

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-05-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-05-2026 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	Uttar Pradesh
विभाग का नाम/Department Name	Higher Education Department Uttar Pradesh
संगठन का नाम/Organisation Name	Gautam Buddha University
कार्यालय का नाम/Office Name	Greater Noida
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant , Manpower Hiring for Financial Services - Onsite Accountant
अनुबंध अवधि /Contract Period	3 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	18 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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 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 में 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	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	3600000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईएमडी राशि/EMD Amount	36000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कटेगरी 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 :

REGISTRAR
GAUTAM BUDDHA UNIVERSITY, GREATER NOIDA
(The Registrar)

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 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 will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over 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
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

Scope of Work:[1778308522.pdf](https://www.gem.gov.in/attachment/1778308522.pdf)

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	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA , ICWA
Total Experience of Professionals / Resources (In years)	5 - 7 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 दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirem
1	PARVINDER KUMAR	201312,Gautam Buddha University, Gr. Noida	1	<ul style="list-style-type: none"> Number of Month 36

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Accountant
Certifications of Professional/Resources required	CA Intermediate/ICWA Intermediate
Qualification of Professional/Resources required	CA Intermediate/ICWA Intermediate
Total Experience of Professionals / Resources (In years)	5 - 7 Years

विवरण/ Specification	मूल्य/ Values
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 विशिष्ट दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirem
1	PARVINDER KUMAR	201312,Gautam Buddha University, Gr. Noida	1	• Number of Month 36

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

1. Generic

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration. For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider.

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

ADDITIONAL TERMS AND CONDITIONS FOR ELIGIBILITY

- The Physical copy of the EMD Should be submitted to the Gautam Buddha University, Greater Noida, Pradesh well before the end date/opening date of the bid. The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. MSME category, only manufacturers for goods and service providers for services are eligible for exemption from EMD.
- Working Experience: Three similar completed works, each costing not less than the amount equal to 4% of the estimated cost, OR two of 50% OR one of 80%. The completed works format is as follows :

Sr. No.	Particulars	
1.	Name of the Firm/Organization/Institute	
2.	Phone Number	
3.	E-mail address	
4.	Name of the Work	
5.	Name of the Contractor and Address	
6.	Agreement Date	
7.	Value of the Contract (Rs. In Lakhs)	
8.	Date of Commencement of the work	
9.	Date of Completion of the work	
10.	Value of work done	
11.	Satisfactory/Un Satisfactory	
		Signature with name & office address of the issuing authority

3. Audited balance sheet counter signed by C.A. for three years out of last four financial years clearly indicating turnover and T.D.S. Average financial turnover should be at least 50% of the estimated cost during last three financial years out of last four financial years.
4. PAN and GST/IGST registration certificate.
5. The contract will generally be valid for three years at first instance. However, the same may be extended on mutual consent subject to the review of the performance during the contractual period and subsequent approval of the Competent Authority to a period as decided by the Competent Authority of GBU.
6. Never Black-listed affidavit : The vendor shall submit an affidavit (duly notarized) on Rs.10/- stamp paper in below format (**the affidavit issues date/notarize date should not be earlier than the bid**).

sh date):

"I/We hereby confirm and declare that M/s. proprietor/partner) is/are not blacklisted/de-registered/debarred by any Government department/Public Sector Undertaking, Universities, Institution and College or any other reputed organization for which we have executed/undertaken the works/services during the last four financial years

Deponent Signatur

7. Payment Clause

1. Payment shall be released on a quarterly basis, subject to satisfactory performance of service.
2. The CA Firm shall submit all required documents for each payment cycle, including:
 - Tax Invoice/GST Invoice
 - Work completion/progress report
 - Proof of payment to engaged employees/personnel
 - Attendance/deployment details of staff
 - Statutory compliance documents (PF/ESI/TDS/GST, if applicable)
 - Any other supporting documentary evidence as required by the Client
3. Payment shall be processed only after **verification and certification** by the competent authority.
4. Applicable statutory deductions including **TDS shall be made as per prevailing laws.**
5. Payment shall be made only through **NEFT/RTGS/Bank Transfer.**
6. The Client reserves the right to **withhold up to 100% of the quarterly payment** in case of incomplete documentation, non-compliance, or unsatisfactory performance.

8. Penalty Clause:

1. **Delay in submission/completion of work:**
Penalty of **1% of contract value per week of delay**, subject to a maximum of **10% of total contract value.**
2. **Non-compliance with tender/statutory requirements:**
Penalty up to 1% of contract value per instance, subject to corrective action or termination if repeated.
3. **Incorrect reporting/negligence/misrepresentation causing financial loss:**
Recovery of actual loss plus penalty up to **2% of contract value**, subject to verification and due diligence.
4. **Breach of confidentiality/professional ethics (ICAI Code of Ethics):**
Penalty up to **2% of contract value**, along with immediate termination of engagement.
5. **Unsatisfactory performance/repeated non-attendance/non-responsiveness:**
Deduction up to **2% of quarterly payment per instance**, along with withholding of payments until compliance.
6. **Submission of false documents/fraudulent claims:**
Penalty up to **2% of contract value**, along with termination, blacklisting, and legal action as applicable.
7. **Overall ceiling on penalties:**
Total penalty imposed under this contract shall **not exceed 10% of the total contract value** ensuring fairness and proportionality as per professional standards.
9. Sub-judice Matter Clause : The bid of the participating firm shall not be considered, If any matter of the bidder against the University is sub-judice in any Court of Law.

10. Notwithstanding anything contained in the draft, in case of any dispute, ambiguity and interpretation any provisions of the draft, the decision of the Competent Authority of the GBU shall be final.

SPECIAL Q.C.B.S. METHOD FOR TECHNICAL QUALIFICATION

Weightage: (Technical: 60% and Financial: 40%)

Minimum Qualifying Marks: 60 (Sixty)

Sr. No	Criteria	Requirements	Documentary Evidence	Marks
1	Presence in Delhi NCR	Office in Delhi NCR since last 05 years	Certificate of Incorporation/Partnership Deed/ other relevant registration documents.	10
2.	Empanelment with CAG	The firm shall be empanelled with the Controller and Auditor General of India.	Valid Certificate of Empanelment .	25
3.	Firm Composition	Number of Partners : Three must be at least 4 CAs in the firm, out of which minimum 3 CAs must be the partners of the firm. If the CA is an employee of the CA firm, then he/she must be associated with the firm as an employee	Copy of latest Partnership deed/ Firm Card, as a proof appointment letter, joining letter with one year old and latest provided.	25
4	Number of Employees in the Firm	The firm must have minimum number of 15 (fifteen) paid employees	List of employees with their qualification must be submitted on Rs .100/- non judicial stamp paper with duly notarized.	10
5	Relevant Experience	The firm must have experience of Accounting and Management Consultancy Services/Internal Audit/Pre-audit/Statutory Audit of at least 03 (three) GOG/GOI, any Govt. Authority, Registered Society or Co-Operative Society, Government Granted Scheme, Projects in the last three financial years (completed or ongoing)	The satisfactorily Completion Certificate from the authorized persons must be provided for completed work. The satisfactorily working Certificate from the authorized persons must be provided for ongoing work.	30

FINANCIAL BID FORMAT

The bidders are hereby informed to submit their quote on financial bid and attach the filled in format alongwith the financial bid only. In case, the bidder submit the below format with the Tech Bid, the bidder shall be disqualified.

FIRM NAME :

TELEPHONE NO. :
E-MAIL :
GEM BID REF NO. :

SR.NO.	WORK	Amount
1.	One Qualified Chartered Accountant / Cost Accountant (ICWA) Salary per month	
2	One Accountant having at least CA Intermediate / ICWA Intermediate qualification Salary per month (Engagement of CA articles/trainees shall not be permitted.)	
3	Service charges @ 3.877% (1+2)	
4	Total Fee (1+2+3)	
5	GST @18% of S.No.4	
6	Total Fee Inclusive of GST Per Month (4+5)	
7	No. of Month	12
	Total Fee Inclusive of GST for 12 month	

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievance pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clauses are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice.

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement

policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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 they can raise their representation against the same by using the Representation window provided in the bid details in Seller dashboard after logging in as a seller. 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 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 भूसाथ 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 प्राधिकरण 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

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 Restriction 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 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 would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Scope of Work

1. The firm shall maintain subsidiary books of accounts of Gautam Buddha University (GBU), including project accounts for projects sanctioned by various funding agencies, in Tally software. This shall include preparation of Journal, Ledger, Cash Book, Trial Balance, monthly Bank Reconciliation Statements, and preparation of the Balance Sheet for statutory audit. Any discrepancies noticed shall be promptly reported to the University for Immediate Rectification.
2. The firm shall provide GST consultancy services, including timely filing of all applicable GST returns. It shall handle all GST-related scrutiny, audit, and appellate matters of GBU, including those pertaining to previous years. No professional fee shall be payable for such services; however, statutory filing fees, Government challan fees, and actual Travelling Allowance (TA) for attending cases before GST authorities shall be reimbursed on an actual basis.
3. The firm shall provide TDS consultancy services, including timely filing of Income Tax-related e-TDS returns with the Income Tax Department. No professional fee shall be payable except for statutory filing fees. The firm shall also issue TDS Certificates (Form No. 16 and 16A) without any additional charges.
4. The firm shall conduct monthly reconciliation of accounts with all banks of GBU and submit duly signed, account-wise Monthly Reconciliation Statements in hard copy to the University. A Monthly Review Meeting between the firm and GBU officials shall be conducted during the last two working days of each month.
5. The firm shall reconcile student fee collections with respective bank accounts on a daily basis. Necessary accounting entries shall be made in Tally software, and vouchers shall be prepared with complete supporting details.
6. The firm shall handle all scrutiny, assessment, and appellate proceedings of GBU before the Income Tax Department, including matters relating to Income Tax and TDS for both current and previous years. No professional fee shall be payable for these services; however, actual Travelling Allowance (TA) and Government challan fees shall be reimbursed on an actual basis.
7. The firm shall ensure deduction of TDS in all applicable cases where payments are processed after due verification. The Chartered Accountant or its authorized representative shall provide written confirmation in this regard at the GBU office.
8. The firm shall deploy two full-time personnel at the Finance Department of GBU during all working days for execution of the assigned work:
 - One Qualified Chartered Accountant / Cost Accountant (ICWA)
 - One Accountant having at least CA Intermediate / ICWA Intermediate qualification
(*Engagement of CA articles/trainees shall not be permitted.*)
9. Either party may terminate the contract by giving Three (03) months' prior written notice (before December) without assigning any reason and without any financial liability or compensation.
10. The firm shall maintain proper records/registers of object-wise Budget Allocation and Expenditure in accordance with the approved budget and applicable financial norms.
11. The firm shall ensure compliance with all applicable statutory requirements under Sections 12A and 80G of the Income Tax Act, 1961; however, the annual audit under Section 12A shall be excluded from the scope of the firm. Form No. 10B or its equivalent shall be issued as per the prevailing provisions of the Income Tax Act.
12. The firm shall audit and certify Utilization Certificates (UCs) for various projects funded by different agencies, as per prescribed formats and guidelines.
13. The firm shall handle matters relating to donations under Section 80G, including filing of Form 10AB or its equivalent, as per applicable provisions of the Income Tax Act.
14. The firm shall prepare financial statements, reports, and other information as required by the competent authority from time to time.
15. The firm shall examine and provide reports/comments on files referred to it by the Finance Department or other competent authorities.
16. The firm shall undertake any other work or assignments as may be assigned by the Finance Department or the competent authority from time to time, in the interest of the University.