

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-10-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	24-10-2026 16:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Gujarat
विभाग का नाम/Department Name	Labour And Employment Department Gujarat
संगठन का नाम/Organisation Name	N/a
कार्यालय का नाम/Office Name	Kaushalya The Skill University Ahmedabad
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.tsu.gj@gembuyer.in Buyer Email id: dy.registrar@kaushalyaskilluniversity.ac.in
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Bid for Hiring of Chartered Accountant Firm for Day to Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation and Audit Support Services for Kaushalya The Skill University for FY 2026 27
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	20 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),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
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	3
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
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Payment Timelines	Payments shall be made to the Seller within 45 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
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	15000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

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

लाभार्थी /Beneficiary :

Registrar

Kaushalya The Skill Universit,Block 3,VGEC Campus,Chandkheda,Ahmedabad 382424

(Registrar)

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**Scope of work to be uploaded by buyer:**[1791533524.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
Experience of the bidder in accounting, taxation, annual accounts preparation, grant accounting, audit support or related professional services	40	20	View file	Yes
Relevant Government/Government Autonomous Body/Government Institution clients handled by the bidder	40	10	View file	Yes
Number of Chartered Accountants associated with the bidder as Partners/employees/associates	20	10	View file	Yes

Total Minimum Passing Technical Marks: 60

Financial Advisory Services - Onsite; Bid For Hiring Of Chartered Accountant Firm For Day To Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation And Audit Support Services For Kaushalya The Skill University For FY 2026 27 (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Bid for Hiring of Chartered Accountant Firm for Day to Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation and Audit Support Services for Kaushalya The Skill University for FY 2026 27
Sub-category of Financial Advisory Services	Bid for Hiring of Chartered Accountant Firm for Day to Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation and Audit Support Services for Kaushalya The Skill University for FY 2026 27
Financial Advisory Reports	Yes
Frequency of Progress Report	Weekly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA

विवरण/ Specification	मूल्य/ Values
Certification of Professional/Resources required	Registered with ICAI Category 3
Total Experience of Professionals / Resources (In years)	5 - 7 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

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

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	500000

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Nayankumar Rameshbhai Patel	380052,C/o Mahatma Gandhi labour Institute, Drive-in Road, Memnagar, Ahmedabad - 380052, Gujarat	Project / Lumpsum Based	N/A

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

1. Generic

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

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

2. Buyer Added Bid Specific ATC

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

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1) Quoted Price must include GST. The minimum floor price shall be **₹5,00,000/- (Rupees Five Lakh only), inclusive of all applicable taxes**. Any bid quoting a price **below ₹5,00,000/-** shall be considered **non-responsive and shall be liable for disqualification**

2) The bidder has to pay the Earnest Money Deposit (EMD) of Rs. 15000/- in favour of Registrar, Kaushalya-The Skill University. and submit to Block 3, VGEC Campus, Chandkheda, Ahmedabad 382424)

3) The University's temporary address is Block No. 3, GTU Campus, Vishwakarma Engineering College, Chandkheda, Ahmedabad - 382424, Gujarat, and its **permanent address is Near Western Times Publication, Palodiya Tekra, Shilaj, Ahmedabad, Gujarat**. The University shall shift to its permanent premises within short time of completion of the building construction work, **with personnel deployment adjusted accordingly**.

4) KSU will work with Statutory Audit Firm, Internal Audit Firm and Day to Day Accounting Firm so one Firm who is working with KSU must not be part of other two Scope of Work.

(Example: If "X" firm is given Day to Day Accounting work then it is not allowed to work in Statutory Audit work & Internal Audit work)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने

व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

BID DOCUMENT

Bid for Hiring of Chartered Accountant Firm for Day-to-Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation and Audit Support Services for Kaushalya – The Skill University for FY 2026–27

Bidding Authority: Kaushalya – The Skill University (KSU)

Name of Work: Hiring of Chartered Accountant Firm for Day-to-Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation and Audit Support Services for Kaushalya – The Skill University for FY 2026–27

The minimum floor price shall be ₹5,00,000/-, inclusive of all applicable taxes. Any bid quoting a price below ₹5,00,000/- shall be considered non-responsive and shall be liable for disqualification

Last Date & Time of Bid Submission: As per Bid Document.

Un-priced Bid Opening: As per Bid Document.

Date & Time: As per Bid Document.

Temporary Address: Kaushalya-The Skill University
Block No.3, GTU Campus, Vishwakarma Engineering
Collage. Chandkheda, Ahmedabad-382424

permanent address: Kaushalya-The Skill University
Near Western Times Publication, Palodiya
Tekra, Shilaj, Ahmedabad, Gujarat.

Kaushalya – The Skill University invites bids through the GeM portal for hiring a Chartered Accountant firm for Day-to-Day Accounting, Tax Compliance, Grant Accounting, Annual Accounts Preparation and Audit Support Services for FY 2026–27.

Offers are invited from experienced Chartered Accountant firms having relevant experience in accounting, taxation, annual accounts preparation and audit support work.

Proposals are hereby called from bidders having the capability, experience and resources to provide day-to-day accounting, tax compliance, annual accounts preparation and audit support services to Kaushalya – The Skill University.

Bidders who wish to participate in this bid must be registered on the Government e-Marketplace portal at <https://gem.gov.in> and shall submit their bids only through the GeM portal.

Proposal in the form of BID are requested for the item(s) in complete accordance with the documents to be uploaded as per following guidelines:

1. Bidders shall submit their bids online through <https://gem.gov.in>
2. Submit **EMD 3% of estimated value** in sealed envelope super scribed at the time of award of contract to Kaushalya-The Skill University in the form of Demand Draft. Payable to “Registrar Kaushalya-The Skill University” at “Ahmedabad”.
3. Bids complete in all respects should be uploaded on or before the bid due date.
4. Services offered should be strictly as per requirements mentioned in this Bid document. Any unavoidable deviation shall be clearly stated clause-wise in the bid under the heading “Deviations”. The University reserves the right to accept or reject such deviations.
5. The Bidder’s offer for services shall remain valid for the period specified in the online bid.
6. In addition to the bid document, the following sections uploaded are part of Bid Documents:

Section: 1	Eligibility Criteria
Section: 2	Scope of Work
Section: 3	Instructions to Bidders
Section: 4	Technical and Financial Evaluation
Section: 5	Award of Contract
Section: 6	Formats of Form

Important Dates & Details:

1	Last Date & Time for Submission of Bids electronically on https://gem.gov.in	As per Bid Document
2	Contact Person	Mr. Ankur Agrawal Mo.: 97373 85570

Eligibility Criteria

The bidder must possess the requisite experience, strength and capabilities in providing services necessary to meet the requirements as described in the Bid document. Keeping in view the complexity and volume of the work involved, following criteria are prescribed as the eligibility criteria for the bidder interested in undertaking the project. The bidder must also possess the technical know-how and financial capacity required for successful execution of the accounting, statutory tax compliance, grant accounting, annual accounts preparation and audit support services of Kaushalya – The Skill University.

Sr. No.	Eligibility Criteria	Document to be submitted with proposal*
1.	The bidder shall be a Chartered Accountant Firm registered with the Institute of Chartered Accountants of India (ICAI). The firm must have at least one Partner who is empanelled with C&AG.	Copy of ICAI Firm Registration Certificate. Copy of C&AG empanelment certificate/status, if applicable. Registration certificate/status for FY 2025–26 and provisional/valid status for FY 2026–27, wherever applicable.
2.	The bidder should have average annual professional receipts/turnover of at least ₹15 lakh from accounting, audit, taxation, financial compliance or related professional services during the last three financial years.	CA-certified/audited summary statement of turnover/professional receipts for the last three financial years
3.	Past Experience The bidder should have experience of at least 5 years in accounting, taxation, annual accounts preparation, grant accounting, audit support or related professional services. The firm should have experience of preparation/finalization of annual accounts or accounting support work for at least one University/Government Autonomous Body/Government Institution having annual expenditure of ₹10 crore or more.	Work orders issued by client and/or project completion certificates. Self-certified summary of relevant experience, arranged in order of most recent assignment first.
4.	Employees/Partner: The bidder should have minimum 2 Chartered Accountants as Partners/employees/associates of the firm.	Copy of valid CA membership certificates/details of the concerned Chartered Accountants.

5.	Blacklisting: The bidder, including its partners/directors/key personnel, should not be blacklisted/debarred by any Central Government, State Government, Government Department, PSU, Board, Corporation, Government Society/Trust or any Government agency. The bidder and its partners should not be undergoing any disciplinary proceedings by ICAI, NFRA or any other statutory authority.	Submit a self-declaration as per draft enclosed as Annexure –1.
6.	The bidder should have office either in the District Ahmadabad or in District Gandhinagar (Gujarat) Location.	Copy of any two of the following: property tax bill, electricity bill, telephone bill, GST registration certificate or lease/rent agreement.
7.	The bidder must have a valid GST registration in India.	Copy of valid GST registration certificate.
8.	The bidder should have filed Income Tax Returns for the last three completed financial years.	Copies of Income Tax Return acknowledgements for the last three completed financial years. Where audit under the Income Tax Act is applicable, relevant audit report may also be submitted.
9.	The bidder should have a valid Firm Registration Certificate.	The bidder should have a valid Firm Registration Certificate.
10.	Details of partners of the firm shall be submitted.	PAN card and ICAI membership number/details of partners.
11.	Persons Deploy for work: The bidder shall deploy minimum 2 persons for day-to-day accounting work at the University as per the scope of work.	CVs of both proposed persons along with qualification certificates and experience details.

Note:

All the details and the supportive documents for the above-mentioned terms should be uploaded in eligibility section in the bid.

Scope of Work for the Work of Accounting

Preparation of annual accounts which includes following Categories of Work.

- To maintain the books of accounts in double entry system and on accrual basis in computerized environment.
- To prepare, update and maintain all books of accounts up to finalization of financial statements in the accounting system.
- Minimum two persons shall be deployed at the University for day-to-day accounting work. Both deployed persons should possess **M.Com or equivalent qualification in Commerce/Accounting. Out of the two persons, one person must have at least 5 years of experience** and the other person must have at least 3 years of experience in accounting work.
- Replacement of deployed personnel shall not be made without prior approval of the University.
- Any vacancy in deployed manpower shall be filled within 7 days from the date of vacancy.
- One Chartered Accountant (CA) will monitor books of accounts at least twice a week.
- The selected firm shall carry out the following accounting functions:
 - Entry of vouchers, bills, orders and other financial documents in the accounting system.
 - Maintenance of cash book, bank book, ledgers and other relevant books of accounts.
 - Reconciliation of Bank Statements and other financial records.
 - Preparation of accounts, statements and schedules as per the requirement of the University.
 - Preparation of final accounts in Tally/accounting software or any other accounting system prescribed by KSU.
- To prepare data and support filing of monthly GST-TDS returns within the due dates for FY 2026–27
- To prepare data and support filing of quarterly Income Tax TDS returns within the due dates for FY 2026–27.

To assist in tax calculation of University employees, preparation/issuance of Form 16 and Form 16A, and provide advisory/support in respect of EPF, ESI, professional tax, property tax and other applicable statutory obligations.
- To prepare and support filing of the annual Income Tax Return within the due date for FY 2026–27, wherever applicable.
- To coordinate and provide necessary support during Internal Audit, Statutory Audit and C&AG Audit.
- The University shall be responsible for timely deposit of statutory dues/taxes with the respective statutory authorities after obtaining necessary approval/signature of the competent authority. The selected firm shall provide necessary working, calculation and filing support.
- Computer, printer, scanner, Tally/accounting software, internet and other required office infrastructure shall be provided by the University. Accounting data shall be saved on the computer system/server/cloud/storage facility prescribed by university. The University shall be responsible for providing access to the required system and maintaining data backup/security infrastructure.
- The tenure of the work order shall be for a period of one year for FY 2026–27. The contract may be extended for a further period of up to two years, subject to satisfactory performance, requirement of the University, mutual consent of both parties and applicable Government/GeM procurement rules.
- The firm must have at last one Partner (Chartered Accountant) who is empaneled by CAG.
- Monthly accounts/report shall be submitted by the authorized person of the selected firm by the prescribed

timeline.

- Preparation of Utilization certificate for received by the University, as and when required.
- To provide assistance in preparation of annual budget of the university.
- The selected firm shall assist and support the university in processing and complying with observations/requirements of Internal Auditor, Statutory Auditor, C&AG Audit and other relevant authorities, as and when required.
- The Director General of the University may assign any additional work related to the services of the Chartered Accountant Firm, as and when required. The selected firm shall provide such services in addition to the scope described in this Agreement, subject to applicable rules and approval of the competent authority.
- The University's temporary address is Block No. 3, GTU Campus, Vishwakarma Engineering College, Chandkheda, Ahmedabad – 382424, Gujarat, and its **permanent address is Near Western Times Publication, Palodiya Tekra, Shilaj, Ahmedabad, Gujarat.** The University shall shift to its permanent premises within short time of completion of the building construction work, **with personnel deployment adjusted accordingly.**

➤ Deliverables

Deliverable	Timeline
Monthly Accounts	By 10th of following month
GST Returns	Statutory Due Date
TDS Returns	Statutory Due Date
Form 16 / Form 16A	Statutory Due Date
Income Tax Return	Statutory Due Date
Annual Accounts	Within 30 Days from FY Closure
Utilization Certificates	Within 7 Days of Requirement
Audit Replies	Within 3 Working Days

Completion of work:

The work shall be considered as completed when accounts are approved by competent authority of Kaushalya - The Skill University.

Instructions to Bidders

BIDDING DOCUMENTS

The Bidder may download the bid document and any amendment/corrigendum, if issued, from <https://gem.gov.in>. The Bidder shall upload the bid online through <https://gem.gov.in> on or before the due date and time specified in the online bid.

The Bidder is expected to carefully examine all instructions, forms, terms, conditions, eligibility criteria, scope of work and specifications contained in the Bid Document. Failure to furnish all information required under the Bid Document, or submission of a bid not substantially responsive to the Bid Document in all respects, may result in rejection of the bid.

AMENDMENT OF BIDDING DOCUMENTS

- At any time prior to the deadline for submission of bids, University may, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders, may modify the bidding documents by amendment & put on <https://gem.gov.in>.
- All prospective bidders are requested to regularly visit both the University website and the GeM portal for any amendments, corrigendum or modifications issued in respect of this bid. Any amendment/corrigendum/modification shall be notified/uploaded on the University website and/or the GeM portal, and shall be binding on all bidders.
- In order to allow prospective bidders reasonable time to take the amendment in to account in preparing their bids, University, at its discretion, may extend the deadline for the submission of bids.

LANGUAGE OF BID

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and shall be in **English**. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

FRAUDULENT & CORRUPT PRACTICE

- “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the university of the benefits of free and open competition.
- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Contract execution.
- The University will reject a proposal for award and may forfeit the security deposit if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

LACK OF INFORMATION TO BIDDER

- The Bidder shall be deemed to have carefully examined all Bid documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

MINIMUM ESTIMATED VALUE:

- The estimated value of this work/service is INR 5,01,000/- (Rupees Five Lakh Only). Bidders quoting below the minimum threshold or submitting unrealistically low, non-viable financial bids (unworkable

predatory pricing) shall be summarily rejected under the "Abnormally Low Bids" guidelines of the Department of Expenditure.

MODIFICATION AND WITHDRAWAL OF BID

- The Bidder may modify or withdraw its bid before the due date and time of bid submission, as per the process available on the portal.
- No Bid may be modified subsequent to the deadline for submission of bids.
- No bid may be withdrawn during the period between the deadline for submission of bids and the expiry of bid validity. Withdrawal of bid during this period may result in forfeiture of Bid Security, if applicable, and/or other action as per applicable rules and terms of the bid.

CONTACTING UNIVERSITY

- Bidder shall not approach University officers outside of office hours and/ or outside office premises, from the time of the Bid opening to the time the Contract is awarded.
- Any effort by a bidder to influence University in the decisions on Bid evaluation, bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the University, it should do so in writing.

REJECTION OF BIDS

-
- The University reserves the right to reject any Bid, and to annul the bidding process and reject all bids at anytime prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision
-

TECHNICAL EVALUATION OF BID

Only those bidders who meet the eligibility criteria specified in Chapter 1 shall be considered for technical evaluation. The technical evaluation shall be carried out as per the criteria given below:

Sr. No.	Criteria	Value/Parameters	Marks
1.	Experience of the bidder in accounting, taxation, annual accounts preparation, grant accounting, audit support or related professional services	Maximum Marks	40
		Less than 5 Years	0
		More than 5 years and up to 6 years	20
		More than 6 years and up to 7 years	30
		More Than 7 Years	40
2.	Relevant Government/Government Autonomous Body/Government Institution clients handled by the bidder	Maximum Marks	40
		No Client	0
		1 Client	10
		2 to 3 clients	15
		4 clients	20
		5 clients	30
		More than 5 clients	40
3.	Number of Chartered Accountants associated with the bidder as Partners/employees/associates	Maximum Marks	20
		Less than 2 CAs	0
		2 CAs	10
		3 CAs	15
		More than 3 CAs	20

Note: For the purpose of evaluation under Government/Government Autonomous Body/Government Institution clients, only assignments related to accounting, taxation, annual accounts preparation, grant accounting, audit support or related professional services shall be considered.

- In order to be eligible for financial evaluation at least 60 marks are to be obtained in the above technical evaluation from 100 Marks. The bidders obtaining less than 60 marks shall be declared as disqualified in the technical evaluation.

FINANCIAL EVALUATION

- After qualifying in the above technical evaluation (bidder's obtaining 60 marks in the technical evaluation), financial bids of the successful bidders shall be opened.
- Lowest Price (L1) among the Technically Qualified Bidder would be selected to award the contract.
- The minimum floor price shall be **₹5,00,000/- (Rupees Five Lakh only), inclusive of all applicable taxes**. Any bid quoting a price **below ₹5,00,000/-** shall be considered **non-responsive and shall be liable for disqualification**

AWARD OF CONTRACT

- The Criteria for selection will be in two stages as mentioned in Chapter 4: Technical and Financial Evaluation of Bid
- The quantities may decrease or increase at the time of finalization, depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.

NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- After the bid evaluation, University will notify the successful Bidder and issue the Letter of Intent / Purchase Order / Work Order, as applicable.
- Successful bidders will have to sign the contract upon receiving the Purchase order with the purchaser(s) within 7 working days from the date of Purchase order.

LIMITATION OF VENDOR'S LIABILITY:

- Vendor's cumulative liability for all its obligations under the contract shall not exceed the contract value and the Vendor shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.

FORCE MAJEURE

- Force Majeure shall mean any event or circumstances or combination of events or circumstances that materially and adversely affects, prevents or delays any Party in performance of its obligation in accordance with the terms of the Agreement, but only if and to the extent that such events and circumstances are not within the affected party's reasonable control, directly or indirectly, and effects of which could have prevented through Good Industry Practice or, in the case of construction activities through reasonable skill and care, including through the expenditure of reasonable sums of money. Any events or circumstances meeting the description of the Force Majeure which have same effect upon the performance of any contractor shall constitute Force Majeure with respect to the Bidder. The Parties shall ensure compliance of the terms of the Agreement unless affected by the Force Majeure Events. The Bidder shall not be liable for forfeiture of its implementation / Performance guarantee, levy of Penalties, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Agreement is the result of Force Majeure.

- Force Majeure Events

The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the definition as stated above.

Without limitation to the generality of the foregoing, Force Majeure Event shall include following events and circumstances and their effects to the extent that they, or their effects, satisfy the above requirements:

- Natural events ("Natural Events") to the extent they satisfy the foregoing requirements including:
 - a) Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon.
 - b) Explosion or chemical contamination (other than resulting from an act of war).
 - c) Epidemic such as plague.
 - d) Any event or circumstance of a nature analogous to any of the foregoing.
- Other Events ("Political Events") to the extent that they satisfy the foregoing requirements including:

Political Events which occur inside or Outside the State of Gujarat or involve directly the State Government and the Central Government including:

- i. Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage.
- ii. Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature.
- iii. Any event or circumstance of a nature analogous to any of the foregoing.

- **FORCE MAJEURE EXCLUSIONS**

Force Majeure shall not include the following event(s) and/or circumstances, except to the extent that they are consequences of an event of Force Majeure:

- a) Unavailability, late delivery
- b) Delay in the performance of any contractor, sub-contractors or their agents;

- **PROCEDURE FOR CALLING FORCE MAJEURE**

The Affected Party shall notify to the other Party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 5 (five) days after the Affected Party came to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Agreement.

CONTRACT OBLIGATIONS

Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the Bidder's bid and all previous correspondence.

AMENDMENT TO THE AGREEMENT

Amendments to the Agreement may be made by mutual agreement by both the Parties. No variation in or modification in the terms of the Agreement shall be made except by written amendment signed by both the parties. All alterations and changes in the Agreement will consider prevailing rules, regulations and laws.

USE OF AGREEMENT DOCUMENTS AND INFORMATION

- The Bidder shall not without prior written consent from University disclose the Agreement or any provision thereof or any specification, plans, drawings, pattern, samples or information furnished by or on behalf of University in connection therewith to any person other than the person employed by the Bidder in the performance of the Agreement. Disclosure to any such employee shall be made in confidence and shall extend only as far as may be necessary for such performance.
- The Bidder shall not without prior written consent of University make use of any document or information made available for the project except for purposes of performing the Agreement.
- All project related documents issued by University other than the Agreement itself shall remain the property of the University and Originals and all copies shall be returned to University on completion of the Bidder's performance under the Agreement, if so required by the University.

ASSIGNMENT & SUBCONTRACTS

- Assignment by Bidder

The Bidder shall not assign, in whole or in part, its rights and obligations to perform under the Agreement to a third party, except with the prior written consent from University.

- Sub contracts: Sub contract shall not be allowed.

RESOLUTION OF DISPUTES

- If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days notice thereof to the other Party in writing.
- In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.
- The place of the arbitration shall be Ahmedabad, Gujarat.
- The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- The proceedings of arbitration shall be in English language.
- The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure. The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

BOOKS & RECORDS

Bidder shall maintain adequate books and records in connection with Contract and shall make them available for inspection and audit during the terms of Contract until expiry of the performance guarantee.

PAYMENTS TERMS

Sl. No.	Activity	Payment (%)
1	Preparation of Annual Accounts as mentioned in Chapter: 2.	Payment shall be made on monthly basis, proportionate to the annual contract value, upon satisfactory completion of monthly accounting work for the relevant month of FY 2026–27 and submission of monthly accounts/report and applicable monthly compliance details within the prescribed timeline. The selected firm shall submit all required monthly reports/accounts by the 10th day of the following month. In case of delay beyond the prescribed timeline, a penalty of 1% of the monthly invoice value shall be levied for each completed week of delay, subject to a maximum of 10% of the monthly invoice value. The personnel deployed by the selected firm shall maintain punctuality and remain present in the office during official working hours prescribed by KSU. In case of irregular

		attendance, frequent late arrivals, early departures or unauthorized absence, a penalty of ₹500/- per day per person shall be deducted from the monthly running bill. If the work performed by the selected firm or its deployed personnel is found to be substandard, incomplete, incorrect or not in accordance with the tender scope, a penalty of ₹1,000/- per instance may be levied after recording the deficiency and giving an opportunity to rectify, wherever feasible.
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INDEMNITY

- a. The selected firm shall indemnify and hold University harmless against any loss, damage, claim, penalty, liability, cost or expense arising directly from fraud, wilful misconduct, gross negligence, breach of confidentiality, misuse of data, or material breach of contractual obligations by the selected firm or its personnel.
- b. While passing on the rights (license) of using any software/software tool, the selected agency shall ensure that such rights are inclusive of the use of that software for development in addition to deployment.
- c. The selected agency is obliged to work closely with University's staff, act within its own authority and abide by directives issued by the University.
- d. The selected agency will abide by the job safety measures prevalent in India and will free the University from all demands or responsibilities arising from accidents or loss of life the cause of which is the selected agency's negligence. The selected agency will pay all indemnities arising from such incidents and will not hold University responsible or obligated.
- e. The selected agency is responsible for managing the activities of its personnel and will hold himself responsible for any misdemeanors.
- f. The selected firm shall employ and deploy qualified and experienced personnel as specified in the Bid Document. No change in the deployed personnel shall be made without prior approval of the University. In case replacement of any personnel becomes necessary due to resignation, retirement, death, medical incapacity or any other reason beyond the control of the selected firm, the selected firm shall provide a replacement with equivalent or better qualifications and experience, subject to approval of the University.
- g. The selected agency shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
- h. The selected firm shall comply with applicable laws, rules, regulations and professional standards while performing the services under the Contract.
- i. The selected firm shall treat all financial records, documents, reports, data and information relating to the University as confidential and shall not disclose the same to any third party without prior written approval of the University, except where such disclosure is required under applicable law or by any competent authority.
- j. All books of accounts, schedules, reports, reconciliations, working papers and financial records prepared or maintained during the contract period shall remain the property of the University and shall be handed over to the University as and when required and upon completion or termination of the Contract.
- k. The selected firm shall disclose any actual or potential conflict of interest. The University reserves the right to reject the bid or terminate the Contract if such conflict of interest affects or is likely to affect the impartiality, independence or performance of the selected firm.

TERMINATION

- a. The University may, without prejudice to any other remedy for breach of contract, by one week advance notice of default sent to the selected agency, terminate the Contract in whole or part:
 - if the selected agency fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the University;

- if the selected agency fails to perform any other obligation(s) under the Contract;
- If the service provider, in the judgment of the University has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;
- if the selected firm fails to maintain the required quality of services or repeatedly submits incomplete, incorrect or substandard work despite written notice from the University;
- if the selected firm breaches confidentiality obligations or misuses any data, records, documents or information relating to the University;
- if the selected firm fails to deploy or maintain the required manpower as per the Bid Document and Contract;
- if any information submitted by the selected firm in its bid is found to be false, misleading or materially incorrect;
- if the selected firm fails to disclose any actual or potential conflict of interest, or if such conflict affects the impartiality, independence or performance of the selected firm.
- If the selected agency fails to conform to the quality requirement laid down/third party inspection/consultants' opinion.

For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”

Section - 6

Format of Forms

Form 1: Covering Letter

(To be submitted on the Bidder letterhead)

<<Insert Date and location>>

Proposal Reference No:

To,
Registrar
Kaushalya-The Skill University.

Temporary Address:- Block No.3, GTU Campus, Vishwakarma
Engineering College. Chandkheda,
Ahmedabad-382424

Dear Madam/Sir,

Sub: Submission of proposal in response to bid for Preparation of annual account of
“Kaushalya”, The Skill University, Ahmedabad”.

1. Having examined the bid, we, the undersigned, hereby submit our proposal in response to your notification for Preparing annual accounts of Kaushalya-The Skill University in full conformity with the said bid document
2. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 21 days from the date fixed for submission of Proposals as stipulated in the Bid document modification resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. If we are entrusted a consultancy assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.
4. We hereby declare that all the information and statements in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. If any negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Bid Document, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.
6. We understand you are not bound to accept any proposal you receive

Dated this (date / month / year):

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Name of Bidder:

Address:

Annexure-1

FORMAT OF SELF DECLARATION CUM UNDERTAKING

To,
Registrar
Kaushalya The Skill University,
Ahmedabad

We hereby undertake that we, M/s_____, having registered Office at _____, and any of our Partners are not blacklisted/ De-registered/ debarred or undergoing criminal proceedings by Central/State Government Department/Public Sector Undertaking/ Govt. owned Society/Trust/Board/Corporation or any other agency for which we have rendered Services to them. Also our firm or partner or employees are not undergoing any disciplinary action with ICAI or National Financial Reporting Authority (NFRA) or any other statutory authority.

We further confirm that we are aware that our bid for the appointment as Accounting Consultant would be liable for rejection in case any material misrepresentation is made or discovered with regard to the tender documents.

For _____,

Authorized Signatory (with Rubber Stamp)

Full Name: FCA/ACA No.

Designation:

Date:

Place:

Form 2: General Information

Sr. No	Particulars	Details to be furnished		
1.	Details of Bidder			
a)	Name			
b)	Address			
c)	Telephone		Fax	
d)	Website			
2.	Details of Contact Person			
a)	Name			
b)	Designation			
c)	Address			
d)	Telephone no.			
e)	Mobile no.			
f)	Fax no.			
g)	E-mail			
3.	Details of Authorized Signatory (<i>please attach proof</i>)			
a)	Name			
b)	Designation			
c)	Address			
d)	Telephone no.			
e)	Mobile no.			
f)	Fax no.			
g)	E-mail			
4.	Information about responding Bidder			
a)	Status of Bidder (<i>Public Ltd. / Pvt. Ltd etc.</i>)			
b)	No. of years of operation in India			
c)	Details of Registration (<i>Ref e.g., ROC Ref #</i>)	Date		
		Ref #		
d)	No. of resources/ staff in India			
e)	Locations and addresses of offices (in Ahmedabad City)			

Form 3: Performa of Compliance letter/Authenticity of Information Provided

(Shall be submitted as scanned copy on Bidder's letterhead duly signed by Authorized signatory)

Date:

To,

Registrar

Kaushalya-The Skill University.

Temporary Address: - Block No.3, GTU Campus, Vishwakarma
Engineering Collage. Chandkheda,
Ahmedabad-382424

Sub: Compliance with the tender terms and conditions, specifications and Eligibility Criteria

Ref: Bid for preparation of annual account for Kaushalya-The Skill university, Ahmedabad.

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>.

We wish to inform you that we have read and understood the technical specification and total requirement of the above-mentioned bid submitted by us on **DD.MM.YYYY**.

We hereby confirm that all our supplied items (to be supplied if any as a part of the bid) will meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document.

We also explicitly understand that all such items will meet technical specification of the bid & that such technical specification overrides the brochures/standard literature if the same contradicts or is absent in brochures.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of the University Tender Committee for disqualification will be accepted by us.

The Information provided in our submitted bid is correct. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/ PBG/cancel the award of contract. In this event, the University reserves the right to take legal action on us.

Thanking you,

Dated this____day of____YYYY

Signature:_____

(In the Capacity of) :_____

Duly authorized to sign bid for
and on behalf of_____