बिड संख्या/Bid Number: GEM/2026/B/7982466
दिनांक /Dated: 21-09-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	01-10-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-10-2026 14:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Central University Of Kashmir
कार्यालय का नाम/Office Name	Srinagar
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :registrar@cukashmir.ac.in Buyer Email id: asif.shah@cukashmir.ac.in
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Chartered Accountancy
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	25 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
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes | Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes | Complete
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 दस्तावेज़ों 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**	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / **Estimated Bid Value in INR (Inclusive of all taxes)**	2200000
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

एडवाईजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	100000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	4.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

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

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Registrar
Tulmulla, Department of Higher Education, Central University of Kashmir, Ministry of Education
(Registrar Central University)

UIN Number NCTGC2415P

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
3. 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.

4. 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.
5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
7. 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.
8. 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

Scope of work to be uploaded by buyer:1788253306.pdf

Financial Advisory Services - Onsite; Chartered Accountancy (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Chartered Accountancy
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Compliance and Governance Needs
Financial Advisory Reports	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Chartered Accountancy
Total Experience of Professionals / Resources (In years)	More than 10 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Imtiyaz Ahmad Parray	191201,Stores Officer, Central Stores, Central University of Kashmir, Green Campus, Duderhama, Ganderbal-191201 Landmark: Opposite Degree College Ganderbal Contact: 9419022101, 9622849734	Project / Lumpsum Based	N/A

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. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. The firm shall depute two personell with at-least masters degree in commerce/finance on site for the period of contract.

2. Mode of payment shall be quarterly against the satisfactory service.

3. The university reserves the right to terminate the contract for
   a) Material breach of contractual obligations
   b) Persistent unsatisfactory performance
   c) Conflict of interest
   d) Misconduct or fraud or any other grounds specified in the contract
4. Deliverables/submission of returns to finance officer as follows

Deliverable	Frequency/deadline
Updated book of accounts	Before 10th of every month
Bank reconciliation statements	Do
Reconciliation of advances and liabilities	At the close of each quarter
Trial balance	Do
Receipt and payment account	Do
Balance sheet	Annually
Grant/expenditure statements	Before 10th of every month
Schedules forming part of annual accounts	Annually
Draft annual accounts/financial statements	Within specified period after financial year closure
Assistance in audit and replies to audit	As and when required

5. Ownership of records

All books, vouchers, registers, working papers, accounting data, electronic records and other documents or maintained in connection with the assignment shall remain the property of the university. The firm shall handover all such records and data immediately upon completion or termination of the contract.

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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 / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/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 or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ 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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 case 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 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. 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 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 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---

Annexure 'A'

Scope of Work

Part A: Accountancy and Finance Related Services: -

1) To do all bookkeeping and accounting functions of the University in Tally ERP/Tally Prime (its latest version) system or any other software applicable in the University.
2) To enter and check vouchers of all kinds of receipts & payments, income & expenditure, and to prepare annual account statements (Income & Expenditure Account, Receipt & Payments Account and Balance Sheet along with Annexures and Schedules in the prescribed Formats of Financial Statements for Central Higher Educational Institutions issued by Ministry of Education, Govt. of India from time to time
3) Voucher Bundling/Filing on daily basis in chronological order. Ensuring the availability of supporting documents for each transaction and voucher before filing.
4) Reconcile transactions in Bank account statements and Books of accounts on a daily basis. To prepare Bank Reconciliation Statement (BRS) for all bank accounts of the University on a monthly basis and clear the non-reconciled entries on a daily basis.
5) To correct and maintain expenditure heads and ledgers as per the classification given in the Formats of Financial Statements for Central Higher Educational Institutions. To scrutinize existing grouping of income, expenditure, assets and liabilities heads/ledgers and correct these in compliance with Ministry of Education/ CAG guidelines etc.
6) Verification of ledgers of sundry creditors and debtors, removing duplicate ledgers, verification of opening balances of ledgers and entering required vouchers wherever necessary.
7) To develop in the Tally ERP/Software system customized reports required from time to time for various purposes and decision making by University authorities.
8) Budget and expenditure control through Tally ERP/Software system.
9) To train and educate the officials/staff of University for Tally ERP/Software system and accounting for day-to-day verification of accounting working.
10) To reconcile and correct the previous financial years' un-reconciled/unsettled accounts in various heads – Sponsored Projects Grants, Loan and Advances, Debtors/Creditors, Fixed/Intangible Assets.
11) To assist and support Finance Officer in preparation of replies to CAG`s Audit Paras, observations and enquiries on the Annual Accounts and during transaction audit, Separate Audit Report and Local Audit Report.
12) To prepare and provide various reports (Projected Cash Flow statement, Projected Income and Expenditure, Internal Rate of Return statement, Projected balance sheet etc.) and information required from time to time by the University for obtaining Loans from HEFA/other agencies and other purposes.
13) **Preparation of annual accounts of a Financial year before 31st May after the end of the Financial year.**

    Preparation of annual accounts related work of the University is as under
    - Compilation of all kinds of data and completion of voucher entry.
    - Data entry for the preparation of annual accounts.
    - Calculating proper depreciation on the respective fixed and intangible assets.
    - Adjustment and Final accounts voucher entries.
    - Accounting for the inventory in the Books of accounts.

- To do Actuarial analysis and provide certificate of the various benefits payable to staff. And giving effect by entering necessary vouchers in books of accounts.
- To reconcile, rectify and enter rectification and adjustment entries in the Books of accounts for errors and omissions in the previous years' books of accounts. And giving proper justification in the Books of Accounts (Notes to Accounts).
- Preparation of Accounts on the basis of Formats of Financial Statements for Central Higher Educational Institutions and in compliance of previous years' Separate Audit Reports (SARs) issued by the CAG of India.
- Any other work needed for the Account's finalization.

14) Preparation, Verification on Utilization Certificates (of Grants/Funds/Sponsored Projects/One Time Grants).
15) To prepare an Accounts Manual for the Central University of Kashmir to elaborate the working of Accounts and all workflow with accounting entries and treatment in compliance of CAG`s guidelines / Ministry of Education formats / Accounting Standards.
16) Any other accounting / bookkeeping / audit and finance related services required from time to time.
17) To do work in respect of compliance, action and returns etc. if any new tax, other applicable financial/taxation law/act is introduced by Central/State Govt./Any other statutory body.

Part B: Returns – Data preparation, filing, providing Certificate/ Forms and returns rectification related services: -

1) Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/certificates to beneficiaries/vendors/employees (Form 16 /16A etc.) after filing of returns, rectifying the returns in respect of all kinds of GST, GST TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid the penalty. Any penalty on account of delay of filing of returns shall be recoverable from Chartered Accountant.
2) To calculate monthly income tax liability of all the employees and issue Form 16 timely.
3) To upload the quarterly statements of income tax and monthly returns of the GST.
4) Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments.
5) To execute and compliance in connection with any other work related to Tax or other statutory compliance.
6) To visit along with University officials to the concerned Offices of Income Tax/ GST / Other department, if required.

<u>Quantum of Work (approx.) and required frequency</u>

Sr. No.	Particulars	Approx. quantity
1	**<u>Part A:</u>** Voucher preparation, voucher filing and preparation of Bank Reconciliation Statement, and settlement of pending entries in BRS for each account	Approx. 8000-10000 vouchers (Journal/Receipt/Payment etc.) in the year 2026-27. There are more than 30 bank a/cs with University (number of bank accounts may vary).

		Voucher entry and reconciliation should be done on daily basis. BRS of all Bank accounts shall be prepared on monthly basis with clearing all the pending transactions of previous months.
	Balance Sheet as per Format of Ministry of Education for Centrally Funded Higher Education Institutions along with all applicable Schedules.	To be prepared by 31st May after closure of Financial Year (e.g. for FY 2026-27 Annual Account Statement with all schedules and Annexure be prepared by 31st May 2027.)
	Scrutiny, Signing of Utilization Certificate (UCs) for Grants/Sponsored Projects/Fellowships/One time grants	Approx. 45 UCs in a year
	Advice / opinion on TDS/GST issues, applicability of various tax amendments time to time on CUK or other such matters	As per requirement
2.	**<u>Part B:</u>** Compilation of Data, filing of returns, providing proofs of filed returns, providing Forms/ certificates to Beneficiaries / vendors/ employees (Form 16/16A etc.) after filing of returns, rectifying (if required) the returns in respect of all kinds of GST,TDS, IT TDS, Income Tax return, PSDT, Income Tax Returns of University and all other statutory returns on the relevant periodicity of returns as per norms. The returns must be filed well before the due dates to avoid any penalty. **Any penalty on account of delay of filing of returns shall be recovered from Chartered Accountant.** To calculate monthly income tax liability of all the employees and issue Form 16 timely. Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments. To execute and compliance in connection with any other work related to Tax or other statutory compliance.	As per norms of Income Tax / GST/ other department and periodicity.

<u>Mandatory requirements:</u>

The Tenderer must upload/submit the documents, fulfill the conditions mentioned below. Non-submission of the mandatory, required documents shall make the bid liable to be summarily rejected.

1. CA Firm Must be empaneled with the CAG of India and the empanelment should be existing throughout the contract period. (Supporting documents for current empanelment be enclosed with Technical Bid)

2. CA Firm must have maintained the Accounts of Govt. Higher Educational Institutions like Central Universities/IITs/IIMs/NITs/ Central Educational institutions for at least 5 years. CA Firm shall provide a satisfactory working certificate from such institute(s) (Supporting documents to be enclosed with Technical Bid)

3. The CA firm/LLP/OPC etc. must have experience of 10 years in practice.

4. The CA Firm should have minimum average annual turnover of Rupees Twenty-Five Lakh (in the name of CA firm submitting offer) during preceding three financial years 2023-24, 2024-25 & 2025-26 (Supporting documents i.e. Copy of Audited Financial statements of each year to be enclosed with Technical Bid). In the event, the turnover details/ Copy of Audited Financial statements for the immediate preceding year i.e. 2025-26 is not available then the bidder may submit and attach the turnover details /copy of audited financial statement for the year 2022-23,2023-24 and 2024-25.

5. **It is a requirement that the Head Office of the Chartered Accountant firm be registered and operative from a location within the UT of Jammu and Kashmir. Concurrently, the firm must have a branch office within the city of Ganderbal/Srinagar. The address proofs be attached with Technical Bid.**

6. No partners or the firm should have been debarred by the C&AG or ICAI during last 5 years.

7. No disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the CA Firm.

8. The CA Firm must be registered under GST and provide GST Registration Number. The CA firm must be registered under the Income Tax Act & provide a PAN Number. **The firm shall provide the proof of address of its partner(s).**

9. The CA Firm shall provide a sufficient number of trained manpower (2 number) with Proficiency in accounting software such as Tally ERP/Tally Prime etc. with educational qualifications B. Com/M. Com/MFC. This manpower shall attend the University in accordance with the working hours/days of the University to execute the work. All the work in Part A and Part B above or any other work shall be executed in University Campus only.

10. The CA Firm shall provide details of the dedicated Chartered Accountant with Name, CA Regn. Number, Address proof, Mobile Number and other details, who shall supervise the working of the manpower and ensure the timely execution of tasks described under Part A

and Part B above or any other work. The Chartered Accountant shall visit the University Campus at Tulmulla regularly (**at least once a month or as and when required)** to scrutinize the work done and update the Finance Officer about the progress of work mentioned in PART A & B above.

11. **Payment schedule:**

    Payment against tax invoice on quarterly basis subject to continued satisfactory performance.

12. The CA firm shall submit oath of secrecy mentioning that no information /data shall be shared with any unauthorized person/Agency outside the University.

13. Integrity Pledge: As per the provisions of the GFR 2017.

14. Conflict of interest: As per the provisions of the GFR 2017.

15. The university reserves the right to terminate the contract for

    a) Material breach of contractual obligations

    b) Persistent unsatisfactory performance

    c) Conflict of interest

    d) Misconduct or fraud or any other grounds specified in the contract

16. Deliverables/submission of returns to finance officer as follows

Deliverable	Frequency/deadline
Updated book of accounts	Before 10^{th} of every month
Bank reconciliation statements	Do
Reconciliation of advances and liabilities	At the close of each quarter
Trial balance	Do
Receipt and payment account	Do
Balance sheet	Annually
Grant/expenditure statements	Before 10^{th} of every month
Schedules forming part of annual accounts	Annually
Draft annual accounts/financial statements	Within specified period after financial year closure
Assistance in audit and replies to audit	As and when required

17. Ownership of records

    All books, vouchers, registers, working papers, accounting data, electronic records and other documents or maintained in connection with the assignment shall remain the property of the university. The firm shall handover all such records and data immediately upon completion or termination of the contract.

Finance Officer