Guru Ghasidas Vishwavidyalaya,

(A central University)
Koni, Bilaspur, 495009 (C.G.) India
Website: www.ggu.ac.in

E-Tender Ref. No. 38/CA Services/Store/GGV/2026 DATE: 04/08/2026

EoI Notice

Expression of Interest (EoI) for Providing CA Services

Guru Ghasidas Vishwavidyalaya, invites "EoI" from the reputed firms for providing CA Services. Details & formats regarding the EoI may be downloaded from the websites:- www.ggu.ac.in or https://eprocure.gov.in/ The soft copies of the duly filled in tender format, scanned copy of signed tender and relevant documents, DD of tender cost and EMD shall be uploaded on the website www.eprocure.gov.in. However, sealed envelope containing tender cost Rs. 5,000/-(Nonrefundable) and EMD Rs. 1,00,000/- addressed to the Registrar, GGV, Admin Building, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G.-495009 should reach up to 03:00 PM on or before 25/08/2026 via. Surface Mail. The technical Bid shall be opened on 26/08/2026 at 04:00 PM. The University is not responsible for any delay in receiving the documents in hard/soft copies. GGV reserves all the right to accept/reject any or all tender without assigning any reason in favor of university.

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Registrar

***Note :**

1) Tender FEE, EMD/EMD Exemption related documents in original must be submitted online & hard copy of the same shall be submitted via Surface Mail on or before the last date & time of bid submission.

Signature of the Bidder with seal

TENDER DOCUMENT
FOR PROVIDING C.A. SERVICES

Sl. No.	Particulars	Details
1	Name of the job	For Providing Chartered Accountant Services.
2	Date of Issue of Tender Document	04/08/2026
3	Pre-Bid Meeting	10/08/2026 at 04:00 PM in store Section GGV
4	Last Date and time for submission of Tender	25/08/2026 up to 03.00 PM (Tender Fee & EMD/EMD Exemption shall be submitted/reached in the office on or before the Last Date and time for submission of Tender via Surface Mail)
5	Date and time for opening of Technical Bids	26/08/2026 at 04:00 PM
6	Date and time for opening of Financial Bids	Date to be notified later after technical bid Evaluation
7	Date for commencement of contract	Date to be notified later after opening of financial Bid
8	Tender Fee	Rs. 5,000/- (non-refundable)
9	Earnest Money Deposit (EMD)	Rs. 1,00,000/- (Refundable)
10	Period of contract	Initially for the period of 2-year, the contract may be renewed for a further period of 01 year at a time, subject to mutual consent of both parties. However, such renewal shall not exceed 02 extensions of 01 Year each, beyond the initial contract period)
11	Contact for tender related enquiry	The OSD (Store) Mob. No. 8889254445 Email: storesectionggv@gmail.com
12	Minimum Professional fee/Base Fee/Estimated Fee/ Tender Cost (per annum)	15,25,000/- (Excluding Taxes)

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Introduction:

Guru Ghasidas Vishwavidyalaya (GGV) invites tenders from Chartered Accountant Firms registered with the Comptroller and Auditor General (C&AG) for engagement in the University for the tasks outlined under the 'Scope of Work' in this document from the Financial Years 2026-27, for initially 2 (two) years and can be extended up-to 1+1 (i.e. 2 more years) depending upon the satisfactory performance of the firm.

The selection process will follow a Two-Bid System consisting of:

1) Technical Bid (Part I)
2) Financial Bid (Part II): Only those firms that qualify in the Technical Bid will have their Financial Bid evaluated

Incomplete or non-compliant bids will be summarily rejected. Bidders are therefore advised to ensure that their submissions fully comply with the requirements specified in the tender document, including acceptance of the bid evaluation criteria, general terms and conditions, the scope of work, etc.

The bids, along with all requisite documents, shall be submitted online on or before 25/08/2026 up to 03.00 PM. (Tender Fee & EMD/EMD Exemption shall be submitted/ reached in the office on or before the Last Date and time for submission of Tender through surface mail). Tender forms and further details are available at https://eprocure.gov.in & www.ggu.ac.in .

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Section - I

1. About The University:

Guru Ghasidas Vishwavidyalaya (GGV) was established as a State University through a notification of the Government of Madhya Pradesh in 1983 and was subsequently converted into a Central University on 15th January 2009 under the Central Universities Act, 2009. Situated in the Koni, Bilaspur, C.G. GGV offers undergraduate, postgraduate, and doctoral programs across various disciplines, including specialized courses designed to address the academic and developmental needs of the region.

2. Minimum Eligibility Criteria-cum-Technical Bid:

Only firms meeting the following eligibility criteria will be considered. All required certificates must be self-attested, scanned, and uploaded along with the bid:

2.1 CA Firm must be empaneled with the CAG of India, registered with ICAI and the empanelment / registration should be existing throughout the contract period. The bidder must upload the proof of registration/membership (No. and Date) with ICAI and letter/proof of empanelment with CAG.

2.2 CA Firm must have maintained/audited the Accounts of Govt. Higher Educational Institutions like Central Universities/IITs/IIMs/NITs/ Central Educational institutions for at least 3 years in last 5 years (Supporting documents to be uploaded).

2.3 The CA firm/LLP. must have experience of 10 years in practice. (Supporting documents to be uploaded).

2.4 The firm must possess a valid Permanent Account Number (PAN) and GST Registration for contract period. Copies of these certificates must be scanned and uploaded.

2.5 The CA firm should have at least 2 or more partners. The Member Status Card for each partner must be scanned and uploaded.

2.6 Earnest Money Deposit (EMD): The bidder must deposit an Earnest Money Deposit (EMD) of ₹ 1,00,000/- in the form of FDR/BG in favor of REGISTRAR GGV. Proof of deposit must be scanned and uploaded. The EMD is refundable as per tender terms.

2.7 The firm's average annual turnover must be at least ₹50 Lakhs per year for the last three financial years (F.Y. 2023-24 to 2025-26). A certificate from a Chartered Accountant (CA) confirming this must be scanned and uploaded.

2.8 It is a requirement that the Registered / Head Office of the Chartered Accountant firm be located within 200 km radius of the Guru Ghasidas Vishwavidyalaya, Koni Bilaspur (C.G.). The address proofs be uploaded.

2.9 The firm or its partners must provide an undertaking on Rs.100/- non judiciary stamp paper stating that it has not been blacklisted or debarred by any government agency or department. The declaration must be scanned and uploaded.

2.10 Disciplinary & Legal Compliance:

2.10.1 No disciplinary case or proceedings should be pending before any court, authority, or ICAI against any partner or the firm.

2.10.2 The firm must not have been convicted by any court of law (a declaration must be provided).

2.10.3 The firm must submit an undertaking confirming that no litigation is pending in any court against the firm.

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2.11 The firm must submit an undertaking stating that no near relative of the bidder is in service at GGV, Bilaspur (C.G.). Proof must be scanned and uploaded.

2.11.1 Bidders must submit documentary proof for each eligibility criterion.

2.11.2 Simple undertakings or declarations without supporting documents will not be accepted.

2.11.3 All required documents must be listed on the firm's official letterhead and submitted in a sealed cover along with the Technical Bid (scanned copies must be uploaded).

2.12 Technical Qualification Criteria

Each eligible bidder should possess all the following technical qualification criteria. The bidder has to submit valid Documentary Evidence for below criteria. Responses not meeting the minimum score/marks will be disqualified and will not be evaluated for financial bid.

S. No.	Technical Evaluation Criteria	Maximum Marks
1	Experience of Audit/Maintenance of Accounts of Government Higher Educational Institutions (Central Universities/IITs/IIMs/NITs/Central Educational Institutions) during the last 5 years i) 3 years Exp: 15 Marks ii) 3-6 years Exp: 20 Marks iii) More than 6 years Exp: 25 Marks	25 Marks
2	Experience of the CA Firm/LLP in Practice i) 10 years Exp.: 15 Marks ii) 10-15 years Exp.: 20 Marks iii) 15+ years Exp: 25 Marks	25 Marks
3	Number of Full-Time Partners i) 2 Partners: 15 Marks ii) 3-4 Partners: 20 Marks iii) More than 4 Partners: 25 Marks	25 Marks
4	Average Annual Turnover during the last three Financial Years (FY 2023-24 to 2025-26) i) Turnover 50 lakhs-1 Crore: 15 Marks ii) 1.0 Crore – 2.0 Crore years Exp: 20 Marks iii) 2.0+ Crore years Exp: 25 Marks	25 Marks
	Total Marks	**100**

Note: Minimum 60 Marks are required for opening of financial bid.

The EOI should comprise the following.

- Compliance sheet duly filled in with documents mentioned therein
- Particulars of the organization

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2.13 <u>Tender EVALUATION PROCESS</u>

The Selection of the vendor shall be based on Quality and Cost Based Selection (QCBS). Tender evaluation process will follow a three-stage procedure:

Stage 1: Pre-Qualification Evaluation

In this stage, all the supporting documents/documentary evidence submitted by bidder in the technical bid, as specified in clause *"Minimum Eligibility Criteria-cum-Technical Bid (from Clause No. 2.1 to Clause No. 2.12)"* will be evaluated by the Tender Evaluation Committee constituted by GGU. Bidders failing to meet any of the pre-qualification criteria will be disqualified and will not proceed to subsequent stages. Only pre-qualified bids will be eligible for the second stage, i.e., technical evaluation

Stage 2: Technical Evaluation

a) Bidders who pass the pre-qualification stage will undergo a technical evaluation. The pre-qualified bids will undergo a detailed technical evaluation, based on the criteria specified in Clause *"Technical Qualification Criteria"*.
b) Each pre-qualified technical bid will be assigned a Technical Score (Ts) out of 100, according to the scoring model. The bidder must score at least 60 out of 100 to qualify for the third stage, i.e., the financial evaluation.
c) Bidders who fail to achieve the minimum required score of 60 will be disqualified and will not proceed to the next stage.

Stage 3: Financial Evaluation

In the third stage, a financial evaluation will be carried out. The Financial bid of only those bidders who have been deemed to be technically suitable and have scored at least 60 marks will be opened. Financial bids from bidders who are technically unsuitable or ineligible will not be considered.

Final Selection

a) Final selection of the vendor shall be based on Quality and Cost Based Selection with 80% weightage for technical evaluation and 20% weightage for financial evaluation
b) The bidder would be selected on the basis of the ranking and evaluation of Technical and Financial bids by a committee formed by the Department, and the Committee's decision would be final and binding
c) Final Score (combined score) of technical bids and the financial bid together will be used to arrive the highest technical-financial score. The bidder with highest technical-financial score will be chosen to provide the services covered by this tender

The final score (Fs) of the bidder shall be calculated using the formula

$$\text{Final Score (Fs)} = 0.2 * C1/C + 0.8*T$$

Where C1 is the financial of lowest bidder and C is the financial score of the bidder and Ts is the technical score of the bidder

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Section - II

3 Scope of Work

3.1 Accounting Services

1. Preparation and finalization of the University's Annual Accounts and other related financial matters, as detailed in Schedule-1.
2. To do all book keeping and accounting functions of the University in Tally ERP/Tally Prime (its latest version) system or any other software applicable in the University. To prepare, enter and check vouchers or all kinds of receipts & payments, income & expenditure.
3. 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.
4. 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.
5. Verification of ledgers of sundry creditors and debtors, removing duplicate ledgers, verification of opening balances of ledgers and entering required vouchers wherever necessary.
6. Budget and expenditure control.
7. To train and educate the officials/staff of University for Tally ERP/Software system and accounting for day-to-day verification of accounting working.
8. To reconcile and correct the previous financial year's un-reconciled/unsettled accounts in various heads - Sponsored Projects Grants, Loan and Advances, Debtors/Creditors, Fixed / Intangible Assets.
9. To assist and support Finance Officer in preparation of replies to CAG Audit Paras, observations and enquiries on the Annual Accounts and during transaction audit, Separate Audit Report.
10. 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.
11. Preparation, verification and certification 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 depreciation on the respective fixed and intangible assets.
    - Adjustment and Final accounts voucher entries.
    - To reconcile, rectify and enter rectification and adjustment entries in the Books of accounts for errors and omissions in the previous year's 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 year's Separate Audit Reports (SARs) issued by CAG of India.
    - Any other work needed for the Account's finalization.

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12. Other Works:
    - Verification and Sign/Stamp on Utilization Certificates (of Grants/Funds/Sponsored Projects/One Time Grants).
    - To prepare an Accounts Manual for the Guru Ghasidas Vishwavidyalaya Bilaspur to elaborate the working of Accounts and all workflow with accounting entries and treatment in compliance of CAG guidelines / Ministry of Education formats Accounting Standards norms.
    - 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.
    - Recording, classification and reconciliation of all donations received in the University.
    - Preparation and submission of Utilization Certificates of various grants and projects on timely basis.
    - Preparation and filing of Form 15CA/15CB where required.
    - Data preparation for NAAC, NIRF, AQAR and similar regulatory/accreditation frameworks and assisting the University in preparing responses to audit observations from statutory bodies, including the SAR, AIR, UGC, and MoE, etc. addressing statutory audit memos, and facilitating the resolution and closure of audit observations, providing assurance and advisory services, including financial and operational guidance, as required by the University from time to time.
    - Any other accounting / bookkeeping / audit and finance related services required time to time.

3.2 Taxation, Compliance, Statutory Returns/Fillings, & Fund Management

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, 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.
2) Compliance to settle the notices related to tax and other liabilities demanded by GST/Income Tax/any other departments.
3) To execute and compliance in connection with any other work related to Tax or other statutory compliance.
4) To visit along with university officials or appear on behalf of university to the concerned Offices of Income Tax/ GST / Other department, if required, for any current or previous period tax litigation/appeals under process. For this no additional professional fee shall be provided, only TA/DA shall be admissible for the day of visit as per university norms.

3.3 DISQUALIFICATION: The EOI/bid may be cancelled/partially accepted/rejected/not evaluated if any of the following is observed by the technical committee of GGV.

(a) If the bid is conditional or incomplete.

(b) If at any stage during and after evaluation of the technical bid and even after agreement and award of the work the bid/agreement of any such bidder will be rejected/not evaluated/cancelled, it is found that the information/documents furnished by the bidder is false/untrue/fabricated/tampered etc.

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(c) If the bidding firm has been blacklisted/debarred by any government/semi-government/PSU organizations or any legal proceedings regarding malpractice is ongoing against the bidding firm or the firm was found guilty for such malpractices earlier.

(d) If the bidder attempts to influence any member of the committee of GGV during and after the tendering process.

(e) The decision of technical committee for the evolution of eligibility criteria will be the final with due approval of higher authority of university administration.

3.4 RIGHTS OF THE UNIVERSITY: The University reserves (without assigning any reason, whatsoever) the right to:

(a) Accept or reject any or all bids for this EoI at any stage.
(b) Amend the selection process at any stage, if situation so warrants.
(c) Interpret any clause, modify/alter and amend the provisions of this EoI or any other document issued at any stage of selection.
(d) Amend the scope of work.
(e) Debar the bidder, if during the process of selection or later at any stage, it is found or discovered that bidder has/ had provided incorrect/misleading information or material mis-representation or concealment of information sought by the GGV.
(f) Close the process/cancel the invitation/ tender notice at any stage.

SCHEDULE-1

A. Scope of Work with respect to Preparation and Finalization of Annual Accounts

(Time schedule for preparation and submission of Annual Accounts by Central University (Central Autonomous body of MHRD), in line with D.O. No. 33-4/2020-TS. III , dated 22nd March 2021, is given in Schedule -1A.)

The Chartered Accountant Firm shall be responsible for preparing the University's Final Accounts as per Government requirements. Therefore, the firm shall ensure that all necessary proformas, documents, statements, etc., are prepared well in advance. The firm may ensure, by way of personal visits, etc., that records maintained in various offices are accurate, up to date, and compliant with applicable accounting standards. The following list outlines key responsibilities, though it is not exhaustive:

i. Preparing the Annual Accounts of the University, including the Balance Sheet, Income and Expenditure Statement, and Receipt and Payment Accounts, as per the prescribed format for Central Autonomous Bodies. The timeline for submission is specified in Schedule-1A.

ii. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in the Financial Year.

iii. Identifying prior period income/expenses, while processing the receipt and payment vouchers.

iv. iv. Ensuring that all adjustments arising from the Bank Reconciliation Statement are made on a monthly basis and verifying monthly Bank Reconciliation Statements for all University bank accounts.

v. Mapping the expenditure as booked under OH-31, OH-35 & OH-36 (formerly Non-Plan/Plan) into appropriate subheads based on the nature of expenditure.

vi. Entering all receipts and payments into the accounting software running at the University (e.g., Tally, PFMS-TSA, ERP, SAMARTH). This is a full-time activity and therefore the firm must deploy at least two experienced and trained staff members full-time at the Finance and Accounts office or other designated locations as per the Finance Officer’s instructions. The firm must also comply with all labour laws, including those related to minimum wages, EPF, and ESI.

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vii. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision(s) for depreciation.

viii. Preparation and Consolidation of all Accounts of the Departments, Projects with the University Accounts.

ix. Separate GPF/CPF/NPS/GIS Accounts on accrual basis.

x. Passing entries with respect to assets created out of sponsored projects where the ownership vests with the University to merge them with the assets of the University under respective conventional classified Heads.

xi. Preparation of Detailed Schedule of Fixed Assets.

xii. Preparation of Detailed Schedules relating to outstanding liabilities and accrued assets.

xiii. Prepare schedules relating to loans and advances.

xiv. Prepare schedules for prepaid expenses and receipts.

xv. Preparation of a detailed schedule of Investments.

xvi. Calculation and Provision of Depreciation in the annual accounts as per the rates adopted by the University.

xvii. Checking that the figures in accounts tally with subsidiary records.

xviii. Checking the calculation of accrued interest on loans and advances.

xix. Calculation of accrued interest on Investments.

xx. Compiling supporting statements and working sheets for all schedules, as well as for the Receipt and Payment Account, Income and Expenditure Account, and Balance Sheet to facilitate the audit process.

xxi. Obtaining necessary data for actuarial valuation of pension, gratuity, and leave encashment, and arranging to forward the data to the actuary after getting the same approved from AR Accounts/DR Accounts and the Finance Officer.

xxii. If required, make a presentation of certified Annual Accounts to the Finance committee/Executive Council.

xxiii. Staff of the CA firm shall be present at the time of AG Audit and GST audit to explain the various issues. Further, the CA firm will also support providing appropriate/suitable replies to audit observations and paras.

xxiv. Providing necessary in-house training to University staff on maintaining accounts and cashbooks.

xxv. Any other work which may be necessary for the finalization of Annual Accounts.

SCHEDULE-1A

Time schedule for preparation and submission of Annual Accounts by Central University (Central autonomous body of MHRD) (In line with D.O. No. 33-4/2020-TS. III , dated 22nd March 2021)

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S. No	Particulars	Dates
1.	Date of finalization of accounts by the Institute	31st May
2.	Approval of Annual Accounts by FC	Before 15th June
3.	Date of submission of Accounts to AG	30th June
4.	Commencement of inspection of Accounts by AG/CAG	31st July
5.	Completion of inspection of Accounts by AG/CAG	15th August
6.	Actual date of receipt of Approved Accounts in the Institute from AG (English & Hindi)	30th August
7.	Approval of Audited Accounts by the FC	30th September
8.	Completion of Printing of Annual / Audited Reports	31st October
9.	Submission of Annual Reports and Audited Accounts to the Ministry	15th November
10.	Laying of Annual Report and Audited Account in both the Houses of Parliament	31st December*

Note: As per GFR-2017, the Annual Report and Annual Audited Accounts are to be laid on the Table of both the Houses of Parliament within nine months from the closure of the financial year. As such, these Reports should mandatorily be laid before 31 December so as to avoid any delay in submission of these Reports

Section III

4.1. Guidelines For Bidder/ General Terms & Conditions

1. Interested bidders must carefully review all terms and conditions of GGV. Bids should be submitted only if the bidder meets the eligibility criteria specified in the tender document and possesses all required documents.
2. Information and instructions for bidders, as posted on the official website, shall form part of the bid documents. These can be accessed and downloaded free of cost from https://eprocure.gov.in and bid will be submitted online.
3. Bids can be submitted only after depositing the Earnest Money Deposit (EMD)/Bid Security/Security Deposit of Rs. 1,00,000/- through the available payment modes on the CPP Portal.
4. On the bid opening date, bidders may log in to view the bid opening process. After bid opening, competitor bid sheets will be made available.
5. Bidders must upload documents in JPG or PDF format only.
6. If any field is left blank and no rate is quoted by the bidder, the rate for such an item shall be considered as "0" (ZERO).
7. Online bid documents shall be opened only for those bidders who have deposited the EMD and uploaded the required documents in the prescribed format. The bid shall be deemed invalid if:
   i. The bidder is found ineligible.
   ii. The bidder fails to deposit the EMD/Bid Security/Security Deposit online.
   iii. The bidder fails to upload all mandatory documents (including GST registration) as per the eligibility criteria.
8. Bidders should quote their lowest possible rates in accordance with the terms and conditions of the tender document and ICAI guidelines. Bidders are advised to assess the scope of work before submitting their bids. No additional charges due to misinterpretation of the scope shall be entertained.
9. The EMD/Security Deposit of unsuccessful bidders will be refunded. No interest shall be paid on the deposit. The security deposit of the successful bidder will be

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refunded upon submission of a performance security equivalent to 5% of the contract value, which will be released upon successful contract completion.

10. The quoted rates shall remain valid throughout the contract period, including any extensions.
11. GST Number shall be mentioned in the quotation/tender for the University records
12. The successful bidder must commence work from the month of June 2026 (Tentative). Failure to initiate work on time or discontinuation midway shall result in forfeiture of the Performance Security Deposit, and the University reserves the right to cancel the contract.
13. The University reserves the right to amend the tender document in written before the bid submission deadline. Such amendments shall be binding on all bidders.
14. The quoted price must be inclusive of all applicable taxes.
15. Opening of Financial Bids: Price bids will be opened only for bidders who qualify in the technical evaluation.
16. The University reserves the right to accept or reject any or all tenders without providing any justification.
17. Tenders shall remain valid for a Max. of 180 days from the date of opening.
18. If at any stage the University finds the work unsatisfactory or the vendor/firm fails to comply with the terms and conditions, the contract may be terminated. Penalties, including forfeiture of the Bid Security/Performance Security Deposit, may be imposed. If the selected firm fails to fulfill its obligations, GGV reserves the right to complete the work through another firm at the risk and cost of the defaulting bidder. Any additional costs incurred shall be borne by the defaulting firm and deducted from its payments.
19. The selected firm must operate in accordance with the prescribed agreement and directives of GGV. Subcontracting of work is strictly prohibited.
20. The firm shall deploy adequate skilled manpower at the University campus for execution of the work. At least two qualified personnel holding an M. Com degree, with a minimum of 5 years of experience, including 3 years in a government educational institution, and proficiency in the latest Tally software and taxation matters, must be deputed. Interns or articled assistants shall not be deployed. The firm shall submit the resumes of the proposed personnel, and the University shall finalize their selection. The deputed personnel must adhere to office timings and maintain discipline. The firm shall also ensure compliance with all applicable labour laws and indemnify the University against any related liabilities. This requirement shall form part of employee selection after award of the tender and shall not be considered under technical evaluation.
21. Any misconduct by the firm’s personnel shall not be tolerated, and such individuals must be replaced immediately upon university instructions.
22. Each page of the tender document must be signed and stamped by the bidder as a token of acceptance and submitted along with the bid.
23. If any information provided by the firm is found to be false, the bid shall be summarily rejected, and no correspondence on the same shall be entertained. The security deposit shall also stand forfeited.
24. The firm shall not share any University-related information with any external organization or individual. Confidentiality of information should be maintained.
25. All suits shall be in the courts of Bilaspur Jurisdiction only.

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26. The initial contract period shall be for 2(two) years the contract may be renewed for a further period of 01 year at a time, subject to mutual consent of both parties. However, such renewal shall not exceed 02 extensions of 01 Year each, beyond the initial contract period). It may be further renewed annually, subject to satisfactory performance and mutual consent. The University reserves the right to terminate the contract with one month's notice, with payment settled on a pro-rata basis.
27. If required by the University, the deputed manpower shall report to office and perform duties as instructed even on holidays.
28. The firm should provide a replacement, as required by the University, in case any of the deputed manpower remains absent.
29. In case the performance of any deputed manpower is found to be unsatisfactory, the firm shall replace such personnel within 07 days from the date of intimation by the University.
30. **Payment Terms:**

    6% of the total contract value will be paid at the end of each month, subject to satisfactory completion of work, amounting to 72% over 12 months. The remaining 28% will be released after completion of the annual accounts, and approval of the final balance sheet by the University.
31. **Penalty Clause:**

    i. If any deputed manpower remains absent for more than 18 working days in a year, a penalty of ₹1,000 per person per day shall be deducted for the period of absence from the monthly payment of the firm.

    ii. If the services/work performed by the firm are found to be unsatisfactory or not completed within the prescribed time limits, the University may issue a warning to the firm. Upon issuance of one (01) such warning, a penalty of ₹10,000 shall be imposed, and the University reserves the right to cancel/terminate the tender/work order without any further notice.

DECLARATION: I/We have carefully read and understood the above terms & conditions and undertake to abide by the same.

Firm's Name	
Owner's Name	
Signature of owner	

Section IV

5.1. Submission Of Tender

Interested firms meeting the eligibility criteria are requested to submit the bids, along with all requisite documents, shall be submitted online on or before 25/08/2026 by 03:00 PM. Tender forms and further details are available at https://eprocure.gov.in The Tender should contain the following documents:

S. No	Item	Content
1.	Technical Bid	Supporting documents as per the checklist mentioned below
2.	Financial Bid	Proforma in Annexure-IV

5.2. Check List/Mandatory documents to be uploaded

Note: The Technical Bid shall be instantly rejected if the following documents are not scanned and uploaded online.

S. No	Particulars	Yes/No
1.	Self-attested copy of the Technical Bid.	
2.	A copy of online payment of as EMD/Bid Security/Security Deposit.	
3.	A copy of empanelment with C&AG of India as a Category "A" firm for 2025-26. Registration No. must be provided. ICAI Registration Certificate of the firm shall be provided.	
4.	The firm should have at least 2 full-time partners, out of which at least one should be FCA partners. Member Status Card for each partner must be uploaded. The proforma in Annexure X is to be submitted as well.	
5.	A supporting document confirming that the firm has been in operation for at least 10 years after its registration.	
6.	A supporting document confirming that the firm has a registered office in Bilaspur (C.G.). (If available)	
7.	The firm must have experience in the Preparation and Finalization of Annual Accounts, filing of e-TDS Returns (Income Tax), GST returns, and other similar work mentioned in the Scope of Work. CA Firm must have maintained/audited the Accounts of Govt. Higher Educational Institutions like Central Universities/IITs/IIMs/NITs/ Central Educational institutions for at least 3 years in last 5 financial years (Supporting documents to be uploaded). Letter of award, Work completion certificates/Experience Certificate or agreements must be uploaded. The proforma in Annexure-IX is to be submitted as well.	
8.	The average annual turnover of the firm during the last three years should not be less than ₹50 Lakhs per year. A certificate from a Chartered Accountant (CA) confirming this must be uploaded. Submit details as per proforma in Annexure-XI	
9.	A copy of the firm's PAN Card.	
10.	Copies of Income Tax Returns of the firm/company/agency (or individual in the case of a sole proprietorship firm) for the last three financial years.	
11.	A copy of GST registration certificate.	
12.	A declaration on non-blacklisting/debarment of the firm or its partners by any government agency or department	
13.	A declaration that no disciplinary case/proceedings are pending before any court of law/authority/ICAI against any partner or the firm, and confirming that no court of law has convicted the firm.	
14.	Bidder Profile / Mandate Form with enclosures.	
15.	Copy of Declaration Certificate as per Annexure-I (on a stamp paper of ₹100/-).	
16.	Any other documents as may be necessary in connection with the job tendered for, including a certificate of experience and a list of clients (with contact numbers and addresses) where similar services are being provided.	
17.	An undertaking by the bidder that no near relative is in service of Guru Ghasidas Vishwavidyalaya.	
18.	A copy of the declaration by the bidder regarding acceptance of the Terms & Conditions of the Tender.	

 Signature of the Bidder with seal

Section V
(Annexure- I)

(On the Letterhead of the Bidder)

DECLARATION
(To be executed by Bidder on Letter head of the firm)

I,...Name,...

designation, acting on behalf of...

.. (agency name & address), which is an applicant for Engagement of Chartered Accountant at GGV, Bilaspur hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and the GGV Bilaspur. We are not debarred/black listed by any agency/organization. In the event of any breach of the terms and conditions of Work Order/Agreement during the entire period of contract, the full responsibilities of any loss incurred by GGV Bilaspur because of our negligence including financial, time and reputation as assessed by GGV Bilaspur, shall lie with my agency and my agency will fully compensate GGV, Bilaspur for all such losses without resort to any legal process.

Signature:................................

Name:..................................

Address:................................

Official Seal

(Annexure- II)

(On the Letterhead of the Bidder)

Bidders Profile Form

<table>
<tr><td>S. No</td><td>Firm's Name</td><td colspan="3"></td></tr>
<tr><td>01</td><td>Owner's Name</td><td colspan="3"></td></tr>
<tr><td>02</td><td>Full Postal Address</td><td colspan="3"></td></tr>
<tr><td>03</td><td>E-mail address</td><td></td><td>Website address</td><td></td></tr>
<tr><td>04</td><td>Contact Person's Name</td><td></td><td>Contact No.</td><td></td></tr>
<tr><td>05</td><td>GST No. (Upload scanned copy)</td><td></td><td>PAN (Upload scanned copy)</td><td></td></tr>
<tr><td>06</td><td>C&AG of India as category "A" firm. Registration No. (Upload scanned copy)</td><td colspan="3"></td></tr>
<tr><td>07</td><td>List of the organizations to whom the similar works have been done. (Upload scanned copy)</td><td colspan="3"></td></tr>
<tr><td colspan="5">Note: Bidder/Firm must print GST No. and Current Bank Account No. with ISBN No. On their Letter Head/Bill/Quotations(Scan and upload).</td></tr>
<tr><td colspan="5">Signature with Seal</td></tr>
</table>

(Annexure- III)

(On the Letterhead of the Bidder)

Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payments.

Details of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number/Mobile Number	
5.	E-mail	

Bank Accounts Details:

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/CashCredit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	
11	Signature of Accounts Holder/s	

Signature of the Bidder with seal

(Annexure- IV)

(On the Letterhead of the Bidder)

Financial Bid

I/We .... hereby offer following rates, to Engagement of Chartered at GGV, Bilaspur.

Validate Print Help

Tender Inviting Authority:Registrar, Guru Ghasidas Vishwavidyalaya(A Central University), Bilaspur, Chhatisgarh

Name of Work: Providing Charted Accountant Services in GGV

Contract No: 38/CA Services/Store/GGV/2026, dated 04/08/2026

Name of the Bidder/ Bidding Firm /				
		PRICE SCHEDULE		
NUMBE	**TEXT #**	**TEXT #**	**NUMBER #**	**TEXT #**
Sl. No.	**Item Description**	**Item Code / Make**	**BASIC RATE In Figures (Excluding all taxes) To be entered by the Bidder in Rs. P**	**TOTAL AMOUNT In Words**
1	**2**	**3**	**7**	**10**
1	**CA Servies**			
1.01	Yearly Charges (including all expenses & Excluding all taxes)	item1		INR Zero Only
Total in Figures				INR Zero Only
Quoted Rate in Words		**INR Zero Only**		

Note: The rate for the above-mentioned items shall be filled out online only. A scanned copy of this document is not to be attached along with other enclosures.

Signature of the Bidder with seal

Annexure- V)

(On the Letterhead of the Bidder)

DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS OF THE TENDER

To

The Registrar

Guru Ghasidas Vishwavidyalaya

Koni, Bilaspur (C.G)

Regarding: Acceptance of Terms and Conditions

A. **I/We, Owner/Director/authorized signatory of the Company/Firm M/s ,is competent to sign this declaration and execute this tender document.**

B. **I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.**

C. **The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricate document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.**

Date: **Signature of Authorized Person:**

Place: **Name:**

Seal:

Note: Scanned copy of this document is to be uploaded along with other enclosures.

(Annexure- VI)

(On Rs. 100/- Non-Judicial Stamp Paper)

DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING

(To be executed by the bidder on Rs. 50/- Stamp paper & attested by Public Notary/Executive Magistrate)

I/We Director(s)/Authorized Signatory of M/S hereby declare that the Company has not been blacklisted or debarred in the past by GGU, Bilaspur or any other Government department /organization/ Under-taking from taking part in Government tenders.

Or

I/We Director(s) of M/S. --------------------------- hereby declare that the Company namely M/S.-

Was blacklisted or debarred by GGU, Bilaspur or any other Government Department (Name of the

Department) from taking part in Government tenders for a period of -------------------- years

w.e.f.----------------. The period is over on ----------- and now the company is entitled to take part in Government tenders.

In case the above information is found false, I/We are fully aware that the tender/contract will be rejected/cancelled by GGU, Bilaspur and EMD shall be for forfeited.

In addition to the above, GGU, Bilaspur will not be responsible to pay the bills for any completed/partially completed work.

SIGNATURE and NAME OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

Annexure- VII)

DECLARATION REGARDING NO PENDING DISCIPLINARY CASE/PROCEEDINGS/LITIGATION AND NO CONVICTION

(To be executed by the bidder on Rs. 100/- Stamp paper & attested by Public Notary/Executive Magistrate)

-

I/We, Director(s)/Authorized Signatory of M/S .... hereby declare that no disciplinary proceedings, inquiries, or cases are pending before any court of law, statutory authority, or the Institute of Chartered Accountants of India (ICAI) against the firm or any of its partners. It is further declared that neither the firm nor any of its partners have been convicted by any court of law for any offense.

I/We understand that in the event this declaration is found to be false or misleading at any stage, the tender/contract will be rejected/canceled by GGV, Bilaspur and EMD shall be forfeited.

SIGNATURE and NAME OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

(Annexure- VIII)

(On the Letterhead of the Bidder)

PROFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN GURU GHASIDAS VISHWAVIDYALAYA, KONI, BILASPUR

I/We, Owner/Director/Authorized Signatory of the company M/s.. hereby certify that none of my relative (s), as defined, is/are employed in GGV, Bilaspur. In the case at any stage, if it is found that the information given is incorrect, GGV, Bilaspur shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative(s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in a manner as father, mother, son(s), son's wife (daughter-in-law), Daughter (s), daughter's husband (son-in-law), brother (s), brother's wife, sister (s), sister's husband(brother-in-law)

The certificate will be given by all the Owner/Director/Authorized Signatory of the company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled and earnest money/ performance security deposit will be forfeited at any stage, whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

1. Name of Director .... Signature

2. Name of Director .... Signature

3. Name of Director .... Signature

OR

(Name of Owner/Director/Company Secretary) Signature

 Signature of the Bidder with seal

(Annexure- IX)

(On the Letterhead of the Bidder)

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

S.No	Name of the Assignment	Start date & End date	Name of the Central Autonomous Body	Nature of the Assignment (Pl. specify whether the work provided involved all jobs as detailed in the scope of work)	Nature of the Supporting Documents Provided
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Furnish a copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

Seal: **Signature:**

Date: **Name & Designation:**

 Signature of the Bidder with seal

(Annexure- X)

(On the Letterhead of the Bidder)

Details of CA Firm's Partners

S. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

Furnish a copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

Seal: **Signature:**

Date: **Name & Designation:**

(Annexure- XI)

(On the Letterhead of the Bidder)

Details of CA Firm's Professional Income [Gross Professional Fees Earned]

S. No.	Particular	Financial year 2023-24	Financial year 2024-25	Financial year 2025-26	Average Annual Turnover
1.	Annual Income* (Rs. In Lakh)				

Note: Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

Seal: **Signature:**

Date: **Name & Designation:**

Signature Not Verified

Digitally signed by GANESH PRASAD SHUKLA
Date: 2026.08.04 16:25:04 IST
Location: eProcure-EPROC