

**बिड दस्तावेज़ / Bid Document**

<b>बिड विवरण/Bid Details</b>	
<b>बिड बंद होने की तारीख/समय /Bid End Date/Time</b>	15-06-2026 17:00:00
<b>बिड खुलने की तारीख/समय /Bid Opening Date/Time</b>	15-06-2026 17:30:00
<b>बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)</b>	90 (Days)
<b>मंत्रालय/राज्य का नाम/Ministry/State Name</b>	Jammu & Kashmir
<b>विभाग का नाम/Department Name</b>	Higher Education Department Jammu And Kashmir
<b>संगठन का नाम/Organisation Name</b>	University Of Jammu
<b>कार्यालय का नाम/Office Name</b>	Jammu
<b>वस्तु श्रेणी /Item Category</b>	Hiring of Consultancy Services - Percentage based - Chartered Accountant; Finance& Accounts; Yes; Hybrid(As specified in scope of work)
<b>अनुबंध अवधि /Contract Period</b>	1 Year(s)
<b>बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	50 Lakh (s)
<b>उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service</b>	5 Year (s)
<b>एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover</b>	No
<b>स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover</b>	No
<b>विक्रेता से मांगे गए दस्तावेज़/Document required from seller</b>	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,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 the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
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	2
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
<b>Payment Timelines</b>	Payments shall be made to the Seller within <b>45</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
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

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(a). 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, University of Jammu  
Higher Education Department Jammu and Kashmir, University of Jammu,  
(Dr. Neeraj Sharma)

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

**एमआईआई अनुपालन/MII Compliance**

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

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Last 3 years average business revenue from consulting:**as per ATC

**Number of Consultants on payroll of firms:**as per ATC

**Number of projects completed in India having similar scope & size of proposed project under hiring:**as per ATC

**Detail of the Project to be managed by Service Provider:**[1778845955.pdf](#)

**Profile of Consultants:**[1778845977.pdf](#)

**Methodology for Measurement of executed Project Value, to be used for Invoicing:**[1778845997.pdf](#)

**Pre-qualifications Criteria:**[1778846195.pdf](#)

**This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-**

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
AS PER ATC UPLOADED	100	70	<a href="#">View file</a>	Yes

Total Minimum Passing Technical Marks: 70

**Hiring Of Consultancy Services - Percentage Based - Chartered Accountant; Finance& Accounts; Yes; Hybrid(As Specified In Scope Of Work) ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Chartered Accountant
Consultant's Profile	Finance& Accounts
Proof of Concept (POC) Required	Yes
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
<b>एडऑन /Addon(s)</b>	

**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**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushma Devi	180006,UNIVERSITY OF JAMMU BABA SAHEB AMBEDKAR ROAD JAMMU	1	<ul style="list-style-type: none"> <li>Estimated Value of Project to be Managed : 1000000000</li> </ul>

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

## 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 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---**

**UNIVERSITY OF JAMMU**

Jammu – 180006

**TENDER DOCUMENT**

**Engagement of Chartered Accountant Firm for Streamlining, Preparation of Balance Sheets, Consolidation and Reconciliation of University Accounts and handling statutory compliances including Income Tax and GST matters for the Financial Year 2025-26.**

Tender through:

Government e-Marketplace

Issued by:

University of Jammu

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✓ J. S. Singh Akanksha

## 1. Notice Inviting Tender (NIT)

The University of Jammu invites online bids from eligible Chartered Accountant Firms through the Government e-Marketplace for providing professional services for **streamlining University accounts and for the preparation, consolidation and reconciliation of Balance Sheets of University funds/accounts for the Financial Year 2025-26**. The CA Firm shall also act as the **Nodal/Principal Consultant cum Coordinator** for defining the scope of the overall process required for streamlining the University accounting system.

Eligible firms may submit their bids online through the GeM Portal within the prescribed timeline.

## 2. Tender Schedule

Particular	Details
Tender Inviting Authority	University of Jammu
Mode of Tender	GeM Portal
Tender Publication Date	As per GeM
Last Date for Submission of Bids	As per GeM
Opening of Technical Bids	As per GeM
Opening of Financial Bids	As per GeM
Place of Jurisdiction	Jammu

## 3. Scope of Work

The scope of work shall include, but not be limited to:

### 3.1. Accounting & Preparation of Financial Statements

1. To act as **Nodal / Principal Consultant-cum-Coordinator** for defining the scope, procedures and methodology, required for streamlining the University Accounting System.
2. Preparation of Financial Statements (i.e., Balance Sheets, Statement of Income & Expenditure and Receipts & Payments Account) for various University Funds/Accounts/Departments including the CD-01 Account of the University; Centralized funds viz.-a-viz. Infrastructure Fund, Social Infrastructure Fund, Digitalization Fund, Self-Financing Payment Seat Fund, Common Pool Payment Seat Fund, Corpus Fund; Local Funds of Departments/ Centres/ Offsite Campuses/Central Facilities etc. for the Financial Year 2025-26.
3. Consolidation of financial statements.
4. Reconciliation of Accounts (bank, inter-departmental, grants, etc.)

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5. Review and streamlining of existing accounting systems and manuals with recommendations for improvements and updates to accounting manuals and guidelines.
6. Identification and rectification of discrepancies.
7. Preparation of fixed asset registers (Form- GFR 22)
8. Certification and Authentication of Utilization Certificates of Centre/State grants, Non-Government Organizations etc.
9. Submission of periodic progress reports.
10. Incidental Work- Any other work incidental to preparation, consolidation and reconciliation of accounts.

### **3.2. Income Tax Related Compliances under Income Tax Act 1961 / Income Tax Act 2025**

- a. Filing of Annual Income Tax returns (ITR) as per the provision of the Income Tax Act.
- b. With respect to Tax Deducted at Source, the selected firm will be responsible for:
  - i. Preparation and review of monthly and quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing returns.
  - ii. Filing of the TDS returns (including Revision of TDS Returns if required) in due time as per the provision of the Income Tax Act.
  - iii. Generation of TDS certificate (Form 16/16A/16B or Form 130/131/132) from TRACES as per the time limit of issue of the same to Contractors/ employees.
  - iv. The University is also required to deduct the tax at source on various payments made on account of international transactions, so the firm will generate Form No 15CA/15CB (Form 145/146)/ applicable compliance and assist in arriving at correct rate of TDS on such foreign payment. The firm must issue Form 15CA/CB (Form 145/146) within two days of receipt of the documents.
- c. Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.

### **3.3. Goods and Service Tax Compliances under GST Act 2017**

- a. Preparation and submission of the monthly GSTR-1 (GST Collection Account) returns in appropriate Form of GST within due dates.
- b. Preparation and submission of the monthly GSTR-3B (GST Collection Account) returns including Tax Payable on RCM-Reverse Charges Mechanism basis in appropriate Form of GST within due dates.
- c. Preparation and submission of the monthly GSTR-7 (GST Deduction Account) returns in appropriate Form of GST within due dates.
- d. Preparation and submission of the annual GSTR-9 & 9C Annual Return (GST Collection Account) returns in appropriate Form of GST within due dates.

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- e. Causing appearance and making submissions in the course of assessments.
- f. Handling all assessment proceedings initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the authorities for assessment proceedings, drafting/filing of submissions with authorities regarding rectification applications including any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing.

#### 4. Eligibility Criteria

The bidding firm must meet the following requirements:

1. The Firm must be empanelled with C&AG, Reserve Bank of India (RBI) and Institute of Chartered Accountants of India (ICAI).
2. The firm must have at least 5 years of professional experience.
3. The firm should have experience in preparation of accounts of Government institutions, Universities, Autonomous Bodies or PSUs.
4. Valid PAN and GST registration must be available.
5. The firm should not have been blacklisted by any Government organization
6. The firm must have at least 3 full-time Fellow Chartered Accountants/partners.
7. The firm must have an office in Jammu with at least 2 FCA partners stationed in Jammu.

#### 5. Duration of Engagement

The engagement shall be for one year or extendable to one more year depending upon the performance of the Chartered Accountant Firm or University's requirement.

#### 6. Deliverables

The selected firm shall submit:

- Framework for streamlining University accounts
- Prepared Balance Sheets and financial statements
- Consolidated accounts, where required
- Reconciliation statements
- Copies of filed Income Tax Returns (including CAPEX-related filings) along with acknowledgements
- Soft copies (in MS-Excel, MS-Word, PPT, Tally Data) for every work undertaken.

#### Bid Evaluation Criteria

The evaluation of bids shall be carried out in two stages:

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*[Handwritten signatures and dates]*

24/9/26

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*



	<b>Inter-qualifying certificate/marksheets of both the groups</b>		<ul style="list-style-type: none"> <li>Employees in the firm including CA's.</li> </ul> <p>Details shall be given as on date of application like, date of joining the firm, date of becoming FCA, and other interest/engagement, if any.</p>												
(vi)	<b>Turnover for the last three years (FY- 2022-23, 2023-24, 2024-25) – 20 Marks</b>	<table border="1"> <thead> <tr> <th>Average Turn-Over</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>&lt;50 Lakhs</td> <td>0</td> </tr> <tr> <td>50 Lakhs- 1 crore</td> <td>5</td> </tr> <tr> <td>1.5 crore- 2 crore</td> <td>10</td> </tr> <tr> <td>2 crore- 2.5 crore</td> <td>15</td> </tr> <tr> <td>&gt;2.5 crores</td> <td>20</td> </tr> </tbody> </table>	Average Turn-Over	Marks	<50 Lakhs	0	50 Lakhs- 1 crore	5	1.5 crore- 2 crore	10	2 crore- 2.5 crore	15	>2.5 crores	20	(Self-Attested Copies of Audited Profit & Loss Statement and Balance Sheet to be attached).
Average Turn-Over	Marks														
<50 Lakhs	0														
50 Lakhs- 1 crore	5														
1.5 crore- 2 crore	10														
2 crore- 2.5 crore	15														
>2.5 crores	20														

#### Other Documents required-

- Self-attested copies of requisite documents / certificates issued from C&AG and RBI
- Copy of PAN and GST Certificate.
- Self-attested affidavit on Rs 100/- stamp paper by the authorized signatory declaring that the firm has not been blacklisted/debarred/removed by any Government organization/department/PSU/Autonomous Body.
- Any other documents required as per GeM bidding conditions

#### Qualifying Requirement

- Minimum **70 marks out of 100** required.
- Technical evaluation is **only for determining responsiveness and capability**.
- Marks obtained shall **not be used for final ranking**.

#### Bid Evaluation Method (LCS – Least Cost Selection)

#### Technical Stage

- Technical bids shall be evaluated first.
- Only bidders meeting eligibility criteria and scoring minimum qualifying marks shall be considered responsive.

## Financial Stage

- Financial bids of only the technically qualified bidders shall be opened.
- The bidder quoting the **Lowest Price (L1)** on the **Government e-Marketplace** shall normally be considered for award of contract.

## Award of Contract

- Contract shall be awarded to the **L1 bidder**, subject to:
  - Verification of documents
  - Acceptance of terms and conditions

## Tie-Breaker

- Higher technical marks
- Then higher similar experience
- Final decision by competent authority

## 8. Payment Terms

Payment shall be made as per approved rates through the **Government e-Marketplace** after satisfactory completion of work.

## 9. Performance Security

The selected bidder may be required to furnish **Performance Security of 5% of the contract value**.

The Performance Security may be invoked, wholly or partially, in case of breach of conditions related to independence, transparency, or submission of Independent Firm reports.

## 10. Confidentiality

The selected firm shall maintain strict confidentiality of all financial records and documents of the **University of Jammu**.

## 11. Conflict of Interest

The firm must disclose any potential conflict of interest with the assignment.

## 12. Force Majeure

Failure to perform contractual obligations due to circumstances beyond control such as natural disasters, war, or government restrictions shall be considered Force Majeure.

## 13. Penalty for Delay

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Delay in completion of work without valid justification may result in penalty or deduction from payment.

If the Chartered Accountant Firm fails to complete the assignment within the stipulated time without valid justification, the University of Jammu may impose **Liquidated Damages (LD)** as follows:

- **2% of the contract value per week of delay**
- **Subject to a maximum of 10% of the total contract value**

The penalty amount may be deducted from the payments due to the firm.

#### **14. Termination Clause**

The University of Jammu reserves the right to terminate the contract if services are unsatisfactory or terms are violated, without assigning reasons thereof. If, even after the award of contract, information / facts submitted by the Firm are found misleading / incorrect / false etc., University reserves the right to disapprove the contract.

#### **15. Jurisdiction**

The contract shall be governed by the laws of India and any dispute arising from the contract shall fall under the jurisdiction of courts located at Jammu.

#### **16. Responsibilities of the University**

The University of Jammu shall:

- Provide access to relevant financial records and documents.
- Facilitate coordination with the Accounts Section and other concerned departments.
- Provide necessary clarification or information required for completion of the assignment.

#### **17. Responsibilities of the Chartered Accountant Firm**

The selected firm shall:

- Carry out the assignment with professional diligence and integrity.
- Ensure compliance with standards prescribed by the Institute of Chartered Accountants of India.
- Maintain confidentiality of financial records.
- Submit reports and deliverables within the stipulated time.
- Ensure accurate and timely filing of GST Returns/Income Tax Returns, including CAPEX-related filings, in compliance with applicable laws.
- The Firm shall not assign, sub-contract or sublet the whole or any part of the contract if so allotted to him.

Handwritten signatures and initials in blue ink at the bottom of the page. On the right, the name 'Shankar' is written and underlined. In the center, there are several initials and signatures, including one that appears to be 'S. S. S. S.' and another that looks like 'S. S. S. S.'.

## 18. Standard Procurement Conditions

1. The University of Jammu reserves the right to modify or withdraw the tender without assigning any reason.
2. The University may accept or reject any bid wholly or partly.
3. Submission of bid implies acceptance of all terms and conditions of the tender document.
4. In case of any dispute regarding interpretation of the tender document, the decision of the University shall be final.

Interested bidders may submit their queries in writing through the **GeM Portal** before the pre-bid meeting.

Clarifications issued during the meeting shall form part of the tender document.

## 19. Intellectual Property and Ownership of Records

All documents, financial statements, reports, working papers and related records prepared during the course of the assignment shall remain the **property of the University of Jammu**.

The Chartered Accountant Firm shall not use the same for any other purpose without prior written approval of the University.

## 20. Arbitration Clause

In case of any dispute arising out of the contract, the matter shall be referred to **arbitration by a person appointed by the Vice-Chancellor of the University of Jammu**.

The arbitration proceedings shall be conducted in **Jammu** in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**.

✓ [Signature] [Signature] [Signature] [Signature] [Signature] [Signature] [Signature]