



**Chaudhary Ranbir Singh University, Jind**  
(Established by the State Legislature Act 28 of 2014)  
(Recognized u/s 12-B & 2(f) by UGC Act 1956)



CRSU/Acct./2026/ 2803

Date: 10-06-26

**Invitation for Sealed Quotations for hiring of Chartered Accountant (CA) firm / Agency for the Financial Year 2026-27**

Sealed Quotations are invited from Chartered Accountant firms / agencies by Ch. Ranbir Singh University Jind for hiring of Chartered Accountant firms / agencies. The sealed quotation should reach to the office of **Registrar, Chaudhary Ranbir Singh University, Jind-126102** on or before **23-06-2026 up to 05:00 P.M.** The Interested firm /agency should clearly write **“QUOTATION FOR HIRING OF CHARTERED ACCOUNTANT (CA) FIRM/AGENCY FOR THE FINANCIAL YEAR 2026-27”** in Capital and Bold letters on envelope. The quotations must be signed by the authorized signatory of the bidding firm / agency on each page, along **with seal of the firm / company**, as the case may be. The conditional / incomplete / unsigned quotations /quotations received after last date shall be rejected. The quotations will be opened on **25-06-2026 at 12:00 Noon** in the office of the Convener, Ch. Ranbir Singh University, Jind in the presence of the Committee Members. The authorized representatives of interested firms /agency may present during opening of quotations.

**Work Description**

Sr. No	Brief description of the Scope of Works
1.	To Prepare Monthly Bank Reconciliation of all the University Accounts.
2.	To Prepare Balance sheet.
3.	To Prepare Cash Book, Income and Expenditure Statement (monthly /yearly) and Balance Sheet in Hard Copy (audited with stamp and signature).
4.	Form 16, Revision in Form 16, if any.
5.	TDS Returns Filing , revision , Compliance, if any.
6.	GST Returns Filing, revision, Compliance , if any.
7.	Filing of University Returns & revision, if any.
8.	Reply of Income Tax/GST/Notices/Summons if any including previous years.
9.	Digital Signature Certificate.
10.	To Scrutinize all vouchers, receipts (Debit/Credit) along with all contracts/agreements.

11.	Conduct of Internal audit and review of accounts
12.	Any other Finance related guidance provided from time to time.

Further, It is desired that your firm should also review and submit a detailed note on all statutory and Govt. Compliances applicable to the University.

- Income tax Act and rules.
- GST.
- Provident Fund and ESI.
- Professional Tax(if applicable)
- Audit and Accounting Standards
- Labour Laws and other Government Regulations.
- Filing requirement under any other applicable Act/Statute.

You are also requested to provide:

- A comprehensive checklist of all such compliances that the University is required to adhere to, mentioning the frequency, due dates and the consequences or liabilities in case of non-compliance or delay.
- A status report indicating whether these compliances being done by University or pending.
- Recommendations, if any to strengthen the compliance framework of the University.
- *You will also be liable to provide a Tally expert with full knowledge of accounting, who will be deputed by you/your firm in the accounts branch on all working days during office hours, or whenever required.*

**This will enable the University to review its present position and ensure that all statutory requirements are being fulfilled in a timely manner. It is also hereby mentioned that it will be sole responsibility of your Firm if any lapse found regarding the financial liability at the part of the University.**

## **Terms and Conditions**

1. The firm / agency should have at least 3 years of experience of similar work in Government Universities / Educational Institutions / Government /Semi Government / Autonomous bodies. The agency / firm shall enclosed performance certificate from concerned body regarding experience of similar work.
2. The firm should not be black listed from Government or any other body for any reason. An Affidavit in this regard must be enclosed.
3. No excess/extra payment shall be made for any revision / correction in work mentioned in scope of work.
4. No Extra amount / Travelling Allowance regarding visit to the university shall be paid.
5. No advance payment shall be made and payment shall be released on a quarterly basis only after completion of the assigned work of the said Financial Year.
6. The University shall not be responsible for fine if any due to delay of return filling of TDS / GST etc.
7. A Penalty shall be imposed for any delay in execution of work by the firm / agency as per university norms.
8. Performance Security: The firm will deposit the performance security deposit, of Rs. 25000/- or 10% of quoted rates, whichever is less in the form of a Fixed Deposit Receipt (FDR)/ Bank Guarantee issued on the name of 'Registrar, CRSU, Jind and payable at Jind. The Fixed Deposit Receipt (FDR) should be from a scheduled nationalized bank and will be held against any defaulting in performance and violation of terms and conditions. This FDR shall be effective for the entire contract period.
9. An undertaking that I / We have read and clearly understand the work description and terms & conditions by authorizes signatory of bidding firm / agency along with seal of firm / agency must be enclosed.
10. The University reserves the right to reject any or all offers at any stage without assigning any reason.
11. In case of any dispute, both the parties will be bounded by the decision of the Vice Chancellor, CRSU, Jind as the arbitrator.
12. Subject to mutual consent and satisfactory performance, the contract/work of the CA firm may be extended for a further period of up to three years on yearly basic and 5% increment on base rate shall be given if agreement is renewed for next financial year, on the same terms and conditions.
13. The bidder should have an office in Jind for at least the last three years and must attach valid documentary proof in support of the same.

14. The Technical Bid Application/Documents and the Financial Bid should be submitted separately in sealed envelopes. Conditional quotation are not acceptable
15. The rates be quoted in Indian Rupee (INR) without GST. GST shall be shown extra.
16. All disputes shall be subject to Jind jurisdiction.

  
**Finance Officer** ~~ance Officer~~  
**Chaudhary Ranbir Singh University**  
**JIND**

**Technical Proposal  
(Form-1)  
APPLICATION  
Details to be filled by Chartered Accountant firm**

S.No.	Particulars	Details
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and Email address	
4	ICAI Registration No. with Region Name and Code no. (Details to be provided as per Annexure-1)	
5	Date of constitution of the firm	
6	PAN no. of the Firm	
7	Copy of GST Reg. No.	
8	Firm Experience in PSU/Govt. Audit (Details to be provided as per Annexure-2)	
9	Empanelment with Regulatory Bodies (Details to be provided as per Annexure-3)	
10	Qualified Professionals with Firm (Details to be provided as per Annexure-4)	
11	Detail of Authorized Person with authority letter	
12	Experience of single entry to double entry (Details to be provided as per Annexure-5)	
13	Address proof of the office located in Jind for at least the last three years must be provided.	

**Authorized Signatory**  
(Signature with seal having full name and address)

**FINANCIAL BID DOCUMENT**

**FORM-2**

**Subject: Regarding maintenance & handling of Accounts work of Chaudhary Ranbir Singh University, Jind.**

Chartered Accountants Firm will have to quote the Rates/Charges for the work mentioned in tender form.

<b>S.No.</b>	<b>Rate to be quoted by the Firm for these services</b>
1.	<b>Amount In Rs.</b> _____ <b>GST @ _____ Amount in Rs.</b> _____ <b>Gross Total=</b> _____ <b>In figures</b> _____ <b>In Words</b> _____

**Authorized Signatory**  
(Signature with seal having full name and address)

## UNDERTAKING

ANNEXURE-A

I / We the following partners of M/s \_\_\_\_\_, Chartered Accountants do hereby jointly and severally verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been blacklisted/debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 31st March of the relevant year shown is the same as that in the constitution certificate issued by the ICAI.

Sr. No.	Name of Partner	Membership Reg. No.	Pan No.	Sing. of Partner
1				
2				

Signature of Authorized Person \_\_\_\_\_

Name of Authorized Person \_\_\_\_\_

Seal of the firm \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**Self – Declaration – No  
Black listing (on the letterhead of the firm)**

**ANNEXURE-B**

To

The Registrar  
Chaudhary Ranbir Singh University,  
Jind

In response to the request for proposal (REP)/EOI- Expression of Interest for selecting Internal/Statutory Auditors of Chaudhary Ranbir Singh University, Jind, I/We hereby declare that presently your Chartered Accountant (CA) firm \_\_\_\_\_ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/ PSU/Autonomous Body.

We further declare that presently our CA firm \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/Central Government/ PSU/Autonomous Body.

If this declaration is found to be incorrect then without prejudice to any other Action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be canceled.

Thanking you,

Yours faithfully

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

**Annexure-1****Details of firm in corporation/formation**

<b>Name of Firm</b>	<b>Date of incorporation/ formation</b>	<b>No of Complete Year</b>

**Annexure-2**

**Firm's experience in the field of audit of Public Sector Undertakings in last 03 financial years**

<b>Sr. No.</b>	<b>Name of PSU</b>	<b>Name and Address of unit/branch/block, audited by firm</b>	<b>Year of audit</b>

**Annexure-3**

**Empanelment with Sector's regulatory Authorities.**

**For example empanelment with RBI, DGH, AAI, IRDA, CERC, TRAI etc.**

<b>Sr. No.</b>	<b>Nature of Audit Assignment</b>	<b>Name and Address of Govt. Organization/PSU</b>	<b>Duration of Assignment</b>

**Annexure-4**

**No of Qualified CA Partner/Employee available with the firm**

<b>Sr. No.</b>	<b>Name of Professional</b>	<b>Partner/Employee</b>	<b>Membership No.</b>

**Annexure-5**

**Similar experience of Central/State Educational Institutions/Autonomies Bodies/ Corporation including Universities**

<b>Sr. No.</b>	<b>Name of Organization</b>	<b>Nature of Assignment</b>	<b>Total No of Years of experience</b>