Expenditure and Balance Sheet) of Assam Agricultural University for the Financial Year 2018-19 to 2024-25. The Bidder should be ICAI empanelled and should also have average annual taxable turnover of not less than Rs. 30 lakhs in last three years.

Please refer to this tender at GeM for final dates and time.

The online bids both (1) Technical Bid and (2) Financial Bid, should be uploaded by the due date and time as per the above schedule given in the GeM Portal. The responsibility to ensure the same lies with the bidders. Off-line tenders shall not be accepted and no request in this regard will be entertained what so ever. Online Technical Bid will be opened at the first instance for technical evaluation as well as selection of technically acceptable offers. In the second stage, the Financial Bids of only the selected and techno-commercially acceptable offers will be opened. The Decision of the Bid Evaluation Committee, regarding selection of eligible and qualified firms for opening the Financial Bid shall be final and binding on the bidders. Bidders may be present during opening of tenders.

AAU reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. AAU shall also not be bound to accept merely the lowest tender but the technical suitability and capability as per evaluation criteria shall be of prime consideration for selection.

CHECKLIST

Check list of Tender No.01/2026 "for preparation of The Final Accounts (Income and Expenditure and Balance Sheet) of Assam Agricultural University for the Financial Year 2018-19 to 2024-25".

Sl. No.	Description	Yes	No
01	The Firm should be mandatorily empaneled with ICAI. Whether proof of empanelment is enclosed with the technical bid document?		
02	The firm should have been in existence for a minimum period of 5 (Five) years. Whether self-certified copy of the Registration certificate of the firm attached?		
03	The average taxable turnover/income of the Chartered Accountant firm or the proprietor during the last three financial years (FY 2022-23, 2023-24 and 2024-25) must not be less than Rs. 30 lakhs. Attach supporting documents.		
04	Minimum 5 (five) nos. of assignment of preparation of The Final Account of Government Departments/Autonomous Bodies/Universities/PSUs (Having a turnover of not less than Rs. 2 Crores in the last 5 Years) of which at least two institutions must have received fund from External Source also like GOI,NABARD,IOCL etc.. Whether details of preparation of The Final Accounts of Government Departments/Autonomous Bodies/Universities/PSUs in the last <i>five years</i> documentary proof attached?		
05	Whether Tender documents carefully studied & Understood?		
06	Whether Tender documents duly signed and stamped on all pages is scanned and uploaded as Part – I of the Tender in GeM portal.		
07	Whether EMD of Rs. 1,05,000.00 (Rupees One Lakh Five thousand) only submitted by Online/GeM and Scanned copy of NEFT/RTGS details uploaded as Annexure F of the Tender. Please note that the copy of the NEFT/RTGS details should be uploaded with the Technical Bid.		
	The successful bidder will have to deposit interest free performance security deposit, i.e. an amount @ 5% of the total bid value (Contract Value) as bank guarantee / TDR in favour of Comptroller, AAU, Jorhat, on receipt of preliminary order, after which final order shall be issued to the successful bidder enclosing copy of Agreement.		
08	Whether Declaration regarding Non-relation Certificate, duly signed and stamped and submitted in original.		
09	Whether Declaration certifying that there are no extra conditions quoted in the Offer Form duly signed and stamped, and attached herewith		

Date:
Place:



Signature of the Bidder
Official Seal

General Information and Instructions

1. The instructions given herein shall be strictly binding on the bidders. Any deviation from these instructions shall render the bid/tender liable to be treated as invalid. Bids/tenders incorporating additional conditions by the bidders are liable for rejection.
2. Bids shall be submitted online only at GeM. Manual bids shall not be accepted.
3. Bid documents may be scanned with 100 dpi with black and white format which helps in reducing size of the scanned document.
4. Bid should be submitted along with the EMD of Rs. 1,05,000.00 (Rupees One Lakh Five Thousand) only through NEFT/RTGS/GEM Portal as per details given in Annexure-F. Bid Security deposit in the form of DD / Pay Order / Bank Guarantee /Bond or any other instrument shall not be accepted and shall be rejected straightway. Bid Security deposits of unsuccessful bidder will be returned to the bidders within 30 working days from the date on which the final decision is taken about the tender or within 2 (two) months from the date of the opening of the tender, whichever is earlier. No interest will be paid on Bid Security Deposits with AAU.
5. **Validity of Bid:** The bid shall remain valid for a period of **180 days** from the date of opening of the tender.
6. **Rejection of Bids:** Canvassing by the Bidder in any form submitted of unsolicited letter and post- tender corrections may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
7. The Financial Bid (BOQ) shall be filled as per Proforma available at GeM portal. Offline Financial Bid shall not be accepted.
8. **Estimates Bid Value:** Rs. 35,00,000/- (inclusive of all taxes) only.(each year Rs.5,00,000.00 only).
9. The audited value during 2018-19 was Rs. 5,43,50,16,100/-, 2019-20 Rs.6,48,76,93,814/- , 2020-21 Rs.4,88,76,93,814/-, 2021-22 Rs.5,64,85,66,003/-, 2022-23 Rs.5,79,43,66,139/- , 2023-24 Rs.6,08,80,19,311/ And 2024-25 Rs.6,14,31,17,755/- covering all the grants received by the AAU including its subordinate offices.
10. The firm must have its **Head Quarter or Branch Office at Assam**. Self-certified address proof along with a copy of the **ICAI Registration Certificate mentioning branch locations** must be enclosed.
11. Tender must be uploaded online in two separate sets -namely Set-1 (Technical) & Set-2 (Financial) on GeM Portal. The contents of Cover shall be as follows:-

Set-1 (Technical Bid)

i) Technical BID duly filled-in and signed with official stamp. (as per Annexure-C).

ii) General Terms & Conditions (as detailed in Annexure-A) duly signed with Official stamp as a token of acceptance.

iii) Scanned Copy of the current and valid Certificate of empanelment with ICAI.

iv) The firm should have been in existence for a minimum of 5 years. Attach scanned copy of Registration Certificate of the Firm.

v) The average taxable turnover/income of the CA firm or the proprietor during the last three financial years (FY 2022-23, 2023-24 and 2024-25) must be more than Rs. 30 lakhs.

vi) The firm should have experience in the preparation of The Final Accounts of Government Departments/Autonomous Bodies/Universities/PSUs with a minimum of 5 (five) assignments (having a turnover of not less than Rs. 2 crores in the last 5 years), of which at least two institutions must have received funds from external sources such as GOI, NABARD, IOCL, etc. The details of preparation of The Final Accounts of Government Departments/Autonomous Bodies/Universities/PSUs in the last **five years** documentary proof shall be attached.

vii) The firm should have its Head Quarter/ Branch Office in Assam. Attach Self certified address proof, copy of the ICAI Registration Certificate mentioning branch locations.

viii) The 'Declaration' duly signed with official stamp (as detailed in Annexure-B).

ix) The firm should have a valid trade license.

Set-2 (Financial Bid)

i) The Financial Bid shall be duly filled in GeM Portal inclusive of GST.

N.B.: The bidders shall consider the prevailing GST rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties by the Government of India, the rates applicable at the time of payment may be considered by the competent authority of the AAU against submission of supporting documentary evidence.

12. The successful bidder will have to deposit interest free performance security deposit, i.e. an amount @ 5% of the total bid value (contract value) as bank guarantee / TDR in favour of the **Comptroller**, AAU, Jorhat, on receipt of preliminary order, after which the final order shall be issued to the successful bidder enclosing copy of Agreement.

13. The authority of **Assam Agricultural University** reserves the right to reject any or all tenders/bids without giving any reason.



GENERAL TERMS & CONDITIONS (GTC)

1. SCOPE OF WORK:

(Preparation & Finalization of Balance Sheet)

The appointed Chartered Accountant (CA) Firm shall be responsible for **preparation, finalization, and certification of the Income and Expenditure and Balance Sheet** of Assam Agricultural University (AAU) for the Financial Year 2018-19 to 2024-25 in accordance with applicable accounting standards, statutory requirements, and Government guidelines.

- a) Ensuring compliance with GFR provisions and specific guidelines issued by funding agencies.
- b) Ensuring compliance with applicable Accounting Standards, Standards on Auditing (where relevant), and ICAI Guidance Notes.
- c) Submission of finalized Balance Sheet, complete in all respects, within Fourteen (14) months i.e. 2 months for each financial years from the date of issue of the work order.
- d) Provide guidance to AAU officials for maintaining a sound accounting system for future balance sheet preparation.
- e) Carry out any additional work incidental to the preparation and finalization of the Balance Sheet as required by the University or statutory authorities.

2. ELIGIBILITY CRITERIA:

1. The bidders are to be mandatorily empanelled with ICAI.
2. The firm should have been in existence for a minimum of 5 years.
3. The average taxable turnover/income of the CA firm or the proprietor during the last three financial years (F.Y- 2022-23,2023-24 and 2024-25) must be not less than Rs.30 lakhs.
4. The firm should have experience in the preparation of The Final Accounts of Government Departments/Autonomous Bodies/Universities/PSUs with a minimum of 5 (five) assignments (having a turnover of not less than Rs. 2 crores in the last 5 years), of which at least two institutions must have received funds from external sources such as GOI, NABARD, IOCL, etc.
5. The firm should have its Head Office / Branch Office in Assam.
6. The firm should have 1 (one) full time FCA associated with the firm for not less than 3 years from the date of issuance of certificate by ICAI.
7. The firm should have 3 (three)full time ACA associated with the firm (with

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sufficient experience on conducting Audit) for not less *than 3 years from the date of issuance of certificate by ICAI.*

3 PRICES:

The prices and rates indicated/quoted shall be inclusive of professional fees, all incidental charges for preparation of the Balance Sheet of AAU and GST and any other taxes/levies. The Price quoted shall be firm and fixed for the entire period of execution of the order and no escalation of rate on any ground whatsoever shall be applicable. TDS will be deducted as per provisions of Income Tax Act, 1961. No boarding lodging and out of pocket expenses will be paid by AAU.

4 TIME PERIOD FOR ENGAGEMENT:

The selected Chartered Accountant firm will be required to provide the above-mentioned services within a period of 14 months from the date of issue of the work order. The firm shall complete the preparation of Balance Sheets at the rate of one financial year in every two months and submit at least one Balance Sheet in each two-month period.

- 5 The successful bidder shall submit the "Tender Acceptance Letter printed on Company Letterhead, duly signed and stamped as token of acceptance of the order" within 3 (Three) days from the date of Placement of the order.
- 6 The CA firm shall perform its duties with complete independence, integrity, and objectivity, exercising professional judgment with an unbiased and independent mindset, and shall not be influenced by any individual or authority in the discharge of its responsibilities.
- 7 The firm has to give declaration that no Partner/Proprietor/Chartered Accountants employee of the firm of Chartered Accountant has been held guilty of professional misconduct by the Institute of Chartered Accountant of India.
- 8 The appointed firm shall submit a declaration/undertaking that the partners/proprietor, employee and other personnel of the firm will not divulge any information that has come to their possession during the course of work to any person other than the authorized officials of AAU.
- 9 In case of any change in the constitution of the firm on account of merger, de-merger or any other reason the same would be brought to the notice of AAU.
- 10 The firm shall submit the duly signed Balance Sheet in hard copy along with a soft copy in Excel format. In addition, the firm shall make a presentation before the concerned officials of AAU to clarify any queries prior to final submission.

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11. ASSESSMENT OF PROPOSALS:

Proposals received will be evaluated by a Committee constituted for the purpose by AAU. The Committee will technically evaluate proposals of eligible agencies (as per eligibility criteria listed at para (2)).

12. PENALTY CLAUSE:

If any later stage any anomaly/loss/fraud, due to non-performance of the duties of the CA firm, surfaces the firm will be held responsible for the financial implications, which shall include imposition of penalty and withholding of the dues of the agency, apart from any other legal remedy. If the selected firm backtracks from its agreement, AAU will be at liberty to allot the work to L-2 firm at the risk & cost of L-1 firm.

13. PAYMENT TERMS:-

No advance payment shall be made by AAU under any circumstances for the work. Digital Payment (e-Payment) through RTGS/NEFT/etc. shall be paid after receipt of Tax-Invoice. The Invoice should be submitted indicating the GST number of the Firm, Name of the Banker, IFSC Code, Account number, RTGS and IFSC number of the bank, etc. for release of e-payment to the firm.

14. The authorities of AAU have the right to amend, alter or modify the terms & condition mentioned above, if necessary, from time to time.
15. The authorities of AAU does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.
16. AAU reserves the right for the removal of the firm, in case the work is not found satisfactory or there is any breach of contract/misconduct by the firm, with a prior one month notice in writing.
17. No bidding firm will be allowed to withdraw its bid after the bids have been opened. If any firm intends to withdraw after opening of the Bid, its Bid Security will be forfeited.

Comptroller
Assam Agricultural University
Jorhat-13
10/3/25

ANNEXURE-B

Tender No. TENDER No.01/2026

DECLARATION-I

We do hereby accept the "General Terms & Conditions" as provided by the Assam Agricultural University along with the Tender documents for Engagement of Chartered Account Firm for preparation of Receipt and Expenditure and Balance Sheet for the FY 2018-19 to 2024-25. If any later stage the anomaly/loss/fraud, due to non-performance of the duties of the firm, surfaces we shall be held responsible for the financial implication, which includes imposition of penalty and withholding of the dues of the agency, apart from other legal remedy. If the firm back tracks from its agreement, AAU will be at liberty to forfeit the allotted work to L-2 firm at the risk & cost of L-1 firm.

Signature of the Bidder /Constituted Attorney

DECLARATION-II

This is to certify that I/We have no close relative as an employee of the Assam Agricultural University (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the Bidder

Address:

Official seal with date

A handwritten signature in black ink, appearing to be 'S. Gupta', written over a horizontal line.

Tender No. TENDER No.01/2026BID PROFORMA

Notes: ALL PARTICULARS/INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.

S. No.	Particulars	Details
1.	Name of the Firm	
2.	Address of the Jorhat Office of the Firm with name of authorized partner, Telephone number, Mobile number, E-mail ID	
3.	Head office address of the Firm with name of Proprietor, Telephone number, Mobile number, E-mail ID	
4.	ICAI Registration Number of the firm and date	
5.	Permanent Account Number	
6.	GST Number	
7.	No .of Years of Firm's existence & Date of establishment of Firm:	
8.	Average Turn over of the Firm in last three years:	
9.	Details of FCAs (Minimum 1 No.):	Name: Date of joining the firm: Qualification: Experience: Nature of engagement (full time/part time):
10.	Details of ACAs (Minimum 3 Nos.):	(i) Name: Date of joining the firm: Qualification: Experience: Nature of engagement (full time/part time): (ii) Name: Date of joining the firm: Qualification: Experience: Nature of engagement (full time/part time): (iii) Name: Date of joining the firm: Qualification: Experience: Nature of engagement (full time/part time):

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		time):	
11.	The firm should have experience in the preparation of The Final Accounts of Government Departments/ Autonomous Bodies/ Universities/ PSUs with a minimum of 5 (five) assignments (having a turnover of not less than Rs. 2 crores in the last 5 years), of which at least two institutions must have received funds from external sources such as GOI, NABARD, IOCL, etc. <i>Self certified list of firms to be attached.</i>		
12.	Annual Turnover/Income	a.	2022-23
		b.	2023-24
		c.	2024-25
13.	Chartered Accountant In-Charge of the Proposed Assignment who will be the coordinator with contact details.		

Documents to be submitted along with the above information:

- a. Copy of Registration certificate of the firm with ICAI.
- b. Copy of Income Tax Returns for last 3 (three) years.
- c. Self attested audited statements of Accounts for the last 3 (three) years.
- d. Under taking in letter head as per Annexure -D.
- e. Self certified address proof of H.O/Jorhat Office of the Firm.
- f. Self certified copy of ICAI Registration certificate of FCAs/ACAs.

Declaration:

I/We hereby declare that the above statements are true. I/We also declare that the decision of the Authority of Assam Agricultural University, regarding selection of eligible firms for opening of Bid shall be the final and binding on me/us.

Dated

Official Seal

Signature of the Bidder/Constituted Attorney

No Coats

ANNEXURE-D

(To be written in the letter head of the firm)

UNDERTAKING

I/ we do hereby declare the followings:

- i. That, all the above-mentioned information are true and correct and I / we also undertake to abide by the terms and condition of the contract and would make compliance of terms laid-down in the contract if executed by us with AAU.
- ii. That, we (**Name of firm**), are a firm of Chartered Accountants registered with the Institute of Chartered Accountants of India (firm registration No.). In connection with submission of our bid for "selection of a CA Firm for preparation of Balance Sheet for the FY 2018-19 to 2024-25". We, hereby declare and solemnly affirm that we have not been declared as ineligible for corrupt and fraudulent practices by Government or black listed by any government department / organization / agency and no member handling the assignment, if selected, are penalized in any disciplinary proceedings before our respective professional institutes.
- iii. That, we have completed all the assignments undertaken by us and we also confirm that any assignment has neither been left incomplete nor we have withdrawn from any assignment on our own or asked to leave the assignment by the party.

Date:
Place:

**Signature of Authorized Signatory of the
Firm along with seal of firm**

[Handwritten Signature]

Details of CA Firm's Experience
of Similar Services during the last 3 (three) years

Sl. No.	Name of the Assignment	Name of the Assignment (Start date & End date)	Name of the Client/Institution	Nature of the Assignments (Please specify the work involved as detailed in scope of work)	Details of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:

OFFICE SEAL:

Signature:

Name:

Designation:

Coats

BANK DETAILS OF ASSAM AGRICULTURAL UNIVERSITY

Name of the Account Holder	Comptroller, AAU
Account No.	38509526536
Bank Name	State Bank of India
Bank Address	Assam Agricultural University Branch, Jorhat-13
IFSC Code	SBIN0002003
Type of Account	Savings
Branch Code	2003
MICR	

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ANNEXURE-G

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Date: _____

The Comptroller
Assam Agricultural University, Jorhat-13

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:- Engagement of Chartered Accountant Firm for preparation of The Final Accounts (Income and Expenditure and Balance Sheet) of Assam Agricultural University for the Financial Year 2018-19 to 2024-25.

Dear Sir,

1. 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 by the terms / conditions/ clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. 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 department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money deposit/Bid Security, as the case may be, absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

