

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	15-06-2026 21:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	15-06-2026 21:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Education
विभाग का नाम / Department Name	Department Of Higher Education
संगठन का नाम / Organisation Name	Delhi University
कार्यालय का नाम / Office Name	College Of Vocational Studies
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	shreya87744@cvs.du.ac.in
वस्तु श्रेणी / Item Category	Financial Advisory Services - Onsite; Hiring of professional services of a CA Firm
अनुबंध अवधि / Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	18 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	4 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (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 मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	450000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
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

आवश्यकता/Required	No
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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	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 as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. 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.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. 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.
5. 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.
6. 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.
7. **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.
8. 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.
9. 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.

10. 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:[1779983358.pdf](https://www.pdfdrive.com/1779983358.pdf)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
05-06-2026 11:00:00	Committee Room, College of Vocational Studies

Financial Advisory Services - Onsite; Hiring Of Professional Services Of A CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Hiring of professional services of a CA Firm
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Bookkeeping Support , Compliance and Governance Needs , Periodic Compliance Payroll Support , Advance Tax Computation , Tax Litigation Strategy , Support for Tax Assessment , Valuation of Liabilities , As per tender document
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resou rces required	Chartered accountant , Tax expert , GST expert
Qualification of Professional/Reso urces required	CA
Certification of Professional/Reso urces required	Firm must be registered with ICAI and empanelled with CAG

विवरण/ Specification	मूल्य/ Values
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	Yes

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

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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Yogesh Kumar Meena	110017, COLLEGE OF VOCATIONAL STUDIES, TRIVENI, SHEIKH SARA- PHASE II, NEW DELHI 110017	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of months for which Post Advisory support is Required : 36

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

1. Generic

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

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

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---

TENDER NOTICE

Tenders are invited under the Two-Bid System (Technical Bid and Financial Bid) from reputed and eligible Chartered Accountant firms for the work mentioned below, subject to the terms and conditions prescribed in the tender document:

1	Name of Work & Sub Head	:	Hiring professional services of a Chartered Accountant Firm at College of Vocational Studies
2	Total Estimated Tender Value	:	Rs. 1,50,000/- annually (Rs. 4,50,000/- for 3 years)
3	Contract Period	:	3 years (Initially for one year, extendable annually for a further two years subject to satisfactory performance and approval of the competent authority)
4	Tender Publish Date (uploading)	:	As per GeM Schedule
5	Date and time of Pre –Bid (if applicable)	:	
6	Bid submission start date & time	:	
7	Bid submission end date & time	:	
8	Bid Opening date & time	:	
9	Time & date of opening of price bid	:	
10	Eligibility Criteria	:	

TECHNICAL BID

- a) The Chartered Accountant Firm must be registered with the Institute of Chartered Accountant of India shall be considered.
- b) The firm should have a minimum of four (4) years' experience in preparation/finalization of accounts of public funded educational institutions, as per the formats prescribed by UGC / MHRD / Ministry of Education.
- c) The firm should have at least three Fellow Chartered Accountant (FCA) partners, each having a minimum of 5 years' post-qualification experience as on the date of publication of tender.
- d) The firm should be empanelled with the Comptroller and Auditor General (CAG) of India.
- e) The average annual turnover of the firm during the last three financial years should not be less than ₹18 lakh. Proof of the same has to be submitted.
- f) The bidder should submit copies of Income Tax Returns (ITR) for the last three assessment years.
- g) The Bidder should submit the profile of the Firm as per the Proforma attached.
- h) All the pages of bid being submitted must be Self-attested.
- i) The Bidder should have an office in Delhi.
- j) The bidder must submit all necessary certificates/documents in support of the above-mentioned eligibility conditions. In the absence of requisite documentary proof, the bid is liable to be rejected.

Important Notes

1. The entire tendering process is online through GeM. The Notice inviting tender can also be downloaded from college website.
2. The documents required to qualify the Technical Bid are to be submitted online duly filled in and signed on all the pages and stamped by the bidder accompanied by details of the Company Profile, audited balance sheet for last 3 years along with other relevant documents in pdf form.
3. The documentary proof in respect of Income tax returns, PAN No., GST registration no., & proof of **Work Experience** of similar works during the last 3 years should also be submitted online in pdf form.
4. The Financial bid of the Bidder who satisfies the eligibility criteria and qualifies in the Technical bid in all respects only will be opened.
5. The College reserves the right to accept any Tender or to reject any or all Tenders without assigning any reasons thereof and will not be liable to Offer any explanation whatsoever.

About the College of Vocational Studies

College of Vocational Studies is one of the constituent colleges of the University of Delhi and is 100% funded by the University Grants Commission (UGC). The annual expenditure of the College is presently around ₹43 crore, which includes salary as well as non-salary related expenditure. The total staff strength comprises 135 teaching and 70 non-teaching personnel.

The College invites e-tenders for hiring the professional services of a reputed Chartered Accountant firm for preparation and finalization of the College accounts and other related accounts, taxation matters, and allied financial compliance work.

SCOPE OF WORK

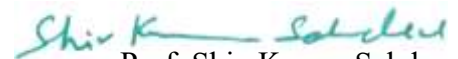
1. Preparation of Financial statement, including balance sheet along with all annexure, in compliance with UGC/University of Delhi Rules, along with cash flow statement.
2. Income tax Return Filing for the College and handling all related proceedings.
3. Preparation and filling of GST Returns on a monthly basis
4. Preparation and filling of TDS Returns on a monthly basis
5. Preparation of utilization Certificates as required
6. Generation of Form 130 (formerly Form 16) Form 131 (formerly Form 16A) under Income Tax Act 2005 and Income Tax Rules, 2026 for all employee of the College
7. Reconciling bank balances and settling funds with funding agencies, including identification and clearance of old unsettled balances.
8. Response to and resolution of notices and appeals issued by the Income Tax Department, including the Commissioners of income tax (Appeals) and ITAT as required.
9. Response to and resolution of Audit Paras raised during and after CAG Audit as well as Internal Audit by the University of Delhi.
10. Any other accounting and financial services required by the College from time to time.

TERMS AND CONDITIONS (GENERAL)

1. The tenderer must submit the technical and financial bid as per the rules.
2. The College reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
3. The College reserves the right to amend, withdraw any of the terms and conditions contained in this tender document without assigning any reason thereof.
4. Any inquiry after submission of the tender will not be entertained.
5. The Bids received incomplete or filed after the due date shall be summarily rejected
6. The tenderer shall quote all prices excluding all statutory taxes, duties etc.
7. Upload only relevant documents.
8. The selected agency/ Service Provider shall have to execute an agreement on non-

judicial stamp paper of Rs. **100/-** to be signed by both the parties.

9. If dispute or difference of any kind shall arise between the College of Vocational Studies and the Contractor in connection with or relating to the Contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
10. If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Principal, College of Vocational Studies, New Delhi.
11. The venue of arbitration shall be Delhi, India.
12. All legal disputes shall be subject to the jurisdiction of Delhi courts only.
13. In case there are two or more L1 bids, the bidder with highest turnover will be extended.
14. The Selected firm will be hired for one year at a time on Contract and may be further extended for two years, subject to satisfactory performance and approval of the competent authority
15. The price quoted shall be inclusive of all taxes, duties and other charges.
16. Payment to selected Firm will be made on yearly basis after completion/submission of the annual accounts.



Prof. Shiv Kumar Sahdev
Principal, College of Vocational Studies

PROFORMA OF COMPANY PROFILE

Sr. No.	Particulars	
1	Name of the Firm/Agency	
2	Name of Owners/ Partners/ Directors	
3	Address of the Firm	
4	Mobile No.	
5	Name of the Tenderer	
6	Registration of the Firm (with ICAI)	
7	GST Registration No.	
8	Permanent Account Number under Income Tax	
9	Experience	
10.	Average Annual turnover during the last three F.Y. 2023-24, 2024-25 and 2025-26	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:

Date:

Signature and Seal of the Tenderer

COMPLIANCE SHEET – TECHNICAL BID

Name of the Bidder/Firm: _____

S. No.	Eligibility Criteria	Compliance (Yes/No)
1	The Chartered Accountant Firm is registered with the Institute of Chartered Accountants of India (ICAI).	
2	The firm has a minimum of four (4) years' experience in preparation/finalization of accounts of public funded educational institutions as per UGC/MHRD/Ministry of Education formats.	
3	The firm has at least three Fellow Chartered Accountant (FCA) partners, each having a minimum of five (5) years' post-qualification experience as on the date of publication of tender.	
4	The firm is empanelled with the Comptroller and Auditor General (CAG) of India.	
5	The average annual turnover of the firm during the last three financial years is not less than ₹18 lakh.	
6	Copies of Income Tax Returns (ITR) for the last three assessment years have been submitted.	
7	Profile of the Firm as per the prescribed proforma has been submitted.	
8	All pages of the bid submitted are self-attested.	
9	The bidder has an office in Delhi.	
10	All necessary certificates/documents in support of the eligibility conditions have been submitted.	

Declaration by the Bidder

I/We hereby certify that all the information furnished above is true and correct to the best of my/our knowledge and belief. In case any information furnished is found to be false/incorrect, the bid shall be liable for rejection.

Authorized Signatory

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Seal of Firm

COMPLIANCE SHEET – SCOPE OF WORK

Name of the Bidder/Firm: _____

S. No.	Scope of Work	Compliance (Yes/No)
1	Preparation of financial statements, including Balance Sheet along with all annexures, in compliance with UGC/University of Delhi Rules, along with Cash Flow Statement.	
2	Filing of Income Tax Returns for the College and handling all related proceedings.	
3	Preparation and filing of GST Returns on a monthly basis.	
4	Preparation and filing of TDS Returns on a monthly basis.	
5	Preparation of Utilization Certificates as required.	
6	Generation of Form 130 (formerly Form 16) and Form 131 (formerly Form 16A) under the Income Tax Act, 2005 and Income Tax Rules, 2026 for all employees of the College.	
7	Reconciling bank balances and settling funds with funding agencies, including identification and clearance of old unsettled balances.	
8	Response to and resolution of notices and appeals issued by the Income Tax Department, including the Commissioner of Income Tax (Appeals) and ITAT, as required.	
9	Response to and resolution of Audit Paras raised during and after CAG Audit as well as Internal Audit by the University of Delhi.	
10	Any other accounting and financial services required by the College from time to time.	

Declaration by the Bidder

I/We hereby certify that all the information furnished above is true and correct to the best of my/our knowledge and belief. In case any information furnished is found to be false/incorrect, the bid shall be liable for rejection.

Authorized Signatory

Name: _____

Designation: _____

Name of Firm: _____

Date: _____

Seal of Firm